

SUPERIORLAND LIBRARY COOPERATIVE
MEETING OF THE BOARD OF DIRECTORS
January 15, 2015

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 Ironwood Carnegie Public Library and the Superior 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 Devereaux Memorial Library (201 Plum St., Grayling); the Ironwood Carnegie Public Library (235 E. Aurora St., Ironwood); or the West Iron District Library (116 Genesee St., Iron River). The Chair, John Schaeffer, called the meeting to order at 10:04 a.m. eastern.

SLC BOARD MEMBERS PRESENT: (*denotes voting member) John Schaeffer*, Chair; Jeri Selthoffer*, Vice-Chair; Caroline Jordan*, Secretary; Bettina Graber*, Patti Jahn*, Sandra Kraai*, Kim Nowack*, B.R. Smith*, Marie Oja*, and Sara Basso

LIBRARY DIRECTORS/STAFF/BOARD MEMBERS PRESENT: Lisa Poignant Waskin (Superior District Library), Mary Hook (Manistique School and Public Library), Denise Engel (Wakefield Public Library), Pam Withrow (Forsyth Township Public Library), Megan Buck, (Dickinson County Library), and Elaine Erickson (Ironwood Carnegie Public Library)

VOTING BOARD MEMBERS ABSENT: None

APPROVAL OF THE AGENDA: A MOTION was made TO APPROVE THE AGENDA AS PRESENTED (MSC Jerri Selthoffer/Bettina Graber). Motion carried unanimously.

PUBLIC PARTICIPATION: The library representatives present had no comments at this time. There was no other public participation.

APPROVAL OF THE MINUTES: A MOTION was made TO APPROVE THE MINUTES OF SEPTEMBER 30, 2014 AS PRESENTED (MSC Jeri Selthoffer /B.R. Smith). Motion carried unanimously.

DIRECTOR'S REPORT:

Suzanne gave an update to the written Director's Report that was distributed to board members and posted online. She began by announcing that Chris Homan, who represented the Tahquamenon Area School Public Library, has resigned from the SLC board because she is moving to the Petoskey area. Everyone agreed that Suzanne should send Chris a letter of thanks for her contributions to the SLC board.

Five new libraries have joined the UPRLC automated system: The Keweenaw Bay Ojibwa Community College, the Brevort Community Library (a branch of the Superior District Library), and three Marquette Area Public Schools elementary libraries. SLC is now offering a new shared service: IndieFlix streamed independent films.

The Library of Michigan's contract for MeL (Michigan Electronic Library) databases will expire on September 30, 2015. Suzanne serves on a committee that is working to evaluate the databases and develop an RFP (Request for Proposal) for database purchases beginning October 1, 2015. Since funding has been reduced this year, the Library of Michigan (LM) is looking at developing "core content areas". Suzanne noted that, although the LM has done a good job of database marketing and training, MeL database usage has declined. SLC plans to hire a full-time marketing and PR staff member who will help with MeL database marketing. To facilitate the evaluation process, a MeL databases user survey will be sent out soon; the selection process should be completed by June 1, 2015.

New FCC rules will result in significant e-rate discount reductions for some libraries. Because Marquette will now be classified as an urban cluster, rather than rural, e-rate discounts for SLC and the Peter White Public Library will be reduced by 10 percent. Two Superior District library branches, Les Cheneaux and Curtis, will each see a 10 percent funding reduction since their e-rate funding will be based on the discount eligibility of the main branch library--the Superior District Library/Bayliss.

Suzanne and Jean Montgomery are working with libraries that need to upgrade their internal data wiring and replace old switches; libraries will issue Requests For Proposals and go through competitive bidding to qualify for ERate discounts.

State aid reports are due by February 1, 2015. LM is using a new software program this year, and there have been some problems. Suzanne urged library directors to complete their reports as soon as possible.

Library Directors should start watching for paperwork from the Michigan Department of Treasury regarding reimbursements for lost revenues due to personal property tax reductions.

Suzanne reported that the Alpena County Library has decided to take SLC's movable compact shelving. The next step is to contact professionals regarding the moving and re-installation of the shelving. The SLC budget includes funding to replace the carpeting underneath the shelving. The removal of the shelving will provide extra space that can be used to add a Great Lakes Talking Books (GLTB) listening station.

