

SUPERIORLAND LIBRARY COOPERATIVE
MEETING OF THE BOARD OF DIRECTORS
December 2, 2016

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. 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 St, Iron Mountain), and the Devereaux Memorial Library (201 Plum St., Grayling). The Chair, John Schaeffer, called the meeting to order at 10:02 a.m. eastern.

SLC BOARD MEMBERS PRESENT: (*denotes voting member) John Schaeffer*, Chair; Sara Basso*, Vice-Chair; Pat Cheski* Secretary; Debra Friedman*, Sharon Scholke*, Kim Nowack*, Lisa Koon-Bloomberg*, Tina Graber, Caroline Jordan, and Pam Christensen (SLC Director)

SLC STAFF PRESENT: Pamela Malmsten (Recorder), Shawn Andary

LIBRARY DIRECTORS/STAFF/BOARD MEMBERS PRESENT: Connie Meyer (Devereaux Memorial Library), Megan Buck (Dickinson County Library), Bruce MacDonald (Peter White Public Library), Lynne Wiercinski (Ironwood Carnegie Public Library), Dillon Geshel (Portage Lake District Library), Mary Hook (Manistique School Public Library) and Dion Mindykowski (Tahquamenon Area Public Library)

VOTING BOARD MEMBERS ABSENT: Greg Rathje, Carole Hiney

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

PUBLIC PARTICIPATION AT ALL VIDEO CONFERENCE LOCATIONS: Megan Buck, the Director of the Dickinson County Library, commented that DCL staff truly appreciates all of the services provided by SLC staff, but that some SLC staff members seem to be having trouble keeping up with their workloads. Shawn Andary, the automated services System Administrator, is so overloaded with library staff requests and other work that DCL staff members sometimes experience long wait times for reports or other requests to be fulfilled. [In a follow-up e-mail sent to SLC directors and staff, Megan noted that Shawn always completes tasks with specific deadlines in a timely manner.] To alleviate the backlog of requests, Megan recommended that the SLC Executive Director and Board consider the possibility of re-aligning staff and/or hiring an additional cooperative staff member.

APPROVAL OF THE MINUTES:

A MOTION was made TO APPROVE THE MINUTES OF THE REGULAR BOARD MEETING OF SEPTEMBER 27, 2016 AS PRESENTED (MSC Sara Basso/Sharon Scholke). Motion carried unanimously.

A MOTION was made TO APPROVE THE MINUTES OF THE SPECIAL BOARD MEETING OF NOVEMBER 4, 2016 AS PRESENTED (MSC Lisa Koon-Bloomberg/Sharon Scholke). Motion carried unanimously.

DIRECTOR'S REPORT:

Executive Director's Report: Pam Christensen presented the Executive Director's Report. Prior to the meeting, Board members received director's reports for September 2016 and October 2016; they also received an update on SLC's group Zinio digital magazine subscription. Reports are also posted on SLC's web site. Pam C. noted that a few libraries dropped out of the Zinio shared subscription which renewed on December 1, 2016; the platform fee, however, dropped and Pam was able to purchase 38 additional titles for the shared magazine collection. Pam C. also talked about the "Reading Redefined, Deep Reading and the Impact of Digitization" workshop she attended in Lansing on September 30. The keynote speaker, Maryanne Wolf, has researched how people learn by reading digitally versus reading printed pages.

FINANCIAL REPORT: Pam Malmsten presented the financial report.

September 2016 Cash Disbursements, YTD Expense and Revenue Reports as of 9/30/2016:

September 2016 Disbursements: Pam M. said that the disbursement of \$13,660.60 (account 3-977, capital outlay-equipment) was the second 50 percent payment for new staff workstations for 5 SLC staff members. The payment to Oja Renovations (\$1,500) was for conference room renovations that involved removing the glass doors, dry walling, and painting. The \$2,310 payment to Merit Network was for the fiber Internet costs that SLC agreed to pay for Ishpeming and Forsyth; Pam M. added that SLC will also be paying \$1,876 for Curtis Library.

Year to Date Expense and Revenue Reports as of 9/30/2016: Pam M. reported that, as of 9/30/2016, all total line item expenditures were under the line item budget figures. At year end, total revenues were \$724,102 and total expenses were \$680,649, resulting in net income of \$43,453.

A MOTION was made TO APPROVE CASH DISBURSEMENTS OF \$69,479.67 FOR SEPTEMBER 2016 AND THE YEAR TO DATE REPORTS AS OF 09/30/2016 [with total expenses of \$680,649 and total revenues of \$724,102] (MSC Pat Cheski/Deb Friedman). Motion carried unanimously.

FY 2015/2016 Year End Summary: Pam M. said that the audit for FY 2015/2016 has not yet been completed so all reported figures were estimates. On October 1, 2015, the beginning of the fiscal year, there was \$625,882.53 in the General Fund fund balance, \$24,438.40 in the Lilja Estate Restricted Fund Balance, and \$7,059.19 in the Employee Earned Leave Fund Balance. Total equity at the beginning of FY 2015/2016 was \$657,380.12.

