



The Library Network

Libraries Working Together

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THE LIBRARY NETWORK BOARD PROCEEDINGS April 16, 2020 Via RingCentral

The regular meeting of The Library Network (TLN) Board was held on Thursday, April 16.

Board Members present: Mark Wollenweber, Chair; Lois VanStipdonk, Vice-Chair; Stephen Harper, Treasurer; Victor Cardenas, Secretary; Reginald Williams, Rita VanBrandeghen, Joe Rozell, Art Woodford, and Debra Green. A quorum.

Board Members Absent & Excused: None

Additional attendees: Joseph Brandenburg, Buss & Company Accountants; Paul McCann, Executive Committee Representative; Jenny Marr, Steering Committee Representative; Jim Pletz, TLN Director; Celia Morse, Rick Rosekrans, and Judith Kozakowski, TLN.

The Chair called the meeting to order at 10:34 a.m.

1. **Call to audience**

Introduction of Guests – None

Public Comment – None

2. **The Agenda.** Motion by VanBrandeghen, supported by Williams, to approve the Agenda as presented. Motion carried unanimously. Wollenweber – aye; VanStipdonk – aye; Harper – aye; Cardenas – aye; Williams – aye; VanBrandeghen – aye; Rozell – aye; Woodford – aye; Green – aye
3. **Approval of the Minutes.** Motion by VanStipdonk, supported by Green, to approve the minutes of the February 20, 2020 meeting of the Board, as presented. Motion carried unanimously. Wollenweber – aye; VanStipdonk – aye; Harper – aye; Cardenas – aye; Williams – aye; VanBrandeghen – aye; Rozell – aye; Woodford – aye; Green – aye
4. **Communications & Announcements** – None

5. Presentation of the 2018/19 Financial Audit -

TLN's annual financial report, for the year ended September 30, 2019, 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 Cardenas to receive and file the 2018/19 financial audit. Motion carried unanimously. Wollenweber – aye; VanStipdonk –aye; Harper – aye; Cardenas – aye; Williams – aye; VanBrandeghen – aye; Rozell – aye; Woodford – aye; Green – aye

6. New Business

None

7. Reports

Steering Committee – Marr submitted a written report that was included in the Board packet. Of note, the Committee met on March 6, at the Novi Library. The Committee approved the Spring Adult Services workshop, which has subsequently been cancelled due to the Covid-19 closure. Looking to reschedule this workshop in 2021.

Executive Committee –McCann submitted a written report that was included in the Board packet.

Morse reported that FRBR is now on the CARL test server. This software groups the same intellectual content together, in a catalog search, for a more concise search result.

Finance/Real Estate Committee – Committee met on March 9, for the presentation of the 2018/19 Audit.

Human Resources Committee – None

8. Director's Report – Pletz provided a written report in the Board packet.

Pletz discussed what TLN staff have been working on since the State's Stay Home order. Most staff are continuing to work remotely with member libraries and working on on-going projects. A few employees have been deemed essential and have been able to come in to the TLN building to fulfill essential functions of the Cooperative. Staff have continued to be paid. TLN has not laid-off any employees.

9. **Financial Reports** – Motion by VanStipdonk, supported by Cardenas, to receive and file the following reports. Motion carried unanimously. Wollenweber – aye; VanStipdonk –aye; Harper – aye; Cardenas – aye; Williams – aye; VanBrandeghen – aye; Rozell – aye; Woodford – aye; Green – aye

- Executive Summary
- Aged Payables Open Items as of 3/31/2020
- Check Register Detail from 2/01/2020 – 2/29/2020
- Check Register Detail from 3/01/2020 – 3/31/2020
- Aged Receivables Detail as of 3/31/2020
- Summary of Revenue & Expenditures Compared to Budget:
October 1, 2019 – March 31, 2020
- October 2019 – March 2020 – Income Statement
- Unaudited Balance Sheet as of 3/31/2020

10. **Old Business** – None

11. **Board Member Comments** – None

12. There being no further business to consider, without objection, the Chair adjourned the meeting at 11:34 a.m.

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

**Thursday, May 21, 2020 – 10:30 am
Via RingCentral**

Respectfully submitted,

Mark Wollenweber
CHAIR

Victor Cardenas
SECRETARY