

SUPERIORLAND LIBRARY COOPERATIVE
MEETING OF THE BOARD OF DIRECTORS
May 17, 2019

CALL TO ORDER:

A meeting of the Superiorland Library Cooperative Board of Directors was held at the Peter White Public Library (Shiras Room), Marquette and via Zoom remote conferencing service. The public was invited to participate at the Peter White Public Library (217 N. Front Street, Marquette). The Chair, Caroline Jordan, called the meeting to order at 10:08 a.m. eastern.

ATTENDANCE: Attendance Codes: Zoom conferencing: ZOOM, Peter White Public Library: PWPL

SLC BOARD MEMBERS PRESENT: (*denotes voting member) Caroline Jordan*, Chair (PWPL), Dwight Sunday*, Vice-Chair (ZOOM), Deb Friedman*, Secretary (ZOOM); Pat Cheski* (PWPL), Cris Roll* (PWPL), Brad Winnicki* (PWPL), Barb Rice (PWPL), and Shawn Andary, Director (PWPL)

SLC STAFF PRESENT: Pamela Malmsten (PWPL), Recorder and Luke Bowers (PWPL)

LIBRARY DIRECTORS/STAFF/BOARD MEMBERS PRESENT: Megan Buck, Dickinson County Library (PWPL); Lisa Waskin, Superior District Library (PWPL); Andrea Ingmire, Peter White Public Library (PWPL); Amanda Winnicki, Menominee County Library (PWPL); and Bruce MacDonald, Peter White Public Library (PWPL)

VOTING BOARD MEMBERS ABSENT: Pam Adams, Patti Jahn, and Kim Nowack

APPROVAL OF THE AGENDA:

Shawn asked that one item be added to the agenda: Under "VII Committee Reports" add item "c. Merit Conference Report". Cris Roll MADE A MOTION TO APPROVE THE AGENDA AS AMENDED. The motion was seconded by Pat Cheski, unanimously approved, and carried. Shawn noted that she was starting the recording of the meeting.

APPROVAL OF THE BOARD MEETING MINUTES:

Approval of the Regular Board Meeting Minutes of February 21, 2019: Brad Winnicki MADE A MOTION TO APPROVE THE MINUTES OF THE REGULAR BOARD MEETING OF FEBRUARY 21, 2019 AS PRESENTED. The motion was seconded by Cris Roll, unanimously approved, and carried.

Approval of the Special Board Meeting Minutes of May 6, 2019: Pat Cheski MADE A MOTION TO APPROVE THE MINUTES OF THE REGULAR BOARD MEETING OF MAY 6, 2019 AS PRESENTED. The motion was seconded by Brad Winnicki, unanimously approved, and carried.

FINANCIAL REPORT: Pam Malmsten presented the financial report.

February, March, and April 2019 Cash Disbursements:

February: There were no unusual disbursements in February.

Total February disbursements: \$45,128.99.

March: The payments to member libraries (account 3-742) were for Lilja Estate Fund interest distributions. A \$1,300 payment to Merit Network (account 3-801.5) was for the Ironwood Carnegie Public Library TV Whitespace project internet connection for 1/13/2018 – 10/14/2019. This expenditure was offset by the TV Whitespace grant revenue. Under account 3-975.1, the \$2,486 payment to the Window Store was a deposit for SLC's door replacement project. The total cost of the project was \$8,288.

Total March disbursements: \$62,233.30

April: Account 3-959 (electronic subscriptions) includes a payment of \$5,500 to Niche Academy, a new service that SLC is adding this year.

Total April disbursements: \$65,720.88.

Year to Date Reports as of 04/30/2019:

Revenues: The first 50% state aid payment (\$139,075) and the first 50% Great Lakes Talking Books payment (\$20,536) have been received. The first batch of indirect state aid invoices were sent out in early May.

Expenses: Salary costs are over the 7/12 budget figure; this is mostly because there were three payrolls in April. (SLC has a bi-weekly payroll schedule.)

Total YTD revenues as of 04/30/2019: \$379,280

Total YTD expenses as of 04/30/2019: \$475,554

Balance sheet as of April 30, 2019: The balance sheet as of April 30, 2019 showed total Assets of \$739,839.62 and total Liabilities plus Fund Balances of \$739,839.62.

