

SUPERIORLAND LIBRARY COOPERATIVE
MEETING OF THE BOARD OF DIRECTORS
February 18, 2021

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 11:03 a.m. eastern. The meeting was recorded.

ATTENDANCE

SLC BOARD MEMBERS PRESENT: Caroline Jordan*, Chair; Deb Friedman*, Secretary; Pat Cheski*, Patti Jahn*, Marion Luckey*, Vice-chair; Cris Roll*, Kim Nowack*, Janet Wagner*, Barb Rice*, 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; Blair Nelson, Spies Public Library; Andrea Ingmire, Peter White Public Library; Leslie Makela, Forsyth Township Public Library; Alycia McKowen, St. Ignace Public Library; Lisa Waskin, Superior District Library, and Lisa Cromell, Munising School Public Library

VOTING BOARD MEMBERS ABSENT: None

APPROVAL OF THE AGENDA:

Marion Luckey MADE A MOTION TO APPROVE THE AGENDA AS PRESENTED. The motion was seconded by Patti Jahn, unanimously approved, and carried.

APPROVAL OF THE BOARD MEETING MINUTES:

Approval of the Regular Board Meeting Minutes of November 5, 2020: Deb Friedman MADE A MOTION TO APPROVE THE MINUTES OF THE REGULAR BOARD MEETING OF NOVEMBER 5, 2020 AS PRESENTED. The motion was seconded by Cris Roll, unanimously approved, and carried.

DIRECTOR'S REPORT: SLC Director Shawn Andary presented the Director's Report. Shawn reported she is working on wrapping things up by February 26, her last day of work as the cooperative director. She said that she will add Pam Malmsten to the cooperative directors email group list. Pam Malmsten added that Gordon Tellefsen, SLC's new Network Administrator, has been on the job since the first week of January. Gordon has been very busy with technical support issues and special projects and has already visited several member libraries. She also said that the process of filling the vacant IT Specialist position is proceeding.

FINANCIAL REPORT: Pam Malmsten presented the financial report.

Cash Disbursements:

November: The payment of \$344 to ZipRecruiter (account 3-801, professional and contractual) was to post the Network Administrator job opening. The disbursement of \$7,470 to the Library Network (account 3-959.3, electronic subscriptions) was for SLC's subsidy for the group digital magazine subscription; participating libraries contributed \$16,830.

Total November disbursements: \$89,027.34.

December: The payment of \$930 (account 3-801) to Cybernetics Lab was for contractual work to help SLC technology staff upgrade member libraries' workstation operating systems.

Total December disbursements: \$40,548.28.

January: There were no unusual expenditures in January.

Total January disbursements: \$51,842.71.

Year to Date Reports as of 01/31/2021:

Revenues: As of 01/31/2021, year-to-date operating revenues (excluding rebilled items) totaled \$55,421. The total of rebilled revenues was \$52,307. The total of all revenue sources was \$107,841.

Expenses: Most of the 4/12 expense line items are well under the 4/12 budget figures. The professional and contractual line item expense (\$35,792) is over the 4/12 budget figure (\$25,261) because of the FY 2021 RIDES delivery subsidies, which were paid out in June of 2020. As of 01/31/2021, year-to-date operating expenses (excluding rebilled items) totaled \$190,322. The total of rebilled expenses was \$60,269. The total of all expenses was \$250,592.

Balance sheet as of January 31, 2021: The balance sheet as of January 31, 2021 showed total Assets of \$668,190.43 and total Liabilities plus Fund Balances of \$668,190.43.

Barb Rice MADE A MOTION TO APPROVE NOVEMBER CASH DISBURSEMENTS OF \$89,027.34, DECEMBER CASH DISBURSEMENTS OF \$40,548.28, JANUARY CASH DISBURSEMENTS OF \$51,842.71, THE YEAR-TO-DATE REPORTS AS OF 01/31/2021 [with total revenues of \$107,841 and total expenses of \$250,592], AND THE BALANCE SHEET AS OF 01/31/2021 [with total assets of \$668,190.43 and total liabilities plus fund balances of \$668,190.43]. The motion was seconded by Patti Jahn, 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 February 10, 2021 and talked about changes at SLC. The group had a lengthy discussion about committees and discussed ways of making committees more functional and efficient. ABL members agreed that they may start meeting using a roundtable discussion format and the number of committee meetings may be reduced. She added that some committees, such as the Plan of Service Committee, will continue to meet. The group may also schedule meetings that support the work of the Director Search Committee. Members are pleased that Gordon is on staff and that steps to fill the open IT Specialist are proceeding without

delay. Members also discussed issues relating to Covid. The next ABL meeting is scheduled for April 13th.

Personnel Committee Report: Caroline Jordan reported that the Personnel Committee met on the February 4 and February 17. She said the committee regretfully accepted Shawn's resignation and expressed thanks to Shawn for all of her work. The committee discussed issues related to Shawn's resignation and the director search process. Caroline noted that Shawn was at the forefront of the development of many cooperative services.

