

SUPERIORLAND LIBRARY COOPERATIVE  
MEETING OF THE BOARD OF DIRECTORS  
December 12, 2013

**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 West Iron District Library, the Superior District Library, and the Devereaux Memorial Library. Other participants dialed in via ReadyTalk audio 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 West Iron District Library (116 Genesee St., Iron River), or the Devereaux Memorial Library (201 Plum St., Grayling). John Schaeffer, Chair, called the meeting to order at 10:06 a.m. eastern.

**SLC BOARD MEMBERS PRESENT:** (\*denotes voting member) John Schaeffer\*, Chair; Kay Elzinga\*, Secretary; Gwen Chapman\*, Ginny Detterbeck\*; Susie Schwedler\*, Joan Brown\*, Jeri Selthoffer\*, Tina Graber, Kim Nowack, B.R. Smith, Sandra Kraai, and Sharon Sholke

**LIBRARY DIRECTORS/STAFF/BOARD MEMBERS PRESENT:** Dense Engel, Wakefield Public Library; Dion Mindykowski, Tahquamenon Area Public Library; Pat Cheski, Menominee County Library; and Beth Baker, Dickinson County Library

**SLC STAFF MEMBERS PRESENT:** Suzanne Dees, Director and Pamela Malmsten, Recorder

**VOTING BOARD MEMBERS ABSENT:** Chris Homan and Pat Houle

**APPROVAL OF THE AGENDA:** There was one change to the agenda: Suzanne asked that "New Business" Item "e. 2014 – 2019 Technology Plan Report" be deleted since not enough information was available for a report. A MOTION was made TO APPROVE THE AGENDA AS AMENDED (MSC Kay Elzinga/Joan Brown).

**PUBLIC PARTICIPATION:** The library directors present had no comments at this time. There was no other public participation at any of the video conference locations.

**APPROVAL OF THE MINUTES:** A MOTION was made TO APPROVE THE MINUTES OF September 24, 2013 AS PRESENTED (MSC Joan Brown/Jeri Selthoffer). Motion carried unanimously.

**DIRECTOR'S REPORT:**

Suzanne updated and highlighted some items in the written Directors Report that was distributed to board members and posted online. Five SLC libraries with 1 Gb fiber optic internet connectivity (West Iron District, Portage Lake District, Crawford County, Peter White, and Superior District) currently have high definition interactive video conferencing (IVC) capabilities; two more locations will be added this year. The IVC sites are currently scheduling public events. The SLC site recently connected the Marquette

High School Robotics class with the Taichung, Taiwan robotics class; the teams demonstrated their robots and participated in a short cultural exchange.

Suzanne attended a meeting with the Marquette area's Affordable Health Care Act (ACA) navigator and discussed ways to connect people with navigators. The Houghton and Sault Ste. Marie areas also each have marketplace navigators. Meeting participants agreed that Library directors could help by hosting navigators at their library buildings.

For the second consecutive year, the Great Lakes Talking Book Center is offering outreach grants to SLC member libraries; last year 5 libraries received grants and conducted outreach activities in their areas. Public libraries in Munising, Iron River, Iron Mountain and Crystal Falls are planning to participate; other library directors have also expressed interest. GLTB promotional calendars have been ordered and will be distributed through public libraries.

In 2008, the Michigan Legislature passed the Clean, Renewable, and Efficient Energy Act which requires all utilities in the state to implement Energy Optimization (EO) programs for their customers. The programs are designed to reduce energy use by encouraging energy efficient investments. Utilities meet the requirements of the act by offering cash rebates to customers who upgrade to energy efficient equipment and software. SLC submitted an application and received a \$924 cash rebate on its indoor lighting upgrade project. Suzanne identified several SLC libraries that had purchased rebate-eligible computers and Deep Freeze software through the cooperative; she offered to provide copies of vendor and cooperative invoices that would be needed for documentation. The Menominee County Library and Superior District Library are working on applications. Andrew Kotila, an EO program manager for many UP and northern LP utilities, is available to help with the application process.

