



## **WOODLANDS LIBRARY COOPERATIVE GOVERNING BOARD**

Thursday, September 15, 2022  
Jackson District Library Meijer Branch

### **MINUTES**

#### **Order**

The regular meeting of the Woodlands Library Cooperative Governing Board was called to order at 5:05 pm by President Greg Brown.

#### **Roll Call**

Governing Board members present:

Sally Seifert – Charlotte Community Library  
Joni Jeffery – Grand Ledge Area District Library  
Jackie Barber – Jackson District Library  
Beth LaPensee – Monroe County Library System  
Ashley Bergeon – Schoolcraft Community Library  
Greg Brown – Schultz-Holmes Memorial Library  
Gayle Hazelbaker – Stair District Library

Governing Board members absent:

Sue Smith – Branch District Library (unexcused)

Others present:

Karen Hill – Hillsdale Community Library (virtual)  
Kate Pohjola Andrade – Woodlands Library Cooperative  
Laura Claucherty - Woodlands Library Cooperative

#### **Agenda**

It was moved to accept the agenda as presented. (Moved: Jeffery, Second: Barber. Motion: Carried)

#### **Minutes**

It was moved that the minutes of July 21, 2022 be approved as posted. (Moved: Bergeon, Second: Barber, Motion: Carried.)

#### **Financial Report**

Woodlands has started to receive direct and member state aid resulting in an increase in revenue.

##### **Approve July & August Bills**

The July Financial Statement shows income as \$602,908.20 and expenses of \$668,086.08, for a balance of -\$65,177.88. Pass-through income is \$95,127.30, and expenses are \$77,866.55, for a total balance of -\$47,917.13. The bills for July were \$109,555.06.

The August Financial Statement shows income as \$1,011,076.58 and expenses of \$730,378.94, for a balance of \$280,697.64. Pass-through income is \$95,136.58, and expenses are \$85,372.66, for a total balance of \$290,461.56. The bills for August were \$69,798.97.

It was moved that the July and August financial reports be received and placed on file. (Moved: Barber, Second: Jeffery, Motion: Carried.)

### Budget Adjustment

Several line items required a minor adjustment to bring the account lines under budget. The two lines that need to be substantially increased are for the four delivery contracts held with member libraries and for RIDES. It was moved to approve the budget adjustment as indicated by the chart below. (Moved: Bergeon, Second: Barber. Motion: Carried.)

Account	Item	Original Budget	Increase	Decrease	New Budget
705.00	Salary-Director	\$66,500	\$.05		\$66,500.05
723.00	Long term Disability	\$360	\$100		\$460
747.00	Periodicals	\$300	\$100		\$400
808.00	Delivery	\$88,449	\$4,575		\$93,024
809.00	Delivery-Statewide	\$130,953	\$10,705		\$141,658
828.00	Memberships	\$2,300	\$160		\$2460
958.02	Cont Ed-Staff	\$2,000	\$810		\$2,810
999.00	Contingency	\$130,393		\$16,450.05	\$113,942.95
Totals			\$16,450.05	\$16,450.05	

### Communications

Kate reported that the Woodlands office received a thank you note from Larry Gregory, long time board representative for Monroe County Library System, for the condolence card we sent to him for the death of his wife. Woodlands also received newsletters from the Jackson District Library and the Waldron District Library.

### Director's Report

- The legislation to allow remote meetings is still being considered, but nothing has been passed yet. Meetings that allow remote access usually have more participation.
- The ARPA Grant committee is wrapping up their work. The MI-83 Grant was used to purchase electronic non-fiction materials for Michigan residents, and technology equipment for libraries.
- Kate will be out visiting libraries in person again to talk to them to see what they would like for cooperative services.
- There has been a lot of director turnaround, including at the Hillsdale Community Library, Putnam District Library, and Eaton Rapids Area District Library. Several other libraries have announced they will be replacing directors as well.
- The Michigan Cooperative Director's Association and several other Michigan library entities are exploring a collaboration to create an event similar to the Loleta Fyan Small and Rural Librarians Conference.

### Advisory Council Report

Kate reported that the August minutes are posted on the Woodlands website. She also stated that we will need to change the date of the October meeting as the third Thursday falls during the MLA Conference.

### Committee Reports

#### Children & Teen Services & Continuing Education - Inactive

Kate reported that libraries are particularly busy right now dealing with their own service issues so there has been no activity for these two committees.