FINANCIAL REPORT:

September, October, November, and December Cash Disbursements and YTD Reports: Suzanne Dees presented the financial report. Year to Date expense and revenue reports, the balance sheet as of 12/31/2014, and cash disbursements for September through December 2014 were reviewed. A MOTION was made TO APPROVE CASH DISBURSEMENTS OF \$46,552.48 for September 2014, \$48,022.07 FOR OCTOBER 2014, \$79,803.38 FOR NOVEMBER 2014, \$39,088.10 FOR DECEMBER 2014, the balance sheet as of 12/31/2014, AND YEAR TO DATE REPORTS AS OF 12/31/2014 (MSC B.R. Smith/Jeri Selthoffer). Motion carried unanimously.

FY 2014/2015 Budget Revision: A spreadsheet with proposed budget line item revisions was distributed to the Board. Revenues assume that all libraries qualify for state aid. Funding for a new firewall and a computer, printer, and camera for the new Marketing/PR staff member was added to the computer supplies line item. An additional \$4,000 was added to the printing and publishing line item for marketing and PR materials. The Recorded Books/Zinio digital magazine subsidy was increased by \$1,200;

subscriptions for Conde Nast magazines were added. Staffing changes include the retirement (effective 11/30/14) of a full-time staff member who was responsible for OCLC interlibrary loan and some GLTB services. A 25 hour-per-week GLTB Reader Advisor was recently hired, and a new full-time Marketing and Communications Manager position will be advertised soon. A MOTION was made TO APPROVE THE REVISED BUDGET FOR FY 2014/2015 [with expenses of \$631,810 and revenues of \$637,642] AS PRESENTED (MSC Tina Graber/ Marie Oja). Motion carried unanimously.

OLD BUSINESS:

Defined Benefit Pension Provisions: The SLC Board had been considering the possibility of dropping two of SLC's defined benefit (DB) pension plan provisions for future new hires who are eligible for the DB pension plan: Benefit F55, which allows employees with 25 years of service to retire at age 55, and E2 2.5% COLA, which is a yearly, non-compounded, cost of living increase. Dropping the provisions would not decrease SLC's current unfunded liability since only new hires would be affected. Dropping the provisions would also require SLC to create a new division and merge it with the current division. After weighing the impact of potential cost savings versus the implications of creating a new division, Board members decides not to change the current pension provisions.

Report on Interlibrary Loan Service Transition: Joanne Whitley, the SLC staff member who was responsible for cooperative OCLC interlibrary loan (ILL) requests, has retired. As a result, SLC decided to outsource OCLC ILL transactions to the White Pine Library Cooperative (WPLC). The WPLC uses Peabody, an online ordering system, to process requests. Suzanne said that the payments to the WPLC for cooperative OCLC ILL transactions will be offset by a reduction in OCLC costs since SLC's OCLC ILL subscription will be dropped. Suzanne noted that most requests are filled by the local UPRLC catalog or MeLCat, and that all libraries are being asked to try to fill patron requests regionally before initiating OCLC requests. The WPLC provided training sessions for ILL staff, and, according to Suzanne, the transition has progressed smoothly, although the process may be somewhat more time consuming for small libraries that previously directed all ILL requests to SLC. Library staff members were asked to fill out a survey regarding the transition; 6 libraries responded. Caroline Jordan asked about filling microfilm requests for local genealogists; Suzanne responded that she had looked into the process and found that obtaining microfilm would be time consuming for central staff. Other cooperatives are not offering genealogy services. Elaine Erickson suggested checking on the Mormon Church's Family History Center and local affiliate program. [On January 16, Suzanne researched the Family History Center and affiliate program and sent information via e-mail to the SLC discussion group. She also included a list of local Family History Centers in our area. The Family History Center welcomes public library affiliates; library registration is free and online training is available.] Anyone with questions, comments, or concerns about the new OCLC ILL process should contact Suzanne.

Marketing and Communications Manager Position: A job description for the Marketing and Communications Manager position was provided to the Board for review.

NEW BUSINESS:

Employee Life Insurance: Currently, full-time employees receive an employer paid \$15,000 straight term life insurance policy from the Standard Insurance Company. The board considered the possibility of also offering life insurance to part time employees who work at least 30 hours per week. The following change to the Personal Policy Manual was considered. Proposed changes are highlighted:

Life Insurance Employees who work ~~40 hours~~ **30 hours** or more per week will be eligible to participate in the non-portable life insurance plan for the employee according to the terms of the contract of the service provider. As authorized by the Board, insurance will be fully paid for all employees working ~~40 hours~~ **30 hours** per week.