## **FINANCIAL REPORT:**

September, October, and November 2013 Cash Disbursements and YTD Reports: Suzanne presented the financial report. The board first considered September cash disbursements and the YTD reports for the year ending 9/30/2013. To lock-in lower rates, a \$6,003 September payment was made to Recorded Books for FY 2014 Zinio magazine subscriptions. There were no questions on the bills. At year end, the cooperative showed (unaudited) revenues over expenses of \$53,563; the surplus will be added to the fund balance. Suzanne noted that a portion of the technology reserve fund will carry over into FY 2014. A MOTION was made TO APPROVE SEPTEMBER 2013 CASH DISBURSEMENTS OF \$74,510.93 AND THE YEAR TO DATE EXPENSE AND REVENUE REPORTS AS OF 9/30/2013 (MSC Susie Schwedler/Kay Elzinga). Motion carried unanimously.

The October and November 2013 cash disbursements and the YTD reports as of 11/30/2013 were also reviewed. There were no questions on the bills. Suzanne summarized the figures on the balance sheet for 11/30/2013. A MOTION was made TO APPROVE CASH DISBURSEMENTS OF \$45,739.45 for OCTOBER 2013, \$49,352.31 FOR NOVEMBER 2013, THE YEAR-TO-DATE REPORTS AS OF 11/30/2013, AND THE BALANCE SHEET AS OF 11/30/2013 (MSC Susie Schwedler/Ginny Detterbeck). Motion carried unanimously.

FY 2013/2014 Budget Revision: A spreadsheet with proposed expense budget revisions was distributed to the Board; changes were highlighted in red. Affordable

Health Care 2014 taxes and fees, estimated at 6.4% of health insurance premiums, were added to the health insurance line item, also included were expenses for the addition of one part-time employee to the group health plan beginning January 1, 2014. Following discussion, A MOTION was made TO APPROVE THE ADDITION OF \$1,000 TO THE GROUP HEALTH PLAN, BEGINNING JANUARY 1, 2014 (MSC Susie Schwedler/Jeri Selthoffer). Motion carried unanimously. SLC will continue with the 80/20 option (the cooperative pays no more than 80 percent of total employee health insurance premiums) to comply with requirements of the Publically Funded Health Care Act. Suzanne recommended that the Board consider adding \$1,000 to the employee retirement plan budget line item. The IndieFlix streamed independent film subscription was removed from the electronic subscriptions line item because the original quote was incorrect and the final cost was going to be much higher than anticipated. The computer supplies line item includes \$13,725 for the purchase and implementation of Dell AppAssure, a cloud-based backup, restoration, and replication solution that will allow IT staff to back up critical desktops and servers across SLC's network. Suzanne also asked the Board to approve the addition of \$11,000 to the Technology Reserve Fund. The \$1,000 can be applied toward the cost of AppAssure server license fees.

Revenue revisions were next discussed. Suzanne said that, when working on the budget amendments, she considered how some of FY 2013's excess revenues could be used to benefit member libraries. The UPRLC ALS group is in the process of re-negotiating an automated system long term maintenance contract with SirsiDynix; the current contract ends on September 30, 2014. For the past few years, in addition to paying a monthly percentage of staff salaries and overhead costs, UPRLC has been paying for administrative services which are calculated at 20 percent of the director's salary and benefits. Since the automated system benefits all SLC libraries, Suzanne recommended that the 20 percent administrative services contract, which generates total yearly SLC revenue of \$14,000, be suspended at least temporarily. UPRLC would then have the additional funds available to help pay for the new five-year maintenance contract. The new contract will probably include one new product, Enterprise, which would give the online catalog a fresh, new look and improve searching features; i.e., a single search of the online catalog and some Gale databases in the Michigan eLibrary.

Following discussion of relevant portions of the Personnel Manual, A MOTION was made TO ADD \$1,000 TO THE RETIREMENT PLAN LINE ITEM, TO ADD \$11,000 TO THE TECHNOLOGY RESERVE FUND, AND TO APPROVE THE FY 2013/2014 BUDGET AS REVISED (MSC Kay Elzinga/Susie Schwedler). Motion carried unanimously. [Following the public meeting, the need for further clarification of the motion adding \$1,000 to the retirement plan line item was realized. No action will be taken to distribute this \$1,000 from the retirement line item prior to further discussion at the next regular meeting of the board.]

