

SUPERIORLAND LIBRARY COOPERATIVE
MEETING OF THE BOARD OF DIRECTORS
January 26, 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 at the Dickinson County Library and the West Iron District 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 West Iron District Library (116 W. Genesee St., Iron River); or to dial in using ReadyTalk audio conferencing service.

The Chair, John Schaeffer, called the meeting to order at 11:00 a.m. eastern. It was noted that the meeting was being recorded.

ATTENDANCE: RT: ReadyTalk audio conference; SLC: Superiorland Library Cooperative; DCL: Dickinson County Library; DEV: Devereaux Public Library; WIDL: West Iron District Library

SLC BOARD MEMBERS PRESENT: (*denotes voting member) John Schaeffer*(SLC), Chair; Greg Rathje* (SLC), Vice-Chair; Pat Cheski*, (RT) Secretary; Mary Kay McNamara (left at 11:15 a.m.) (WIDL), Sharon Scholke* (SLC), Caroline Jordan* (SLC), Pat Houle* (RT), Dwight Sunday*(RT), Deb Grabowski* (WIDL), Debra Friedman (RT), Patti Jahn (RT), and Shawn Andary, Interim Director (SLC)

SLC STAFF PRESENT (all present at SLC): Pamela Malmsten (Recorder) and Jean Montgomery

LIBRARY DIRECTORS/STAFF/BOARD MEMBERS PRESENT: Barb Bartel and Linda Andersen, West Iron District Library (WIDL); Megan Buck, Dickinson County Library (SLC); Carolyn Stacey, Escanaba Public Library (RT); Denise Engel, Wakefield Public Library, (RT); Dion Mindykowski, Tahquamenon Area Public Library (RT); Eric Magness-Eubank, Alpena County Library (RT); Lisa Waskin, Superior District Library (RT); Connie Meyer, Devereaux Public Library (RT); Lisa Cromell, Munising School Public Library (RT); Dillon Geshel, Portage Lake District Library (RT); Cheryl Hoffman, Spies Public Library (RT), and Amanda Winnicki, Menominee County Library (RT)

VOTING BOARD MEMBERS ABSENT: None

OTHERS PRESENT: Diana Zajic

APPROVAL OF THE AGENDA:

Interim Director Shawn Andary and Board member Greg Rathje requested that 3 items be added to the agenda.

Greg Rathje, with support by Sharon Scholke, made a MOTION THAT AGENDA ITEM "IX. e. SLC/UPRLC STAFFING" BE MOVED TO ITEM "V. d." AND AMENDED TO STATE: "SLC/UPRLC STAFFING AND BUDGET REVISION". Greg Rathje then proposed that the MOTION be AMENDED TO ADD NEW BUSINESS ITEM "IX. f. PAYING THE INTERIM DIRECTOR" AND TO ADD "RULES FOR PUBLIC COMMENT" IMMEDIATELY AFTER THE APPROVAL OF THE AGENDA. The amended motion was seconded by Sharon Scholke, unanimously approved and carried.

RULES FOR PUBLIC COMMENT: A MOTION was made THAT THE PUBLIC BE ALLOWED TO COMMENT AFTER EACH ITEM WITH A LIMIT OF 2 MINUTES PER PERSON (MSC Greg Rathje/Deb Grabowski). Motion carried unanimously.

APPROVAL OF THE MINUTES OF DECEMBER 8, 2017 AND DECEMBER 15, 2017:

A MOTION was made TO APPROVE THE MINUTES OF THE BOARD MEETINGS OF DECEMBER 8, 2017 and DECEMBER 15, 2017 AS PRESENTED (MSC Pat Cheski/Sharon Scholke). Motion carried unanimously.

FINANCIAL REPORT: Pam Malmsten presented the financial report.

December 2017 Cash Disbursements: Pam reported that a payment of \$6,927.06 to Recorded Books, LLC (3-959.3) was for the annual Zinio digital magazine platform fee. There were no other unusual disbursements in December. Total December disbursements were \$67,205.34.

