

SUPERIORLAND LIBRARY COOPERATIVE  
MEETING OF THE BOARD OF DIRECTORS  
January 28, 2016

**CALL TO ORDER:** A meeting of the Superiorland Library Cooperative Board of Directors was held at the Superiorland Library Cooperative, Marquette and via video conference at the Superior District Library, the Ironwood Carnegie Public Library, the Devereaux Memorial Library, and the West Iron District Library. Other participants dialed in via ReadyTalk audio conferencing service. The public was invited to participate at the Superiorland Library Cooperative headquarters (1615 Presque Isle Avenue, Marquette), the Superior District Library (541 Library Drive, Sault Ste. Marie), the Ironwood Carnegie Public Library (235 E. Aurora St., Ironwood), the Devereaux Memorial Library (201 Plum St., Grayling), or the West Iron District Library (116 Genesee St., Iron River). The Chair, John Schaeffer, called the meeting to order at 10:03 a.m. eastern.

**SLC BOARD MEMBERS PRESENT:** (\*denotes voting member) John Schaeffer\*, Chair; Caroline Jordan\*, Secretary; Bettina Graber\*, Pat Houle\*, Kim Nowack\*, Deborah Friedman\*, Sharon Scholke\*, Pat Cheski, Greg Rathje, and Pam Christensen (SLC Director)

**SLC STAFF PRESENT:** Pamela Malmsten (Recorder)

**LIBRARY DIRECTORS/STAFF/BOARD MEMBERS PRESENT:** Lisa Poignant-Waskin (Superior District Library), Megan Buck (Dickinson County Library), Elaine Erickson (Ironwood Carnegie Public Library), Barb Bartel (West Iron District Library), Connie Meyer (Devereaux Memorial Library), Pat Withrow (Forsyth Township Public Library), Bruce MacDonald (Peter White Public Library), Dion Mindykowski (Tahquamenon Area Public Library), and Denise Engel (Wakefield Public Library)

**VOTING BOARD MEMBERS ABSENT:** Sara Basso and Sandra Kraai

**APPROVAL OF THE AGENDA:** .There was one addition to the agenda: under “New Business” add “Formation of a Policy Review Committee”. The amended agenda was approved by consensus.

**PUBLIC PARTICIPATION AT ALL VIDEO CONFERENCE LOCATIONS:** The library representatives present had no comments at this time. There was no other public participation at any locations.

**APPROVAL OF THE MINUTES:** A MOTION was made TO APPROVE THE MINUTES OF THE REGULAR BOARD MEETING OF SEPTEMBER 29, 2015 AND THE SPECIAL BOARD MEETINGS OF NOVEMBER 10, 2015 AND NOVEMBER 23, 2015 (MSC Bettina Graber/Sharon Scholke). Motion carried unanimously.

**DIRECTOR'S REPORT:** Pam Christensen highlighted the written Director's Report that was distributed to board members and posted online. She noted that she has been on the job a little over a month.

Executive Director Goals: Pam C. asked Board members to let her know if they had comments or other items to add to her FY 2016 goals. One of Pam's goals is to visit all member libraries before the end of the fiscal year; to date, she has visited the Bessemer Public Library, the Ironwood Carnegie Public Library, the Wakefield Public Library, the Devereaux Memorial Public Library, and the Forsyth Township Public Library. She also reported that most of the member libraries have completed their state aid reports, which are due on February 1, 2016.

Rural Libraries Conference Stipends: The Loleta Fyan Rural Libraries Conference will be held on May 4 – 6, 2016 on Mackinac Island and SLC will again be offering a stipend of up to \$250 to each member library to offset conference costs. The conference registration fee is \$89 per person, and lodging is \$129 per person at the Grand Hotel. All speakers and sessions will be focused on the needs of small and rural libraries and registration forms will be available soon. [Note: Registration opened on February 2, 2016. Registration information can be found on the Library of Michigan web site at: <http://www.michigan.gov/fyanconference>.] Pam C. said that the program has been set and she will be presenting sessions on the "Best of the Best" and the Michigan Tax Tribunal. Pam added that anyone planning to attend the conference should let her know.