On 9/30/2016, the end of the fiscal year, general fund net income was \$43,653.65, but \$2,050.54 had to be transferred to the Earned Leave fund balance. On October 1, 2016, the beginning of the current fiscal year, there was a balance of \$667,485.64 in the General Fund fund balance, \$9,109.73 in the Earned Leave fund balance, and \$24,237.86 in the Lilja Fund Balance. Total equity on October 1, 2016 was \$700,833.23.

October 2016 Cash Disbursements and YTD Expense and Revenue Reports as of 10/31/2016:

October 2016 Disbursements: Pam M. said that the payment of \$1,567.50 to Precision Data Products was for 50% of the cost of Interactive Video Conferencing equipment for Alpena County Library; Alpena paid the other half. The cooperative has

paid 50% of the cost of IVC equipment for several member libraries including the Dickinson County Library, Crawford County Library, Crystal Falls District Library, Ironwood Carnegie Public Library, and Superior District Library.

Year to Date Expense and Revenue Reports as of 10/31/2016: Pam M. noted that a few line items, including salaries, transportation, and electronic subscriptions, are running over the 1/12 budget figures.

A MOTION was made TO APPROVE CASH DISBURSEMENTS OF 55,376.56 FOR OCTOBER 2016 AND THE YEAR TO DATE REPORTS AS OF 10/31/2016 [with total expenses of \$53,828 and total revenues of \$17,128 (MSC Deb Friedman/Pat Cheski). Motion carried unanimously.

Balance Sheet as of 10/31/2016: Pam M. reported that, as of 10/31/2016, total assets were \$710,910.97 and total liabilities plus fund balances were \$710,910.97. A MOTION was made TO APPROVE THE BALANCE SHEET AS OF 10/31/2016 (MSC Sara Basso/Sharon Scholke). Motion carried unanimously.

OLD BUSINESS:

Executive Director Evaluation Committee: John Schaeffer reported that the Director Evaluation Committee recently met to talk about a plan. The committee is working on getting library directors involved and determining what information is needed from Pam Christensen. John said more committee members are needed and Sara Basso volunteered. There was discussion about the Director Evaluation Committee becoming the Personnel Policy Committee once the director evaluation is completed.

NEW BUSINESS:

Subsidize One-Time Installation Cost for Fiber Internet Access Upgrade for Tahquamenon Public Library:

Pam Christensen reported that Dion Mindykowski, the Director of the Tahquamenon Area Public Library (TAPL), has been investigating ways to improve internet access for the library. TAPL is currently a part of the Tahquamenon Area Public Schools internet network; as a result, staff members are limited in what they can do to improve the network. In addition, service interruptions on the school's system have discouraged public library patrons from using TAPL computers, and public library patrons are unable to access legitimate sites because of restrictive filtering policies.

Pam C. noted that the Superiorland Cooperative has made it a priority to increase bandwidth at its member locations. USF funding has assisted libraries in developing and expanding their internet access and SLC has subsidized member libraries' costs in past years, including subsidizing libraries that participated in the statewide fiber build-out. In 2016, Superiorland also subsidized Curtis, Forsyth and Ishpeming libraries for costs incurred during the transition from circuits to fiber.

Tahquamenon Area Public Library has an opportunity to upgrade its internet access to fiber. The same vendor (Peninsula Fiber Network) that is providing service to Curtis, Forsyth, Ishpeming, and Brevort this year has offered TAPL a reasonable monthly rate for 20 mb, with a one-time installation fee of \$600. Since TAPL does not qualify for ERate discounts, Pam Christensen recommended that SLC subsidize TAPL's one-time fiber installation fee of \$600 from Peninsula Fiber Network. A MOTION was made THAT THE SUPERIORLAND LIBRARY COOPERATIVE APPROVE AN EXPENDITURE OF \$600 FROM PENINSULA FIBER NETWORK FOR FIBER INTERNET INSTALLATION FOR THE TAHQUAMENON AREA PUBLIC LIBRARY (MSC Lisa Koon-Bloomberg/Pat Cheski). Motion carried unanimously.

LSTA Grant Resolutions—CIPA and Statement of Assurances: Pam Christensen reported that the Library of Michigan has again started offering competitive LSTA (Library Services and Technology Act) grants over the next 3 years (2017 – 2019); the maximum award is \$500,000 per grant. The SLC Grants Committee is currently working on a cooperative grant proposal. In order to apply for the LSTA funding, the SLC Board needs to approve two documents: a CIPA (Child Internet Protection Act) compliance certification and a Statement of Assurances, which states that SLC will comply with statutes, rules, regulations, and executive orders that relate to eligibility for federal assistance. Pam C. noted that SLC already complies with CIPA due to USF eRate funding rules.

