



# The Library Network

## Libraries Working Together

41365 Vincent Court, Novi, MI 48375  
Phone: (248) 536-3100 Fax: (248) 536-3098  
Online: <http://tln.lib.mi.us>

### THE LIBRARY NETWORK BOARD PROCEEDINGS May 21, 2020 Via RingCentral

The regular meeting of The Library Network (TLN) Board was held on Thursday, May 21.

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: Paul McCann, Executive Committee Representative; Jenny Marr, Steering Committee Representative; Jim Pletz, TLN Director; Angie Michelini, 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 – Michelini introduced herself on the call.

Public Comment – None

2. **The Agenda.** Motion by VanStipdonk, supported by Williams, to approve the Agenda as presented. Motion carried unanimously. Wollenweber – aye; VanStipdonk – aye; Cardenas – aye; Williams – aye; VanBrandeghen – aye; Rozell – aye; Woodford – aye; Green – aye
3. **Approval of the Minutes.** Motion by VanStipdonk, supported by Cardenas, to approve the minutes of the April 16, 2020 meeting of the Board, as presented. Motion carried unanimously. Wollenweber – aye; VanStipdonk – aye; Cardenas – aye; Williams – aye; VanBrandeghen – aye; Rozell – aye; Woodford – aye; Green – aye
4. **Communications & Announcements** – Jim Pletz's retirement announcement was included in the Board packet. Wollenweber complimented Pletz's over 10 years of service. Looking toward an October 1 retirement time frame. Wollenweber briefly discussed initial plans to post job, hire, etc.

Harper joined the meeting at this time, 10:48 a.m.

5. **Generator Update** – Waiting for the construction in Michigan to begin full operations so that this project can be completed.

## 6. **New Business**

Motion by Cardenas, supported by Green to approve the RFP, as presented, for Telecommunication Services. Wollenweber – aye; VanStipdonk –aye; Cardenas – aye; Harper – aye; Williams – aye; VanBrandeghen – aye; Rozell – aye; Woodford – aye; Green – aye

Motion by Cardenas, supported by Williams, to approve the temporary telecommuting policy as presented. Wollenweber – aye; VanStipdonk –aye; Cardenas – aye; Harper – aye; Williams – aye; VanBrandeghen – aye; Rozell – aye; Woodford – aye; Green – aye

## 7. **Reports**

**Steering Committee** – Marr reported that the May meeting was canceled. The next scheduled meeting is in July, which is the annual picnic. The Committee is waiting to see if this picnic can happen. Will have a better idea in June.

The Committee is looking for next year's Committee Representatives.

Looking into offering Leadership 101 training series through RingCentral.

**Executive Committee** –McCann reported that the Committee met on May 7. The Committee discussed the functional issues involved with restarting libraries once the State allows. Not all libraries will start up the same.

The Committee also reviewed the delivery memo Vince Nash, TLN, sent out. TLN has limited delivery tubs so libraries are asked not to use them to quarantine materials.

**Finance/Real Estate Committee** – None

**Human Resources Committee** – None

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

9. **Financial Reports** – Motion by VanStipdonk, supported by VanBrandeghen, to receive and file the following reports. 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 4/30/2020
- Check Register Detail from 4/01/2020 – 4/30/2020
- Aged Receivables Detail as of 4/30/2020
- Summary of Revenue & Expenditures Compared to Budget:  
October 1, 2019 – April 30, 2020
- October 2019 – April 2020 – Income Statement
- Unaudited Balance Sheet as of 4/30/2020

10. **Old Business** – None

11. **Board Member Comments** –

Pandemic Recovery- Wollenweber discussed a possible delivery credit for the time libraries have been closed and TLN delivery has not happened. More information is needed for the Board to consider a credit. Pletz and Rosekrans are to put together some options.

12. There being no further business to consider, without objection, the Chair adjourned the meeting at 11:34 a.m. Wollenweber – aye; VanStipdonk –aye; Cardenas – aye; Harper – aye; Williams – aye; VanBrandeghen – aye; Rozell – aye; Woodford – aye; Green – aye

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

**Thursday, June 18, 2020 – 10:30 am**  
**Via RingCentral**

Respectfully submitted,

Mark Wollenweber  
CHAIR

Victor Cardenas  
SECRETARY