



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 March 18, 2021 via Zoom

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

Board Members present: Mark Wollenweber, Orlando, Florida, Chair; Lois VanStipdonk, Wayne, MI, Vice Chair; Victor Cardenas, Novi, MI, Treasurer; Rita VanBrandeghen, Grand Rapids, 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: None

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

The Chair called the meeting to order at 9:00 a.m.

1. **Call to audience**

Introduction of Guests – None

Public Comment – None

- The Agenda.** Motion by VanBrandeghen, supported by Hanson, 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.
- Approval of the Minutes.** Motion by VanBrandeghen, supported by Green, to approve the minutes of the February 18, 2021 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. **Presentation of the 2019/2020 Financial Audit**

TLN's annual financial report, for the year ended September 30, 2020, was reviewed and discussed by Joseph Brandenburg, representative of Buss & Company, P.C., the CPA firm engaged by TLN to audit the report and assist in its preparation.

TLN received an unmodified audit opinion, this is the highest level of assurance an auditor can provide. The auditors were aware of no material deviations from generally accepted accounting practices in the financial statements.

Motion by Cardenas, supported by Hanson to receive and file the 2019/20 financial audit. Motion carried unanimously. Wollenweber – Aye; VanStipdonk – aye; Cardenas - aye; VanBrandeghen- aye; Woodford - aye; Rozell – aye; Green – aye; Hanson – aye. Motion carried unanimously.

A moment of silence was observed to honor long-time Board member Stephen Harper who passed away on March 10th. Stephen was the Treasurer on the Board for a number of years, as well as serving on the Plymouth District Library's Board. We are sorry to hear of his death. He will be missed.

6. **New Business-**

Motion by VanStipdonk, supported by Hanson to approve expenditures based upon the quote from YourMembership, total initial cost \$15,985.00, with an annual recurring cost of \$3,495, and to move forward with contracting, work, and services outlined in the quote. Money for the initial cost to come from funds previously approved by the Board in this fiscal year. Annual recurring costs to be moved to the operations budget in subsequent years. Wollenweber – Aye; VanStipdonk – aye; Cardenas - aye; VanBrandeghen- aye; Woodford - aye; Rozell – aye; Green – aye; Hanson – aye. Motion carried unanimously.

7. **Reports**

Steering Committee – Teasdale reported that the Steering Committee is working with the Strategic Planning Committee, on updating TLN's mission and developing a vision statement. A lot of ideas from the Membership have come in from the initial survey of the Membership in October 2020. Very diverse group of representatives from Class II, III, IV, V, and VI libraries make up the Strategic Planning Committee.

Looking to obtain Member directors and staff input in the strategic planning.

Discussed marketing coop wide. Looking at rebranding the Cooperative, its website, and also discussed creating and purchasing some premade marketing materials for libraries to advertise what their library offers.

Discussed the diversity, equity, and inclusion presentation from Joquetta Johnson as part of the March 5 Membership meeting. There were over 80 people in attendance. Teasdale received a lot of positive feedback from members regarding this presentation.

Looking at developing a workshop series similar to the education series that is currently being presented.

Executive Committee – Morse reported that the Committee met and discussed whether the committee needs to resume meeting in person, once the current regulations expire, due to the Open Meetings Act (OMA). The question arose due to the way the bylaws are written that the committee makes decisions, therefore it would be subjected to the OMA. The Committee will therefore continue to meet at the Livonia Civic Center library as they have an auditorium that can accommodate a large group of people and still maintain social distancing.

There is a new release of software within the shared system. A second software is in the test phase.

Looking to launch FRBR within the shared system catalog, which narrows, and simplifies, the search of an item in the catalog.

To clarify, the Executive Committee is the committee that may be subjected to OMA; not the Membership meetings, or SASUG meeting.

Finance/Real Estate Committee – Cardenas reported that the Committee met on March 16, for the presentation of the 2019/20 Financial Audit.

The Committee will look at increasing the Executive Directors spending approval limit beyond the current \$10,000.00 without having to go to the Board for approval.

Human Resources Committee – A Committee meeting will be scheduled to discuss Steven Bowers' six-month employment anniversary and review.

8. **Executive Director's Report** –

Bowers reported that multiple members were able to meet virtually with the new State Legislators to discuss the importance of libraries.

Mission and Vision statements have been developed and are being reviewed by various committees.

Bowers thanked Angie Michelini and her department for the additional work that has come up since the beginning of the year.

The EAP with Encompass will launch May 1. Joint work with the Membership resulted in EAP coverage for over 700 employees throughout the Cooperative.

Continuing Ed 101 series is occurring, we are now able to invite people throughout the state to participate.

The Amazon Prime membership initiative will save libraries hundreds of dollars per year in shipping fees through Amazon.

Bowers thanked Delivery Manager Vince Nash for his response last week to the catalytic converters being stolen from four of the delivery vehicles. Nash was able to address the issue, and perform a temporary fix to the trucks to get them back on the road while he works through a permanent fix. TLN only missed one day of delivery due Nash's quick response to the theft and the disabled vehicles.

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

- Executive Summary
- Aged Payables Open Items as of 2/28/2021
- Check Register Detail from 2/01/2021 – 2/28/2021
- Aged Receivables Detail as of 2/28/2021
- Summary of Revenue & Expenditures Compared to Budget:
October 1, 2020 – February 28, 2021
- October 2020 – February 28, 2021 – Income Statement
- Unaudited Balance Sheet as of 2/28/2021

10. **Old Business – None**

11. **Board Member Comment** – Wollenweber noted that with the passing of Stephen Harper, a Class V library representative. Individuals within the Cooperative community will need to be nominated to fill the vacancy on the Board.

Woodford reported that TLN employee, Jim Flury, keeps everyone informed about library materials during the pandemic.

Hanson reported that the Friends of Michigan Libraries will hold its Membership meeting on Thursday, April 8. This meeting is when members are elected to the Board and by-laws are passed.

Green reported that she is really happy with all the activity happening at TLN and throughout the Cooperative. She thanked Steven Bowers for all this work being introduced.

Wollenweber note a real enthusiasm from Bowers with moving TLN forward.

VanBrandeghen is particularly pleased that Bowers is encouraging Directors and the membership in to actively engage with TLN and its future decisions.

12. Motion by **Green**, supported by **VanBrandeghen**, to adjourn the meeting at **10:14** a.m. Wollenweber – Aye; VanStipdonk –aye; Cardenas - aye; VanBrandeghen- aye; Woodford - aye; Rozell – aye; Green – aye; Hanson – aye. Motion carried unanimously.
13. The next meeting of the Board will be held on:

Thursday, April 15, 2021 – 9:00 am
Via Zoom

Respectfully submitted,

Mark Wollenweber
CHAIR

Rita VanBrandeghen
SECRETARY