Brad Winnicki MADE A MOTION TO APPROVE FEBRUARY 2019 CASH DISBURSEMENTS OF \$45,128.99, MARCH 2019 CASH DISBURSEMENTS OF \$62,233.30, APRIL 2019 DISBURSEMENTS OF \$65,720.88, THE YEAR-TO-DATE EXPENSE AND REVENUE REPORTS AS OF APRIL 30, 2019 [with total revenues of \$379,280 and total expenses of \$475,554], AND THE BALANCE SHEET AS OF 04/30/2019 [with total assets of \$739,839.62 and total liabilities plus fund balances of \$739,839.62]. The motion was seconded by pat Cheski, unanimously approved, and carried.

PUBLIC PARTICIPATION: Megan Buck introduced Barb Rice, Dickinson County Library's new SLC Board representative.

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

Sound booth update. At a special meeting on May 6, the SLC Board approved an estimated expenditure of \$10,000 from the Victoria Wolf bequest for the purchase of a used soundproof recording booth from Eclipse Acoustic Solutions, Inc. The booth will be delivered soon. Based on feedback from GLTB focus group meetings, it was determined that GLTB patrons would value BARD (Braille and Audio Reading Download) compatible recordings of books by local authors.

Great Lakes Talking Books (GLTB) staff members Lynn Buckland-Brown, Jeremy Morelock, and Tonia Bickford, recently worked with a local reader to produce an audio book recording of Cully Gage's "*A Love Affair with the U.P.*". The audio recording was sent to Lansing for final editing and will soon be available to all National Library Service (NLS) patrons as a digital audio book. Since recording the book without a soundproof

booth was very difficult and many sections had to be re-recorded to eliminate extraneous sounds, GLTB Reader Advisor Lynn Brown recommended that a soundproof booth be used for future recording sessions. The booth will be housed at the Peter White Public Library. Shawn said that a use policy will be formulated and the booth will eventually be made available for use by library staff and patrons in the Superiorland Library Cooperative's service area who wish to record oral histories, podcasts, music, etc.

Databases Committee: Amanda Griggs is the Chair of the newly formed Databases Committee. The committee plans to develop a collection policy for the Great Lakes Digital Libraries digital book collection. SLC recently purchased a new database, Niche Academy, which is an online learning platform that includes tutorials for many library services; library staff can also develop their own tutorials. The Database Committee will be using Niche Academy to highlight some of the training videos that staff members have produced. SLC's Technology Assistant, Eli Donnell, will be working with library directors to find out what databases they have purchased and to set up links to database training tutorials that will display on their library web pages.

Schedule of Services Committee: Eric Magness-Eubank is the Chair of the Schedule of Services Committee. At its last meeting the committee decided that each SLC Committee would be asked to meet and make recommendations that will be used to develop the FY 2019/2020 Plan of Service and budget.

Programming Committee: Alycia McKowen is the Chair of the Programming Committee. The committee has decided that, rather than stipends, \$250 and \$500 programming mini-grants will be offered this year.

Erate Consultant: SLC's existing contract with its eRate consultant, EdTech Strategies, expired on 4/30/2019. At the May 9 Special Meeting, the SLC Board approved a three-month contract extension at a cost of \$2,850. Shawn explained that the extension will allow the consultant to complete the process involved with the establishment of the SLC Internet Consortium and file the remaining FY 2019/2020 paperwork. The amended contract with EdTech Strategies will end on 7/31/2019.

Small Libraries Big Impact Conference: The Small Libraries Big Impact Conference was held on April 29 – April 30 in Gaylord. Shawn reported that the conference was very successful and post-conference evaluations were positive. Cooperative directors agreed that the conference should become a regular offering in the years that the Rural Libraries Conference is not held. Twenty-nine SLC representatives, including two SLC Board members, attended the conference. Highlights from the sessions included:

- Decolonizing Libraries – Randi Dalton presented. Randi and Angela Badke (Ojibwa Community Library) will be presenting together in the Upper Peninsula. They will be at the Portage Lake District Library on Monday, August 5; other regional presentations may also be scheduled on August 6 and 7. SLC will sponsor the events and there will be no charge to SLC members and associate members who attend the presentations.
- Social Media Presentation: Jeff Milo and Kelly Bennett from the Ferndale Public Library presented. The presentation included many unique ideas that could be

easily implemented. The presentation will be offered via Zoom at no charge to SLC and UPRLC members.

