

SUPERIORLAND LIBRARY COOPERATIVE  
MEETING OF THE BOARD OF DIRECTORS  
June 8, 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 (IVC) at the Dickinson County Library and the Bayliss Public 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), or the Bayliss Public Library (541 Library Drive, Sault Ste. Marie), or to dial in using ReadyTalk audio conferencing service.

The Chair, Caroline Jordan, called the meeting to order at 11:04 a.m. eastern. It was noted that the meeting was being recorded.

**ATTENDANCE:** Attendance Codes: RT: ReadyTalk audio conferencing, SLC: Superiorland Library Cooperative IVC, DCL: Dickinson County Library IVC, BPL: Bayliss Public Library IVC.

**SLC BOARD MEMBERS PRESENT:** (\*denotes voting member) Caroline Jordan\* (SLC), Chair; Pat Cheski\*(RT), Secretary; Sharon Scholke\* (DCL), Pat Houle\* (RT), Cris Roll\* (BPL), Deb Grabowski\* (SLC), Dwight Sunday\* (SLC), Kim Nowack (RT), and Shawn Andary, Director (SLC)

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

**LIBRARY DIRECTORS/STAFF/BOARD MEMBERS PRESENT:** Megan Buck, Dickinson County Library (DCL); Andrea Ingmire, Peter White Public Library (RT); Dion Mindykowski, Tahquamenon Area Public Library (RT); Dillon Geshel, Portage Lake District Library (RT); Lisa Waskin, Superior District Library (BPL); Denise Engel, Wakefield Public Library (RT), and Alycia McKowen, St. Ignace Public Library (RT)

**VOTING BOARD MEMBER ABSENT:** Mary Kay McNamara

**APPROVAL OF THE AGENDA:**

Pat Cheski **MADE A MOTION TO APPROVE THE AGENDA AS PRESENTED.** The motion was seconded by Dwight Sunday.

**Roll call:** Cris Roll: Yes, Deb Grabowski: Yes, Sharon Scholke: Yes, Pat Cheski: Yes, Pat Houle: Yes, Dwight Sunday: Yes, Caroline Jordan: Yes. Total: Yes: (7), No: (0), Abstain: (0). Motion carries unanimously.

**APPROVAL OF THE REGULAR BOARD MEETING MINUTES OF APRIL 27, 2018:**

Pat Houle **MOVED TO APPROVE THE MINUTES OF THE REGULAR BOARD MEETING OF APRIL 27, 2018 AS PRESENTED.** The motion was seconded by Sharon Scholke.

**Roll call:** Cris Roll: Yes, Deb Grabowski: Yes, Sharon Scholke: Yes, Pat Cheski: Yes, Pat Houle: Yes, Dwight Sunday: Yes, Caroline Jordan: Yes. Total: Yes: (7), No: (0), Abstain: (0). Motion carries unanimously.

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

April 2018 Cash Disbursements: A \$700 payment to Foster, Swift, Collins (line item 3-801) was for unemployment issues and the MERS “negative response” letter. Total April 2018 disbursements were \$40,241.40.

May 2018 Cash Disbursements: May disbursements include expenses for the Rural Libraries Conference. Account 3-865.2 includes the \$250 Rural Libraries Conference stipends (\$3,459.20 total) that were paid to member libraries. To date, 14 out of 18 libraries have asked for stipends. Total May 2018 Disbursements were \$56,244.06.

Year to Date Reports as of 05/31/2018:

Expenses: The only line item that is far off the 8/12 budget figure is the professional and contractual line item; this was due to unanticipated attorney fees.

Revenues: The first 50% direct state aid payment (\$133,491) and the first 50% GLTB payment (\$20,537) have been received. The first wave of 50% indirect state aid payments (\$15,289) has also been received.

As of May 31, 2018, total YTD revenues were \$411,006 and total YTD expenses were \$478,446.

Balance sheet as of May 31, 2018: The balance sheet as of May 31, 2018 showed total Assets of \$797,227.06 and total Liabilities plus Fund Balances of \$797,227.06.

Dwight Sunday **MOVED TO APPROVE APRIL CASH DISBURSEMENTS OF \$40,241.40, MAY CASH DISBURSEMENTS OF \$56,244.06, THE YEAR-TO-DATE EXPENSE AND REVENUE REPORTS AS OF MAY 31, 2018, AND THE BALANCE SHEET AS OF MAY 31, 2018.** The motion was seconded by Pat Cheski.

