



WOODLANDS LIBRARY COOPERATIVE GOVERNING BOARD

Thursday, January 19, 2023
Marshall District Library

MINUTES

Order

The regular meeting of the Woodlands Library Cooperative Governing Board was called to order at 5:00 pm by President Greg Brown at the Marshall District Library.

Roll Call

Governing Board members present:

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

Governing Board members absent:

Ameenah Asante – East Lansing Public Library (excused)
Karen Hill – Hillsdale Community Library (excused)

Others present:

Kate Pohjola Andrade – Woodlands Library Cooperative
Laura Claucherty - Woodlands Library Cooperative

Agenda

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

Review & Approve 2021-22 Audit

Sarah Rafko, from Calkins, Hehl & Rafko, CPAs, joined the meeting via Zoom to discuss the audit. She reported that there were no material weaknesses regarding the audit, no instances of non-compliance, and that staff at both Monroe and Woodlands are very organized and cooperative. It was moved to accept the 2021-22 audit as presented. (Moved: LaPensee, Second: Seifert. Motion: Carried.)

Minutes

It was moved that the minutes September 15, 2022, be approved as posted. (Moved: Barber, Second: LaPensee, Motion: Carried)

Financial Report

Approve September, October, November & December Bills

The September Financial Statement shows income as \$1,011,076.58, and expenses as \$821,791.65, for a balance of \$189,284.93. Pass-through income is \$95,474.77 and expenses are \$91,618.16, for a total balance of \$193,141.54. The bills for September are \$97,658.21. The October Financial Statement shows income as \$200,450.00 and expenses of \$139,766.51, for a balance of \$60,683.49. Pass-through income is \$8,617.60, and expenses are \$29,364.30, for a total balance of \$39,936.89. The bills for October are \$169,130.71.

The November Financial Statement shows income as \$200,450.00, and expenses as \$160,774.63, for a balance of \$39,675.37. Pass-through income is \$11,468.44 and expenses are \$29,364.20, for a total balance of \$21,779.61. The bills for November are \$21,008.12.

The December Financial Statement shows income as \$200,450.00 and expenses of \$245,479.32, for a balance of -\$45,029.32. Pass-through income is \$63,021.51, and expenses are \$44,457.89, for a total balance of -\$26,465.70. The bills for December are \$99,798.38.

It was moved that the September, October, November and December financial reports be received and placed on file. (Moved: Seifert, Second: Hazelbaker, Motion: Carried.)

Budget Adjustment

Several line items required a minor adjustment to bring the account lines under budget. In September the Board tasked Kate with figuring out an additional pay increase for cooperative staff. Kate recommends a small pay increase to keep in line with the cost of living and an additional merit bonus for cooperative staff. It was moved to approve the budget adjustment as indicated by the chart below. (Moved: Hazelbaker, Second: Jeffery. Motion: Carried.)

Account	Item	Original Budget	Increase	Decrease	New Budget
824.00	Audit	\$5,500	\$100		\$5,600
827.02	MAP Support	\$0	\$700		\$700
958.01	Continuing Ed-Staff	\$0 (\$2,000)	\$3,000		\$3,000
705.00	Salary-Director	\$70,424	\$1,329		\$71,753
707.00	Salary-Staff	\$49,936	\$943		\$50,879
705.01	Director Bonus	\$0	\$5,000		\$5,000
707.01	Staff Bonus	\$0	\$5,000		\$5,000
715.00	FICA	\$9,752	\$965		\$10,717
716.00	Medical Buyout	\$6,067	\$334		\$6,401
718.00	Retirement	\$12,036	\$227		\$12,263
719.00	Worker's Comp	\$301	\$6		\$307
999.00	Contingency	\$104,710		\$17,604	\$87,108
	Total		\$17,604	\$17,604	

Communications

Newsletters were received from the Jackson District Library and the Jonesville District Library. Kate received a nice note from Sara Tackett, retiring Jackson District Library Director, thanking her for being a part of her retirement celebration.

Director's Report

- Kate has been helping Bath Township Public Library with their strategic planning. She has a few more modifications to make and then it will be ready to present it to their Board.

- Kate attended the Charlotte Community Library's staff day to talk about the cooperative's services and benefits.
- Kate reported she has been consulting with member libraries about the separation between board and director responsibilities.
- Material challenges are getting more frequent in the entire country, and challengers are getting elected to library boards to attack from within a place of power in the organization. These hostile challenges can cause trauma to library staff.
- Kate has signed up for this year's MLA Think Space, whose focus is the First Amendment. It is an opportunity to dig deeper into the topic and is beneficial for upper library management.
- Woodlands is planning on chartering a bus to take members to the American Library Association Conference in Chicago on June 24, 2023. We will make three stops to pick up members and will charge a modest fee for the trip.
- Kate reported that MLA offers a telehealth service for library staff for a small monthly fee per employee.
- Kate has been helping members with their state reports, which need to be filed before February 1st.
- Kate reported she is working on setting up a cooperative wide membership for Hoopla, a web-based library media streaming platform.

Advisory Council Report

The Advisory Council met in December and we hosted our annual holiday potluck. More library directors attended the meeting virtually than in person. The February meeting will be held virtually.

Committee Reports

Children & Teen Services, Continuing Education, Planning & Evaluation and Personnel Committee

All of these committees have been inactive. Kate will be asking members to volunteer to serve on the committees to get them functioning again. Kate sent out a survey to members and did not receive very many responses. She is interpreting this to mean that members are happy with the current cooperative structure.

eResources

Woodlands will send several of the eResources committee members to attend Digipalooza, OverDrive's annual conference.

Unfinished Business

There was no unfinished business for the Governing Board meeting.

New Business

Member Contracts

Two additional Membership Contracts were received and need to be approved. It was moved to approve the Membership Contracts for Bellevue Township Library and Colon Township Library for 2022-23. (Moved: Hazelbaker, Second: Barber. Motion: Carried.)

Break

The Board did not take a break.

Public Participation

There was no public participation for this Governing Board meeting.

Next meeting

The next Governing Board meeting will be Thursday, March 16, 2023, at 5:00 pm.

Adjourn

There was a motion to adjourn the meeting at 5:55 pm. (Moved: LaPensee, Second: Hazelbaker: Motion: Carried.)



Jacqueline Barber, Woodlands Library Cooperative
Governing Board Secretary/Treasurer