



The Library Network

Libraries Working Together

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THE LIBRARY NETWORK BOARD PROCEEDINGS February 15, 2018

The regular meeting of The Library Network (TLN) Board was held on Thursday, February 15, at The Library Network office, in Novi.

Board Members present: Lois VanStipdonk, Acting Chair; Stephen Harper, Treasurer; Rita VanBrandeghen, Reginald Williams, and Kim Potter. A quorum.

Board Members Absent & Excused: Mark Wollenweber, Victor Cardenas, Arthur M. Woodford, and Ryan Clark.

Additional attendees: Joseph Brandenburg, C.P.A., Buss & Company, P.C.; Garrett Hungerford, Steering Committee Representative; Celia Morse, Executive Committee Representative; Jim Pletz, TLN Director; Angie Michelini, Anne Neville, Rick Rosekrans, and Judith Kozakowski, TLN.

The Chair called the meeting to order at 10:44 a.m.

1. **Call to audience**

Introduction of Guests – Rosekrans introduced Joseph Brandenburg, from Buss & Company, to the Board.

Public Comment – None

2. **The Agenda.** Motion by VanBrandeghen, supported by Potter, to approve the Agenda as presented. Motion carried unanimously.
- 3 **Approval of the Minutes.** Motion by Williams, supported by VanBrandeghen, to approve the minutes of the January 11, 2018 meeting of the Board, as presented. Motion carried unanimously.

4. **Communications & Announcements – None**

5. **Presentation of the 2016/17 Financial Audit** –TLN’s annual financial report for the year ended September 30, 2017 was reviewed and discussed by Joseph Brandenburg, representative of Buss & Company, P.C., the CPA firm engaged by TLN to audit the report and assist in its preparation.

TLN received an unmodified audit opinion, this is the highest level of assurance an auditor can provide. The auditors were aware of no material deviations from generally accepted accounting practices in the financial statements.

Motion by Harper, supported by Potter to receive and file the 2016/17 financial audit. Motion carried unanimously.

6. **New Business –**

Motion by Harper, supported by VanBrandeghen, to approve the motion amendment for a change of vendor for a resolution that was passed at the November 2017 Board meeting. *The original resolution: The Library Network Board of Trustees awards the purchase of 41 Brocade ICX7150-24 routers from Vology in an amount not to exceed \$45,000. Funds to come from SAS Capital Reserve.*

The amended resolution: The Library Board of Trustees amends the 11/16/2017 award of the router purchase to awarding 6 Brocade ICX7150-24 routers from Vology and 35 Juniper EX2300 routers from Centracomm in an amount not to exceed \$45,000. Funds to come from SAS Capital Reserve Fund. Motion carried unanimously.

Motion by Harper, supported by Williams, The Library Network awards the July 1, 2018 – June 30, 2021 fiber circuit contract to AT&T for the estimated 3 year contract total of \$1,097,460.00 for all libraries except Milford and Highland. Funds to come from Shared Technology Services Pass thru invoicing. Motion carried unanimously.

Motion by VanBrandeghen, supported by Potter, The Library Network Board awards the July 1, 2018 – June 30, 2021 Telecommunications contract to Merit Network, Inc. for the estimated 3 year contract total of \$450,586.00. Funds to come from Shared Technology Services Pass thru invoicing. Motion carried unanimously.

New Business – Continued

Motion by Williams, supported by Harper, The Library Network Board awards the July 1, 2018 – June 30, 2021 Telecommunications contract to Comcast Business Communications, LLC for Milford and Highland libraries for the estimated 3 year contract for a total of \$43,200.00. Funds to come from Shared Technology Services Pass thru invoicing. Motion carried unanimously.

Motion by Harper, supported by VanBrandeghen, The Library Network Board of Trustees authorizes TLN staff to purchase the equipment required for the update of the TLN training room and the creation of the mobile training lab, with equipment to be purchased through existing vendor agreement, in a total amount not to exceed \$45,000.00. Funds to come from the SAS Capital Reserve Fund. Motion carried unanimously.

Motion by Potter, supported by William to approve the Gleaners Food Bank 2018 Food for Fines/Food for Thought Campaign, March 19 through April 27. Motion carried unanimously.

Motion by Potter, supported by VanBrandeghen to approve the Commercial Insurance policy with Harleysville Insurance Company for \$20,334., and approve the Workers' Compensation Policy with the Accident Fund for \$17,350., for the period covering February 17, 2018 through February 17, 2019. Funds to come from TLN's Operating Budget. Motion carried unanimously.

7. Reports

Shared Automation System Users' Group – Morse reported that the Executive Committee met and discussed the Inkster Library situation concerning critical building issues.

Also discussed, TLN will be temporarily leaving the state-wide lending system, MeL, due to the migration to CARL. The plan is to return in July.

The new servers have been installed and everything is moving toward the CARL migration.

Steering Committee – Hungerford reported that the next meeting of the Steering Committee is March 2, 10 a.m. at the Ferndale Public Library. There will be a speaker at the meeting from the American Cancer Society.

Finance/Real Estate Committee –Harper reported that the Committee met on February 5 to review the audit.

Human Resources Committee –None

Director's Report – Pletz reported that the Inkster Library's building suffered a flood making the building uninhabitable and beyond repair. TLN is picking up books and materials from the library two times a week. Neighboring libraries are stepping forward to assist Inkster's patrons. The Inkster library staff, with the exception of the Director, is currently laid-off. The Director is working toward finding an alternative library location.

Pletz attended the American Library Association's winter conference in Denver, February 9 through February 14.

Pletz reported that the Westland library has begun their search for a Library Director.

8 **Financial Reports** – Motion by Williams, supported by VanBrandeghen, to receive and file the following reports. Motion carried unanimously.

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

9. **Old Business** – None

10. **Board Member Comments** – Harper reported that the Southgate City Manager complimented Lois VanStipdonk's work with the Southgate Veterans Memorial Library Director.

11. There being no further business to consider, without objection, the Chair adjourned the meeting at 12:20 p.m.

12. The next meeting of the Board will be held on:
**Thursday, March 15, 2018 – 10:30 am at
The Library Network Office, Novi**

Respectfully submitted,

Lois VanStipdonk
ACTING CHAIR

Victor Cardenas
SECRETARY