**Roll call:** Cris Roll: Yes, Deb Grabowski: Yes, Sharon Scholke: Yes, Pat Cheski: Yes, Pat Houle: Yes, Dwight Sunday: Yes, Caroline Jordan: Yes. Total: Yes: (7), No: (0), Abstain: (0). Motion carries unanimously.

**Budget Revision FY 2017/2018:** A proposed FY 2017/2018 budget revision was presented to the Board. Pam Malmsten summarized the proposed changes.

Expenses: Personnel changes, including the hiring of the Director and adjusting the start date of the Network Administrator, were incorporated into the budget revision. The salary line item was reduced slightly—from \$309,788 to \$300,908. Other changes included adding \$1,861 to operating supplies, reducing computer supplies by \$700, adding \$6,000 to Professional and Contractual (attorney fees), reducing transportation by \$2,500, and reducing conferences by \$2,300. Some additional costs were also allocated to the Great Lakes Talking Books fund.

Revenues: The amount billed to UPRLC for salaries and office expenses was reduced from \$138,008 to \$134,023. The administration contract line item was also reduced (from \$11,000 to \$2,765). These reductions were due to staff changes involving the SLC Director and the System Administrator.

Total proposed revised revenues are \$766,833 (including a fund balance transfer of \$8,532) and total revised expenses are \$766,833. Total original budget revenues are \$753,286, (including a fund balance transfer of \$2,685) and total original budget expenses are \$753,286.

Pat Cheski **MOVED TO ACCEPT THE PROPOSED FY 2017/2018 BUDGET REVISION** [with revenues of \$766,833 and expenses of \$766,833] **AS PRESENTED**. The motion was seconded by Cris Roll.

**Roll call:** Cris Roll: Yes, Deb Grabowski: Yes, Sharon Scholke: Yes, Pat Cheski: Yes, Pat Houle: Yes, Dwight Sunday: Yes, Caroline Jordan: Yes. Total: Yes: (7), No: (0), Abstain: (0). Motion carries unanimously

**PUBLIC PARTICIPATION:** There was no public participation at this time.

**DIRECTOR'S REPORT:** Shawn Andary presented the Director's Report. A complete written report was sent to the Board and member library directors in advance of the meeting.

- Representatives from 18 member libraries, plus SLC, attended this year's Rural Libraries Conference from April 30 to May 2 in Traverse City. Dion Mindykowski, Director of the Tahquamenon Area School Public Library, was a co-recipient of the 2018 Outstanding Small/Rural Librarian award. This year's theme was "Open Doors, Open Minds" and many excellent sessions were presented. Megan Buck and Lisa Waskin presented a standing-room-only session entitled "Being Orange in a Sea of Blue", which was an introduction to the "True Colors" personality test and workshop. Clare Membiela, the Library of Michigan Law Consultant, presented a workshop on library legislation. Three bills, HB 5909, 5910, and 5911, have been introduced that would require Michigan schools to staff their libraries with certified library media specialists. HB 5909 also states that public schools must participate in a statewide interlibrary loan system including at least MeLCat; Shawn said that this requirement would be a great incentive for public libraries to partner with schools to provide delivery services.
- The Library of Michigan Beginning Workshop was held on May 16-18; the Menominee County Library, Munising School Public Library, Dickinson County Library, and Portage Lake District Library all sent representatives to the workshop. Shawn reminded everyone that SLC provides \$250 stipends to offset costs of the workshop.
- The Manistique School Public Library is planning to join the RIDES delivery system beginning July 1. The Wakefield Public Library and the Engadine Library will start participating in MeLCat this month.
- The SLC and UPRLC Board of Directors have talked about scheduling a joint meeting to discuss issues that affect both organizations. To facilitate this, the UPRLC Annual Meeting Committee will be scheduling a brainstorming and informational breakout session at the UPRLC Annual Meeting. The session will include a presentation of information regarding the organizational structures and purposes of each organization; it will also include discussions regarding the SLC/UPRLC management contract and the overlap in staffing, finances, and leadership between SLC and UPRLC. A joint Board meeting will be then be scheduled for some time after the UPRLC Annual Meeting.
- ALS members will be forming a Membership and Contract Committee. The committee will work on automated system contract negotiation and address issues regarding changes in membership.

