



The Library Network

Libraries Working Together

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THE LIBRARY NETWORK BOARD PROCEEDINGS September 20, 2018

The regular meeting of The Library Network (TLN) Board was held on Thursday, September 20, at The Library Network office, in Novi.

Board Members present: Lois VanStipdonk, Acting Chair; Stephen Harper, Treasurer; Rita VanBrandeghen, Kim Potter, Art Woodford, and Debra Green. A quorum.

Board Members Absent & Excused: Mark Wollenweber, Victor Cardenas, and Reginald Williams.

Additional attendees: Celia Morse, Executive Committee Representative, Jim Pletz, TLN Director; Angie Michelini, Rick Rosekrans, and Judith Kozakowski, TLN.

The Chair called the meeting to order at 10:47 a.m.

1. **Call to audience**

Introduction of Guests – Debra Green was introduced to the Board as a new Board Member appointed by Mark Wollenweber, TLN Board Chair, to fill the vacancy of Ryan Clark's seat representing Class I,II,III Libraries. The term expires 9-30-20. Clark moved out of the TLN service area and is unable to serve on 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 Harper, supported by Potter, to approve the minutes of the August 16, 2018 meeting of the Board, as presented. Motion carried unanimously.
4. **Communications & Announcements** – None
5. **New Business**

Motion by Potter, supported by VanBrandeghen, to approve the adoption amendment to the TLN Budget and Appropriations for Fiscal Year ending September 30, 2018. Motion carried unanimously.

Arthur Woodford arrived at this point in the Agenda.

Motion by Harper, supported by Potter to approve adoption of the TLN Budget and Appropriations for the Fiscal Year ending September 30, 2019. Motion carried unanimously.

Motion by Woodford, supported by VanBrandeghen, to approve a contract with Midwest Pavement, Milford, MI for the replacement of The Library Network building parking lot. Total amount not to exceed \$90,000. Funds to come from Fund Balance and a future negotiated reduction of building rent with an extension. Motion carried unanimously.

Motion by Harper, supported by Potter, to approve a contract with Haddix Electric Co., Allen Park, MI for a generator for The Library Network server room and essential services. Total amount not to exceed \$60,000. Funds to come from Fund Balance and/or if approved, Shared System Capital Reserve Fund. Motion carried unanimously.

Motion by Potter, supported by Harper, to approve a contract with Avalon Technologies, Inc. for the Storage Area Network (SAN) Project, in the amount not to exceed \$80,000. in the 2018/19 fiscal year. 50% of funds to come from SAS Capital Reserve Fund and the remaining 50% to come from the TLN Capital Reserve Fund. Motion carried unanimously.

Motion by Potter, supported by VanBrandeghen, to approve the purchase of the Symantec Endpoint Virus Protection Software to Creative Breakthroughs in an amount not to exceed \$48,000. for a 3 year period (10/01/2018 through 9/30/2021). Funds to come from the SAS Capital Reserve Fund. Non-shared system libraries may purchase additional licenses as Pass-thru. Motion carried unanimously.

Motion by VanBrandeghen, supported by Woodford, to approve the lease proposal submitted by Sellers, 38000 Grand River Avenue, Farmington Hills, MI 48335 for two 2018 Isuzu NPR HD Cab over chassis with a 20' van body, and authorizes administration to execute a contract with Sellers to lease the two vehicles, each costing no more than \$41,000.00. Motion carried unanimously.

6. Reports

Executive Committee – Morse reported that the Committee approved the Storage Area Network (SAN) Project proposal (presented under New Business), and also the Symantec Endpoint Renewal Proposal (presented under New Business). The Committee discussed remote voting of Committee members. This issue is in the early stage of discussion and will be discussed further at future meetings.

Regarding remote voting, TLN's attorney, Andrew Richner, gave his written legal opinion on this subject to Jim Pletz. The ability to have Committee members vote remotely, rather than physically attending a meeting, must become part of the committee's by-laws, along with incorporating procedures within the by-laws for voting.

The Shared System has returned to the MELCAT catalog. MELCAT was suspended during the CARL migration.

Steering Committee – Pletz reported that the Steering Committee members will be charged with reaching out to member libraries to discover how these libraries utilize TLN's services.

Finance/Real Estate Committee –The Finance Committee met on September 13 to discuss documents 18-82; 18-83; 18-84.

Human Resources Committee –None

Director's Report – In addition to his written report, Pletz presented Potter with a Certificate of Recognition for her work on the TLN Board. Potter did not seek re-election to her Board seat and this is her last Board meeting.

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

- Executive Summary
- Aged Payables Open Items as of 8/31/18
- Check Register Detail from 8/1/18 – 8/31/18
- Aged Receivables Detail as of 8/31/18
- Summary of Revenue & Expenditures Compared to Budget:
October 1, 2017 – August 31, 2018
- October 2017 – August 2018 – Income Statement
- Unaudited Balance Sheet as of 8/31/18

8. **Old Business** – None

9. **Board Member Comments** – Potter complimented Morse on her work leading the charge of the CARL Shared System conversion.

10. There being no further business to consider, without objection, the Chair adjourned the meeting at 12:28 p.m.

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

**Thursday, October 11, 2018 – 10:30 am at
The Library Network Office, Novi**

Respectfully submitted,

Lois VanStipdonk
ACTING-CHAIR

Victor Cardenas
SECRETARY