

SUPERIORLAND LIBRARY COOPERATIVE
MEETING OF THE BOARD OF DIRECTORS
February 23, 2018

CALL TO ORDER: A meeting of the Superiorland Library Cooperative Board of Directors was held at the Superiorland Library Cooperative, Marquette and via interactive video conference at the Dickinson County Library, the West Iron District Library, and the Devereaux Memorial 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 Dickinson County Library (401 Iron Mountain Street), the Devereaux Memorial Library (201 Plum St., Grayling), or the West Iron District Library (116 Genesee St., Iron River), or to dial in using ReadyTalk audio conferencing service. Since the Chair, John Schaeffer, was unable to attend the meeting, Pat Cheski agreed to chair the meeting and called the meeting to order at 11:04 a.m. eastern. It was noted that the meeting was being recorded.

ATTENDANCE: Location Codes: RT: ReadyTalk audio conference; SLC: Superiorland Library Cooperative; DCL: Dickinson County Library; DEV: Devereaux Public Library; WIDL: West Iron District Library

SLC BOARD MEMBERS PRESENT: (*denotes voting member) Pat Cheski*(SLC), Secretary; Mary Kay McNamara* (WIC)--arrived at 11:15 a.m. and left at 12:20 a.m., Sharon Scholke* (DCL), Caroline Jordan* (SLC), Pat Houle* (RT), Dwight Sunday*(RT), Deb Grabowski* (DCL), Debra Friedman (DEV), Patti Jahn (RT), Kim Nowack (RT), and Shawn Andary, Interim Director (SLC)

SLC STAFF PRESENT: Pamela Malmsten (SLC) (Recorder). Note: SLC staff member Suzanne Dees attended the meeting briefly to present information on the proposed Erate consultant resolution.

LIBRARY DIRECTORS/STAFF/BOARD MEMBERS PRESENT: Barb Bartel, West Iron District Library (WIDL); Megan Buck, Dickinson County Library (DCL); Carolyn Stacey, Escanaba Public Library (RT); Denise Engel, Wakefield Public Library, (RT); Dion Mindykowski, Tahquamenon Area Public Library (RT); Eric Magness-Eubank, Alpena County Library (RT); Lisa Waskin, Superior District Library (RT); Connie Meyer, Devereaux Public Library (DEV); Cheryl Hoffman, Spies Public Library (RT), and Andrea Ingmire, Peter White Public Library (SLC)

VOTING BOARD MEMBER ABSENT: John Schaeffer (Excused)

APPROVAL OF THE AGENDA: A MOTION was made TO APPROVE THE AGENDA AS PRESENTED (MSC Sharon Scholke/Caroline Jordan). Motion carried unanimously.

APPROVAL OF THE MINUTES OF JANUARY 26, 2018:

A MOTION was made TO APPROVE THE MINUTES OF THE BOARD MEETING OF JANUARY 26, 2018 AS PRESENTED (MSC Caroline Jordan/Sharon Scholke). Motion carried unanimously.

FINANCIAL REPORT: Pam Malmsten presented the financial report.

January 2018 Cash Disbursements: Salary expense includes the lump sum severance payout to the former Director (70.25 days—total gross payment of \$20,065.30). A payment of \$1,286.83 (account number 3-730) to Quest Software was for computer workstation and server backup software. A disbursement of \$1,870 to Anderson, Tackman, and Company (account 3-801) was a progress payment for the FY 2017 audit. Total cost of the audit was quoted at \$3,600.

A MOTION was made TO APPROVE JANUARY 2018 CASH DISBURSEMENTS OF \$70,951.77 (MSC Pat Houle/Caroline Jordan). Motion carried unanimously.

Year to Date Expense and Revenue Reports as of 01/31/2018: Expenses: Salary and payroll expenses are over the 4/12 line item; this is because of the severance payout. Pam noted that the professional and contractual budget line item will have to be increased since legal fees have been higher than anticipated. Revenues: The first 50% direct state aid payment has been received.