- Shawn and Bruce MacDonald (Peter White Public Library) recently attended a Michigan Consortium for Advanced Network (MCAN) listening session at Northern Michigan University. MCAN is a consortium that was formed by Governor Snyder to identify gaps in broadband service coverage and to address connectivity and access issues. Listening sessions were held throughout Michigan and a report with recommendations to the Governor is due on August 1.
- On June 5, Sonya Norris and Joe Hamlin from the Library of Michigan visited SLC and ten U.P. libraries. Their visit included a tour of Peter White Public Library's construction project and dinner with SLC and Peter White Library staff.

## **COMMITTEE REPORTS:**

Advisory Board of Librarians Report: Megan Buck, the Chair of the Advisory Board of Librarians (ABL) reported. The ABL group met on June 5, 2018. They talked about a plan for developing the SLC Plan of Service; a goal is to get as many library representatives as possible involved in the Plan of Service. ABL officers met on June 6 and decided that they would send a survey to library directors; respondents would be asked to prioritize, comment, and make suggestions about the Cooperative's services. Results of the survey will be compiled and used to develop options for the FY 2019 Plan of Service. Regional meetings will then be scheduled in mid-August; attendees will discuss the options, and based on feedback from the regional meetings, recommendations for the FY 2019 Plan of Service will be discussed at the next ABL meeting on September 18, 2018 at 10:30 am eastern.

Network Administrator Search Committee Report: Shawn reported on the progress of the Network Administrator job search. After the initial job posting, eighteen applications were received and the Search Committee interviewed four applicants. Interviews were held on May 3 and May 4, and after follow-up evaluations were completed, the Committee decided that none of the four candidates was a good fit for SLC. The job has now been reposted.

SLC RIDES Committee Report: Shawn presented an update on the RIDES Committee recommendations. The RIDES Committee met on May 22, 2018 and discussed a possible SLC RIDES delivery subsidy for July 1, 2018 – June 30, 2019. The committee passed a motion that a FY 2018/2019 stipend of \$750 be provided to all SLC libraries with a direct RIDES stop with the exception of the Tahquamenon Area School Public Library, which would receive a pro-rated (July 1 – September 30, 2018) stipend. (The Tahquamenon Area School Public Library will be withdrawing from the Superiorland Library Cooperative effective October 1, 2018.) The committee also recommended that the REMC 1 Intermediate School District receive a stipend of \$850 since it serves as a delivery hub for three SLC member libraries. The committee also talked about how to help more SLC libraries join the delivery service. Lisa Waskin, a member of the MCLS RIDES Advisory Committee, reported that the Advisory Committee met in Lansing and discussed the recommendations of the RIDES Delivery Task Force. Lisa said that she let the committee know that she strongly feels that delivery pricing should be equalized throughout the state; she said that, under the current pricing structure, many of the libraries with the smallest budgets have to pay the most for delivery. Lisa added that she is hopeful that pricing will be equalized beginning next year.

SLC Programming Committee Report: Committee Chair Alycia McKowen reported that the committee is going to try to book author Steve Hamilton for next year. She also said that SLC would be offering \$100 summer programming stipends to member libraries. Alycia added that the committee plans to send out a programming survey in the fall.

## **OLD BUSINESS:**

Nomination/Election SLC Vice-Chair: Deb Grabowski **NOMINATED DWIGHT SUNDAY TO SERVE AS THE SLC BOARD VICE-CHAIR; Pat Cheski** seconded the nomination. Deb Grabowski **MOVED TO CLOSE THE NOMINATIONS AND ELECT DWIGHT SUNDAY FOR BOARD VICE-CHAIR;** the motion was seconded by Pat Cheski.

**Roll call:** Cris Roll: Yes, Deb Grabowski: Yes, Sharon Scholke: Yes, Pat Cheski: Yes, Pat Houle: Yes, Dwight Sunday: Yes, Caroline Jordan: Yes. Total: Yes: (7), No: (0), Abstain: (0). Motion carries unanimously.

Update on Board Vacancy: Shawn reported that SLC currently has eight voting board members—one short of the required nine board members. The L'Anse Area School/ Public Library, which was the next eligible library, elected to pass its vote. The next eligible library is the Manistique School/Public Library; library Director Mary Hook indicated that she would bring the issue to her Board.

MERS Pension Update: Pam Malmsten presented an update on the MERS pension options. Shawn and Pam have been talking to Sonja Tauqi, SLC's Benefit Plan Coordinator, regarding options for employee retirement plans. At the April Board meeting, Board members agreed that the Personnel and Finance Committees should first look at the pension options so that recommendations could be brought to the Board at this meeting. Pam reported, however, that the MERS has not yet completed the retirement plan cost projections.