Harwood Cohort Training: The Michigan Consortium for Library Services (MCLS) and the Library of Michigan (LM) have partnered on a project to offer Harwood Cohort Training to fifty Michigan library representatives. The training, which will be provided by the Harwood Institute, will be held in Lansing on March 14 and 15, 2016. Pam C. thanked Lisa Waskin, the Director of the Superior District Library, for submitting a training application on behalf of six libraries in the Upper Peninsula. MCLS selected the six library institutions to be included in the Harwood Training; Dion Mindykowski (Tahquamenon Area Public Library), Lisa Waskin (Superior District Library), Bruce MacDonald (Peter White Public Library), Elaine Erickson (Ironwood Carnegie Public Library), Carolyn Stacey (Escanaba Public Library), and Pam Christensen (Superiorland Library Cooperative) will represent their institutions at the training session. Casey Adams (Roscommon Area District Library) and Dillon Geshel (Portage Lake District Library) were also selected for the training. Each library will receive a stipend to defray the cost of the training. Pam noted that LM and MCLS would like the Harwood Cohort Training to be ongoing, and will probably decide whether to fund the project in the future based on the success of this year's session.

PA 269/SB 571: Pam Christensen presented an update on PA 269/SB 571, the new "gag order" law which amended Michigan's Campaign Finance Act and prohibits elected and appointed public and school officials from providing factual information to voters about local ballot measures within 60 days of an election. Provisions of this law would be financially detrimental for many libraries since they would be barred from communicating with their patrons or the public about upcoming millages.

Legislation that would rectify or repeal some of this language has been introduced, however a legislative solution may be delayed since legislators are currently dealing with other issues such as the Flint water crisis and the Detroit Public Schools. City officials and other groups have filed a federal lawsuit stating that the "gag order" provision of PA

269 is unconstitutional and that the law should be overturned. The Michigan Library Association is also working on this issue and has contributed to the funding of the lawsuit. Pam said that lawsuits will probably be the best avenue for rectifying the law.

**FINANCIAL REPORT:** Pam Malmsten presented the financial report.

September 2015 Cash Disbursements, YTD Reports as of 9/30/2015, and FY 2015 Year End Financial Summary:

The September payment to Hartzell-Mika Consulting (3-801, \$3,580.57) was for the executive search consultant. SLC paid Hartzell-Mika a total of \$5,081, which includes \$881 for advertising. There were no questions on the September bills.

Year to date expenditures as of 9/30/2015 were considered. All line item expenditures were close to the line item figures; the Board approved a final budget revision on 9/29/2015. At the July 2015 meeting, the Board had approved an expenditure of \$15,000 - \$20,000 for sound-proofing measures and new employee workstations; these funds were not spent in FY 2015 and carried over to the FY 2016 budget.

The audit for the year ended 9/30/2015 has not yet been completed. All line item expenditures were under the budgeted line item figures, as required by GASB rules. Pam presented a summary of net income and all fund balance totals beginning 10/1/2015.

A MOTION was made TO APPROVE CASH DISBURSEMENTS OF \$66,120.97 FOR SEPTEMBER 2015 AND THE YEAR TO DATE REPORTS AS OF 09/30//2015 [with total expenditures of \$585,317 and total revenues of \$676,882] (MSC Bettina Graber/Pat Houle). Motion carried unanimously.

October, November, and December 2015 Disbursements, Year to Date Reports as of 12/31/2015, and the Balance Sheet as of 12/31/2015:

A November payment of \$760 to Convergent Technology Partners was for Voice over IP consulting services. It was noted that November disbursements also included considerably more travel expenses than usual, since SLC paid for travel costs for director candidates, as well as Board members; December disbursements included the hotel charges (\$795 to the Ramada Inn). There were no question on the disbursements for October – December 2015.

YTD expenditures as of 12/31/2015 were considered and it was noted that most line item expenditures are under the 3/12 budget figure. An exception was the travel line item, which was high because of the costs associated with the interview process.

Pam M. also summarized balance sheet figures as of 12/31/2015.

A MOTION was made TO APPROVE CASH DISBURSEMENTS OF \$38,139.30 FOR OCTOBER 2015, \$33,339.22 FOR NOVEMBER 30, 2015, \$67,890.22 FOR DECEMBER 31, 2015; THE YEAR TO DATE REPORTS AS OF 12/31/2015 [with expenditures of \$142,456 and revenues of \$200,962]; AND THE BALANCE SHEET AS OF DECEMBER 31, 2015 (MSC Caroline Jordan/Deborah Friedman). Motion carried unanimously.

**OLD BUSINESS:** Pam Christensen reported on old business items.

Update on Headquarters Work Space Plan and Furniture: After visiting SLC headquarters, taking measurements, and interviewing staff members, local architect John Larson presented a proposal for sound proofing measures and work station recommendations. After meeting with John Larson and discussing work space issues

individually with SLC staff members, Pam C. asked John to come back with an amended proposal. Pam said she hopes to present more information on the project at the March meeting.