#### **OLD BUSINESS:**

Open Meetings Act Proposed Amendment HB 4363: Suzanne gave an update on the proposed Open Meetings Act Amendment. She reported that Senator Casperson is working on amended language that would allow public body board members who serve multiple jurisdictions to be considered physically present if they attend via videoconference as long as each remote site is accessible to the public and the public

receives proper notice of each remote location. Attorney Ann Seuryneck suggested that the language be changed to allow videoconference attendance (with proper public accessibility and meeting notice as stated above) if either the board member serves multi-jurisdictions *or* the organization as a whole serves multi-jurisdictions.

Update UPRLC Automated System Long Range Planning: UPRLC and SirsiDynix have been negotiating a new long-term maintenance contract; the current contract will expire on October 1, 2014. Committee members have been discussing what new products should be included in the maintenance agreement; they are considering Enterprise, a new SirsiDynix product that would add “discovery layers” to the online catalog, and would feature fuzzy logic, federated searching, and narrowed searching capabilities. The Committee is currently waiting for a response from SirsiDynix on UPRLC’s latest counteroffer. Sirsi has already agreed to a 2.9 percent annual maintenance increase and will allow UPRLC to purchase servers from any source as long as they meet SirsiDynix specifications. Sirsi also agreed to a better deal for DataStream Enriched Content and to allow UPRLC to reconsider SaaS (Software as a Solution) in the future, before new servers are purchased, if data security issues are resolved.

## **NEW BUSINESS:**

Marenisco Township Library Associate Membership: The Marenisco Township Library, a recently formed library in Gogebic County, has requested associate membership in the Superiorland Library Cooperative. The yearly charge for associate membership is \$150. The township library would be eligible for cooperative book discounts and interlibrary loan service; it could also choose to join the Overdrive digital book consortium for an additional yearly fee. A MOTION was made TO APPROVE THE COOPERATIVE ASSOCIATE MEMBERSHIP OF THE MARENISCO TOWNSHIP LIBRARY (MSC Kay Elzinga/Joan Brown). Motion carried unanimously.

The Case for Cooperative Collection Development: Suzanne reported that library book budgets have been steadily dropping and less than half of book titles in the UPRLC online catalog are unique. She said that some library directors have expressed interest in cooperative collection development: Certain libraries would specialize in specific subject areas and all would share the titles. Of course, each library would want to purchase its own collection of best sellers. Kay Elzinga noted that one possible problem is that interlibrary loan is expensive. Suzanne said that delivery costs are a flat rate based on volume and the cooperative volume is currently low. She recommended that libraries talk about and consider cooperative collection development for the future.

Superiorland Preview Center Annual Report: A full written report was presented to the board. Between 10/1/12 and 9/30/13, the Preview Center distributed 846 books (with an average value of \$18 per book) to cooperative libraries. The total estimated value of the materials was \$15,236.

Universal Service Fund Report: The SLC Board received a letter from Pam Christensen, the Director of the Peter White Public Library; the letter expressed appreciation for Suzanne’s help with PWPL’s federal Universal Service Fund (USF) application process. PWPL received a USF reimbursement of \$3,007.17 on its local and long distance telephone service for the 12 months that ended June 30, 2013. Suzanne gave the board a document summarizing cooperative and UPRLC Internet Consortium USF funding awards for July 1, 2012 to June 30,

2013; discounts on Internet access and telephone services totaled about \$93,500. She added that USF consulting is an important part of the SLC Director's job description.

Confirm Next Meeting Date of March 6, 2014. The next meeting of the Superiorland Library Cooperative Board of Directors is scheduled for March 6, 2014 at 10 am eastern.

**ADJOURNMENT:** There being no further business, the Chair declared the meeting adjourned at 11:34 am.

Kay T. Elzinga, Secretary

Pamela Malmsten, Recorder