



The Library Network

Libraries Working Together

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THE LIBRARY NETWORK BOARD PROCEEDINGS March 15, 2018

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

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

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

Additional attendees: Garrett Hungerford, Steering Committee Representative; Paul McCann, Executive Committee Representative; Jim Pletz, TLN Director; Jim Flury, Rick Rosekrans, and Judith Kozakowski, TLN.

The Chair called the meeting to order at 10:45 a.m.

1. **Call to audience**

Introduction of Guests – None

Public Comment – None

2. **The Agenda.** Motion by Cardenas, supported by Potter, to approve the Agenda as presented. Motion carried unanimously.
- 3 **Approval of the Minutes.** Motion by Cardenas, supported by Potter, to approve the minutes of the February 15, 2018 meeting of the Board, as presented. Motion carried unanimously.

4. Communications & Announcements – None

5. New Business –

Motion by Potter, supported by Cardenas to approve the contract for Authority File Maintenance and Ongoing Authorities Processing of Bibliographic Records, June 1, 2018 through May 31, 2021, to Marcive, Inc., 12100 Crownpoint Dr., #160, San Antonio, Texas 78233, not to exceed \$45,116.00. The first year of the contract (\$27,116.00) will be paid as part of the ILS migration project, year two (\$9,000.00) and three (\$9,000.00) to come from the Bibliographic Database Services Department’s annual operating budget. Motion carried unanimously.

6. Reports

Executive Committee – McCann reported that the committee developed a new fee formula for the Shared System users. He distributed a packet of information regarding this new formula. It will be presented to the Shared System Users Group at a future meeting.

Steering Committee – Hungerford reported that the Steering Committee met on March 2. The Committee looked at developing training on legal topics that affect libraries. The annual Membership Picnic is scheduled for July 20 at Dodge Park in Commerce Township. There is no planned speaker, but rather round table discussions.

The next meeting of the Steering Committee is scheduled for May 4.

Finance/Real Estate Committee –None

Human Resources Committee –None

Director’s Report – Pletz reported that the migration to CARL is going well. Training is to begin in April.

Pletz also discussed the Michael Tyler Spring Lecture that will take place on Friday, May 25 at the Novi Library. It is a full day of learning, including lecturer Valerie Gross who will have a presentation on civility. The program is open to all library personnel within the cooperative, although registration is required.

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

- Executive Summary
- Aged Payables Open Items as of 2/28/18
- Check Register Detail from 2/1/18 – 2/28/18
- Aged Receivables Detail as of 2/28/18
- Summary of Revenue & Expenditures Compared to Budget:
October 1, 2017 – February 28, 2018
- October 2017 – February 2018 – Income Statement
- Unaudited Balance Sheet as of 2/28/18

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 12:06 p.m.

11. The next meeting of the Board will be held on:
**Thursday, April 19, 2018 – 10:30 am at
The Library Network Office, Novi**

Respectfully submitted,

Lois VanStipdonk
ACTING CHAIR

Victor Cardenas
SECRETARY