



The Library Network

Libraries Working Together

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THE LIBRARY NETWORK BOARD PROCEEDINGS July 16, 2020 Via RingCentral

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

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

Board Members Absent & Excused: Reginald Williams and Stephen Harper

Additional attendees: 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 10:31 a.m.

1. **Call to audience**

Introduction of Guests – None

Public Comment – None

2. **The Agenda.** Motion by Green, supported by VanBrandeghen, to approve the Agenda, as presented. Motion carried unanimously. Wollenweber – aye; VanStipdonk – aye; Cardenas – aye; VanBrandeghen – aye; Rozell – aye; Woodford – aye; Green – aye
3. **Approval of the Minutes.** Motion by VanBrandeghen, supported by Woodford, to approve the minutes of the June 18, 2020 meeting of the Board, as presented. Motion carried unanimously. Wollenweber – aye; VanStipdonk – aye; Cardenas – aye; VanBrandeghen – aye; Rozell – aye; Woodford – aye; Green – aye
4. **Communications & Announcements** – None
5. **Generator Update** – Rosekrans reported that TLN is waiting on the contractor to install the concrete pad. Project plans were submitted to the city on July 6. Multiple steps and various representatives are involved in this project. Will consult our legal representative regarding the continued delay in the installation of the generator.

6. **New Business-** None

7. **Director's Search**

A list of applicants, dated July 10, was given to the Board.

8. **Reports**

Steering Committee – Marr reported that the Membership meeting was held, via RingCentral, on July 10. TLN staff participated in a Question and Answer session. Results of the latest membership survey revealed that the membership appreciated TLN's responsiveness during the closing of libraries during the pandemic; appreciated the bulk ordering of masks, but, had some issues with the tone of certain staff in relation to helpdesk ticket communication, i.e. describes a degree of pettiness in relation to the subject of a helpdesk ticket and how it was submitted.

The Committee will be meeting on August 28, to review the 2020/21 proposed TLN budget. Marr's tenure as Committee Chair is coming to an end in September 2020. Westland's Director, Ishwar Laxminarayan, will be the Committee Chair fiscal year 2020/21.

Executive Committee –McCann reported that the Committee met on July 2. They discussed how member libraries are reopening after the Covid-19 shutdown. Also, reviewed the OverDrive contract renewal.

This year's TLC (CARL Shared System) conference will be held virtually. This conference is held in October.

TLN Delivery to libraries is going well. Many libraries have turned on the option, within the shared system, to place a hold on materials for patrons.

Finance/Real Estate Committee – None

Human Resources Committee – None

Rozell left the meeting at this time, 11:04 a.m.

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

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

- Executive Summary
- Aged Payables Open Items as of 6/30/2020
- Check Register Detail from 6/01/2020 – 6/30/2020
- Aged Receivables Detail as of 6/30/2020
- Summary of Revenue & Expenditures Compared to Budget:
October 1, 2019 – June 30, 2020
- October 2019 – June 2020 – Income Statement
- Unaudited Balance Sheet as of 6/30/2020

11. **Old Business –**

The Assessment Center Training to be held in-person on July 30, at the Novi City Hall Council Chambers. Some Board members raised concern about the prospect of meeting in person during COVID-19, and whether we were violating State of Michigan orders. Legal opinion was received from ClarkHill. TLN would not be violating any State mandate regarding the number of people at this training. Social distancing, and other safety measures and protocols will be followed.

After discussion, it was decided to explore offering the training online through a Zoom video conference.

Revenue from COVID-19 Shut-down was reviewed.

12. **Board Member Comments** – TLN employee, Jim Flury, will be speaking to a Malaysian group of librarians, and others, about Library Cooperatives, how they work, are funded, and how they can benefit libraries.

This presentation will be taking place on Sunday, July 19. The plan is to tape the presentation and have it available to anyone who would like to hear it.

13. There being no further business to consider, without objection, the Chair adjourned the meeting at 11:29 a.m. Motion carried unanimously. Wollenweber – aye; VanStipdonk –aye; Cardenas – aye; VanBrandeghen – aye; Woodford – aye; Green – aye

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

**Thursday, August 20, 2020 – 10:30 am
Via RingCentral**

Respectfully submitted,

Mark Wollenweber
CHAIR

Victor Cardenas
SECRETARY