



# The Library Network

## Libraries Working Together

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### THE LIBRARY NETWORK BOARD PROCEEDINGS February 20, 2020

The regular meeting of The Library Network (TLN) Board was held on Thursday, February 20, at the Berkley Public Library, Berkley.

Board Members present: Lois VanStipdonk, Acting Chair; Victor Cardenas, Secretary; Reginald Williams, Art Woodford, and Debra Green. A quorum.

Board Members Absent & Excused: Mark Wollenweber, Rita VanBrandeghen, Stephen Harper, and Joe Rozell.

Additional attendees: Jenny Marr, Steering Committee Representative; Celia Morse, Rick Rosekrans, and Judith Kozakowski, TLN. Absent and excused: James Pletz, TLN Director.

The Chair called the meeting to order at 10:39 a.m.

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

Introduction of Guests – None

Public Comment – None

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

3. **Approval of the Minutes.** Motion by Cardenas, supported by Woodford, to approve the minutes of the January 16, 2020 meeting of the Board, as presented. Motion carried unanimously.

4. **Communications & Announcements** – Reviewed certificates of appreciation for TLN employees Justin Walker and Alex Norman for their exemplary performance with the Windows 10 migration.

Reviewed certificate of recognition for TLN employee Randi Mewhorter in achieving 30 years of service with The Library Network, in January.

## 5. New Business

Motion by Cardenas, supported by Williams, to approve the Commercial Insurance policy with Harleysville Insurance Company for \$23,646.00, and approve the Workers' Compensation policy with the Accident Fund for \$18,013.00, for the period covering February 17, 2020 through February 17, 2021. Motion carried unanimously

Motion by Cardenas, supported by Woodford, to approve the Gleaners Food Bank 2020 Food for Fines/Food for Thought campaign, March 23 through May 3. Motion carried unanimously.

## 6. Reports

**Steering Committee** – Marr reported that the next quarterly meeting will be March 6 at the Novi Public Library. Deb Mikula, Executive Director of MLA, will be the guest speaker. She will be discussing library advocacy. The Committee will also discuss penal fines, as well as the spring leadership classes that will be begin in March.

The Committee will further review the 2019 Cooperative-wide survey results. Will be discussing whether this survey should be conducted on an annual basis.

**Executive Committee** –Morse reported on behalf of Committee Chair Paul McCann, who provided a written synopsis of the Executive Committee meeting of February 6.

The Committee discussed an item presented by a Member library concerning the application form provided for a patron library card. The current application has a space for gender. This application item conflicts with the Library of Michigan's QSAC qualifications which does not allow for the question of gender.

The Committee advised member libraries that they are not required to use the current form and can use their own. Under gender in the CARL system an O (other) has been added.

The Inkster library has hired a new director, Barbara Hawkins.

The Committee decided not to pursue universal policies or procedures for fine-free libraries.

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** –Annual financial audit results are being prepared for review by the Finance Committee. A meeting will be scheduled in March.

**Human Resources Committee** –A tentative meeting has been scheduled prior to, or after, the March 19 meeting of the Board at the Northville Library.

7. **Director’s Report** – Pletz provided a written report in the Board packet.

In addition to the report, Rosekrans gave an update on the generator project. The project is proceeding as planned. Currently working toward installing the concrete pad. Consumers Energy will be coming to upgrade the meter to allow for the additional energy load from the generator.

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

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

9. **Old Business** – None

10. **Board Member Comments** – None

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

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

**Thursday, March 19, 2020 – 10:30 am at  
Northville Public Library, Northville**

Respectfully submitted,

Lois VanStipdonk  
ACTING CHAIR

Victor Cardenas  
SECRETARY