- John Chrastka from EveryLibrary met with Leslie Warren, Lisa Waskin, Andrea Ingmire, Megan Buck and Shawn. John was very interested in the collaborative LSTA grant that the libraries are working on.
- Ben Bizzle presented some creative marketing ideas. The SLC Database Committee is considering the idea of using some of the ideas to promote Great Lakes Digital Libraries services.

Library Director Update: Evelyn Burdick is the new Director of the Crystal Falls Community District Library; former Director Mary Jean Thoreson will be retiring on June 1. The Curtis Township Library Director Judy Kenyon has resigned; Moira Maus and Linda Howell will be sharing duties until a new director is hired.

Upcoming Events: Theresa Runyan, the MCLS (Midwest Collaborative for Library Services) MeL (Michigan Electronic Library) Engagement Specialist, will be presenting a free MeL databases workshop at the Peter White Public Library on June 11. The Alpena Public Library will also be hosting Theresa Runyan. Scott Garrison, the new MCLS Director, and State Librarian Randy Riley will be visiting the U.P. in June; they will be in Marquette on June 5.

SirsiDynix Contract: A 5-year (April 1, 2019 – March 31, 2024) shared ILS (Integrated Library Services) long-term agreement between UPRLC and SirsiDynix has been finalized and all of the negotiated terms were included. The new contract includes Syndetics Unbound, a new, upgraded product that will replace UPRLC's current enhanced content subscription.

Health insurance. SLC's health insurance plan renews on July 1, 2019. SLC's small-group plan increased 15%, which is about 11% more than the budgeted increase. Shawn reported that she and Pam Malmsten started looking at joining the large-group Transcend Association Health Plan offered through the Michigan Library Association (MLA) and administered by National Insurance Services (NIS). Pam and Shawn had been receiving information and costs on various plans and it was apparent that there would be substantial savings on the Association plans. Recently, however, the NIS insurance agent notified Pam and Shawn that, due to a recent district court ruling challenging the final June 2018 Department of Labor rules regarding Association Health Plans, Transcend and Blue Cross announced that, pending the results of an appeal, they will temporarily stop adding new groups to the pool. Groups that are currently enrolled in the pool will have coverage through the end of the year. Pam and Shawn are looking at other options for the July 1 health insurance renewal.

Door Project: Two new doors were installed at SLC on May 6. The project is nearly complete, however the contractor, The Window Store, has to come back to install a different center beam on the front doors and a doorstops on the back door. Shawn said that the new doors look great and are a huge improvement over the old doors.

Other Building News: Lynn Buckland-Brown is planning to plant vegetables and flowers in front of the SLC building. Eli Donnell is planning to use SLC's 3D printer to print new letters for SLC's sign on the outside of the building.

COMMITTEE REPORTS:

Advisory Board of Librarians (ABL) Report: Megan Buck, the Chair of the Advisory Board of Librarians (ABL) reported. The ABL group met on May 14. Megan noted that Shawn talked about the ABL meeting in her Directors Report. She added that the ABL group is excited to have formed a Plan of Services Committee and that all of the SLC committees will be encouraged to meet regularly to make recommendations for the FY 2020 Plan of Service.

UPRLC Annual Conference Committee Report: Shawn Andary, the Chair of the UPRLC Annual Meeting Committee, reported. The meeting will be held on September 18th and 19th at the Peter White Public Library. Shawn has created an online vendor/sponsor registration form that includes a PayPal payment option. Several vendor and sponsor registrations and payments have already been received. The online registration and payment option will also be available for conference registrations.

Keynote speakers and breakout session presenters have been identified. Michelle Bradley from MCLS will be the keynote speaker on September 18; the topic of her presentation will be "Appreciative Inquiry". The September 18 schedule will also include a presentation on handling stress by Joe Bouchard, the director of the Keweenaw Bay Ojibwa Community Library, and a "Two Books Two Communities" book discussion hosted by Lisa Cromell (Munising School Public Library) and Anne Donohue (Peter White Public Library). "Two Books Two Communities", a spin-off of the "One Community One Book" program, encourages everyone in Marquette and Alger counties to read the same two books; selected books are "Harborless" by Cindy Hunter Morgan and "The Living Great Lakes" by Jerry Dennis. Shawn noted that, for the months of June, July, and August, there will be unlimited access to the two books through the Great Lakes Digital Libraries web page.

