



# The Library Network

## Libraries Working Together

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### THE LIBRARY NETWORK BOARD PROCEEDINGS October 15, 2020 via Zoom

The regular meeting of The Library Network (TLN) Board was held on Thursday, October 15.

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

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

Additional attendees: Paul McCann, Executive Committee Representative; Steven Bowers, TLN Director; Celia Morse, Rick Rosekrans, Vince Nash, and Judith Kozakowski, TLN.

The Chair called the meeting to order at 10:32 a.m.

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

Introduction of Guests – None

Public Comment – None

2. **The Agenda.** Motion by VanBrandeghen, supported by Cardenas, to approve the Agenda, as presented. Wollenweber, aye; VanStipdonk –aye; Cardenas – aye; VanBrandeghen, aye; Woodford – aye; and Green – aye. Motion carried unanimously.
3. **Approval of the Minutes.** Motion by VanStipdonk, supported by Cardenas, to approve the minutes of the September 17, 2020 meeting of the Board, as presented; and the Special Board meeting of September 24, 2020, as presented. Wollenweber, aye; VanStipdonk –aye; Cardenas – aye; VanBrandeghen, aye; Woodford – aye; and Green – aye. Motion carried unanimously.
4. **Communications & Announcements** – None
5. **Generator Update** – Nash stated that the generator is ready for a test run. Getting ready to make sure it works with the Server Room.

**6. New Business-**

Motion by VanStipdonk, supported by Cardenas, to approve the proposal for roof replacement submitted by A&Z Roofing, 24156 Haggerty Rd., Farmington Hills, MI, 48335 for the replacement of the front roof, at 41365 Vincenti Ct, Novi, MI, not to exceed \$37,000.00, with contingencies, subject to an acceptable rent agreement with the landlord. Funds to come from fund balance. Wollenweber, aye; VanStipdonk –aye; Cardenas – aye; VanBrandeghen, aye; Woodford – aye; and Green – aye. Motion carried unanimously.

Motion by Woodford, supported by VanBrandeghen, to receive and file Steven Bowers' employment contract. Wollenweber, aye; VanStipdonk –aye; Cardenas – aye; VanBrandeghen, aye; Woodford – aye; and Green – aye. Motion carried unanimously.

**7. Reports**

**Nominating Committee** - Woodford recommends a slate of officers for fiscal year 2020/2021:

- Chair** – Mark Wollenweber
- Vice chair** – Lois VanStipdonk
- Treasurer** – Victor Cardenas
- Secretary** – Rita VanBrandeghen

Motion by Woodford, supported by Green to approve the appointment of the TLN Board slate of officers, as presented. Wollenweber, aye; VanStipdonk –aye; Cardenas – aye; VanBrandeghen, aye; Woodford – aye; and Green – aye. Motion carried unanimously.

**Steering Committee** – No report

**Executive Committee** –McCann reported that the committee met on October 1. There are three returning members (Anne Hage, Andrea Dixon, and Toni LaPorte) and one new member (Kimberly Schaaf) that were elected as representatives of the SASUG Ex-Committee, for the term 2020-2022; with Paul McCann serving as Chair; and Hilary Savage as Secretary.

The committee discussed the telecommunications RFP. Nine vendors replied to the RFP. The Telecommunication Committee is reviewing the submissions.

Auto-renewal has begun.

Morse introduced, through CARL, the Novel Branch concept. It is a stand-alone RFID vending machine that can be set throughout the community, and patrons can borrow library materials.

Currently testing the FRBR portion of the public catalog to determine whether it is running properly.

**Finance/Real Estate Committee** – Plans to meet in November to discuss a summary of negotiations with the landlord.

**Human Resources Committee** – Committee met prior to the Board meeting to discuss Exempt staff pay adjustment. Committee recommends a 6% raise for Rosekrans and Kozakowski, effective 10-01-2020, with an adjustment for 6 months at the same rate. Motion by Woodford, supported by VanBrandeghen, to approve the HR Committee’s recommendations as presented. Wollenweber, aye; VanStipdonk –aye; Cardenas – aye; VanBrandeghen, aye; Woodford – aye; and Green – aye. Motion carried unanimously.

8. **Director’s Report** – As this is his first Board meeting after starting at TLN on October 5, Bowers gave an oral report.

Bowers reported that he has called most of the TLN Board members. He also spoke with the Committee chairs. He has met with TLN Department Heads, and will set aside time and meet with staff members individually.

Bowers reported that TLN offers great services and will begin working on TLN’s infrastructure. The TLN website needs updating and Bowers is looking forward to relaunching the website with core information for members, with a new, fresh, modern look.

Also looking at updating TLN’s various social media outlets and to begin promoting and connecting with members.

A brief survey was sent to members regarding TLN’s services. The survey asks members to describe what they like, or don’t like, about TLN; what they would like to see from TLN.

Bowers would also like to develop with the Board some strategic planning.

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

- Executive Summary
- Aged Payables Open Items as of 9/30/2020
- Check Register Detail from 9/01/2020 – 9/30/2020
- Aged Receivables Detail as of 9/30/2020
- Summary of Revenue & Expenditures Compared to Budget: October 1, 2019 – September, 2020
- October 2019 – September 2020 – Income Statement
- Unaudited Balance Sheet as of 9/30/2020

10. **Old Business – None**

11. **Board Member Comments** – Green thanked all the officers serving in their position on the Board. Wollenweber thanked everyone who was involved in the process of hiring the Executive

Director. VanStipdonk inquired about the search for a Board member to finish Reginald Williams' term. A note was sent out to Class VI libraries for candidates. So far, there is one candidate.

Cardenas left the meeting at this time, 11:43 a.m.

12. Motion by Green, supported by Woodford, to adjourn the meeting at 11:44 a.m.  
Wollenweber, aye; VanStipdonk –aye; VanBrandeghen, aye; Woodford – aye; and Green – aye. Motion carried unanimously
13. The next meeting of the Board will be held on:

**Thursday, November 19, 2020 – 10:30 am**  
**Via Zoom**

Respectfully submitted,

Mark Wollenweber  
CHAIR

Rita VanBrandeghen  
SECRETARY