

SUPERIORLAND LIBRARY COOPERATIVE
MEETING OF THE BOARD OF DIRECTORS
April 27, 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 (IVC) at the West Iron District Library and the Bayliss Public 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), the Bayliss Public Library (541 Library Drive, Sault Ste. Marie), or the West Iron District Library (116 Genesee St., Iron River), or to dial in using ReadyTalk audio conferencing service.

The Chair, Caroline Jordan, called the meeting to order at 11:01 a.m. eastern. It was noted that the meeting was being recorded.

ATTENDANCE: Attendance Codes: RT: ReadyTalk audio conferencing, SLC: Superiorland Library Cooperative IVC, DCL: Dickinson County Library IVC, WIDL: West Iron District Library IVC, BPL: Bayliss Public Library IVC.

SLC BOARD MEMBERS PRESENT: (*denotes voting member) Caroline Jordan* (SLC), Chair; Pat Cheski*(RT), Secretary; Sharon Scholke* (SLC), Pat Houle* (RT), Cris Roll* (BPL), Deb Grabowski* (SLC), Deb Friedman (RT), Kim Nowack (RT), and Shawn Andary, Interim Director (SLC)

SLC STAFF PRESENT: Pamela Malmsten (SLC) (Recorder).

LIBRARY DIRECTORS/STAFF/BOARD MEMBERS PRESENT: Megan Buck, Dickinson County Library (SLC); Andrea Ingmire, Peter White Public Library (RT); Dion Mindykowski, Tahquamenon Area Public Library (RT); Eric Magness-Eubank, Alpena County Library (RT); Connie Meyer, Devereaux Public Library (RT); Jennifer Strand, Osceola Township Public Library (RT); Lisa Cromell and Pamela Adams, Munising School Public Library (RT); Barb Bartel, West Iron District Library (WIDL); and Dillon Geshel, Portage Lake District Library (RT)

VOTING BOARD MEMBERS ABSENT: Mary Kay McNamara and Dwight Sunday

APPROVAL OF THE AGENDA:

Sharon Scholke made a motion to approve the agenda as presented. The motion was seconded by Deb Grabowski. Shawn Andary asked that "New Business" item b. be replaced as follows:

- b. eRate*
 - i. Establish Superiorland eRate Consortium
 - ii. Update eRate Consortium Policies
 - iii. Approve updated agreement and LOA with EdTech Strategies

Item “b” in the original agenda would then be item “c”, item “c” would be item “d” and item d would be item “e”. Shawn also requested that, under “Financial Report”, the approval of the March cash disbursements, the approval of the year-to-date reports, and the approval of the balance sheet be combined into one motion, rather than three separate motions as was indicated on the original agenda.

Sharon Scholke moved **TO AMEND HER ORIGINAL MOTION TO APPROVE THE AMENDED AGENDA AS PROPOSED**; Deb Grabowski seconded the amended motion.

Roll call: Cris Roll: Yes, Deb Grabowski: Yes, Sharon Scholke: Yes, Pat Cheski: Yes, Pat Houle: Yes, Caroline Jordan: Yes. Total: Yes: (6), No: (0), Abstain: (0). Motion carries unanimously.

APPROVAL OF THE REGULAR BOARD MEETING MINUTES OF MARCH 23, 2018:

Pat Houle **MOVED TO APPROVE THE MINUTES OF THE REGULAR BOARD MEETING OF MARCH 23, 2018 AS PRESENTED.** The motion was seconded by Sharon Scholke

Roll call: Cris Roll: Yes, Deb Grabowski: Yes, Sharon Scholke: Yes, Pat Cheski: Yes, Pat Houle: Yes, Caroline Jordan: Yes. Total: Yes: (6), No: (0), Abstain: (0). Motion carries unanimously.

FINANCIAL REPORT: Pam Malmsten presented the financial report.

March 2018 Cash Disbursements: A \$4,570 payment to EdTech Strategies (3-801) is the first payment for SLC’s eRate Consulting Services. Account 3-801 also includes a payment of \$9,504 to SLC’s attorney, Foster, Swift, Collins, and Smith; this was for work done on the MERS and employee separation issues. A payment of \$1,384 to Anderson, Tackman, and Company (account 3-802) is for the final payment due for work on SLC’s FY 2017 financial audit; the total cost of the audit was \$3,600. Total March disbursements were \$65,338.24.

