

SUPERIORLAND LIBRARY COOPERATIVE
MEETING OF THE BOARD OF DIRECTORS
November 5, 2020

CALL TO ORDER:

A meeting of the Superiorland Library Cooperative (SLC) Board of Directors was held via Zoom remote conferencing service. The public was also invited to participate in the meeting via Zoom. The Chair, Caroline Jordan, called the meeting to order at 11:07 a.m. eastern. The meeting was recorded.

ATTENDANCE

SLC BOARD MEMBERS PRESENT: Caroline Jordan*, Chair; Deb Friedman*, Secretary; Pat Cheski*, Patti Jahn*, Marion Luckey*, Cris Roll*, Donna Adams, Brad Winnicki, and Shawn Andary, SLC Director

SLC STAFF PRESENT: Pamela Malmsten, Recorder

LIBRARY DIRECTORS/STAFF/BOARD MEMBERS PRESENT: Lynne Wiercinski, Ironwood Carnegie Public Library; Megan Buck, Dickinson County Library; Dillon Geshel, Portage Lake District Library; Cheryl Hoffman, Spies Public Library; Andrea Ingmire, Peter White Public Library; Eric Magness-Eubank, Alpena County Library; and Mary Hook, Manistique School Public Library

VOTING BOARD MEMBERS ABSENT: Kim Nowack, Janet Wagner, and Barb Rice

APPROVAL OF THE AGENDA:

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

APPROVAL OF THE BOARD MEETING MINUTES:

Approval of the Regular Board Meeting Minutes of September 24, 2020: Marion Luckey **MADE A MOTION TO APPROVE THE MINUTES OF THE REGULAR BOARD MEETING OF SEPTEMBER 24, 2020 AS PRESENTED.** The motion was seconded by Pat Cheski, unanimously approved, and carried.

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

♦*Good news:* Crystal Falls Community District Library, Richmond Township Library, and Peter White Public Library millages all passed.

♦Library director retirements: Cheryl Hoffman (Spies Public Library) and Anna LaRue (Alanson Public Library) are planning to retire soon.

♦*Trustee webinars:* The Library of Michigan will be offering trustee training webinars. "Library Trustee 101" will be held on November 12, 2020 and "Library Trustee 102 Advanced Trustee" will be held on November 19, 2020.

♦*Overdrive digital collection update:* The Midwest Collaborative for Library Services (MCLS) has partnered with the Suburban Library Cooperative and the Lakeland Library Cooperative to offer a shared collection of Overdrive titles. Shawn announced that Superiorland will soon be joining the other two state cooperatives in this program and Superiorland member library

patrons will be able to access titles owned by all three cooperatives. The program will work similarly to MelCat, which allows patrons to request titles throughout the state if their requests are unavailable at UPRLC libraries.

♦*Staffing*: SLC has posted for applicants for two full-time technology positions: a Network Administrator and an IT Specialist. Shawn said that promising applications have been received for both positions and interviews will be scheduled soon.

♦*SB 1108 (PA 228) Amendment to the Open Meetings Act*: SB No. 1108 was signed into law on October 16, 2020. After December 31, 2020, SB 1108 will require members of a public body to meet in-person under most circumstances with very limited exceptions for virtual attendance. Megan Buck suggested that Shawn and the Advisory Board of Librarians group work on drafting a letter could be sent to representatives. Shawn said she would contact SLC's lawyer, Anne Seuryneck, for more clarification.

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 October 27 and talked about the SLC Plan of Service. The Plan of Service Committee had sent out a survey to member library directors; survey questions were technology-related and were designed to determine library technology needs and to prioritize the importance of various technology-related services. Survey responses indicated that technology-related services were very important to most SLC member libraries. The ABL group talked about ways to ensure that SLC has the resources it needs to hire and retain quality technology staff. It was ultimately decided that SLC will fully fund the technology positions in FY 2021, and based on feedback from the new IT staff, will possibly consider looking at alternate ways of obtaining support from member libraries in FY 2022. FY 2020/2021 ABL officers were elected at the meeting; officers are Andrea Ingmire, Chair; Dillon Geshel, Vice-chair; and Carolyn Stacey, Secretary.

FINANCIAL REPORT: Pam Malmsten presented the financial report.

Cash Disbursements:

September: In account 3-730 (computer supplies), the payment of \$3,410.54 to Dell was for two new servers and the payment of \$1,239.72 to Port53 Technologies was for SLC's filtering subsidy for member libraries. A total of \$1,797.28 was rebilled to libraries for the filtering service. In account 3-801 (professional and contractual), the disbursement of \$2,400 to EdTech Strategies was for the FY 2020 second 50% payment to SLC's erate contractor.

Total September disbursements: \$61,918.80.

October: October disbursements include a September accounts payable payment of \$20,000 to SLC's MERS Surplus Division. This voluntary payment will reduce SLC's unfunded defined benefit pension liability. September accounts payable payments also include a payment of \$781 to the White Pine Library Cooperative for member libraries' quarterly OCLC interlibrary loan transactions

Total October disbursements: \$59,356.25.

