



The Library Network

Libraries Working Together

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THE LIBRARY NETWORK BOARD PROCEEDINGS October 19, 2017

The regular meeting of The Library Network (TLN) Board was held on Thursday, October 19, at the Commerce Township Community Library in Commerce Township.

Board Members present: Lois VanStipdonk, Acting Chair; Stephen Harper, Treasurer; Rita VanBrandeghen, Victor Cardenas, Kim Potter, Arthur Woodford, and Ryan Clark. A quorum.

Board Members Absent & Excused: Mark Wollenweber, Kim Potter, and Reginald Williams.

Additional attendees: Celia Morse, SASUG Representative; Jim Pletz, TLN Director; Rick Rosekrans, and Judith Kozakowski, TLN.

The Chair called the meeting to order at 10:30 a.m.

1. **Call to audience**

Introduction of Guests – None

Public Comment – None

2. **The Agenda.** Motion by Cardenas, supported by Harper, to approve the Agenda as presented. Motion carried unanimously.

3. **Approval of the Minutes.** Motion by VanBrandeghen, supported by Cardenas, to approve the minutes of the September 21, 2017 meeting of the Board as presented. Motion carried unanimously.

4. **Communications & Announcements –**

TLN Holiday party will be Wednesday, Dec. 13, 2017 at 12:30 p.m. at The Library Sports Pub and Grill in Novi (this date has subsequently changed to Dec. 14).

5. New **Business** –

Motion by Harper, supported by VanBrandeghen, to approve the Shared Automation Users' Group contract extension for Celia Morse, contract to continue from signing of contract to the post-migration wrap-up, approximately 3 months after the go-live date with CARL. Hours worked will not exceed 50/month on average, although additional hours may be necessary during the library staff training and go-live months. Rate will be \$35./hour, funds to come from Capital Reserve. Motion carried unanimously.

Motion by Woodford, supported by VanBrandeghen to change the date of the January 2018 meeting of the Board from January 18 to January 11. Motion carried unanimously.

Motion by Cardenas, supported by Woodford to approve the lease proposal submitted by Sellers, 38000 Grand River Avenue, Farmington Hills, MI 48335, for two 2017 Isuzu NPR HD Cab over chassis with 20' van body, and authorizes Administration to execute a contract with Sellers to lease the two vehicles, each costing \$36,736.00, funds to come from the Delivery budget. Motion carried unanimously.

6. **Reports**

Shared Automation System Users' Group – Morse distributed to the Board a Press Release announcing TLN's migration to CARL.

Morse reported that four members of the TLN migration team will attend the CARL Users Conference in early November.

May 29, 2018 is the anticipated "Go Live" date with the launch of CARL.

Morse has made herself available to SAS libraries to discuss the migration issue with Library Boards to address their concerns regarding the migration.

At this point in the Agenda a New Business item was introduced. Motion by Harper, supported by Clark to approve the New Business item added to the Agenda. Motion carried unanimously. Motion by Clark, supported by VanBrandeghen to approve payment to SirsiDynix for up to 3 data extracts from the ILS (Integrated Library System) not to exceed \$17,000.00, funds to come from Capital Reserve. Motion carried unanimously

Steering Committee – Pletz reported that the Steering Committee met on October 6 at the Saline District Library. The Committee agreed to pursue planning the Michael P. Tyler Continuing Education seminar for Member Libraries. The seminar is to include advocating for civility and respect. Valerie Gross is the planned speaker and the anticipated date of this seminar is May 25, 2018, at the Novi Public Library.

Nominating Committee - Election of TLN Board Officers – Motion by Woodford, supported by Clark to approve the following slate of TLN Board officers:

Mark Wollenweber, Chair
 Lois VanStipdonk, Vice-Chair
 Stephen Harper, Treasurer
 Victor Cardenas, Secretary
 Motion carried unanimously.

Finance/Real Estate Committee –None

Human Resources Committee –None

Director's Report –Pletz reported that the Westland Library Board had a training session in September with Shirley Bruursema from the Friends of Michigan Libraries' Trustee Alliance. The training session went very well.

Pletz was involved in interviews for a Library Director for the Southgate Veterans Memorial Library after their Director Joyce Farkas retired. The interview process is complete and it was decided that the job vacancy will be reposted for a more expansive search.

7 **Financial Reports** – Motion by Cardenas, supported by Clark, to receive and file the following reports. Motion carried unanimously.

- Executive Summary
- Aged Payables Open Items as of 9/30/17
- Check Register Detail from 9/01/17 – 9/30/17
- Aged Receivables Detail as of 9/30/17
- Summary of Revenue & Expenditures Compared to Budget:
October 1, 2016 – Sept. 30, 2017
- October 2016 – September 2017– Income Statement
- Unaudited Balance Sheet as of 9/30/17

8. **Old Business** – None

9. **Board Member Comments** – VanStipdonk reported that she will not be in attendance at the November Board meeting.

The December 21 TLN Board meeting has been cancelled.

10. There being no further business to consider, without objection, the Chair adjourned the meeting at 11:57 a.m.

11. The next meeting of the Board will be held on:

**Thursday, November 16 – 10:30 am at
The Library Network Office, Novi**

Respectfully submitted,

Mark Wollenweber
CHAIR

Reginald Williams
SECRETARY