

SUPERIORLAND LIBRARY COOPERATIVE
MEETING OF THE BOARD OF DIRECTORS
April 22, 2021

CALL TO ORDER:

A meeting of the Superiorland Library Cooperative (SLC) Board of Directors was held via Zoom remote conferencing service; the meeting was held virtually due to a Marquette County Emergency Order. The public was also invited to participate in the meeting via Zoom. The Chair, Caroline Jordan, called the meeting to order at 11:03 a.m. eastern. The meeting was recorded.

ATTENDANCE (All attending remotely)

SLC BOARD MEMBERS PRESENT: Caroline Jordan*, Chair; Marion Luckey*, Vice-chair, Deb Friedman*, Secretary; Pat Cheski*, Barb Rice*, Cris Roll*, Kim Nowack*, Donna Adams, Brad Winnicki, and Pamela Malmsten, SLC Interim Director

SLC STAFF PRESENT: Shawn Andary, Gordon Tellefsen, Joshua Collins, Tonia Bickford, and Jeremy Morelock

LIBRARY DIRECTORS/STAFF/BOARD MEMBERS PRESENT: Lynne Wiercinski, Ironwood Carnegie Public Library; Megan Buck, Dickinson County Library; Andrea Ingmire, Peter White Public Library; and Dillon Geshel, Portage Lake District Library

VOTING BOARD MEMBERS ABSENT: Patti Jahn and Janet Wagner

APPROVAL OF THE AGENDA:

Deb Friedman MADE A MOTION TO APPROVE THE AGENDA AS PRESENTED. The motion was seconded by Cris Roll, unanimously approved, and carried.

APPROVAL OF THE BOARD MEETING MINUTES:

Approval of the Regular Board Meeting Minutes of February 18, 2021: Pat Cheski MADE A MOTION TO APPROVE THE MINUTES OF THE REGULAR BOARD MEETING OF FEBRUARY 18, 2021 AS PRESENTED. The motion was seconded by Deb Friedman, unanimously approved, and carried.

Approval of the Special Board Meeting Minutes of March 16, 2021: Marion Luckey MADE A MOTION TO APPROVE THE MINUTES OF THE SPECIAL BOARD MEETING OF MARCH 16, 2021 AS PRESENTED. The motion was seconded by Cris Roll, unanimously approved, and carried.

Approval of the Special Board Meeting Minutes of March 25, 2021: Pat Cheski MADE A MOTION TO APPROVE THE MINUTES OF THE SPECIAL BOARD MEETING OF MARCH 25, 2021 AS PRESENTED. The motion was seconded by Marion Luckey, unanimously approved, and carried.

DIRECTOR'S REPORT: SLC Interim Director Pam Malmsten presented the Director's Report.

Pam reported that it has been difficult keeping up with the demands of two positions, thanks to extra help from the cooperative staff, member library directors, and

board members, the essential tasks are being accomplished. Pam also thanked former Network Administrator Jean Montgomery, who provided technical support to member libraries during a time of staff transition (and is still helping out with special projects), and former SLC Director Suzanne Dees who helped with some time-sensitive erate work that needed to be completed. Pam noted that several member library directors have gone above and beyond to provide assistance with issues that have arisen.

Since being appointed as the Interim Director, Pam said that she has gained a greater understanding of what the staff is doing every day and she wanted to highlight two big staff projects: one involving technology staff and the other involving Great Lakes Talking Books staff. Technology staff members Gordon Tellefsen and Josh Collins and GLTB staff members Tonia Bickford and Jeremy Morelock presented reports on their projects.

Comodo Remote Management Software: Gordon and Josh talked about the Comodo remote management software. The purchase of the Comodo software was approved by the Board at a special meeting held on March 25, 2021. Last week Gordon and Josh had a kickoff meeting with Comodo representatives; the software has been installed on 53 computers so far and is working as expected. Gordon noted that Comodo provides computer statistics and, in some cases, has revealed necessary software updates; he added that the updates can be accomplished automatically. Josh said that they are working on a schedule for implementation; the pace will be slower at first so that any issues can be addressed, but the software will be rolled out to many more machines in the coming weeks.

