



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 June 17, 2021 via Zoom

The regular meeting of The Library Network (TLN) Board was held on Thursday, June 17 via Zoom. Board Members present: Mark Wollenweber, Burtchville Twp., MI, Chair; Lois VanStipdonk, Wayne, MI, Vice Chair; Rita VanBrandeghen, Berkley, MI, Secretary; Arthur M. Woodford, Harsens Island, MI; Debra Green, Belleville, MI. A quorum.

Board Members Absent & Excused: Victor Cardenas, Charles Hanson, and Joe Rozell.

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

The Chair called the meeting to order at 9:01 a.m.

1. Call to audience

Introduction of Guest – Joyce Parker was introduced to the Board. She is the candidate to fill the vacancy on the Board of the late Stephen Harper, representing Class V libraries. Currently, Ms. Parker is the Deputy State Treasurer. She has also worked throughout the state in a variety of public works roles. Ms. Parker will be retiring from her position with the state at the end of this month and plans to join the Board at the July 15 meeting for official appointment.

Public Comment – None

- The Agenda.** Motion by VanStipdonk, supported by VanBrandeghen, to approve the Agenda as presented. Wollenweber – Aye; VanStipdonk – aye; VanBrandeghen- aye; Woodford - aye; Green – aye. Motion carried unanimously.
- Approval of the Minutes.** Motion by VanBrandeghen, supported by Green, to approve the minutes of the April 15, 2021 meeting of the Board, as presented. The May 20th meeting of the Board was canceled.
Wollenweber – Aye; VanStipdonk – aye; VanBrandeghen- aye; Woodford - aye; Green – aye. Motion carried unanimously.

4. Communications & Announcements - None

5. New Business-

With the State of Emergency in Novi set to expire on June 30, a discussion was held regarding returning to in-person Board meetings. It was determined that the July 15, 2021 meeting, and subsequent Board meetings will take place at the TLN office in Novi, with the meetings beginning at noon. Motion by Green, supported by VanBrandeghen, to change the monthly Board meeting time to noon, and return to in-person meetings. Wollenweber – Aye; VanStipdonk –aye; VanBrandeghen- aye; Woodford - aye; Green – aye. Motion carried unanimously

Motion by Green, supported by VanStipdonk, to approve the TLN Strategic Planning Committee’s report, as presented. Wollenweber – Aye; VanStipdonk –aye; VanBrandeghen- aye; Woodford - aye; Green – aye. Motion carried unanimously.

Wollenweber noted his appreciation for all the work that has gone into developing this Plan. He thanked all within the membership for their contributions.

VanBrandeghen stated that she is very pleased with the results. It really shows what TLN is all about. Kudos to all who participated in the development of this Plan.

Motion by VanBrandeghen, supported by Woodford, to approve the September 1, 2021 through September 30, 2024 virus protection product contract to Creative Breakthroughs, Inc/CrowdStrike Falcon Endpoint Protection Premium bundle for the 3-year contract with a unit rate not to exceed \$60 per license (or \$20 per license per year). Funds to come from two sources: Shared Technology Services Passthru for libraries that wish to join the TLN volume discount offering and from the Shared System Operating Fund for shared system libraries only. Wollenweber – Aye; VanStipdonk –aye; VanBrandeghen- aye; Woodford - aye; Green – aye. Motion carried unanimously.

6. Reports

Steering Committee – Teasdale reported that the Steering Committee met May 7, and June 4. At the May 7 meeting, there was also a quarterly membership meeting. At this meeting, there was a presentation on Diversity, Equity, and Inclusion featuring Jeff Witt, Organizational Development Lead for the University of Michigan Library. He detailed how the U of M Library is supporting diversity, equity, inclusion and justice work, as well as transforming human resources work through a focus on organizational culture and climate.

At the June 4 meeting, the Committee reviewed the work of the strategic planning committee. This sub-committee is comprised of representative from all library class sizes. This group has been very well organized and got a lot done within six months.

Special recognition to Karen Knox, Orion Township Library Director; and Eva Davis, Canton Public Library Director, who were instrumental in the project.

The Committee is also working on developing future cooperative-wide workshops.

Executive Committee – Morse reported that the Blind and Physically Handicapped Library has been updated to Accessibility and Outreach Services Library.

The Shared System is moving forward with installing the FRBR catalog in the Shared System.

The Committee did a lot of research on various virus protection software. Seventy-six percent (76%) of participants voted for the CloudStrike protection (covered under New Business). The previous provider of this service was charging double.

Finance/Real Estate Committee – None

Human Resources Committee – None

- 7. Executive Director's Report** – In addition to his monthly report, Bowers reported that the Spring Educational Workshops, Leadership 101, have concluded and video recordings of the sessions are posted on TLN's website.

The Annual TLN Membership Picnic is scheduled for July 23, at Novi's Lakeshore Park. All are invited to attend. Box lunches from Panera will be provided.

TLN's EAP (Employee Assistance Program) launched on May 1 with over 800 individuals signed up for the coverage. TLN's Insurance Broker, Keith Collins from the JS Clark Agency, put a lot of work into developing this coverage for TLN to offer to its membership and beyond.

TLN's new website design is moving along. TLN employees are actively engaged in this process with Angie Michelini as the project lead, along with Andrea Polsgrove, Justin Walker, and Brigitte Felix. They have devoted a lot of time to this project.

TLN is working on a grant for Michigan Libraries. The grant is through the Federal ARPA (American Rescue Plan Act), with the potential to infuse \$4 million into libraries throughout the state. More information to come.

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

- Executive Summary
- Aged Payables Open Items as of 5/31/2021
- Check Register Detail from 4/01/2021 – 4/30/2021
- Check Register Detail from 5/01/2021 – 5/31/2021
- Aged Receivables Detail as of 5/31/2021
- Summary of Revenue & Expenditures Compared to Budget:
October 1, 2020 – May 31, 2021
- October 2020 – May 31, 2021 – Income Statement
- Unaudited Balance Sheet as of 5/31/2021

9. **Old Business – None**

10. **Board Member Comment** – Stated early under New Business.

11. Motion by Woodford, supported by Green, to adjourn the meeting at 10:16 a.m. Wollenweber – Aye; VanStipdonk –aye; VanBrandeghen- aye; Woodford - aye; Green – aye. Motion carried unanimously.

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

**Thursday, July 15, 2021 – noon
TLN Office**

Respectfully submitted,

Mark Wollenweber
CHAIR

Rita VanBrandeghen
SECRETARY