**Planning and Evaluation**

The Planning and Evaluation Committee met virtually and reviewed the draft 2022-23 budget and recommended it to the Advisory Council for approval. The budget is now recommended to the Governing Board for approval and will be covered under New Business.

**Personnel**

Kate said that there was no activity for this committee.

**eResources**

The eResources Committee consists of library staff members from around the cooperative. They have volunteered to maintain the nearly cooperative-wide OverDrive collection housed in the Woodlands Downloadable Library, including selection of titles, maintenance of the collection and more recently, the development of collection management policy and procedure. Our digital collections were kept up to date throughout the pandemic, and the committee was also tasked with purchasing nearly \$70,000 worth of materials for the MI-83 grant in a short period of time and the committee handled it beautifully, in addition to their day-to-day jobs at their home libraries. We are pleased to share that the eResources Committee Members are being recognized with the Spirit of Woodlands award. The Spirit of Woodlands Award goes to outstanding work on behalf of the cooperative, and honorees are selected by the Woodlands director.

The honorees are:

Amber Laude - East Lansing Public Library (chair)  
Barbara Beaton - Milan Public Library  
Susan Bogner - DeWitt District Library  
Sara Horn - Charlotte Community Library  
Jennifer Saul - Monroe County Library System  
Mary Vergowven (retired) - Monroe County Library System

**Unfinished Business**

There was no unfinished business at the board meeting.

**New Business****Draft Budget**

The Advisory Council reviewed the draft 2022 -23 budget and are recommending it to the Board for approval. The budget narrative noted that funds previously allocated for sending members to Legislative Day were redirected to increase the IT grant to \$1,000 per member library. Also outlined in the narrative was a cost of living increase for Kate and Laura to reflect the cost of living for the past two years (5%) and for a 1% salary increase. Hazelbaker suggested increasing the salary adjustment in light of continued cost of living increases. This discussion will take place at the November meeting. It was moved to approve the draft 2022-23 budget as presented to the Board. (Moved: Jeffery, Second: LaPensee. Motion: Carried.)

**Service Contracts**

The Board discussed the service contracts Woodlands has with the Monroe County Library System for automation and fiscal services, and delivery to branches for Lenawee District Library, Branch District Library, Jackson District Library, and Monroe County Library System. It was moved to approve the service contracts with the Monroe County Library System, and the delivery service contracts with Monroe County Library System, Jackson District Library, Lenawee District Library, and Branch District Library. (Moved: Hazelbaker, Second: Barber. LaPensee Abstain. Motion: Carried.)

### **Member Contracts**

Forty-eight Membership Contracts were received prior to this meeting and can be approved together. The remaining 2 contracts will need to be approved at the November meeting. It was moved to approve the 48 Membership Contracts that were received for 2022-23. (Moved: LaPensee, Second: Seifert. Motion: Carried.)

### **Calendar for Governing Board Meetings**

The Board meets the third Thursday, every other month at 5:00 pm. The dates for the 2022-23 year include November 17, 2022, and in 2023, January 19, March 16, May 18, July 20, and September 21. It was moved to approve the Board meeting dates for 2022-23. (Moved: Hazelbaker, Second: LaPensee. Motion: Carried.)

### **Break**

The board did not take a break.

### **Election of Officers**

#### **President, Vice President, Secretary/Treasurer**

The Board discussed the election of officers, and decided to retain the same officers that were elected at the July meeting. The slate of officers is Greg Brown, President, Beth LaPensee, Vice-President, and Jackie Barber, Secretary/Treasurer. It was moved to approve the slate of officers as stated. (Moved: Hazelbaker, Second: Barber.)

### **Honor Board Retirees**

Sue Smith, Branch District Library, was only on our Board for a short time because she volunteered to complete a previously appointed representative's term. Sue was not able to make it to the meeting, but Kate thanked her for her service, and a Certificate of Appreciation and her name plate will be sent to her.

The Jackson District Library has reappointed Jackie Barber for another three-year term.

The Delta Township District Library passed on appointing a representative. The East Lansing Public Library has been sent an invitation to appoint a representative, and we are still waiting to hear back from them.

### **Public Participation**

There was no public participation at the board meeting.

### **Next Meeting**

The next Governing Board meeting will be held on Thursday, November 17, 2022, at 5:00 pm at the Marshall District Library.

### **Adjourn**

It was moved to adjourn the meeting. (Moved: Bergeon, Second: Barber. Motion: Carried.)



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Jackie Barber, Woodlands Library Cooperative  
Governing Board Secretary/Treasurer