Year to Date Reports as of 09/30/2020:

Revenues: As of 09/30/2020, year-to-date operating revenues (excluding rebilled items) totaled \$626,787. The total of rebilled revenues was \$187,000. The total of all revenue sources was \$813,786.

Expenses: As of 09/30/2020, year-to-date operating expenses (excluding rebilled items) totaled \$595,092. The total of rebilled expenses was \$187,000. The total of all expenses was \$782,091.

FY 2020 Net Income: Net income (unaudited) for FY 2020 was \$31,696.

Balance sheet as of September 30, 2020: The balance sheet as of September 30, 2020 showed total Assets of \$836,759.31 and total Liabilities plus Fund Balances of \$836,759.31.

Pat Cheski MADE A MOTION TO APPROVE SEPTEMBER CASH DISBURSEMENTS OF \$61,918.80, OCTOBER CASH DISBURSEMENTS OF \$59,356.25, THE YEAR-TO-DATE REPORTS AS OF 09/30/2020 [with total operating revenues of \$626,787 and total operating expenses of \$595,092], AND THE BALANCE SHEET AS OF 09/30/2020 [with total assets of \$836,759.31 and total liabilities plus fund balances of \$836,759.31]. The motion was seconded by Deb Friedman, unanimously approved, and carried.

Approval of FY 2020/2021 Schedule of Services: Shawn Andary shared her screen showing the proposed FY 2020/2021 Schedule of Services. She noted that the Board meeting schedule will have to be corrected: the schedule lists both a March and an April meeting.

The FY 2021 Schedule of Services was drafted based on the suggestions of the Plan of Services Committee. The FY 2020 document was re-organized in a more logical manner, and activities that had been completed in FY 2020 were omitted from the FY 2021 document. The only FY 2020 member service that was omitted was Niche Academy; the product is expensive (\$5,500 per year) and usage was limited. The Databases Committee will be looking at other services. Plan of Services Committee Chair Eric Magness-Eubank commented that, based on survey results, technology services are extremely important to libraries and funding for technology positions is a priority. Eric also said that committee members agreed that the Schedule of Services should move away from detailed listings of each individual service or activity so that the document could be more easily revised in future years. SLC will continue to subsidize Recorded Books digital magazines; RB Digital recently adjusted its model and has begun providing, at no extra charge, unlimited access to all 3,000 of its magazines. Shawn said that next year RB Digital will be merging with Overdrive and there be a simultaneous use plan offered. Regarding technology services, Shawn noted that SLC has purchased two new servers, one of which is an e-mail server. The Schedule of Services includes subsidies for migrating member libraries to an Office 365 e-mail platform. SLC staff has already been working with Peter White Public Library on the e-mail migration, and will be assisting other libraries throughout the year. SLC Board member Marion Luckey asked if any services were changed due to the pandemic; Shawn replied that SLC will continue to provide access to its Zoom account for interactive video conferencing and to assist with virtual programming. SLC also will continue to subsidize digital services such as Overdrive and RB Digital magazines. As a final note, Shawn commented that funding has been allocated to the various ABL committees—\$2,500 for the Databases

Committee, \$1,000 for the Professional Development Committee, and \$6,000 for the Programming Committee.

Marion Luckey **MADE A MOTION TO APPROVE THE FY 2020/2021 SCHEDULE OF SERVICES** [with corrections to the Board meeting dates]. The motion was seconded by Cris Roll, unanimously approved, and carried.

FY 2020/2021 Budget Revision: A proposed revised FY 2020/2021 budget was sent to the board in advance of the meeting. The original FY 2021 budget was adopted by the Board on September 24, 2020.

REVENUES

1. State Aid revenue for FY 2021 increased from \$.396895 per capita in FY 2020 to \$.4299853 per capita; this is an increase of about 3 cents per capita. Total direct and indirect state aid is estimated to be \$436,756.
2. Subregional Library of the Blind state aid, which funds the Great Lakes Talking Books Advisory Outreach Center, will remain the same: \$41,073.

Total FY 2021 operating revenues: \$651,544.