On September 19, the keynote speakers will be Megan Buck, director of the Dickinson County Library, and Lisa Waskin, director of the Superior District Library. Lisa and Megan's presentation, "Do You Mind? Etiquette for Library and Life" will cover workplace etiquette.

Merit Conference: Luke Bowers and Bruce MacDonald attended the Merit Member Conference on May 8 – May 9 in Dearborn.

Bruce said he appreciated the opportunity to attend the conference. He was able to network with Merit representatives and Merit members from other libraries. He also learned about Merit's plans for future expansion and attended sessions on resource technology, emerging technology, and education. Bruce also talked to a Voice over IP (VoIP) vendor; he noted that Peter White currently uses VoIP for its phone service.

Luke Bowers said he learned about security measures and the sessions gave him ideas for best practices and moving forward that could be implemented for SLC and SLC member libraries. Luke's plans include: (1) Look at the best option for antivirus software for pc's; streamline and support only one antivirus program for everyone. (2) Ensure that SLC technology staff (Luke and Eli) are current on the latest technologies and training. (3) Increase firewall, server, and wireless security starting with using passwords that are more complex; the trend is to use password phrases instead of single words. (4) Standardize wireless equipment so that SLC technology staff can centrally manage the

equipment. Luke added that he will be soon be sending a survey to member libraries; some questions will focus on Makerspaces, email, and web page options.

OLD BUSINESS:

Update on SLC Internet Consortium and eRate Consultant: This topic was discussed under the “Director’s Report”.

Update on Great Lakes Talking Books Sound Booth: This topic was discussed under the “Director’s Report”.

NEW BUSINESS:

Approval of Payment to OCLC Deposit Account: SLC’s budget includes a yearly OCLC cataloging subscription fee; this subscription covers cataloging costs for SLC and all of its member libraries. The OCLC cataloging subscription cost for July 1, 2019 – June 30, 2020 is \$20,308.33; a 4% increase over FY 2018/2019 (FY 2018/2019 cost was \$19,480.44). OCLC offers an optional subscription deposit payment program that pays interest on deposit funds. The year OCLC has introduced a new automatic payment program; OCLC will pay .9% interest (equivalent to 2.00% APR) on the full payment amount and both the payment and incentive can be applied to future invoices for OCLC cataloging. Pam recommended that the Board approve a lump sum payment of \$20,309, the full amount of the FY 2020 OCLC cataloging annual subscription.

Brad Winnicki MADE A MOTION TO APPROVE THE PAYMENT OF \$20,309 TO BE PAID INTO SLC’S OCLC SUBSCRIPTION DEPOSIT ACCOUNT TO BE USED FOR CATALOGING SERVICES FOR THE PERIOD JULY 1, 2019 TO JUNE 30, 2020. The motion was seconded by Cris Roll, unanimously approved, and carried.

Michigan Public Library Trustee Manual – Chapter 1: Shawn had asked Board members to review chapter 1 of the Michigan Public Library Trustee Manual in advance of the meeting. Board members discussed the topics covered in chapter 1 of the manual.

PUBLIC PARTICIPATION:

Library Director Comments: Megan Buck reported that the Dickinson County Library has used SLC’s 3D printer for two very successful public programs in April. DCL also developed a policy for public use of the printer and, beginning in May, library patrons have been able to use the printer. Some people printed items from the library’s “menu” of objects; others printed their own items. Megan thanked Shawn and the SLC Board for the opportunity to have the printer at Dickinson. She added that one of her staff members presented a short printer demonstration to their Board and now the Board is considering purchasing a 3D printer for the library.

NEXT MEETING: The next regular meeting of the Board of Directors is scheduled for July 25, 2019 at 11:00 a.m. eastern.

ADJOURNMENT: There being no further business, the Chair declared the meeting adjourned at 11:47 am eastern.

Respectfully submitted,

Deb Friedman, Secretary

Pamela Malmsten, Recorder