A MOTION was made TO APPROVE THE YEAR TO DATE REPORTS AS OF 01/31/2018 [with total revenues of \$249,322 and total expenses of \$266,828] (MSC Deb Grabowski/Caroline Jordan). Motion carried unanimously.

Balance Sheet as of 01/31/2018: Pam Malmsten reported that, as of 01/31/2018, total SLC assets were \$838,165.33 and total Liabilities plus Fund Balances were \$838,165.33. A MOTION was made TO APPROVE THE BALANCE SHEET AS OF 01/31/2018 (MSC Pat Houle/Sharon Scholke). Motion carried unanimously.

PUBLIC PARTICIPATION: There was no public participation.

INTERIM DIRECTOR'S REPORT: Shawn presented the Interim Director's Report.

- 100% of SLC libraries completed their State Aid reports
- The NLS (National Library Service for the Blind and Physically Handicapped) Annual Survey has been completed for the Great Lakes Talking Books Advisory Outreach Center.
- TV White Space equipment is tentatively scheduled to be shipped on March 9th, 2018.
- The UPRLC Automated Library Services (ALS) budget for FY 2018/2019 was approved by the ALS group and the UPRLC Board on February 15, 2018; the budget included a member library operating fee increase of 2%.
- Michigan Notable Books for 2018 have been added to the Overdrive digital collection. Database Maintenance Assistant Jeremy Morelock has also been curating titles that appear at the top of the Overdrive page.
- More content was added to Overdrive from the New York Times Bestseller Lists for Adults, Teens, and Tweens.
- Shawn purchased some of the titles in the "recommended titles" list on Overdrive.

- Jean Montgomery ordered 11 Arduino interactive electronics kits and will be offering training on the kits soon.
- The RIDES Task Force meeting originally scheduled for February 27th has been postponed.

COMMITTEE REPORTS:

Advisory Board of Librarians Report: Megan Buck, the Chair of the Advisory Board of Librarians (ABL) reported. The ABL met on February 20th and meeting minutes were sent to the SLC Board. The ABL has been discussing two sections of the SLC by-laws: Article II, Section 1, paragraph 1 regarding eligibility of SLC Board appointees, and the table that follows paragraph 2 in Article II Section 1—which addresses the number of SLC Board voting representatives from each population group. The Advisory Board decided to compose a short survey that would be sent to library directors; 30 out of 38 library directors responded; a 79% response rate. At its recent meeting the ABL formulated two recommendations based on the survey results:

- (1) That the phrase “who is not an employee of a member public library” be removed from Article II, Section 1 of the bylaws. This would allow library boards to appoint either a lay person or a library employee to the SLC Board of Directors.
- (2) That representative groups of all class sizes receive the same number of votes: 3 votes for group 1 (Class I libraries), 3 votes for group 2 (Class II and III libraries), and 3 votes for group 3 (Class IV and V libraries). Currently group 1 has 2 votes, group 2 has 3 votes, and group 3 has 4 votes.

UPRLC Meeting Planning Committee: Megan Buck, the Chair of the Annual Meeting Committee, reported that the UPRLC Annual Meeting will be held on September 25th and September 26th at Bay College in Escanaba. Megan said that plans are progressing well ahead of last year. Programming will focus on technology and keynote speakers--Dr. Michael Stevens and author Fred Stonehouse--have been confirmed. The conference slogan is “Tech Knowledge Transforms”; Dillon Geshel designed a logo featuring the conference slogan. Megan said that the committee will soon be sending out a call for proposals for breakout sessions.