EXPENSES

1. Personnel/Salaries: The budget includes a 2% cost of living raise for existing staff and funding for two full-time technology positions: a Network Administrator and an IT Specialist. The budget also includes a \$20,000 payment to the MERS Defined Benefit Surplus Division; this voluntary payment reduces SLC's unfunded defined benefit pension liability. The \$20,000 payment would be a transfer from the Assigned Fund Balance for Unfunded Pension Liability; this type of Assigned Fund Balance is authorized in the [SLC Fund Balance Policy](#).
2. Line Item Detail Report: Services to members have been split out and listed in the line item detail report; member services are in the far right columns on the detail report.
 - A. The budget includes funding for the Advisory Board of Librarians (ABL) committees: \$6,000 for the Programming Committee, \$1,000 for the Professional Development Committee, and \$2,500 for the Databases Committee.
 - B. Professional and Contractual line item:
 - a. *Email and Web Pages:* The budget includes \$1,500 to subsidize an email hosting service, \$1,500 to subsidize Ploud or WordPress web pages, and \$1,500 for web page hosting.
 - b. *Other Vendors:* The budget includes \$2,764 for technology consulting (if necessary) and \$4,800 for SLC's erate consultant.
 - c. *RIDES Delivery Subsidies:* RIDES delivery subsidies at \$750 per library are included. Total subsidies are estimated to be \$24,100.
 - C. Conferences Line Item: A total of \$7,750 was budgeted for member library conference stipends and to subsidize Beginning Workshop and New/Advanced Director Workshop attendance.

Pat Cheski commented that the line item amounts listed in the total column “rebilled” section of the expense budget had not updated; the total rebilled expense figure was correct, however.

Total FY 2021 operating expenses: \$671,544.

Total FY 2020/2021 Projected Revenues: \$868,289

Total FY 2020/2021 Projected Expenses: \$888,289

Deb Friedman **MADE A MOTION TO APPROVE THE FY 2020/2021 REVISED BUDGET** [with total revenues of \$868,289 and total expenses of \$888,289] **AS CORRECTED** [expense rebilled line items listed in the “total” column need to be corrected]. The motion was seconded by Cris Roll, unanimously approved, and carried.

PUBLIC PARTICIPATION: There was no public participation.

OLD BUSINESS:

SLC Staffing Update: This item was discussed under the Director’s Report earlier in the meeting.

NEW BUSINESS:

Adoption of MERS Defined Contribution Adoption Agreement Addendum 1/1/2021:
The proposed MERS Defined Contribution Adoption Agreement Addendum was sent to the Board in advance of the meeting. Pam Malmsten explained that there are no changes to SLC’s MERS Defined Contribution Retirement Plan, but MERS is requiring that employers review their plan addendums to ensure that plans are accurately documented and on file with MERS. MERS is also requiring governing body approval of the Addendum. The Addendum will be effective as of January 1, 2021.

Marion Luckey **MADE A MOTION TO ADOPT THE SUPERIORLAND LIBRARY COOPERATIVE MERS DEFINED CONTRIBUTION RETIREMENT PLAN ADOPTION AGREEMENT ADDENDUM AS PRESENTED.** The motion was seconded by Patti Jahn, unanimously approved, and carried.

Election of FY 2020/20201 Board Chair and Vice-chair: At the September meeting, Caroline Jordan had indicated that she would like to step down as Board Chair beginning October 1, 2020. Since there were no volunteers for the position, Caroline had agreed to retain the position until the November 5, 2020 Board meeting. Current Vice-chair Dwight Sunday had previously indicated that he would be stepping down from the SLC Board beginning October 1, 2020. Since there were no volunteers for the Vice-chair position, Board members had agreed that the position would be filled at the November 5 meeting. Deb Friedman was re-elected to the position of Secretary at the September 24, 2020 Board Meeting.

Caroline Jordan asked for nominations for the open positions. Since there were no other nominations from the floor, Caroline agreed to continue as Chair for the rest of FY 2021. After further discussion, Marion Luckey self-nominated for the position of Vice-chair. Caroline called three time for additional nominations from the floor for both positions. There were no further nominations.

Pat Cheski **MADE A MOTION TO APPROVE THE NOMINATED SLATE OF OFFICERS FOR FY 2020/2021** [Chair: Caroline Jordan and Vice-chair: Marion Luckey]. The motion was seconded by Deb Friedman.

Roll call vote: Janet Wagner: Absent, Marion Luckey: Yes, Patti Jahn: Yes, Caroline Jordan: Yes, Cris Roll: Yes, Deb Friedman: Yes, Pat Cheski: Yes, Barb Rice: Absent, Kim Nowack: Absent

Results: Yes: 6, No: 0, Abstain: 0, Absent: 3

Motion carried unanimously.

PUBLIC PARTICIPATION: Pat Cheski thanked Cheryl Hoffman for 30-plus years of service to the Spies Public Library and the Superiorland Library Cooperative. Cheryl said that she will miss everyone. Pam Malmsten commented that, due to the upcoming in-person attendance requirements of the Open Meetings Act amendment (SB 1108, PA 228), the Board should again consider revising the bylaws to allow library directors to serve on the Board. Caroline Jordan said that the Board might want to look at scheduling regional meetings. Marion Luckey commented that it is very important that we contact our legislators regarding this issue.

NEXT MEETING: The next regular meeting of the Board of Directors is scheduled for Thursday, January 21, 2021 at 11 a.m. eastern.

ADJOURNMENT: There being no further business, the Chair declared the meeting adjourned at 12:25 p.m. eastern.

Respectfully submitted,

Debra Friedman

Deb Friedman, Secretary

Pamela Malmsten, Recorder