A MOTION was made TO APPROVE DECEMBER 2017 CASH DISBURSEMENTS OF \$67,205.34 (MSC Pat Houle/Sharon Scholke). Motion carried unanimously.

Year to Date Expense and Revenue Reports as of 12/31/2017:

Expenses: Pam noted that the professional and contractual line item is over the 3/12 figure by about \$8,500; this is mostly due to the adjusting entry that was made in October to record the FY 2018 RIDES subsidy expense (\$16,387.50). If the RIDES subsidies are disregarded, the professional and contractual line item is still over the 3/12 budget figure; this is due to legal expenses. Pam M. said that during the discussion about the proposed FY 2018 budget revision, she would recommend that \$3,000 be added to the professional and contractual line item. Total expenses as of 12/31/2017 were \$192,696.

Revenues: SLC received the first 50% direct state aid payment in December (\$266,030). Pam added that indirect state aid payments should start coming in the next month or so. Total revenues as of 12/31/2017 were \$237,897.

A MOTION was made TO APPROVE THE YEAR TO DATE REPORTS AS OF 12/31/2017 [with total revenues of \$237,897 and total expenses of \$192,696] (MSC Dwight Sunday/Caroline Jordan). Motion carried unanimously.

Balance Sheet as of 12/31/2017: Pam Malmsten reported that, as of 12/31/2017, total SLC assets were \$899,161.29 and total liabilities plus fund balances were \$899,161.29.

A MOTION was made TO APPROVE THE BALANCE SHEET AS OF 12/31/2017 (MSC Greg Rathje/Sharon Scholke). Motion carried unanimously.

SLC/UPRLC Staff and Proposed FY 2018 Budget Revision:

Staffing: SLC's Network Administrator, Jean Montgomery, is planning on retiring in July 2018. Shawn Andary reported that she and Jean Montgomery worked on a draft job description; after receiving feedback from the Advisory Board of Librarians, the job description was revised and sent on to the SLC Personnel Committee. Jean Montgomery has worked for SLC for 16 years; over the years, in addition to technical support and network administration, Jean has taken on backup system administration duties along with programming and creative work involving the shared online catalog. Since it would not be realistic for Jean's replacement to be expected to provide system administration as well as network administration and technical support for 38 libraries, the online catalog and system administration piece was not included in the draft job description. Shawn proposed that the part-time Database Assistant be offered a full-time position; she noted that the Database Assistant has the skills and talent to learn system administration, resource sharing, and other tasks. Shawn commented that SLC has been under-staffed for a number of years, and that the full-time position is necessary even if Shawn re-assumes her full-time System Administrator position. Shawn recommended, however, that no action be taken regarding staffing until more is known about the MERS liability issue.

There was further discussion about the Network Administrator position. She said that there are many unique challenges and facets involved with understanding the needs of so many different public libraries; for example the networks have to be secure, yet they have to be open to the public. Jean said that, in her opinion, SLC should hire someone with a good foundation of computer and technical skills, and who is willing to learn the other aspects of the job. Jean said that the new Network Administrator should be hired by April 1, 2018 so that she can work with him or her for 3 months; this would allow Jean and the new employee time to travel together to all of the libraries and learn about the network setups for each library. Jean added that there are also special projects that they could work on together.

Budget: The Board received a preliminary revised FY 2018 budget in advance of the meeting. Pam Malmsten explained that she and Shawn worked on the budget to give the Board an idea of how the budget would change if the Database Assistant position becomes a full-time position. Possible budget revisions included:

- (1) Make the Database Assistant full-time and add costs for all benefits that are provided to full-time employees.
- (2) Increase the Interim Director's salary to \$59,403, which is the average between her current salary and the low-end Director position salary of \$68,000 that was advertised two years ago. Since the Interim Director would still be spending some of her time on System Administration duties for the shared automated system, 43% of her salary would be billed to UPRLC.
- (3) Add the former Director's severance payout to the salary line item and adjust the salary line item to reflect the Director's termination date of 12/31/2017.
- (4) Increase the professional and contractual line item and reduce the travel and conference line items. Net cost for these adjustments would be 0.

