



# The Library Network

## Libraries Working Together

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### THE LIBRARY NETWORK BOARD PROCEEDINGS January 21, 2021 via Zoom

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

Board Members present: Mark Wollenweber, Birchville Township, MI, Chair; Lois VanStipdonk, Wayne, MI, Vice-Chair; Victor Cardenas, Novi, MI, Treasurer; Rita VanBrandeghen, Berkley, MI, Secretary; Arthur M. Woodford, Harsens Island, MI; Joe Rozell, Huntington Woods, MI; Debra Green, Belleville, MI; and Charles Hanson, Grosse Pointe Farms, MI. A quorum.

Board Members Absent & Excused: Stephen Harper.

Additional attendees: Holly Teasdale, Steering Committee Representative; Paul McCann, Executive Committee Representative; Steven Bowers, TLN Executive Director; Celia Morse, Rick Rosekrans, Angie Michelini, and Judith Kozakowski, TLN.

The Chair called the meeting to order at 10:30 a.m.

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

Introduction of Guests – None

Public Comment – None

2. **The Agenda.** Motion by VanBrandeghen, supported by Green, to approve the Agenda as presented. Wollenweber- aye; VanStipdonk –aye; Cardenas- aye; VanBrandeghen- aye; Woodford - aye; Rozell – aye; Green – aye; Hanson – aye. Motion carried unanimously.
3. **Approval of the Minutes.** Motion by VanStipdonk, supported by Cardenas, to approve the minutes of the November 19, 2020 meeting of the Board, as presented; Wollenweber- aye; VanStipdonk –aye; Cardenas - aye; VanBrandeghen- aye; Woodford - aye; Rozell – aye; Green – aye; Hanson – aye. Motion carried unanimously
4. **Communications & Announcements** – None

## 5. New Business-

Motion by Woodford, supported by Hanson, to approve the 2021 Board meeting Calendar, as presented. Wollenweber- aye; VanStipdonk –aye; Cardenas - aye; VanBrandeghen- aye; Woodford - aye; Rozell – aye; Green – aye; Hanson – aye. Motion carried unanimously

Motion by VanStipdonk, supported by Hanson, to receive and file Clark-Hill's legal opinion regarding the Open Meetings Act. Wollenweber- aye; VanStipdonk –aye; Cardenas - aye; VanBrandeghen- aye; Woodford - aye; Rozell – aye; Green – aye; Hanson – aye. Motion carried unanimously

Motion by VanStipdonk, supported by Hanson, The Library Network Board of Trustees awards the July 1, 2021 – June 30, 2024 fiber circuit contract to AT&T for the estimated 3 year contract total of \$1,200,000. for all libraries except Milford and Highland; also approves the Data Network Telecommunications contract to Merit Network, Inc. for the estimated 3 year contract total of \$350,000, July 1, 2021 – June 30, 2024; and also approves the Data Network Telecommunications contract to Comcast Business Communications, LLC for Milford and Highland libraries for the estimated 3 year contract, July 1, 2021 – June 30, 2024, for a total of \$100,000.00. All funds to come from Shared Technology Services Pass-thru. Wollenweber- aye; VanStipdonk –aye; Cardenas - aye; VanBrandeghen- aye; Woodford - aye; Rozell – aye; Green – aye; Hanson – aye. Motion carried unanimously

## 6. Reports

**Steering Committee** – Teasdale reported that the Steering Committee met January 8. They developed a sub-committee with seven Directors from both shared-system libraries and non-shared system libraries to serve as a strategic planning committee. They are working on setting priorities and goals for the strategic plan.

The Committee is also working on creating a new Vision Statement for TLN.

The next Membership meeting is scheduled for March 5. They are looking to have a speaker to discuss diversity, equity, and inclusion.

Next meeting of the Steering Committee is Feb, 5.

**Executive Committee** –McCann reported that the Executive Committee met on January 7 and discussed TLN's WAN contracts, covered earlier in this meeting.

The Committee is working to shore-up their Capital Reserve Fund by looking at transferring money from Deferred Revenue to Capital Reserve.

**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 February Board meeting.

**Human Resources Committee** – None

## 7. Executive Director's Report –

Wollenweber reported that he appreciates all the information Bowers has been providing to the Board and the Membership.

Bowers reported that the TLN Administration staff is in the building 5 days a week.

TLN Deliver is booming, and averaging 1500 bins of material per week. Currently, due to the high volume, Delivery is dealing with a back-log of materials. Delivery is addressing the issue and hoping to resolve the back-up soon. As an aside, TLN Delivery distributes 2.5 million items per year. The State-wide delivery system distributes 1 million items.

Bowers reported that he is keeping up communication with the membership. He also hosts a bi-weekly virtual meeting with directors to check in during the pandemic to discuss anything the directors are experiencing.

On January 14, Bowers went out on a delivery route with TLN Driver, Bill VanHorn. Bowers chronicled his adventure along the way on TLN's Facebook page.

A Social Media Committee has been formed and will have its first meeting in the coming weeks.

Bowers discussed the Metro Parks partnership that provides 80 Wi-Fi hot spots to 9 of TLN's Member Libraries. This is a pilot program, and nine libraries were identified to participate in this program. Bowers commended the Shared Automation, and Cataloging staff for their hard work in assisting with this program launch. Delivery of these hot spots will be done in the coming weeks.

Work has begun in the offering of an Employee Assistance Program for the membership.

The Ecorse library has a new interim-Director which they hope to make permanent. This individual has the certification to be a Director of a library the size of Ecorse.

The River Rouge library is open and has minimal offerings for patrons. Although, they are open for curbside pick-up.

Download Destination, TLN Administered OverDrive Group, surpassed one million total checkouts of digital material in 2020. This is the first time in the group's nearly 13-year history to occur. This achievement places TLN in the top 30 circulating OverDrive groups in the world.

Cardenas and Rozell left the meeting at this time, 11:15 a.m.

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

- Executive Summary
- Aged Payables Open Items as of 12/31/2020
- Check Register Detail from 11/01/2020 – 11/30/2020
- Check Register Detail from 12/01/2020 – 12/31/2020
- Aged Receivables Detail as of 12/31/2020
- Summary of Revenue & Expenditures Compared to Budget: October 1, 2020 – December 31, 2020
- October 2020 – December 31, 2020 – Income Statement
- Unaudited Balance Sheet as of 12/31/2020

9. **Old Business** –

Motion by Woodford, supported by Green, to approve the 2020/21 Fiscal year Revised Appropriation, as presented. Wollenweber- aye; VanStipdonk –aye; VanBrandeghen – aye; Woodford – aye; Green –aye; Hanson- aye. Motion carried unanimously

10. **Board Member Comment** - Woodford reported that he appreciated Jim Flury distributing the Notable Books list. Woodford reported that he has read over 100 books since the beginning of the pandemic and has utilized inter-library loan.

Wollenweber reported that someone spoofed his email account and sent out an email to all of his TLN contacts asking for money. Rest assured this email is not from him.

VanBrandeghen asked for an update on the generator. The generator is fully operational.

11. Motion by VanStipdonk, supported by Woodford, to adjourn the meeting at 11:26 a.m. Wollenweber- aye; VanStipdonk –aye; VanBrandeghen- aye; Woodford – aye; Green – aye; Hanson- aye. Motion carried unanimously

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

**Thursday, February 18, 2021 – 10:30 am**  
**Via Zoom**

Respectfully submitted,

Mark Wollenweber  
CHAIR

Rita VanBrandeghen  
SECRETARY