Great Lakes Talking Books Audio Book Recording Project: Great Lakes Talking Books staff members Tonia Bickford and Jeremy Morelock discussed their audio book recording project. The goal of the project was to record talking books written by local authors and/or about the Upper Peninsula, and to make the books available nationally through the National Library Service for the Blind and Print Disabled. The first book produced was "A Love Affair with the U.P." by Cully Gage. The book, which was recorded in a church quilting room, was narrated by Dan Junttila. In 2019, the Superiorland Library Cooperative purchased a recording booth using funds donated by the Victoria Wolf Estate. The booth has been installed at the Peter White Public Library.

Tonia said she just received feedback from the BARD Quality Assurance Specialist on the second locally recorded book: "The Last Northwoods Reader Book Four" by Cully Gage. The book was narrated by Mark Hamari. The book's technical quality and narration were highly rated and only minor revisions were required. Jeremy Morelock noted that there have been many improvements since the "A Love Affair with the U.P." was recorded. Books are now produced using a soundproof recording booth, a new laptop, and professional editing software.

Jeremy and Tonia are currently in the last stages of recording "Laughing Whitefish" by Robert Traver, narrated by Mark Hamari. "Laughing Whitefish" should be available for download this fall.

PA 228 Open Meetings Act: SB1108, which amended the Open Meetings Act was signed by the governor on October 16, 2020. Until December 31, 2021, public bodies can only meet virtually if a statewide or local state of emergency has been declared in the area where the public body usually meets. Until December 31, 2021, if there is no local or

statewide state of emergency, individual members of the public body may attend a meeting virtually if the member has a medical condition, or if the member has military duty. After December 31, 2021, the public body may only allow virtual attendance by a member to accommodate the member's absence due to military duty.

Digital Magazine Update: Due to the acquisition of RBDigital Corporation by the parent company of Overdrive, digital magazines are now available to Great Lakes Digital Libraries (GLDL) patrons via the Overdrive platform.

On February 1st, 2021, Overdrive made 3,777 digital magazines that SLC had previously subscribed to with RBDigital available on its platform. March 31st was the final day that the digital magazines were available via the RBDigital app and website. Unfortunately, some back issues that were previously available with SLC's RBDigital subscription, are no longer available through Overdrive. SLC's magazine subscription is paid through 11/30/21, but, in order to retain access to the magazines after November 30, SLC would have to purchase a simultaneous use subscription which would cost \$17,500. Individual member libraries will not be able to choose to subscribe to the magazines; anyone participating in the digital book subscription program would also have access to the magazines with the simultaneous use subscription.

UP Digitization Center Collaboration with NMU UPLINK Project: In about 2003, SLC received a "Making of Modern Michigan" LSTA grant through Michigan State University. Later SLC received a State of Michigan Digitization, Preservation, and Access grant through the Library of Michigan. In the early years of the project, SLC staff members Jean Montgomery and Betsie Bush worked on compiling and digitizing the content and obtaining the necessary permissions for use of the content. All of the materials are posted on the [Upper Peninsula Regional Digitization Center](#) web site. The materials were also a part of the Michigan Electronic Library (MeL) at one time.

All of the digitized materials are stored on a local server at SLC and copied on CD's and DVD's. The U.P. Digitization site was hosted for many years with an OCLC Content DM subscription; however, a couple of years ago OCLC informed SLC that Content DM would be moving to the cloud and it was then decided that SLC would not renew the Content DM subscription. SLC still maintains the UP Digitization domain, but content has not been edited or added in several years.

A few weeks ago, Northern Michigan University Archivist Marcus Robyns contacted Pam and asked if SLC would be interested in collaborating with NMU and other institutions in their [UPLink Digital Project](#). NMU received a \$100,000 grant to launch UPLINK, which is a "collaborative, regional, digital network that will enable U.P. heritage organizations to preserve historical manuscript collections and offer online public access. The two-year project is being supported by a National Archives' National Historical Publications and Records implementation grant." Marcus told Pam that if SLC participated, the U.P. Regional Digitization Center would be incorporated into the UPLINK project.