Update on UPRLC Request for Proposal for Cost Effective Broadband: At the September 2015 meeting, Suzanne Dees had reported that nine SLC libraries--Brevort, Curtis, Drummond Island, Les Cheneaux, Forsyth, Ishpeming, Negaunee, North Dickinson, and Whitefish--were experiencing serious bandwidth problems. In late September, UPRLC had posted a Request for Proposal for basic internet access and connectivity for a consortium of up to nine libraries. Since that time, however, four of the libraries decided to drop out of bid consideration and a new RFP requesting internet access and connectivity for up to five public library locations was issued on January 22, 2016. Bids are due by February 22, 2016 with service to begin on July 1, 2016.

FY 2015 Annual Reports: FY 2014/2015 activity summary reports, including Overdrive, the Great Lakes Talking Books Advisory Outreach Center, OCLC interlibrary loan, and MeLCat net lenders, were distributed to the Board prior to the meeting and posted on the SLC web site. It was noted that Overdrive digital media statistics were quite impressive with a total circulation of 98,747 items, an increase of 10,644 items over last year. Lisa Waskin said that she is working on a collection development policy and wondered if there was a policy in place for selecting Overdrive titles. Pam C. said that the Overdrive purchasing committee could be re-activated; library directors or staff members interested in selecting specific genres are especially needed. Pam C. said she would send further information to the Listserv and anyone interested in helping with Overdrive collection development should let her know. Pam C. added that she would work on drafting a digital materials collection policy.

## **NEW BUSINESS:**

MERS Health Care Savings Program Participant Agreement Resolution: SLC currently offers full-time employees the option to participate in its Municipal Employees Retirement System (MERS) Health Care Savings Plan (HCSP). With the HCSP, participants' pre-tax payroll deductions are invested by MERS and, upon separation from employment, the funds are available to be used by employees for tax-free medical expense reimbursements. HCSP rules require 100% participation in a defined group and deductions for each employee in the group have to be the same. Due to the separation or retirement of employees, SLC has not had any active participants in the plan for the past several months. The current director, Pam Christensen, would like to participate in the plan, and MERS advised that a new Participation Agreement defining a new group or groups would have to be approved by the Board. Pam C. pointed out that there is no impact on the SLC budget since the HCSP is 100% employee funded.

A MOTION was MADE TO APPROVE THE MERS PARTICIPATION AGREEMENT [with an effective date of 1/28/2016] COVERING THE GROUP DEFINED AS "DIRECTOR HIRED BEFORE 2016" (MSC Pat Houle/Tina Graber). Motion carried unanimously. It was noted that additional HCSP groups could be set up so that other employees could participate in the plan. SLC's MERS representative has offered to talk to employees about the HCSP plan, and about the MERS 457 supplemental retirement plan, which SLC offers to all employees.

Bank Resolutions--Mbank and Range Bank: SLC's new director, Pam Christensen, needed to be added as a signer to all SLC bank accounts. Range Bank and mBank require a Board resolution to change account signers.

A MOTION was made TO DESIGNATE PAMELA CHRISTENSEN, PAMELA MALMSTEN, AND SHAWN ANDARY AS SIGNERS ON ALL ACCOUNTS AT RANGE BANK (MSC Tina Graber/Caroline Jordan). Motion carried unanimously.

A MOTION was made TO DESIGNATE PAMELA CHRISTENSEN, PAMELA MALMSTEN, AND SHAWN ANDARY AS SIGNERS ON ALL ACCOUNTS AT MBANK (MSC Deborah Friedman/Caroline Jordan). Motion carried unanimously.

Formation of a Policy Review Committee: Pam Christensen said she would like to review and possibly revise all SLC policies and procedures and asked for volunteers willing to serve on a Policy Review Committee. Pam C. added that the committee could possibly break into sub-committees to work on different policies. Tina Graber and Dion Mindykowski agreed to serve on the committee and Pam Malmsten indicated she would be interested in working on reviewing the personnel policies. Anyone else interested should contact Pam Christensen.

**NEXT MEETING:** The next regular meeting of the Board of Directors is scheduled for Thursday, March 10, 2016 at 10 a.m. eastern.

TENTATIVE CALENDAR BOARD MEETINGS FOR FY 2016:

**Thursday, March 10, 2016**

**Thursday, July 14, 2016**

**Tuesday, September 27, 2016**

**ADJOURNMENT:** There being no further business, the Chair declared the meeting adjourned at 10:45 a.m. eastern.

Caroline Jordan, Secretary

Pamela Malmsten, Recorder