One of the options considered was to "freeze" the current Defined Benefit (DB) division and open a new DB division with lower benefits. MERS provided normal cost results for a new hire division that eliminates the cost of living rider and early out (age 55) retirement rider.

MERS also provided estimated projected employer contributions and funded ratios for setting up a defined contribution (DC) plan, "freezing" the current DB plan, and enrolling all new hires in a DC plan; however, after reviewing the figures, Pam M. realized that MERS had made some incorrect assumptions about the SLC DB plan and what employees would be enrolled in the DC plan. Shawn and Pam asked MERS to provide new projections for estimated costs for two scenarios involving a DC plan and a DB plan with lower benefits than SLC's current DB plan. Sonja contacted Pam and indicated that, in order to provide accurate figures, the MERS actuaries would work on the projections after the 2017 Actuarial Valuations have been completed. MERS is currently sending out the 2017 Valuations to municipalities; Sonja indicated that SLC's projections should be completed three to four weeks after its Valuation is received.

## **NEW BUSINESS:**

Cooperative Director Contract: The Personnel Committee met on May 11, 2018 and drafted an Employment Agreement between the Director, Shawn Andary, and the Superiorland Library Cooperative. The Agreement, along with the draft Personnel Committee minutes, had been sent to the Board in advance of the meeting.

A **MOTION** was made **THAT THE JUNE 9, 2018 EMPLOYMENT AGREEMENT BETWEEN SHAWN ANDARY AND THE SUPERIORLAND LIBRARY COOPERATIVE** [with an annual salary of \$70,600 retroactive to April 27, 2018] **BE ACCEPTED AS RECOMMENDED BY THE PERSONNEL COMMITTEE** (MSC Pat Cheski/Dwight Sunday).

Discussion: Deb Grabowski commented that she would vote “no” on the motion; she said that the jobless rate in the Upper Peninsula has not significantly changed and that it would be fiscally responsible to pay the Director a lower annual salary of \$68,000. Pat Cheski commented that she feels Shawn deserves the higher salary level. Barb Bartel, the Director of the West Iron District Library, also expressed support for the higher salary. Caroline Jordan commented that Shawn declined participation in the SLC group health insurance plan—a significant savings for the cooperative.

**Roll call:** Cris Roll: Yes, Deb Grabowski: No, Sharon Scholke: Yes, Pat Cheski: Yes, Pat Houle: Yes, Dwight Sunday: Yes, Caroline Jordan: Yes. Total: Yes: (6), No: (1), Abstain: (0). Motion carries.

System Administrator Position: Shawn reported that she would be working on a draft job description for the open System Administrator position. She added that Jeremy Morelock, SLC’s full-time Database Maintenance and System Administration Assistant, has been learning some system administration duties, including helping with MelCat support and training.

Stipend for RIDES FY 2018/2019: The SLC RIDES Committee met on May 22, 2018. Draft minutes were included in the Board packet. The Committee recommended that, for the period of July 1, 2018 – June 30, 2019, a stipend of \$750 be provided to all SLC libraries with a direct RIDES stop with the exception of the Tahquamenon Area School Public Library, which would receive a pro-rated stipend for the period of July 1, 2018 – September 30, 2018. (The Tahquamenon Area Public Library will be withdrawing from the Superiorland Library Cooperative effective October 1, 2018.) In addition, the Committee recommended that the REMC 1 Intermediate School District receive a stipend of \$850 for FY 2018/2019.

A **MOTION** was made **THAT RIDES DELIVERY SUBSIDIES BE PROVIDED TO ALL SLC LIBRARIES WITH A DIRECT RIDES STOP AS RECOMMENDED BY THE SLC RIDES DELIVERY COMMITTEE** (MSC Pat Cheski/Cris Roll).

**Roll call:** Cris Roll: Yes, Deb Grabowski: Yes, Sharon Scholke: Yes, Pat Cheski: Yes, Pat Houle: Yes, Dwight Sunday: Yes, Caroline Jordan: Yes. Total: Yes: (7), No: (0), Abstain: (0). Motion carries unanimously.

**PUBLIC PARTICIPATION:** None

**NEXT MEETING:** The next regular meeting of the Board of Directors is scheduled for July 20, 2018 at 11 a.m. eastern.

**ADJOURNMENT:** There being no further business, the Chair declared the meeting adjourned at 12:15 p.m. eastern.

Respectfully submitted,

Pat Cheski, Secretary

Pamela Malmsten, Recorder