Meetings were scheduled to further discuss the project. Last week Jean Montgomery joined Marcus, Gordon Tellefsen, and Pam in a meeting and talked about the U.P. Digitization history, content, and permissions that would need to be obtained. Jean provided valuable information about how the information could be transferred from SLC's local server to the UPLINK project. Transferring the materials to UPLink would

mean that SLC would not have to maintain or replace the server that hosts the digitized content. Pam also agreed to serve on the inaugural UPLink Board of Directors; the first meeting will be held on Monday, May 17.

Member Library Updates:

New Directors: Pam welcomed Blair Nelson, director of the Spies Public Library and Thea Murray, director of the Alanson Public Library.

Curtis Township Library Update: Curtis Township Library Director Rebecca Keyes retired as of March 31, 2021. Moira Maus, the Chair of the CTL Board, recently informed Pam that the Curtis Township Library Board decided not to hire a new director. Instead, Curtis Township Library will be temporarily contracting with the Alcona Public Library for administrative services; the director of the Alcona Public Library will be the Acting Director of the Curtis Township Library and will provide all administrative services to the Curtis Township Library. Pam contacted Library of Michigan staff and was assured that this temporary arrangement would not jeopardize the Curtis Township Library's FY 2022 state aid.

RIDES Delivery Pricing for July 1, 2021 – June 30, 2022: Last week Pam received an email from Tara Kanon from the Midwest Collaborative for Library Services (MCLS) that included FY 2022 RIDES delivery pricing. Member libraries received the pricing this week. Unfortunately, the pricing is substantially higher for the Upper Peninsula vs the Lower Peninsula. (See the price list below.) Many of SLC's member library directors have expressed considerable dismay over this disparity. MCLS staff will be meeting with the UPRLC Executive Council to discuss this issue.

Michigan Lower Peninsula

Full year (July through June service)

2 days/week: \$1,996.14

3 days/week: \$2,330.19

5 days/week: \$3,883.65

Partial year (September through May service)

2 days/week: \$1,487.32

3 days/week: \$1,736.22

Michigan Upper Peninsula

Full year (July through June service)

2 days/week: \$2,650.48

3 days/week: \$2,859.03

5 days/week: \$5,051.38

Partial year (September through May service)

2 days/week: \$1987.64

FINANCIAL REPORT: Pam Malmsten presented the financial report.

Cash Disbursements:

February: The payment of \$3,025 to Anderson Tackman and Company (account 3-801) was a progress payment for SLC's FY 2020 financial audit. The total cost of the audit was \$5,325.

Total February disbursements: \$39,801.19.

March: There were no unusual expenditures in March.

Total March disbursements: \$68,386.46.

Year to Date Reports as of 03/31/2021:

Revenues: The first 50% direct state aid payment (\$150,665) has been received. As of 03/31/2021, year to date revenues totaled \$327,539.

Expenses: The 6/12 expense line items are as expected.

As of 03/31/2021, the year to date total of all expenses was \$358,383.

Balance sheet as of March 31, 2021: The balance sheet as of March 31, 2021 showed total Assets of \$775,995.62 and total Liabilities plus Fund Balances of \$775,955.62.

Pat Cheski MADE A MOTION TO APPROVE FEBRUARY CASH DISBURSEMENTS OF \$39,801.19, MARCH CASH DISBURSEMENTS OF \$68,386.46, THE YEAR-TO-DATE REPORTS AS OF 03/31/2021 [with total revenues of \$327,539 and total expenses of \$358,383], AND THE BALANCE SHEET AS OF 03/31/2021 [with total assets of \$775,995.62 and total liabilities plus fund balances of \$775,995.62]. The motion was seconded by Deb Friedman, unanimously approved, and carried.