OLD BUSINESS:

Erate Consultant Resolution: Shawn noted that a report detailing the proposed Erate consultant resolution was included in the packet that was sent out to Board members in advance of the meeting. Suzanne Dees, SLC’s Erate consultant, briefly summarized the report and was available to answer questions. Erate is a federal program that provides discounts on Internet access for schools and libraries. The Upper Peninsula Region of Library Cooperation (UPRLC) is the lead agency/billed entity for the Erate consortium of 24 SLC member libraries. The consortium receives between 72% and 80% discounts on Internet service; the value of the 2017 awards was \$85,000. UPRLC currently has two multi-year contracts with Internet Service Providers. Suzanne said that FY 2019 would be an ideal time to transition to a professional Erate consultant since contracts with Internet Service Providers will be expiring on June 30, 2019 and new competitive bids for internet access will have to be issued. SLC Interim Director Shawn Andary requested a quotation from EdTech Strategies, LLC of Iowa, a professional Erate

consulting firm. EdTech consultants have extensive Erate experience and have had a relationship with SLC/UPRLC since 1998.

The EdTech offer covers two erate funding years—FY 2018 and FY 2019. For FY 2018 Suzanne would continue to be the UPRLC legal officer—she would review the consultant’s drafts and certify the forms. She would also continue to collect forms from members and would complete applications for 3 small libraries outside of the Internet Consortium. The EdTech proposal includes help with developing RFP’s to bid out the consortium’s internet service for FY 2019, along with other services and advice. SLC staff would still help member library directors with their Erate forms, and technology staff would have to continue to assess bandwidth needs; SLC staff would also continue to file the applications for the 3 libraries outside of the Internet Consortium.

As the lead agency/billed entity, the UPRLC Board approved the agreement with EdTech Strategies pending the SLC Board’s approval of the contract payment; the UPRLC Board accepted the agreement at its February 15, 2018 meeting.

A MOTION was made THAT THE SUPERIORLAND LIBRARY COOPERATIVE BOARD OF DIRECTORS HEREBY AUTHORIZES FUNDING FOR ERATE CONSULTANT SERVICES TO BE PROVIDED TO THE UPRLC INTERNET CONSORTIUM BY EDTECH STRATEGIES, LLC, OF IOWA. EDTECH STRATEGIES WILL PERFORM THE WORK OUTLINED IN THE LETTER OF AGREEMENT AND SCOPE OF SERVICES FOR THE PERIOD FEBRUARY 23, 2018 THROUGH APRIL 23, 2019. THE BOARD AUTHORIZES SHAWN ANDARY, THE INTERIM DIRECTOR OF THE SUPERIORLAND LIBRARY COOPERATIVE, TO SIGN THE EDTECH STRATEGIES LETTER OF AGREEMENT (MSC Dwight Sunday/Deb Grabowski). Roll Call: YES: Pat Cheski, Mary Kay McNamara, Sharon Scholke, Caroline Jordan, Pat Houle, Dwight Sunday, and Deb Grabowski (7). NO: (0). Motion carried unanimously.

SLC Bylaws Discussion: Shawn asked the Board to discuss whether they want to entertain the changes to the SLC bylaws that were recommended by the ABL (see “Committee Reports—Advisory Board of Librarians Report” above).

Shawn presented background information on bylaws Article II, Section 1 regarding voting representative distribution. She said that the 4-3-2 split was based on the idea that the number of voting representatives should be based on population density; thus the larger libraries were allocated more votes. The Board began by discussing the proposal to equalize population group voting representatives (from 2, 3, 4 to 3, 3, 3).

The discussion was then opened up to include the proposed change to the SLC bylaws Article II, Section 1 regarding the eligibility of SLC Board appointees and the ABL recommendation that “any adult resident of the Cooperative’s service area shall be eligible to serve on the Board of Directors”. Board members and library directors expressed their opinions regarding this proposed change.

After further discussion, Sharon Scholke recommended that SLC Board members think about these proposals and that both proposed changes to the SLC bylaws should be added to the agenda for a discussion and vote at the next SLC Board meeting. Board members agreed to this proposal by consensus.