OLD BUSINESS: No items of old business were discussed.

NEW BUSINESS:

Resignation of the Director: At its February 4, 2021 meeting, the Personnel Committee had passed a motion recommending that the board accept the director's resignation with a shortened termination notice timeline. (Shawn Andary's contract stated that a 60 day termination notice was required.)

Pat Cheski MADE A MOTION THAT THE BOARD ACCEPT THE DIRECTOR'S RESIGNATION WITH A SHORTENED TERMINATION NOTICE TIMELINE AND AN EFFECTIVE DATE OF FEBRUARY 27, 2021. The motion was seconded by Cris Roll, unanimously approved, and carried.

Appointment of the Interim Director and Interim Director Salary:

At its February 17 meeting, the Personnel Committee passed a motion recommending that Pam Malmsten be named as the interim director, that Pam's hourly rate be temporarily increased from \$25.03 per hour to \$32.70 per hour beginning February 27, 2021, and that the temporary hourly rate will revert back to the original hourly rate once the director position is filled or a new interim director is named.

Patti Jahn MADE A MOTION THAT THE BOARD APPOINT PAMELA MALMSTEN AS INTERIM DIRECTOR AT \$32.70 PER HOUR EFFECTIVE FEBRUARY 27, 2021, AND THAT THE TEMPORARY HOURLY RATE WILL REVERT BACK TO THE ORIGINAL HOURLY RATE ONCE THE DIRECTOR POSITION IS FILLED OR A NEW INTERIM DIRECTOR IS NAMED. The motion was seconded by Marion Luckey, unanimously approved, and carried.

Director Search Selection Committee: At its February 17 meeting, the Personnel Committee passed a motion recommending that a Director Search Committee be formed that consists of two (2) board members, three (3) member library directors, and (1) SLC staff member (Pam Malmsten). The Personnel Committee passed another motion with recommendations regarding the authority of the Search Committee.

Janet Wagner MADE A MOTION THAT A DIRECTOR SEARCH COMMITTEE BE FORMED THAT CONSISTS OF TWO (2) BOARD MEMBERS, THREE (3) MEMBER LIBRARY DIRECTORS, AND (1) SLC STAFF MEMBER, AND THAT THE DIRECTOR SEARCH COMMITTEE BE AUTHORIZED TO BEGIN THE SEARCH PROCESS IF IT DECIDES TO PROCEED WITHOUT A CONSULTANT; THE SEARCH COMMITTEE WOULD BE FUTHER AUTHORIZED TO WRITE A JOB DESCRIPTION, POST THE JOB OPENING, CHECK REFERENCES, RESEARCH AND RECOMMEND A CONSULTANT TO THE BOARD IF THE COMMITTEE DETERMINES THAT A CONSULTANT IS

NEEDED, PRESENT A RECOMMENDED BUDGET TO THE BOARD FOR APPROVAL, AND COMPLETE OTHER NECESSARY TASKS RELATED TO THE SEARCH THAT WILL BE DEPENDENT ON WHETHER OR NOT A CONSULTANT IS ENGAGED. The motion was seconded by Deb Friedman, unanimously approved, and carried.

There was discussion about who would be willing and able to serve on the Search Committee. Deb Friedman MADE A MOTION THAT BRAD WINNINCKI, CRIS ROLL, MEGAN BUCK, DILLON GESHEL, LISA WASKIN, AND PAMELA MALMSTEN BE APPOINTED TO THE DIRECTOR SEARCH COMMITTEE. The motion was seconded by Patti Jahn, unanimously approved, and carried.

Director Exit Interview Survey: Carolyn Stacey, with input from other ABL group members, composed a draft exit survey; the survey was approved by the Personnel Committee with the addition of one question. The revised survey was considered by the Board.

Janet Wagner MADE A MOTION THAT THE EXIT INTERVIEW SURVEY BE APPROVED AS PRESENTED. The motion was seconded by Marion Luckey, unanimously approved, and carried.

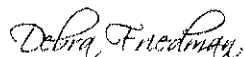
USF Erate Coordinator Appointment: Pat Cheski MADE A MOTION THAT PAMELA MALMSTEN BE NAMED THE LIBRARY OFFICIAL AND COMPANY OFFICER WHO IS AUTHORIZED TO START, COMPLETE, SUBMIT, MODIFY, AND DEACTIVATE FORMS 498 FOR PURPOSES OF THE ERATE SCHOOLS AND LIBRARIES PROGRAM. The motion was seconded by Marion Luckey, unanimously approved, and carried.

PUBLIC PARTICIPATION: Several member library directors expressed thanks to Shawn for her support, leadership, and years of service to the cooperative.

NEXT MEETING: The next regular meeting of the Board of Directors is scheduled for Thursday, April 22, 2021 at 11 a.m. eastern.

ADJOURNMENT: There being no further business, the Chair declared the meeting adjourned at 12:23 p.m. Eastern.

Respectfully submitted,



Deb Friedman, Secretary

Pamela Malmsten, Recorder