FY 2019/2020 Financial Audit Report: The Statement of Revenues, Expenditures, and Changes in Fund Balance—Budget and Actual (page 37 of the audit) compares actual revenues and expenditures with the budgeted line item figures. The report shows that no line item expenditures exceeded the budgeted line item figures, as required by GASB rules. The bottom lines of the report show SLC's fund balance at the beginning of FY 2020 (\$643,867) and at the end of the year (\$675,238). At year-end SLC had an actual net income of \$31,371; however, the final budget had projected a net loss of \$6,794.

The Schedule of Revenues, Expenditures, and Changes in Fund Balance (page 39) breaks down all of the revenues and expenses by class. On October 1, 2019, the General Fund Unrestricted Fund Balance showed a balance of \$613,657; at year-end, there was a General Fund net income of \$29,931 resulting in a General Fund Balance total of \$643,587 as of September 30, 2020.

Marion Luckey MADE A MOTION TO APPROVE THE SUPERIORLAND LIBRARY COOPERATIVE FINANCIAL AUDIT AS OF SEPTEMBER 30, 2020 AS PRESENTED. The motion was seconded by Cris Roll, unanimously approved, and carried.

PUBLIC PARTICIPATION: There was no public participation.

COMMITTEE REPORTS:

Advisory Board of Librarians (ABL) Report: Andrea Ingmire, the Chair of the Advisory Board of Librarians (ABL) reported. The ABL group met on April 13, 2021. Library directors agreed that they will be moving away from bi-weekly chats to content-based, focused roundtable discussions. Andrea added that the Upper Peninsula Region of Library Cooperation (UPRLC) annual conference will be held at Peter White on September 27 – 29, 2021; an in-person conference is planned for now. The next ABL group meeting is July 13 2021.

Director Search Committee Report: Megan Buck reported. The group decided to revise the job advertisement to include a specific salary range of \$68,000 - \$75,000, depending on qualifications and experience. The revised advertisement was reposted everywhere except the American Library Association; the committee hopes to attract more applicants from Michigan. The deadline for applications is May 15. The committee shared the draft interview questions with all of the library directors and some good ideas for revisions were received. Library directors were also asked to submit the qualifications that are most important to them. The next committee meeting is April 22 at 4 p.m. Eastern.

OLD BUSINESS: No items of old business were discussed.

NEW BUSINESS:

FY 2020/2021 Budget Revision, Discussion, and Approval: A proposed revised FY 2020/2021 budget was sent to the board in advance of the meeting.

REVENUES

The only change to revenues is an adjustment to the Victoria Wolf revenues to match expenditures. Victoria Wolf revenues and expenditures are a wash.

Total FY 2021 revised revenues: \$871,205.

EXPENSES

1. Personnel/Salaries: The budget was adjusted to reflect actual personnel related expenses. The original budget included salary and benefit costs for two full-time technology positions; however the positions were not filled until later in the year. Health insurance premiums are based on age and had to be estimated in the original budget.
2. Line Item Detail Report:
 - A. Computer Supplies item: \$6,000 for computer supplies and \$10,960 for the Comodo remote management software were added.
 - B. Professional and Contractual line item:
 - a. *Programming Committee:* The programming committee budget was reduced from \$6,000 to \$3,000.
 - C. Travel Line Item: Technology staff travel was reduced by \$2,000 to \$6,000.
 - D. Conference Line Item: Many workshops and other conferences will be held online again this year so the expense was reduced by \$1,350.
 - E. Electronic Subscriptions Line Item: \$12,000 for additional Overdrive content was added.

Total FY 2021 revised expenses: \$887,813.

Total FY 2020/2021 Revised Budget Projected Revenues: \$871,205

Total FY 2020/2021 Revised Budget Projected Expenses: \$887,813

Marion Luckey MADE A MOTION TO APPROVE THE FY 2021 BUDGET REVISION AS PRESENTED. The motion was seconded by Pat Cheski, unanimously approved, and carried.