MERS Update: MERS issued a letter of determination regarding the eligibility of certain SLC employees to participate in SLC’s MERS defined benefit pension plan. Shawn forwarded the letter to SLC’s attorney for analysis; a response from the attorney has been received. Shawn sent all of these documents to the SLC Board on February

21. In their correspondence, SLC's attorneys outlined possible options for the next steps that could be taken. Shawn reported that she has also asked SLC's MERS representative to present options for the future of SLC's defined benefit plan and for setting up other types of retirement plans. Board members agreed that a joint meeting of the Finance and Personnel Committees should be scheduled to discuss the MERS options. Pat Cheski commented that both the Finance and Personnel committee have lost members; she asked for volunteers willing to serve on one of the committees.

SLC/UPRLC Staffing: Shawn reported that SLC needs additional staffing and recommended that the part-time Database Assistant be offered a full-time position; she noted that the Database Assistant has the skills and talent to learn system administration, resource sharing, and other tasks. At the January 26 Board meeting, Pam Malmsten presented a draft budget that showed that the full-time database assistant position would be financially feasible. Shawn commented that SLC has been under-staffed for a number of years, and she presented a history of staffing in support of the automated system and resource sharing for SLC and UPRLC. Shawn said that, as the Interim Director, it was unclear whether or not she was authorized to hire staff; she asked the Board to consider appointing her as the Acting Director so she could make staffing decisions.

After discussion, Board members agreed by consensus that the Director position, the Database Maintenance position, and the Network Administration position should be discussed at the Finance/Personnel Committee meeting. (It was previously decided that the MERS pension issues would also be discussed at that meeting: see "MERS Update" above.) Pat Cheski again asked for volunteers willing to serve on the committees. Library Director Andrea Ingmire and SLC Board member Dwight Sunday both volunteered for the Finance Committee. Library Director Carolyn Stacey volunteered to serve on the Personnel Committee. [Note: A joint meeting of the SLC Finance and Personnel Committees was scheduled for Thursday, March 1, 2018 at 10:00 a.m. eastern.]

NEW BUSINESS:

Nomination/Election SLC Vice President: Greg Rathje, formerly the Board Vice-President, resigned from the SLC Board on February 2, 2018. Caroline Jordan volunteered to service as the Vice President.

THE BOARD AGREED BY CONSENSUS TO ELECT CAROLINE JORDAN AS VICE- PRESIDENT OF THE SUPERIORLAND LIBRARY COOPERATIVE BOARD OF DIRECTORS EFFECTIVE IMMEDIATELY.

Presque Isle Reconstruction Project: Shawn reported that the City of Marquette sent a letter indicating that next summer Presque Isle Avenue will be torn up and sewer lines replaced. Shawn said that this would be a good opportunity for SLC to have its outdated sewer lines replaced and that she would be contacting plumbing contractors for bids.

Joint SLC/UPRLC Meeting: Shawn reported that SLC Board members, library directors, and UPRLC Board members had all discussed the possibility of scheduling a joint meeting of the UPRLC and SLC Boards. Possible agenda topics would include reviewing the organizational structures of both organizations; looking at the overlap in staffing, finances, and leadership; and discussing the management contract between Superiorland and UPRLC. At its February 15, 2018 meeting, the UPRLC Board agreed that a joint meeting should be scheduled. SLC Board members also agreed that a joint

meeting would be a good idea; Shawn said she would send out a Doodle poll to determine a meeting date.

PUBLIC PARTICIPATION: Lisa Waskin gave an update on SLC Board Chair John Schaeffer.

NEXT MEETING: The next regular meeting of the Board of Directors is scheduled for March 23, 2018 at 11 a.m. eastern.

ADJOURNMENT: There being no further business, the meeting was adjourned at 12:50 p.m. eastern on a motion by Caroline Jordan, second by Pat Cheski.

Respectfully submitted,

Pat Cheski, Secretary

Pamela Malmsten, Recorder