



The Library Network

Libraries Working Together

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THE LIBRARY NETWORK BOARD PROCEEDINGS January 16, 2020

The regular meeting of The Library Network (TLN) Board was held on Thursday, January 16, at the Wixom Public Library in Wixom.

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

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

Additional attendees: Paul McCann, Executive Committee Representative; Jenny Marr, Steering Committee Representative; Andrea Dixon, Director of the Wixom Library; Jim Pletz, TLN Director; Celia Morse, 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 Green, supported by Williams, to approve the Agenda as presented. Motion carried unanimously.

3. **Approval of the Minutes.** Motion by VanStipdonk, supported by Green, to approve the minutes of the November 21, 2019 meeting of the Board, as presented. Motion carried unanimously.

4. **Communications & Announcements** – None

5. **New Business**

Motion by VanStipdonk, supported by Woodford, to approve the contract with Avalon Technologies, Inc., 39533 Woodward Ave., Suite 125, Bloomfield Hills, MI 48304, to purchase replacement switches for TLN network switch equipment. Amount of contract not to exceed \$47,000.00; \$30,000.00 to come from SAS Capital Reserve Fund and the remaining project cost to come from TLN Capital Reserve. Motion carried unanimously.

6. Reports

Steering Committee – Marr reported that the next quarterly meeting will be March 6 at the Novi Public Library.

Executive Committee –McCann reported that the Committee met on January 9 and approved the replacement switch project, which was discussed under New Business. Kimberly Schaaf, Springfield Library, is working on a Committee to reduce the number of patron records in the Shared System.

The Executive Committee also discussed pursuing the auto renewal option within the Shared System.

Morse reported that there will be a new release, FRBR (Functional Requirement for Bibliographic Records) on the CARL test server on January 27.

Finance/Real Estate Committee –None

Human Resources Committee –None

7. **Director's Report** – In addition to his written report, Pletz reported that there are quite a few new Directors starting within the Cooperative. He plans to invite them to TLN for a meeting and tour, along with lunch.

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

- Executive Summary
- Aged Payables Open Items as of 12/31/19
- Check Register Detail from 11/1/19 – 11/30/19
- Check Register Detail from 12/1/19 – 12/31/19
- Aged Receivables Detail as of 12/31/19
- Summary of Revenue & Expenditures Compared to Budget:
October 1, 2019 – December 31, 2019
- October 2019 – December 2019 – Income Statement
- Unaudited Balance Sheet as of 12/31/19

9. **Old Business** – None

10. **Board Member Comments** – An update was given to the Board regarding the Generator project. The generator is on order and should arrive in February. Contractor is working with the City of Novi to receive approval of the ongoing plans.

11. There being no further business to consider, without objection, the Chair adjourned the meeting at 11:32 a.m.

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

**Thursday, February 20, 2020 – 10:30 am at
Berkley Public Library, Berkley**

Respectfully submitted,

Mark Wollenweber
CHAIR

Victor Cardenas
SECRETARY