A MOTION was made TO APPROVE THE CIPA INTERNET SAFETY CERTIFICATION FOR APPLICANT RESOLUTION AND THE BOARD RESOLUTION STATEMENT OF ASSURANCES REQUIRED BY THE LIBRARY OF MICHIGAN FOR THE LSTA GRANT PROPOSAL (MSC Pat Cheski/Tina Graber). Motion carried unanimously.

SLC Office Furniture Purchases: There is currently \$7,500 in the FY 2016/2017 operating budget to pay for new furniture in the Executive Director's office. The furniture has already been purchased and installed; new furniture for five other staff members was installed and paid in FY 2016. Pam Christensen said that she would like to spend an additional \$5,000 for a conference table and four chairs for the Director's office, new lateral filing cabinets to replace the vertical filing cabinets, and additional counter space for the photocopy/mail area. Pam C. asked the Board to consider approving a \$12,000 transfer from the fund balance to be used for the new lateral filing cabinets, conference table and chairs, a new mail area table, and other building upgrades.

SARA BASSO made A MOTION TO APPROVE A \$12,000 TRANSFER FROM THE GENERAL FUND BALANCE TO PAY FOR NEW FURNITURE AND OTHER BUILDING UPGRADES; THE MOTION WAS SECONDED BY KIM NOWACK. Board members discussed the pending motion. Tina Graber commented that the SLC Board should reactivate the Finance Committee; she said that, because libraries are in tenuous financial times, the proposed fund balance transfer and additional capital expenditures, along with a possible budget revision, should be considered by the Finance Committee.

As a result of the further discussion, SARA BASSO made A MOTION TO RETRACT HER ORIGINAL MOTION REGARDING THE APPROVAL OF THE FUND BALANCE TRANSFER; KIM NOWACK SECONDED THE RETRACTION. Motion carried unanimously.

John Schaeffer asked for volunteers for the Finance Committee. Tina Graber said she would be willing to transfer from the RIDES Committee to the Finance Committee. Tina also commented that all SLC Board members, including non-voting members, should be encouraged to attend the Board meetings. It was agreed that John Schaeffer and Pam Christensen would write a letter to all Board members conveying the importance of attending the meetings and asking each Board member to consider serving on a committee.

Appointment of Second SLC Representative to NMLN Board: Pam Christensen reported that Elaine Erickson, formerly the Director of the Ironwood Carnegie Public Library, has resigned as SLC's second representative on the NMLN (Northern Michigan Library Network) Board. Pam Christensen is the other SLC representative on the NMLN Board. Pam C. presented a brief explanation of the NMLN and why it was established. Pam said she was trying to find a representative from the Lower Peninsula, since all current NMLN Board members are from the U.P. Deb Friedman, who represents the Crawford County Library on the SLC Board, volunteered to be SLC's second representative to the NMLN Board. A MOTION was made TO APPOINT DEBRA

FRIEDMAN AS SLC'S SECOND REPRESENTATIVE TO THE BOARD OF DIRECTORS OF THE NORTHERN MICHIGAN LIBRARY NETWORK (MSC Sara Basso/Deb Friedman). Motion carried unanimously.

Approve Revised SLC Holiday Policy: Prior to the Board meeting, Pam Christensen had sent the Board a proposed revision to the section of the SLC Personnel Policy Manual that addresses the policy for paid holidays for full-time and part-time employees. Currently, full-time employees (those who work 40 hours per week) receive 9.5 paid holidays and part-time employees (those who work less than 40 hours per week) receive 5 paid holidays. Pam C. proposed that both full-time and part-time employees receive 9.5 paid holidays; in addition, she proposed that all employees receive their birthdays as a paid holiday. Board members discussed the proposed change and agreed that, since the additional paid holidays would impact the budget, this issue should be considered by the Finance Committee.

Public Participation: Megan Buck, Director of the Dickinson County Library, made a comment about the structure of the meetings of the SLC Advisory Board of Directors. FY 2016 meetings were moderated by an outside facilitator and were fairly structured. Megan said that she felt that the Advisory Board meetings should not include a facilitator and the format should be an unstructured, roundtable discussion. Regarding the previous discussion about additional holiday pay for part-time employees, Bruce MacDonald, Circulation Services Librarian at the Peter White Public Library, commented that part-time employees could be required to work a minimum number of hours in order to be eligible for holiday pay.

NEXT MEETING: The next regular meeting of the Board of Directors is scheduled for Friday, March 24, 2017 at 11:00 a.m. eastern.

ADJOURNMENT: There being no further business, the Chair declared the motion adjourned at 11:08 a.m. Following the meeting, SLC connected via ReadyTalk web to a PLOUD web site presentation by Sonya Schryer Norris of the Library of Michigan.

Respectfully submitted,

Pat Cheski, Secretary

Pamela Malmsten, Recorder