Year to Date Reports as of 03/31/2018:

Expenses: The professional and contractual line item is over the 6/12 budget figure; this is partly because SLC paid the RIDES delivery subsidies in full last summer (\$16,387.50 FY 2018 expense). Also, legal expenses have been higher than anticipated in the last few months. Pam noted that the professional and contractual budget line item will have to be revised.

Revenues: The first 50% direct state aid payment (\$133,491) and the first 50% GLTB payment (\$20,537) have been received. The indirect state aid payments from member libraries should start coming in soon.

Total YTD revenues are \$313,014 and total YTD expenses are \$374,921.

Balance sheet as of March 31, 2018: The balance sheet as of March 31, 2018 showed total Assets of \$792,053.81 and total Liabilities plus Fund Balances of \$792,053.81.

Pat Cheski **MOVED TO APPROVE MARCH CASH DISBURSEMENTS OF \$65,338.24, THE YEAR-TO-DATE EXPENSE AND REVENUE REPORTS AS OF MARCH 31, 2018, AND THE BALANCE SHEET AS OF MARCH 31, 2018.** The motion was seconded by Pat Houle.

Roll call: Cris Roll: Yes, Deb Grabowski: Yes, Sharon Scholke: Yes, Pat Cheski: Yes, Pat Houle: Yes, Caroline Jordan: Yes. Total: Yes: (6), No: (0), Abstain: (0). Motion carries unanimously.

PUBLIC PARTICIPATION: There was no public participation at this time.

INTERIM DIRECTOR'S REPORT:

- Personnel: The Network Administrator job position was posted locally and at Northern Michigan University, Michigan Tech. University, the Mining Journal (print and online), Michigan Works, and the job board for the Wisconsin Library Association. Eighteen applications were received. Six applicants were chosen for further evaluation and four of the six were chosen for interviews. Interviews are scheduled for May 3 and May 4. Jeremy Morelock, currently a part-time SLC staff member, has accepted the position of full-time Database Maintenance and System Administrator Assistant; his full-time start date is May 8, 2018. Jeremy's current part-time position involves database maintenance; some automated system administration tasks have been added to the full-time job description.
- Cooperative Directors Meeting: Shawn attended the April 13 Cooperative Directors meeting by phone. Senate Bills (SB 828 and 829) have been introduced that would provide liability protection for libraries and library staff when providing the opioid antidote naloxone to an overdosing patron. Implementation of the Michigan Library Association-National Insurance Services group health insurance plan has been delayed pending final certification from the state; the new target date for availability is July 1, 2018. The Midwest Collaborative for Library Services (MCLS) has contracted with a vendor to convert MARC records into linked data that would appear in web searches using browsers such as Google or Bing; MCLS Executive Director Randy Dykhuis presented an update on the project. Contracts for MeL databases will be ending on June 30, 2018; RFP's have been sent out.
- RIDES Task Force Update: A consultant was hired to conduct an assessment of the current RIDES delivery system and pricing structure; MCLS has received the consultant's revised report and has scheduled a Task Force meeting on May 8, 2018 to review the report and make recommendations. Shawn is a member of the Task Force and plans to attend the meeting. Shawn added that this year's delivery pricing has been set and said that SLC will again likely subsidize members' delivery costs.
- Conferences and Training: Jeremy Morelock (SLC/PWPL) and Bruce MacDonald (PWPL) attended the COSUGI (Customers of SirsiDynix Users Group Inc.) conference in Atlanta from April 15 – April 18. Shawn presented training sessions on Workflows reports and cataloging at an April 20 staff in-service at the Superior District Library. The Rural Libraries Conference is scheduled for April 30 – May 2. Each member library is eligible to receive a \$250 stipend to offset conference expenses.

COMMITTEE REPORTS:

Advisory Board of Librarians Report: Megan Buck, the Chair of the Advisory Board of Librarians (ABL) reported. The ABL met on April 24; 11 library directors attended the meeting. The ABL discussed Programming Committee changes and the need for volunteers willing to serve on the committee. The group also discussed the cooperative Plan of Service and agreed that regional sessions, along with a final session in Marquette, would be the best way to develop the SLC Plan of Service for FY 2019. Library directors shared news about renovation projects and millages, and discussed ideas for dealing with noise in library. They also talked about ways to increase ABL participation.