Suzanne provided Board members with a spreadsheet that summarized the impact to the budget for adding the 2 currently eligible 30 hour per week employees to the life insurance plan at the current \$15,000 level, and the impact of increasing the coverage level to \$25,000 for all eligible employees. Since the increase for either option was minimal, the board agreed that coverage up to \$25,000 could be offered. It was noted, however, that each employee electing to increase life insurance coverage beyond the \$15,000 level would have to submit a medical history form to the Standard; the company could then approve or deny the additional coverage to each applicant, but the \$15,000 level would be guaranteed.

A MOTION was made TO OFFER A STRAIGHT TERM LIFE INSURANCE POLICY TO SLC EMPLOYEES WHO WORK AT LEAST 30 HOURS PER WEEK AND TO CHANGE THE PERSONAL POLICY MANUAL WORDING AS PROPOSED (MSC Tina Graber /Jeri Selthoffer). Motion carried unanimously.

FY 2014 Service Reports:

Great Lakes Talking Books FY 2013/2014 Outreach Grant Report: A written report was provided to the Board. Outreach grants totaling \$2,500 were awarded to the Dickinson County Library, the Munising School Public Library, the Crystal Falls District Library, and the West Iron District Library. Library outreach grant activities, GLTB staff and volunteer outreach activities, and statistics on new readers and current active patrons were also included in the report. Suzanne summarized commendations and recommendations resulting from a GLTB site visit by Sue Chinault from the Regional Braille and Talking Book Library in Lansing. Recommendations:

- Keep patrons informed via a quarterly newsletter. As discussed in the site visit, the regional library will include GLTBC patrons in all 4 regional library newsletter mailings and will require input specific to the AOC services as appropriate.
- Conduct a patron satisfaction survey in 2015 to assess service needs.
- Create a reading/technology area for patron use once shelving units have been removed.

OverDrive eBook/Audio book Activity for FY 2013/2014: A written report was provided to the Board. A total of \$51,439 was spent on new ebook and audio book purchases; total circulation was 88,103, an increase of 16,554 over FY 2013.

Superiorland K-12 Preview Center Activity for FY 2013/2014: Lynette Suckow is continuing to voluntarily provide Preview Center Services. Last year 577 books, with a total estimated value of \$11,235, were distributed to various schools and public libraries.

U.P. Digitization Center Report for FY 2013/2014: The Board received a written report summarizing U.P. Digitization Center activity by collection for FY 2014. It was noted

that total database hits jumped from 470 to 2,448 from February to March 2014, and continued to remain at the higher level for the rest of the year. Suzanne explained that this boost was probably due to the fact that the Library of Michigan added U.P. Digitization Center resources to the MeL discovery interface.

Penal Fines: The Board received a LM compiled report summarizing per capita penal fine distribution by county for 2008 – 2014. Suzanne pointed out that penal fines have dropped substantially in most counties, but that the Michigan Library Association has been working diligently to prevent further erosion of penal fines. The Ironwood Carnegie Public Library has been particularly impacted by lost revenues due to the LM penal fine distribution procedure. Ironwood, which receives annual penal fine distributions, lost significant penal fines when one of its township contracts was terminated by the township prior to June 30, although the township was served 10 months of the year. For libraries receiving annual distributions, LM notifies the county treasurers' offices of the population served on June 30, and distributions are based on that one day snapshot. Suzanne and Elaine Erickson, along with SLC's attorney Anne Seuryneck and MCLS director Randy Riley, have been working with Senator Casperson, the Department of Education, and the Attorney General's office to revise the procedure so that a library that serves a township for part of the year is eligible to receive a pro-rated portion of the penal fines for the time the contract was in effect and the library was serving the township residents. The current procedure for annual distributions is inequitable since libraries that receive penal fines monthly or quarterly would not be harmed. Tina Graber and Jeri Selthoffer pointed out that it is important for libraries to establish good relationships with district court judges. Suzanne noted that Luce County was able to increase its penal fine revenues by 25% over the seven year period; she said she would talk to Chris Homan, a former SLC and Tahquamenon Library board member, regarding these results. [Subsequently, Jeri Selthoffer described Crawford County Library's efforts. Their program director invited the District Court Judge to volunteer as a reader for their Children's Hour. He had always been a library advocate and he was delighted to read during story hour. Library Friends and the judge have placed a bookcase in the courthouse lobby to entertain children whose parents are in court. The kids get to select a book, read it and take it home free.]

NEXT MEETING: The next meeting of the Board of Directors is scheduled for Thursday March 5, 2015.

ADJOURNMENT: There being no further business, the meeting was adjourned at 11:58 a.m. eastern.

Caroline Jordan Secretary

Pamela Malmsten, Recorder