



WOODLANDS LIBRARY COOPERATIVE GOVERNING BOARD

Thursday, November 16, 2023
Albion District Library

MINUTES

Order

The regular meeting of the Woodlands Library Cooperative Governing Board was called to order at 5:20 pm by Gayle Hazelbaker, Governing Board member.

Roll Call

Governing Board members present:

Sue Garrity – Bath Township Public Library
Sally Seifert – Charlotte Community Library
Ameenah Asante – East Lansing Public Library
Marsha Lambert – Marshall District Library
Mike Grodi – Monroe County Library System
Ellen Krenz – North Adams Community Memorial Library
Gayle Hazelbaker – Stair District Library

Governing Board members absent:

Karen Hill – Hillsdale Community Library (excused)
Jacqueline Barber – Jackson District 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: Grodi, Second: Garrity. Motion: Carried)

Minutes

It was moved that the minutes from the September 21, 2023, meeting be approved as posted. (Moved: Asante, Second: Krenz, Motion: Carried)

Review & Approve 2022-23 Audit

Sarah Rafko, from Calkins, Hehl, Rafko, CPAs, joined us via Zoom at 5:00pm, prior to the meeting being called to order, and presented her audit findings to the board members. She reported that there were no material weaknesses regarding the audit and that staff at both Monroe and Woodlands are very organized and cooperative. It was moved to accept the 2022-23 audit as presented. (Moved: Seifert, Second: Lambert. Motion: Carried.)

Financial Report

Approve September & October Bills

The September Financial Statement shows income as \$1,038,379.10, and expenses as \$969,639.65, for a balance of \$68,739.45. Pass-through income is \$93,235.51 and expenses are \$94,897.96, for a total balance of \$67,077.00. The bills for September are \$238,087.35.

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

Budget Adjustment

It was moved to adjust the 2023-24 budget as outlined in the Action Item Notes. (Moved: Grodi, Second: Asante. Motion: Carried.)

Communications

Kate will be adding a folder in the Board Portal with the electronic newsletters that she gets from member libraries as part of her Communications reporting. Kate also said she received a thank you note from the Tecumseh District Library for her help. She presented to the Board her Think Space Certificate of Completion.

Director's Report

- Kate and the Library of Michigan have been working with the Bellevue Township Library.
- Kate continues to work with member libraries on strategic planning and board training.
- She shared director updates from member libraries and project updates from the Intellectual Freedom Task Force at MLA.

Advisory Council Report

The Board members receive an email notice when the Advisory Council minutes have been posted to our website. In December, we plan to host a hybrid Zoom and in-person meeting. We will also see if anyone is interested in attending a holiday potluck prior to the meeting.

Committee Reports

Youth Services

There was no report for the Youth Services Committee.

Continuing Education

The Continuing Education Committee will be hosting a True Colors workshop at the Albion District Library tomorrow. The presenter is on staff at the Branch District Library, and the library uses this tool to help improve staff communication.

Personnel

Kate will be working with Mike Blum at Foster, Swift, Collins & Smith, P.C., to help us update the Personnel Manual.

Budget & Finance

There was no report for the Budget & Finance Committee.

eResources

The eResources Committee experimented with the Cost Per Copy model of borrowing for OverDrive to see if they could help reduce some of the long waitlists. They also help evaluate other online resources that the members might find useful for their patrons.

Unfinished Business

There was no Unfinished Business for this meeting.

New Business

Approve Remaining Membership Contracts

Three remaining 2023-24 Membership Contracts were received since the September meeting and need to be approved. It was moved to approve the 3 remaining membership contracts that were received for 2023-24. (Moved: Grodi, Second: Krenz. Motion: Carried.)

Break

The Board did not take a break.

Next meeting

The next Governing Board meeting will be January 18, 2024, at the Homer Public Library.

Public Participation

There was no public participation for this Governing Board meeting.

Adjourn

The meeting was adjourned at 5:55 pm.



Sally Seifert, Woodlands Library Cooperative
Governing Board Secretary/Treasurer