Personnel Committee Report: The Personnel Committee met on April 24 and draft minutes were sent to the Board. Shawn said that the committee recommendations would be presented later in the meeting during the discussion of the Cooperative Director position.

OLD BUSINESS:

Nomination/Election SLC Vice-Chair: After discussion, Board members agreed to defer the nomination and election of the Vice-Chair to the next regular meeting. Pat Cheski **MOVED TO TABLE THE NOMINATION/ELECTION OF THE SLC BOARD VICE-CHAIR TO THE JUNE 8, 2018 MEETING.** The motion was seconded by Sharon Scholke.

Roll call: Cris Roll: Yes, Deb Grabowski: Yes, Sharon Scholke: Yes, Pat Cheski: Yes, Pat Houle: Yes, Caroline Jordan: Yes. Total: Yes: (6), No: (0), Abstain: (0). Motion carries unanimously

Cooperative Director Position: Caroline Jordan reported that three applications for the cooperative director position were received prior to the deadline. The Personnel Committee reviewed all three applications. After discussion, the committee unanimously passed a motion stating that, after reviewing the applications, the committee found Shawn Andary to be the most qualified candidate for the position and recommended that, for this particular job search only, the interview process be suspended and Shawn Andary be hired for the position of cooperative Director. Chris Roll **MOVED THAT SHAWN ANDARY BE HIRED FOR THE POSITION OF COOPERATIVE DIRECTOR.** The motion was seconded by Pat Cheski.

Roll call: Cris Roll: Yes, Deb Grabowski: Yes, Sharon Scholke: Yes, Pat Cheski: Yes, Pat Houle: Yes, Caroline Jordan: Yes. Total: Yes: (6), No: (0), Abstain: (0). Motion carries unanimously.

The Board discussed how the contract negotiations with the Director should proceed. Sharon Scholke **MOVED THAT THE PERSONNEL COMMITTEE CONDUCT CONTRACT NEGOTIATIONS WITH SHAWN ANDARY.** The motion was seconded by Pat Cheski. It was noted that the negotiations would be part of a public meeting of the Personnel Committee, however Shawn could request a closed session for the actual negotiations. It was also noted that the contract would be presented to the full Board for final approval at the June 8, 2018 meeting.

Roll call: Cris Roll: Yes, Deb Grabowski: Yes, Sharon Scholke: Yes, Pat Cheski: Yes, Pat Houle: Yes, Caroline Jordan: Yes. Total: Yes: (6), No: (0), Abstain: (0). Motion carries unanimously.

NEW BUSINESS:

Northern Michigan Library Network (NMLN) Board Appointment: Pam Malmsten explained that the SLC Board has two representatives on the NMLN Board: Shawn Andary and Deb Friedman. Deb Friedman's term expired on 3/20/2018 and the SLC Board needs to reappoint her for another four year term ending 3/20/2022.

Deb Grabowski **MOVED THAT DEB FRIEDMAN BE REAPPOINTED TO THE NMLN BOARD FOR A FOUR YEAR TERM ENDING 3/20/2022.** The motion was seconded by Pat Cheski.

Roll call: Cris Roll: Yes, Deb Grabowski: Yes, Sharon Scholke: Yes, Pat Cheski: Yes, Pat Houle: Yes, Caroline Jordan: Yes. Total: Yes: (6), No: (0), Abstain: (0). Motion carries unanimously.

eRate:

Establish Superiorland eRate Consortium: Shawn reported that Suzanne Dees, SLC's eRate Coordinator, is currently working with the EdTech Strategies consultant, Aleck Johnson, during this transitional phase. Shawn recommended that the Board approve the creation of a new entity, the Superiorland Library Cooperative eRate Consortium. Currently, the eRate Consortium, which consists of 24 SLC member public libraries, is under the umbrella of the Upper Peninsula Region of Library Cooperation (UPRLC). Shawn said that the Internet Consortium was moved to UPRLC several years ago when the funding of library cooperatives appeared to be uncertain. Since SLC has always paid all costs associated with the Internet Consortium, including the consultant's fees, and the Internet Consortium is a service provided to public, not multi-type libraries, it makes sense to move it back to the Superiorland Library Cooperative. SLC will soon be issuing a 470 competitive bid for internet service with service to start July 1, 2019; all SLC libraries will be offered the opportunity to participate in a multi-year contract.

