



WOODLANDS LIBRARY COOPERATIVE GOVERNING BOARD

Thursday, September 21, 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.

Roll Call

Governing Board members present:

Sally Seifert – Charlotte Community Library
Jackie Barber – Jackson District Library
Beth LaPensee – Monroe County Library System
Ellen Krenz – North Adams Comm. Memorial Library
Greg Brown – Schultz-Holmes Memorial Library

Governing Board members absent:

Ameenah Asante – East Lansing Public Library (excused)
Joni Jeffery – Grand Ledge Area District Library
Karen Hill – Hillsdale Community Library (excused)
Gayle Hazelbaker – Stair District library (excused)

Others present:

Marsha Lambert – Marshall District Library
Kate Pohjola Andrade – Woodlands Library Cooperative
Laura Claucherty - Woodlands Library Cooperative

Agenda

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

Minutes

It was moved that the minutes of July 12, 2023, be approved as posted. (Moved: Krenz, Second: Seifert.)

Financial Report

We are now receiving final state aid payments from the members and are wrapping up paying bills for this fiscal year.

Approve July & August Bills

The July Financial Statement shows income as \$829,153.75 and expenses of \$504,446.58, for a balance of \$324,707.17. Pass-through income is \$93,160.63, and expenses are \$86,424.87, for a total balance of \$331,442.93. The bills for July were \$50,578.08.

The August Financial Statement shows income as \$1,038,379.10 and expenses of \$735,631.30, for a balance of \$302,747.80. Pass-through income is \$93,160.63, and expenses are \$90,818.96, for a total balance of \$305,089.47. The bills for August were \$235,578.81.

It was moved that the July and August financial reports be received and placed on file. (Moved: Seifert, Second: LaPensee)

Budget Adjustment

Several line items required a minor adjustment to bring the account line under budget. The largest adjustment was for delivery. It is hard to estimate how much delivery will cost every year because the increased amount is not announced until July and additional fuel surcharges might be billed. It was moved to approve the budget adjustment as indicated by the chart below.

(Moved: LaPensee, Second: Seifert.)

Account	Item	Original Budget		Increase	Decrease	New Budget
716.01	Medical Insurance	\$0		\$200		\$200
723.00	Long term Disability	\$360		\$100		\$460
808.00	Delivery	\$83,208		\$15,000		\$98,208
809.00	Delivery-Statewide	\$143,819		\$12,000		\$155,819
812.06	Midwest Tape-Hoopla	\$0		\$50,000		\$50,000
852.01	Phone, Fax and Conf Services	\$420		\$550		\$970
861.01	Travel	\$5,000		\$2,500		\$7,500
982.07	Software	\$7,804		\$56		\$7,860
999.00	Contingency	\$87,108			\$80,406	\$6,702
Totals				\$80,406	\$80,406	

Communications

The Woodlands office received a couple of member library newsletters.

Director's Report

- Kate provided board training to the Hillsdale Community Library. They have had some contentious material challenges, and several directors have resigned.
- Kate is facilitating strategic planning for the Eaton Rapids Area District Library. They are currently conducting an electronic survey of patrons.
- The Director at the East Lansing Public Library has resigned, and Kate provided training for their board last night. They are talking about starting strategic planning but will not finish it until after a new director is hired.
- Kate and the eResources Committee members attended the annual OverDrive Digipalooza Conference. Statewide sharing is now available in Libby. Our group will experiment with a cost per copy borrowed model to see how that goes. It might help to mitigate the Woodlands Downloadable Library holds problem.
- Woodlands hosted an in-person cooperative director's meeting in Albion. They are discussing strategic planning.
- Kate will visit North Adams Community Memorial Library and Bellevue Township Library next week.

Advisory Council Report

Kate reported that the Advisory Council meetings have been virtual because we are having a hard time getting members to attend in-person meetings.

Committee Reports

Youth Services

There is no report for the Youth Services Committee.

Continuing Education

The Continuing Education Committee will host a True Colors workshop at the Albion District library on November 17th. The workshop provides a fun and easy to remember way for the participants to explore their own and their co-workers' distinctive personality traits. The participants will learn to respect and appreciate those differences in the ways people function. This translates into better work relationships, improved teamwork and more communication.

Planning and Evaluation

The Planning and Evaluation Committee met virtually and reviewed the draft 2023-24 budget. Included in the budget is a pay increase for staff of 4% to cover the CPI increase of 3.2%, and an additional small amount as a merit increase. 72% of our yearly budget goes to supporting member services. State aid payments to members have been getting later each year resulting in a depletion of funds in our checking account as we continue to pay bills with no income. We might have to increase the amount of funds we have available in our checking account. The budget is recommended to the Board for approval. It was moved to approve the budget as presented. (Moved: Seifert, Second: Barber. Motion: Carried.)

Personnel

Kate's annual evaluation will be conducted soon, and the committee will review the results.

eResources

Members of the eResources Committee attended the OverDrive annual conference, Digipalooza. The committee members learned many useful things about how to better manage the Woodlands OverDrive collection.

Unfinished Business

There was no unfinished business at the board meeting.

New Business**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. Because some of the board members are representing libraries that hold service contracts with Woodlands, it is recommended they abstain from voting.

It was moved to approve the delivery service contracts with Jackson District Library, Lenawee District Library, and Branch District Library. (Moved: LaPensee, Second: Seifert. Abstained: Barber. Motion: Carried.)

It was moved to approve the delivery and service contracts with the Monroe County Library System. (Moved: Barber, Second: Krenz. Abstained: LaPensee Motion: Carried.)

Member Contracts

Forty-seven Membership Contracts were received prior to this meeting and can be approved together. The remaining three contracts will need to be approved at the November meeting. It was moved to approve the 47 membership contracts that were received for 2023-24. (Moved: LaPensee, Second: Krenz. Motion: Carried.)

Calendar for Governing Board Meetings

The Board meets the third Thursday, every other month at 5:00 pm. The dates for the 2023-24 year include November 16, 2023, and in 2024, January 18, March 21, May 16, July 18, and September 19. It was moved to approve the Board meeting dates for 2023-24. (Moved: Krenz, 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. Beth LaPensee volunteered to serve as president, Jackie Barber volunteered to remain as vice-president, and Sally Seifert volunteered to serve as Secretary/Treasurer. It was moved to approve the slate of officers as stated. (Moved: Krenz, Second: LaPensee.)

Three volunteers needed for Personnel Committee 2023 - 2025

The volunteers for the upcoming Personnel Committee term are Sally Seifert and Ellen Krenz. At the July meeting Gayle Hazelbaker expressed a desire to serve on the committee as well.

Honor Board Retirees

The Board honored Greg Brown, Schultz-Holmes Memorial Library, for serving on the Board and providing support for the Woodlands Library Cooperative. He was provided a Certificate of Appreciation. The Monroe County Library System has reappointed Beth LaPensee to continue to serve as their representative. Kate sadly announced that Joni Jeffery, Grand Ledge Area District Library, whose term on the Board was also completed with this meeting, passed away in June. We did not learn about Joni until just before this meeting. Coming onto the Board in October is Marsha Lambert, Marshall District Library. We are still waiting to hear if the Bath Township Public Library will appoint a representative.

Public Participation

There was no public participation at the board meeting.

Next Meeting

The next Governing Board meeting will be held on Thursday, November 16, 2023, at 5:00 pm at the Albion District Library.

Adjourn

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



Jackie Barber, Woodlands Library Cooperative
Governing Board Secretary/Treasurer