DIRECTOR'S REPORT:

Director's Report: Shawn Andary presented the Director's report. She announced SLC has a new Board member: Mary Kay McNamara. Mary Kay represents the West Iron District Library and replaces former Board member Sara Basso, who recently resigned

from the SLC Board. Mary Kay was no longer present since she had to leave at 11:15 a.m. eastern, however Library Director Barb Bartel shared information about Mary Kay's background and interest in libraries.

State Aid Reports: The deadline for submitting state aid reports is February 1, 2018. Shawn said that everyone is on track to submit their reports on time.

eRate Advisory Committee: Shawn said she has followed up on all of the Boards and Committees that former Director Pam Christensen served on. The next Cooperative Directors meeting is in February; Shawn will connect remotely. Shawn has also joined the eRate Advisory Committee; Shawn's representation on this committee is an opportunity for SLC to receive valuable information from eRate advisors. The eRate Advisory Committee meets bi-monthly (the next meeting is in March) and Shawn will attend remotely.

RIDES Task Force: The Midwest Collaborative for Library Services (MCLS) contracts with the Library of Michigan (LM) to administer and implement the RIDES delivery system. LM provided LSTA (Library Services and Technology Act) funding to MCLS to conduct a study of RIDES and make suggestions for improvements. To conduct the study, MCLS established A RIDES Delivery Task Force. The Task Force decided to hire a consultant to conduct an assessment of the current RIDES delivery system and pricing structure. The consultant visited Marquette and met with staff from SLC and other RIDES participating libraries; she is working on a report which is due 2/16/2018. Shawn plans to attend the next RIDES Task Force meeting in Lansing, which is scheduled for 2/27/2018. Shawn said that Task Force members were strongly urged to attend the February meeting in person since it will be a working meeting to review the consultant's report and make recommendations.

COMMITTEE REPORTS:

Advisory Board of Directors Report: The Advisory Board of Librarians met on January 16, 2018. Megan Buck reported that 12 library directors and 3 SLC staff members attended the meeting. The group elected officers: Chair: Megan Buck, Vice-Chair: Wanda Tessmer, and Secretary: Carolyn Stacey. The directors discussed two sections of the SLC by-laws: Article VI Section 3, which is the section pertaining to the Advisory Board of Librarians, and Article II Section 1, which addresses SLC Board membership. The Advisory Board decided to compose a short survey that would be sent to library directors; 29 out of 38 library directors have responded so far. Megan said that the Advisory Board of Librarians will meet on February 20 to review the survey results, and that more information would be shared at the next SLC Board meeting on February 23.

OLD BUSINESS:

Separation Agreement: John Schaeffer reported that the Separation Agreement between Pam Christensen and the SLC Board of Directors had been signed by both parties and executed.

MERS Update: Shawn Andary reported that follow up on the MERS liability issue was put on hold pending the execution of the Separation Agreement. After discussion,

the Board agreed that the Finance Committee should contact SLC's attorney to discuss the next steps that should be taken to resolve this issue.

Victoria Wolf Bequest Committee: The U.P. Library for the Blind, now the Great Lakes Talking Book Advisory Outreach Center (GLTB), which is operated by the Superiorland Library Cooperative, was one of the beneficiaries of the estate of Victoria E. Wolf, a former U.P. Library for the Blind patron. At the December 8 Board meeting, SLC staff member Lynn Buckland Brown, who is the GLTB Reader Advisor, presented some ideas for projects that would benefit GLTB patrons. Lynn and other SLC staff are identifying visually impaired people in the community to survey them about what types of services or products might be good use of the funds. Shawn reported that she has contacted a local children's book author regarding a possible project.

Network Administrator Position: The Network Administrator position was previously discussed under the "Financial Report--SLC/UPRLC Staff and Proposed FY 2018 Budget Revision" agenda item.

NEW BUSINESS:

NMLN Board Appointment: Pam Christensen, who resigned on 12/31/2017, was one of SLC's two representatives to the Northern Michigan Library Network Board of Directors. (The other representative is Deb Friedman). Pam Malmsten reported that the SLC Board of Directors needs to appoint a second representative to replace Pam Christensen.