Update eRate Consortium Policies: The SLC eRate policies need to be revised and updated. Board members received a copy of the current policies that included the proposed changes. Changes included the addition of language to outline the roles of the eRate Coordinator and to update the procurement policy to delete references to publishing bid notices in print newspapers. (Note: the document considered by the Board is copied at the end of these minutes.)

Approve Updated Agreement and Letter of Agency with EdTech Strategies: Shawn said that the SLC Board needs to approve an amendment to the Letter of Agreement and Letter of Agency with SLC's eRate consulting firm, EdTech Strategies, LLC for FY 2018 and 2019. These amendments are necessary since the Internet Consortium will be transferred to the Superiorland Library Cooperative.

Pam Malmsten noted that there would be no budget impact to SLC for establishing the Erate Consortium. All costs for consortium members are rebilled to the individual libraries; SLC would pay the invoice to the Internet Service Provider and then rebill the participating libraries.

Pat Cheski asked if the Children's Internet Policy Act (CIPA) policy that SLC adopted in 2002 needs to be updated. Shawn replied that we will be updating all of the CIPA information and working to make sure all of the participating libraries understand the CIPA requirements.

Deb Grabowski **MOVED TO ESTABLISH THE SUPERIORLAND LIBRARY COOPERATIVE ERATE CONSORTIUM, APPROVE THE AMENDED AGREEMENT**

AND LETTER OF AGENCY WITH EDTECH STRATEGIES, LLC, AND APPROVE THE REVISED ERATE POLICIES AS PRESENTED. The motion was seconded by Cris Roll.

Roll call: Cris Roll: Yes, Deb Grabowski: Yes, Sharon Scholke: Yes, Pat Cheski: Yes, Pat Houle: Yes, Caroline Jordan: Yes. Total: Yes: (6), No: (0), Abstain: (0). Motion carries unanimously.

SLC Plan of Service for FY 2018/2019: Shawn noted that Megan Buck had talked about the FY 2019 Plan of Service during her ABL report. Shawn said she would be identifying dates for regional meetings, as well as a final wrap-up meeting in Marquette. The goal is to have as many people as possible meet face-to-face in Marquette, however distance options will be available to those who are unable to attend in person.

Evaluation of Pension Options: Pam reported that she and Shawn have been talking to SLC's MERS representative and Benefit Plan Coordinator regarding options for employee retirement plans. One of the options considered was to "freeze" the current Defined Benefit (DB) division and open a new DB division with lower benefits. MERS provided normal cost results for a new hire division that eliminates the cost of living rider and early out (age 55) retirement rider. If the Board adopted this new DB division, it could specify in the agreement what classifications of employees would be eligible to participate. MERS also provided cost projections for setting up a defined contribution (DC) plan with one or more divisions for different classifications of employees. MERS provided projected costs to SLC if the Board opts to freeze the current DB plan and enroll all new hires in a DC plan with a 9% employer contribution. SLC could also opt to set up both a new DB division and a DC plan. Pam noted that a DC plan would replace the money SLC gives to employees (as part of their salaries) to pay into an IRA; this would save time and would provide more consistency for employee retirement plans; Shawn added that MERS also provides retirement tools and employee education.

Shawn asked the Board to discuss whether the retirement options should be first considered at the committee level or by the full Board. Board members agreed by consensus that the pension options should first be looked at by the Personnel and Finance Committees; Shawn said she would try to set up a meeting before the June 8 Board meeting. Pat Cheski commented that all information provided to the Personnel and Finance Committees should also be sent out to the full Board and member library directors.

Schedule for Upcoming SLC Board Meetings: The next SLC Board meeting is scheduled for June 8, 2018. Shawn asked Board members to consider whether they want to continue the monthly meeting schedule or move to bi-monthly meetings. Board members agreed that they would like to move to a bi-monthly schedule and schedule the next meetings for the end of July and September. Shawn said she would send out a Doodle poll to determine the best meeting times for everyone.

