



The Library Network

Libraries Working Together

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THE LIBRARY NETWORK BOARD PROCEEDINGS August 19, 2021

The regular meeting of The Library Network (TLN) Board was held on Thursday, August 19, at the Belleville Area District Library, Belleville. Board Members present: Lois VanStipdonk, Acting Chair; Victor Cardenas, Treasurer; Rita VanBrandeghen, Secretary; Arthur M. Woodford; Debra Green; Charles Hanson; and Joyce Parker. A quorum.

Board Members Absent & Excused: Mark Wollenweber

Additional attendees: Mary Jo Suchy, Director of the Belleville Library; Ebony Duff, Board Candidate to represent Class IV Libraries; Celia Morse, Executive Committee Representative; Steven Bowers, TLN Executive Director; Rick Rosekrans, and Judith Kozakowski, TLN

The Chair called the meeting to order at 12:07 p.m.

Mary Jo Suchy welcomed the Board to the new library. The library was completed in 2020. The Belleville Area District Library serves the residents of the City of Belleville, the Township of Sumpter, and the Charter Township of Van Buren. Suchy offered to give the Board members a tour of the library after the conclusion of the meeting.

1. **Call to audience**

Introduction of Guest – Bowers introduced Ms. Ebony Duff, City of Oak Park Attorney and candidate for the TLN Board, representing Class IV Libraries.

Public Comment – None

2. **The Agenda.** Motion by Cardenas, supported by Parker, to approve the Board Agenda as presented with the addition of Discussion of Board Meeting Time, under Old Business; and a discussion of Covid-19 under New Business. Motion carried unanimously.
3. **Approval of the Minutes.** Motion by VanBrandeghen, supported by Hansen, to approve the minutes of the July 15, 2021 meeting of the Board, as presented. Motion carried unanimously.

4. Communications & Announcements –

Board member Joe Rozell resigned from his position on the Board, representing Class IV libraries, on August 15, 2021. His schedule no longer provides him the time to be able to work on the Board. His term was set to expire on September 30, 2021.

5. New Business-

Motion by Cardenas, supported by Green, to approve the revised/updated proposal received by Epoxy Floors and Painting, 51129 Woodside Dr., Macomb, MI 48042, not to exceed \$28,000.00. Funds to come from fund balance. Motion carried unanimously. On a side note, at the July 15, 2021 meeting of the Board, the Board approved an original proposal, not to exceed \$20,000. Funds to come from fund balance. This revised/updated quote includes some upgrades to the project that improve the quality and longevity of the flooring.

The Board reviewed the draft document entitled "*Board of Trustees Information Questionnaire*". The Board requested some updated language to the document, and further discussion to take place at next month's meeting.

Discussion of Covid-19 among the Board members specifically pertaining to in-person programming and how individual libraries are handling programming during the pandemic. Bowers reminded the Board that on the TLN Website there is information available to libraries regarding the pandemic, and tools libraries can use to update their library's status and programming plans. Each individual library is responsible for setting their library's programming needs.

6. Reports

Steering Committee – Bowers reported that the Steering Committee did not meet in August. The Committee is working on updating the TLN Plan of Service and they will be bringing this to the Board for review soon. The Committee is also working on identifying goals and objectives for TLN.

Executive Committee – Morse reported that the Committee has approved the purchase of Self-Check Connect. This is software from CARL and it assists small libraries with a self-checkout feature without the added expense of a large machine. Receipts for items checked out are emailed to the patron.

The FRBR Catalog will go live on September 7.

Finance/Real Estate Committee – A meeting to be scheduled in late August/early September to review the proposed 2021/22 budget, along with the proposed 2020/21 budget revisions.

Human Resources Committee – A meeting to be scheduled in late August/early September to discuss TLN Administration’s compensation.

7. **Executive Director’s Report** – In addition to his monthly report, Bowers reported that he has received an EAP usage report, since the program began May 1. There has been usage of the service. Bowers is looking at expanding information on the service with the distribution of the monthly EAP Newsletter, and identifying some online programming to promote.

TLN will be presenting a 3-part series, for the membership, focusing on DEI (Diversity, Equity and Inclusion) beginning in January, via Zoom.

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

- Executive Summary
- Aged Payables Open Items as of 7/31/2021
- Check Register Detail from 7/01/2021 – 7/31/2021
- Aged Receivables Detail as of 7/31/2021
- Summary of Revenue & Expenditures Compared to Budget:
October 1, 2020 – July 31, 2021
- October 2020 – July 31, 2021 – Income Statement
- Unaudited Balance Sheet as of 7/31/2021

9. **Old Business** –

Motion by Green, supported by Parker to change the Board meeting time to 1:30 p.m.
Motion carried unanimously.

10. **Board Member Comment** – None

11. Motion by Cardenas, supported by Green, to adjourn the meeting at 1:26 p.m.
Motion carried unanimously.

12. The next meeting of the Board will on:

**Thursday, September 16, 2021 – 1:30 p.m.
Waterford Township Library, Waterford**

Respectfully submitted,

Lois VanStipdonk
ACTING CHAIR

Rita VanBrandeghen
SECRETARY