Consideration and Discussion of Possible Bylaws Revision:

In January 2018, the Advisory Board of Librarians (ABL) conducted a survey; the survey was open to all member libraries. A total of 29 survey responses and 1 emailed response were received. Based on the survey results, ABL recommended that two sections of the SLC bylaws be revised; one suggested revision changed the class distribution of voting board members and the second revision changed the definition of eligible board appointees. At its March 23, 2018 meeting, the SLC Board approved the change to the class distribution of voting members, however, the proposed change regarding eligible board appointees was rejected.

Due to changes in the Open Meetings Act, Pam requested that the SLC Board again consider the proposed change to Article II, Section 1 of the bylaws, regarding eligible board appointees. The revision would allow member library boards to appoint either a lay person or a library employee to the SLC Board of Directors. SB1108, which amended the Open Meetings Act, was signed into law on October 16, 2020. Beginning April 1, 2021 and ending December 31, 2021, SB1108 requires public bodies to meet in person unless a local state of emergency has been declared; individual board members can attend virtually only if they have a medical condition or military duty. After December 31, 2021, individual board members may only attend virtually if they have military duty.

A local state of emergency is currently in effect in Marquette County until December 31, 2021. This means that SLC Board meetings can continue to be held via Zoom until December 31, 2021. After December 31, 2021, Board members will have to travel to Marquette for in-person meetings.

Pam expressed concern that, with the current structure of the board, it will be difficult to achieve a quorum at meetings since many board members will be reluctant to drive long distances to board meetings; in addition member libraries may have difficulty finding lay people who are willing to serve on the SLC board if they have to travel to meetings. Pam recommended that the SLC bylaws be revised to give member library boards the option of appointing library directors or staff members to the SLC board. The change would assure that there are a larger pool of potential board members to choose from and that appointees would be willing to travel to Marquette for meetings.

Except from Current Bylaws (Article II, Section 1):

Section 1: Identity

The governing body of the Cooperative shall be a Board of Directors consisting of nine (9) voting members selected by member library boards. Any adult resident of the Cooperative's service area, who is not an employee of a member public library, shall be eligible to serve on the Board of Directors.

Amendment to Article II, Section 1 respectfully recommended for consideration:

The governing body of the Cooperative shall be a Board of Directors consisting of nine

(9) voting members selected by member library boards. Any adult resident of the Cooperative's service area, ~~who is not an employee of a member public library,~~ shall be eligible to serve on the Board of Directors.

Discussion: After discussion, it was agreed that this proposed bylaws revision be brought to the board for a vote at the July meeting.

Approve FY 2020 Retirement System Annual Report: The state of Michigan requires that all local units of government that have a defined benefit retirement system must file an annual report with the Michigan Department of Treasury. The deadline for submission of the report is six months after the end of the local unit's fiscal year (March 31, 2021 for SLC). The main purpose of the report is to determine if the local unit's retirement plan is less than 60% funded; if the plan is underfunded, the local unit must submit a report outlining what steps will be taken to correct the underfunded status. Pam completed the report and sent it to the Treasury and the board in early March. The report also needs to be approved by the local unit's governing body. (Note: Superiorland Library Cooperative's defined benefit retirement plan is closed to new hires.)

Cris Roll MADE A MOTION TO APPROVE THE FY 2020 RETIREMENT SYSTEM ANNUAL REPORT AS PRESENTED. The motion was seconded by Deb Friedman, unanimously approved, and carried.

PUBLIC PARTICIPATION: Dillon Geshel asked board members why they would prefer to have a lay person on the board vs. a library director. Following this question there was considerable additional discussion about the proposed bylaws revision. Megan Buck thanked Gordon and Josh for the Comodo remote management software implementation and congratulated Tonia and Jeremy on their audio book recording projects.

NEXT MEETING: The next regular meeting of the Board of Directors is scheduled for Thursday, July 22 at 11 a.m. eastern.

ADJOURNMENT: There being no further business, the Chair declared the meeting adjourned at 12:42 p.m. Eastern.

Respectfully submitted,

Debra Friedman

Deb Friedman, Secretary

Pamela Malmsten, Recorder