



# The Library Network

## Libraries Working Together

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### THE LIBRARY NETWORK BOARD PROCEEDINGS June 28, 2018

The regular meeting of The Library Network (TLN) Board was held on Thursday, June 28, at The Library Network office, in Novi.

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

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

Additional attendees: Jim Pletz, TLN Director; Rick Rosekrans, and Judith Kozakowski, TLN.

The Chair called the meeting to order at 10:35 a.m.

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

Introduction of Guests – None

Public Comment – None

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

3 **Approval of the Minutes.** Motion by VanStipdonk, supported by Harper, to approve the minutes of the April 19, 2018 meeting of the Board, as presented. Motion carried unanimously. The meeting of May 17, 2018 was cancelled.

4. **Communications & Announcements** – None

## 5. **New Business –**

Motion by Potter, supported by VanBrandeghen to authorize TLN staff to issue a refund to the Brandon Township Public Library from the Shared Automation System Capital Reserve Fund in the amount of \$13,875.57. Motion carried unanimously.

## 6. **Reports**

**Executive Committee** – Paul McCann, Executive Committee Chair, submitted a written report regarding the CARL migration. In addition to McCann’s report, Pletz reported that the migration went well, and the transition is going well. There have been over 500 Helpdesk ticket handled by TLN staff regarding the migration, since the CARL launch on May 29.

During the critical days of the migration, May 28 – June 1, CARL had four migration experts on hand at TLN to answer library questions regarding the migration.

**Steering Committee** – None

**Finance/Real Estate Committee** –None

**Human Resources Committee** –None

**Director’s Report** – In addition to his written report, Pletz discussed a program involving Emagine Theater and libraries. Library patrons can go to the Emagine Theater on the first Monday of the month, and the third Wednesday of the month, and show their library card for a discounted movie ticket, and a free small popcorn for \$8.00.

Pletz reported that ALA was a successful experience. A vendor of TLN’s, WT Cox, a subscription company, approached Jim and complimented TLN employee Dana Szanti for her exemplary work with WT Cox.

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 5/31/18
- Check Register Detail from 4/1/18 – 4/30/18
- Check Register Detail from 5/1/18 – 5/31/18
- Aged Receivables Detail as of 5/31/18
- Summary of Revenue & Expenditures Compared to Budget:  
October 1, 2017 – May 31, 2018
- October 2017 – May 2018 – Income Statement
- Unaudited Balance Sheet as of 5/31/18

8. **Old Business** – None

9. **Board Member Comments** – Potter reported that she made the difficult decision not to seek re-election to her Board seat, which expires September 30, 2018, but she felt it was the right time to end her tenure on the Board.

Harper reported that he would like TLN to pursue a back-up power system that would allow TLN to fully function during a power outage.

10. There being no further business to consider, without objection, the Chair adjourned the meeting at 11:24 a.m.

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

**Thursday, July 19, 2018 – 10:30 am at  
The Library Network Office, Novi**

Respectfully submitted,

Mark Wollenweber  
CHAIR

Victor Cardenas  
SECRETARY