



# The Library Network

## Libraries Working Together

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### THE LIBRARY NETWORK BOARD PROCEEDINGS August 16, 2018

The regular meeting of The Library Network (TLN) Board was held on Thursday, August 16, at The Library Network office, in Novi.

Board Members present: Mark Wollenweber, Chair; Lois VanStipdonk, Vice-Chair; Stephen Harper, Treasurer; Victor Cardenas, Secretary; Rita VanBrandeghen, Kim Potter, and Art Woodford. A quorum.

Board Members Absent & Excused: Reginald Williams, and Ryan Clark.

Additional attendees: Paul McCann, Executive Committee Representative, Celia Morse, Independent Contractor; Jim Pletz, TLN Director; Rick Rosekrans, and Judith Kozakowski, TLN.

The Chair called the meeting to order at 10:42 a.m.

#### 1. **Call to audience**

Introduction of Guests – None

Public Comment – None

2. **The Agenda.** Motion by VanStipdonk, supported by Cardenas, to approve the Agenda as presented. Motion carried unanimously.
- 3 **Approval of the Minutes.** Motion by Cardenas, supported by VanStipdonk, to approve the minutes of the June 28, 2018 meeting of the Board, as presented. Motion carried unanimously. The meeting of July 19, 2018 was canceled.

4. **Communications & Announcements** – Pletz was awarded the 2017/18 Wayne State University Shining Star Certificate. This honor is in celebration of Wayne State University's 50<sup>th</sup> anniversary of the America Library Association program accreditation. Fifty three (53) alumnus were selected for this honor, based upon professional achievements, professional involvement, and volunteer work.

#### 5. **New Business**

Motion by Harper, supported by Potter, to accept the written proposal, and engage the audit services of Buss & Company, P.C., Certified Public Accountants, 42550 Garfield, Suite 105, Clinton Township, Michigan 48038, for fiscal year 2017-18. Cost not to exceed \$14,000.00, will be budgeted for the 2018-19 fiscal year. Motion carried unanimously.

#### 6. **Reports**

**Executive Committee** – McCann reported that the Executive Committee met and discussed a couple of issues concerning the Shared System libraries. The Flat Rock Public Library made arrangements with the City of Gibraltar to offer its residents access to the Flat Rock Public Library's services. The City of Gibraltar has no library. In these types of situations, the Gibraltar residents would only have access to the materials and services at the Flat Rock Public Library. Member libraries are not required to extend their services to a contracted community (i.e. Gibraltar). The Committee needs to address whether all the Gibraltar residents will have full access to TLN Libraries. Secondly, the Committee discussed what would happen if a library should leave the Shared System and then after some time want to return to the Shared System.

**Steering Committee** – Pletz reported that the Annual Membership picnic, July 20<sup>th</sup>, had a great response. Vince Nash, TLN Distribution Manager, did a fantastic job with barbequing. The meeting didn't have a key note speaker, the group participated in interactive activities. There was also a discussion on ADA (American's with Disabilities Act) compliance within libraries. Overall, a very positive response from participants.

**Finance/Real Estate Committee** –Need to schedule a meeting prior to the September Board meeting to review 2017/18 budget items, the 2018/19 Budget, and parking lot replacement quotes.

**Human Resources Committee** –None

**Director's Report** – Pletz reported that the Emagine Theater program is moving along well.

Pletz will be attending the Co-op Directors meeting in Saginaw on August 17.

Pletz also thanked TLN staff for all their work on the Shared System conversion.

Pletz thanked the Board and the Executive Committee for their wisdom in hiring Celia Morse as the Coordinator of the Shared Automation System's conversion project. She has done an excellent job.

The Fowlerville District Library has a new Director, Beth Lowe. The previous Director and Assistant Director both retired. Pletz will be meeting with her next week.

The Inkster Public Library will be opening at a new location on Monday, August 20. The location is three store fronts on Inkster Road, approximately 3,000 square feet. They have a selection of their books along with computers. Property for a new Inkster Library has been purchased.

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

- Executive Summary
- Aged Payables Open Items as of 7/31/18
- Check Register Detail from 6/01/18 – 6/30/18
- Check Register Detail from 7/1/18 – 7/31/18
- Aged Receivables Detail as of 7/31/18
- Summary of Revenue & Expenditures Compared to Budget:  
October 1, 2017 – July 31, 2018
- October 2017 – July 2018 – Income Statement
- Unaudited Balance Sheet as of 7/31/18

**8. Old Business** – None

**9. Board Member Comments** – None

10. There being no further business to consider, without objection, the Chair adjourned the meeting at 11:48 a.m.
  
11. The next meeting of the Board will be held on:  
**Thursday, September 20, 2018 – 10:30 am at  
The Library Network Office, Novi**

Respectfully submitted,

Mark Wollenweber  
CHAIR

Victor Cardenas  
SECRETARY