



# The Library Network

## Libraries Working Together

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### THE LIBRARY NETWORK BOARD PROCEEDINGS June 18, 2020 Via RingCentral

The regular meeting of The Library Network (TLN) Board was held on Thursday, June 18.

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 10:35 a.m.

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

Introduction of Guests – None

Public Comment – None

2. **The Agenda.** Motion by Green, supported by Woodford, to approve the revised Agenda, adding Director's Search. Motion carried unanimously. Wollenweber – aye; VanStipdonk – aye; Cardenas – aye; VanBrandeghen – aye; Rozell – aye; Woodford – aye; Green – aye
3. **Approval of the Minutes.** Motion by Green, supported by Woodford, to approve the minutes of the May 21, 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** – Project specs have been sent to Consumer's Energy. Waiting on contractor to install concrete pad.

Rozell left the meeting at this time, 11:08 a.m.

**6. New Business**

Motion by Woodford, supported by VanBrandeghen, to approve the contract for library downloadable and streaming materials, ie eBooks and Audiobooks, for the TLN group of 50 libraries known as Download Destination for the period August 1, 2020 through July 31, 2023 with OverDrive, Inc, One OverDrive Way, Cleveland, OH 44125. All costs are pass thru. Motion carried unanimously. Wollenweber – aye; VanStipdonk –aye; Cardenas – aye; VanBrandeghen – aye; Woodford – aye; Green – aye

**7. Director’s Search**

Motion by VanStipdonk, supported by VanBrandeghen, to approve moving forward with the Director’s search, including Assessment Center Training. Motion carried unanimously. Wollenweber – aye; VanStipdonk –aye; Cardenas – aye; VanBrandeghen – aye; Woodford – aye; Green – aye

**8. Reports**

**Steering Committee** – Marr reported that annual Membership picnic will not take place this year. The meeting will be virtual on Friday, July 10. The Fiscal Year 20/21 Steering Committee Chair-Elect is Ishwar Laxminarayan, Director of Westland’s Library.

**Executive Committee** –McCann reported that the Committee met on June 4. They have increased the number of meetings they are having to assist libraries in returning to operations. The Committee reviewed the TLN Delivery plan. They also reviewed the latest survey regarding the type of service libraries plan to offer once they reopen.

The next SASUG meeting will be June 25. There is high anxiety with libraries requiring patrons to wear masks when visiting the libraries.

**Finance/Real Estate Committee** – None

**Human Resources Committee** – None

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

10. **Financial Reports** – Motion by VanStipdonk, supported by Woodford, 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 5/31/2020
- Check Register Detail from 5/01/2020 – 5/31/2020
- Aged Receivables Detail as of 5/31/2020
- Summary of Revenue & Expenditures Compared to Budget:  
October 1, 2019 – May 31, 2020
- October 2019 – May 2020 – Income Statement
- Unaudited Balance Sheet as of 5/31/2020

11. **Old Business** – None

12. **Board Member Comments** – None

13. There being no further business to consider, without objection, the Chair adjourned the meeting at 11:28 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, July 16, 2020 – 10:30 am  
Via RingCentral**

Respectfully submitted,

Mark Wollenweber  
CHAIR

Victor Cardenas  
SECRETARY