



The Library Network

Libraries Working Together

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THE LIBRARY NETWORK BOARD PROCEEDINGS February 18, 2021 via Zoom

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

Board Members present: Lois VanStipdonk, Wayne, MI, Acting Chair; Victor Cardenas, Novi, MI, Treasurer; Rita VanBrandeghen, Berkley, MI, Secretary; Arthur M. Woodford, Harsens Island, MI; Joe Rozell, Pontiac, MI; Debra Green, Belleville, MI; and Charles Hanson, Grosse Pointe Farms, MI. A quorum.

Board Members Absent & Excused: Mark Wollenweber, and Stephen Harper.

Additional attendees: Paul McCann, Executive Committee Representative; Steven Bowers, TLN Executive Director; Celia Morse, Rick Rosekrans, Anne Neville, 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 Hanson, to approve the Agenda as presented. VanStipdonk –aye; Cardenas - aye; VanBrandeghen- aye; Woodford - aye; Rozell – aye; Green – aye; Hanson – aye. Motion carried unanimously.
3. **Approval of the Minutes.** Motion by Hanson, supported by Green, to approve the minutes of the January 21, 2021 meeting of the Board, as presented; VanStipdonk –aye; Cardenas - aye; VanBrandeghen- aye; Woodford - aye; Rozell – aye; Green – aye; Hanson – aye. Motion carried unanimously
4. **Communications & Announcements –**

Motion by VanBrandeghen, supported by Woodford, to change the future Board meeting time to start at 9 a.m. VanStipdonk –aye; Cardenas - aye; VanBrandeghen- aye; Woodford - aye; Rozell – aye; Green – aye; Hanson – aye. Motion carried unanimously

Motion by Rozell, supported by VanBrandeghen, to receive and file the TLN-Wide Employee Assistance Program proposal. VanStipdonk –aye; Cardenas - aye; VanBrandeghen- aye; Woodford - aye; Rozell – aye; Green – aye; Hanson – aye. Motion carried unanimously

5. New Business-

Motion by Green, supported by Hanson to renew TLN's Commercial Insurance policy with Harleysville Insurance Company for \$23,604.00, and approve the Workers' Compensation Policy with the Accident Fund for \$18,013.00, for the period covering February 17, 2021 through February 17, 2022. VanStipdonk –aye; Cardenas - aye; VanBrandeghen- aye; Woodford - aye; Rozell – aye; Green – aye; Hanson – aye. Motion carried unanimously.

Motion by Hanson, supported by Woodford, the Board authorizes TLN staff to transfer \$361,716 from SAS and BDBS Deferred Revenue to the Shared Automation System Capital Reserve Fund. VanStipdonk –aye; Cardenas - aye; VanBrandeghen- aye; Woodford - aye; Rozell – aye; Green aye; Hanson – aye. Motion carried unanimously

Rozell left the meeting at this time, 11:01 a.m.

Motion by VanBrandeghen, supported by Hanson, to approve the Whistleblower policy as presented. VanStipdonk –aye; Cardenas - aye; VanBrandeghen- aye; Woodford - aye; Green aye; Hanson – aye. Motion carried unanimously.

6. Reports

Steering Committee – Bowers provided this month's report from the Steering Committee.

The Steering Committee is working on a strategic plan for TLN, as well as reviewing the mission statement, and developing a vision statement.

The Leadership 101 Education series has begun. The sessions are recorded and are available for viewing for those unable to attend.

The next Membership meeting is scheduled for March 5. They have a speaker that will discuss Diversity, Equity, and Inclusion.

Executive Committee –McCann reported that the Executive Committee is addressing the increased volume moving through TLN Delivery. Currently there is a lot of materials moving through the system. They are working at identifying ways to curb the amount of delivery leaving a library. One area of interest is to have libraries perform the daily pull list first, then process discharges.

Also considering updating the Committee's bylaws to fall outside of the scope of the Open Meetings Act. As the Committee recommends action to the TLN Board, the TLN Board has the authority to review and approve action items.

The Committee discussed how Shared Member libraries circulate their new materials. Fourteen libraries currently share their new items, while thirty-six libraries do not. Looking at identifying a more equitable sharing of new materials.

Finance/Real Estate Committee – Rosekrans reported that the 2019/20 Financial Audit is in the final stage of completion, and a meeting with the Finance Committee will be scheduled some time prior to the March Board meeting.

Human Resources Committee – None

7. Executive Director’s Report –

In addition to his written report, Bowers reported that TLN has a dedicated Covid-19 webpage that supplies the membership with Covid-19 resources, as well as the latest Covid-19 updates.

Currently continuing to further develop an EAP to offer to the Membership.

The TLN Education Series has relaunched. There is currently a class schedule set for the next six months.

TLN has developed a social media committee, headed up by TLN’s Justin Walker. The Committee is looking to further TLN’s footprint within social media.

Bowers reported that he developed a map of southeastern Michigan that identifies all of the libraries within the Cooperative. This map is linked on the Membership page.

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

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

9. Old Business – None

10. Board Member Comment – Hanson reported that on February 25, the Friends of Michigan Libraries will host a Zoom meeting, at 10 a.m., and again at 6 p.m., entitled “A Conversation with Anne Seurnyck”. Ms. Seurnyck is an Attorney with Foster Swift, Grand Rapids, and is well known within the library community for her extensive knowledge and commitment to library law. Both sessions are the same content.

11. Motion by Cardenas, supported by VanBrandeghen, to adjourn the meeting at 11:36 a.m. VanStipdonk –aye; Cardenas – aye; VanBrandeghen- aye; Woodford – aye; Green – aye; Hanson- aye. Motion carried unanimously

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

**Thursday, March 18, 2021 – 9:00 am
Via Zoom**

Respectfully submitted,

Lois VanStipdonk
ACTING CHAIR

Rita VanBrandeghen
SECRETARY