A MOTION was made to APPOINT SHAWN ANDARY TO REPRESENT SLC ON THE NORTHERN MICHIGAN LIBRARY NETWORK BOARD OF DIRECTORS (MSC Pat Cheski/Sharon Scholke). Motion carried unanimously.

Bank Signers Resolution: A MOTION was made that PAMELA MALMSTEN, SHAWN ANDARY, AND CAROLINE JORDAN BE DESIGNATED AS AUTHORIZED SIGNERS ON ALL ACCOUNTS AT THE WELLS FARGO BANK AND THAT SHAWN ANDARY AND PAM MALMSTEN BE DESIGNATED AS AUTHORIZED SIGNERS ON ALL ACCOUNTS AT RANGE BANK AND MBANK. (MSC Greg Rathje/Sharon Scholke). Motion carried unanimously.

Advisory Board Survey Results: It was agreed that discussion about the Advisory Board survey results would be deferred to the February 23 Board meeting.

eRate Consultant: SLC staff member Suzanne Dees currently provides eRate consulting services to SLC member libraries and the Internet Consortium. Shawn reported that Suzanne has indicated that she is willing to continue in her role until the 2018 funding year is completed. Suzanne recommended that SLC start looking at finding another consultant beginning with the 2019 funding year; she also made suggestions for consultants that she has worked with in the past. Shawn indicated that she would soon start reaching out to possible consultants and gathering more information on services and costs. Greg Rathje commented that it would be a good idea to provide potential consultants with some quantitative data on how much time Suzanne spends on the e-rate work, how many libraries she works with, etc.

UPRLC/SLC Staffing: Shawn reported that staff members have been tracking time spent on tasks and recording whether the tasks are on behalf of SLC or UPRLC. There was discussion about the SLC Board of Directors and the UPRLC Executive Council meeting together. Lisa Waskin commented that the SLC and UPRLC Boards are long overdue for a joint meeting; she added that members have questions about salaries, overlap of duties, separation, and the MERS liability situation. Lisa added that it is unclear what services each organization is responsible for providing.

Megan Buck commented that the UPRLC ALS (automated library system) fund has been paying 12.5% of the SLC Director's salary, however UPRLC members had no opportunity to choose or evaluate the SLC Director. Greg Rathje asked how other cooperatives do business; Shawn said she would send out information on the structure of other state cooperatives, as well as out-of-state cooperatives with similar structures. Pam Malmsten commented that the relationship between SLC and UPRLC is unique in the state since UPRLC is a non-profit corporation; Megan Buck added that SLC and UPRLC are unique in other ways as well. Shawn said that UPRLC was formed for the purpose of offering a shared automation system to multi-type libraries. Greg Rathje commented that there is value in having the two bodies (UPRLC and SLC) coordinate more. Shawn said that efforts would be made to coordinate a meeting between the two boards soon.

Interim Director Pay: It was noted that the Personnel Committee had not made a recommendation regarding the Interim Director's salary. Shawn talked about the amount of time she has been spending on SLC director duties and said that she has been tracking the time spent on both SLC director and system administration tasks.

A MOTION was MADE THAT SHAWN BE PAID A SALARY OF \$59,402.72 EFFECTIVE IMMEDIATELY AND RETROACTIVE TO DECEMBER 15, 2017 (MSC Greg Rathje/Sharon Scholke). Motion carried unanimously.

The Board discussed the SLC Director position. Shawn was asked how her role as System Administrator was being impacted by her appointment as the SLC Interim Director; Shawn replied that priority items are being accomplished, however more staff is needed. The Board agreed that a Personnel Committee meeting should be scheduled after the Finance Committee finds out more about the MERS situation.

NEXT MEETING: The next regular meeting of the Board of Directors is scheduled for February 23, 2018 at 11 a.m. eastern.

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

Respectfully submitted,

Pat Cheski, Secretary

Pamela Malmsten, Recorder