PUBLIC PARTICIPATION: Pat Cheski asked whether the ABL meetings have been recorded; Megan replied that they have not. Shawn suggested that ABL members be asked if they are amenable to having the meetings recorded. It was noted that ABL approved minutes have been posted on the SLC web site.

NEXT MEETING: The next regular meeting of the Board of Directors is scheduled for June 8, 2018 at 11 a.m. eastern.

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

Respectfully submitted,

Pat Cheski, Secretary

Pamela Malmsten, Recorder

SUPERIORLAND LIBRARY COOPERATIVE

E-Rate Consortium Policies, Presented to SLC Board on 4/27/2018

Authorization for E-Rate

~~The Board of Directors of the Superiorland Library Cooperative designates its DIRECTOR as Purchasing Agent for the Superiorland Library Cooperative. The Board designates its ERATE COORDINATOR as its Authorized Representative for the federal E-Rate program; and, as its Designated Custodian for E-Rate.~~

The Board of Directors of the Superiorland Library Cooperative designates its DIRECTOR as Purchasing Agent for the Superiorland Library Cooperative and the Superiorland Library Cooperative E-rate Consortium. The Board designates its ERATE COORDINATOR as its Authorized Representative for the federal E-Rate program; and, as its Designated Custodian for E-Rate. The ERATE COORDINATOR is also designated as the responsible authority for administering and managing interactions between the Superiorland Library Cooperative and the Superiorland Library Cooperative E-rate Consortium and the E-rate program administrators, including (but not limited to) filing for E-rate discounts, seeking reimbursements on services, and management of any necessary software tools.

E-Rate Consortium Record Retention Policy

All E-Rate Consortium records shall be retained for **the period required by the FCC** in accordance with FCC **current rules**.

E-Rate Consortium Gift Policy

The Superiorland Library Cooperative board, employees, and any E-Rate consultants shall follow the gift rules outlined in the FCC's 6th Report and Order.

This restriction on acceptance of any gift or other thing of value from a service provider participating in the E-Rate program is always in effect. The restriction is not triggered only during the period when a competitive bid is in process.

E-Rate Consortium Procurement Policy

In selecting service providers for all eligible services and/or goods for which E-Rate

support will be requested, the Superiorland Library Cooperative Purchasing Agent shall request competitive bids for all such eligible services and/or goods and comply with the following local procurement process:

E-RATE CONSORTIUM BIDS FOR GOODS OR SERVICES

The Director will determine which purchase of materials, supplies, equipment and services will be by contract and which will be by purchase agreement. All contracts and agreements valued over \$5,000 will be submitted to the Board for approval, unless they were 'pre-approved' in the budget or purchased with grant funds. Approval will be a majority of the voting board. Approval may be obtained by telephone poll or email, with formal Board approval at the next regular or special Board meeting. The Director and a Board member will sign contracts valued over \$5,000.

Value under \$2000

The Director or designee is authorized to make purchases for all individual items where the cost per item is under \$2000.

Value \$2000 to under \$5,000

The Director is authorized to make purchases after obtaining pricing from a minimum of two sources, when available.

Value \$5,000 to under \$15,000

The Director will obtain pricing from a minimum of two sources, when available, and submit the pricing with a recommendation to the Superiorland Library Cooperative Board. ~~If deemed necessary by the Director, notice of requests for bids will be published in the Marquette newspaper.~~

Value \$15,000 or more

The Director will solicit competitive bids and submit the bids with a recommendation to the Superiorland Library Cooperative Board. ~~If deemed necessary by the Director, notice of requests to bid will be published in the Marquette, Houghton, Escanaba and Iron Mountain newspapers. The Director may email notice to member libraries so that notice may be posted in a wider region.~~

The Purchasing Agent shall wait at least four weeks after the posting date of the competitive bid before making commitments with selected service providers.

The Purchasing Agent shall consider all complete bids that meet required specifications and select the most cost-effective service offered, with price being the primary factor considered.

The Purchasing Agent shall keep control of the competitive bidding process by not surrendering control to a service provider who is participating in the bidding process.

Children's Internet Protection Act (CIPA) Compliance

The Board of Directors of the Superiorland Library Cooperative reaffirms its CIPA and Internet Safety Policy adopted at its public meeting on April 19, 2002.

The E-Rate Record Retention policy shall apply to invoices proving purchase of Internet filtering software.