

SUPERIORLAND LIBRARY COOPERATIVE
MEETING OF THE BOARD OF DIRECTORS
May 28, 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 11:01 a.m. eastern.

Shawn announced that the meeting was being recorded.

ATTENDANCE:

SLC BOARD MEMBERS PRESENT: Caroline Jordan*, Chair; Dwight Sunday*, Vice-Chair; Deb Friedman*, Secretary; Pat Cheski*, Brad Winnicki*, Barb Rice*, Patti Jahn*, Marion Luckey* (joined the meeting at 11:11 a.m.), Janet Wagner* (joined the meeting at 11:26 a.m.), Kim Nowack* (joined the meeting at 11:56 a.m.), and Shawn Andary, Director

SLC STAFF PRESENT: Pamela Malmsten (SLC), Recorder

LIBRARY DIRECTORS/STAFF/BOARD MEMBERS PRESENT: Lynne Wiercinski, Ironwood Carnegie Public Library and Megan Buck, Dickinson County Library (joined at 11:30 a.m.)

VOTING BOARD MEMBERS ABSENT: None

APPROVAL OF THE AGENDA:

Dwight Sunday **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 February 27, 2020: Deb Friedman **MADE A MOTION TO APPROVE THE MINUTES OF THE REGULAR BOARD MEETING OF FEBRUARY 27, 2020 AS PRESENTED.** The motion was seconded by Patti Jahn, unanimously approved, and carried.

Approval of the Special Board Meeting Minutes of March 25, 2020: Pat Cheski **MADE A MOTION TO APPROVE THE MINUTES OF THE REGULAR BOARD MEETING OF FEBRUARY 27, 2020 AS PRESENTED.** The motion was seconded by Dwight Sunday, unanimously approved, and carried.

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

Superiorland Library Cooperative Director's Report 5/28/2020

- **The State of State Aid** – SLC received its first 50% state aid payments, however the status of the second payments is not certain. A State Budget Office Meeting was held on May 15 to discuss what could be done to address the shortfall in the current budget year, but no information regarding state aid implications has been received. The earliest that the second 50% state aid payments can be issued is July 1. Library of Michigan employees are currently required to take two furlough days for each pay period through July.

- **New Staff Member for Great Lakes Talking Books Advisory Outreach Center (GLTB)** – Despite all of the COVID 19 disruptions, Lynn Buckland-Brown was still able to retire, and SLC welcomed Tonia Bickford as the new Reader’s Advisory Librarian for the Great Lakes Talking Books program. Tonia had been working as Lynn’s substitute, as well as overseeing the activities with the recording booth. The transition was challenging since the CUL system that both Lynn and Tonia were familiar with was replaced with a new system: WEBREADs. Tonia’s training was accomplished by connecting remotely to a SLC computer and using Zoom online interactive conferencing service. Tonia received training from Lynn and from Braille and Talking Books Library staff in Lansing. A skeleton crew from Lansing continues to provide reading materials to patrons, and, during the lockdown, Tonia has been connecting remotely and providing outreach services to patrons using a Tracfone mobile phone. Shawn has been scanning new applications and e-mailing them to Tonia.
- **IT Assistant** – Eli Gladwell has accepted a full-time job with the Marquette Area Public Schools, and will be resigning from her job as SLC’s Internet Technology Assistant. Her last day will be June 26. Eli has been working hard on upgrading 600+ computers to Windows 10; Shawn is planning to hire Northern Michigan University students to assist Eli in completing this task before she leaves. Eli has created directions so that the work can be completed in a way that is socially distanced, and SLC will be partnering with a company—Cybernetics--for assistance with the project.
- **PPE (Personal Protective Equipment)** – Superiorland Library Cooperative coordinated group orders for gloves, disinfectant, masks, and no-contact thermometers. Most of the materials were shipped out on Friday, May 22. Additionally, the group “Masks for Marquette” will be supplying cloth face masks to interested libraries in the cooperative (one mask per staff person).
- **HOPE Grants** – The Michigan Council for the Humanities was offering CARES grant money (up to \$10,000) for libraries to continue operations during this tough time. Many SLC member libraries--including Mackinac Island, Dickinson County Library, Curtis Township Library (Glennie), and Ironwood Carnegie Library--received funds.
- **Library of Michigan CARES Act Grant Applications Open**
 - PPE and Library Sanitization supplies and services - \$500 plus \$300 per branch location (NON-COMPETITIVE)
 - Digital Inclusion supplies and services - \$1,000 to \$5,000 depending on Class Size (COMPETITIVE based on local unemployment, SNAP, Broadband availability and poverty levels)
- **Zoom Board Meetings** – SLC has added a second host account for Zoom and has been allowing it to be used for member library staff, committee, and board meetings. Crystal Falls also used it for an author visit.
- **Online Patron Registration** – SLC’s ILS Administrator, Lissa Potter, has been working with member libraries to provide online patron registration. Patrons input information

about their residency and then receive a temporary barcode and PIN that may be used to immediately access their library's digital resources.

- **eBooks, Audiobooks, and Databases** – SLC has been investing more funds into content development, and several member libraries have contributed extra funds as well. Additionally, in order to remove barriers to access, authentication has been temporarily modified so that all patrons with expired cards or fines are allowed access to digital collections.
- **Professional Development** – For the past 8 weeks, Superiorland staff members have been providing daily Zoom sessions for staff. Topics include Overdrive/Libby, ILS training, weeding, meditation, “how to use Zoom”, and more. Additionally, staff members from Superiorland member libraries were pleased to be able to attend MeL eResources sessions throughout the month of April. Theresa Runyan, MeL Engagement Coordinator, used the SLC group to practice on as she is transitioning to offering eResources classes online.
- **eRate** – All of the 471 eRate forms have been filed for the Superiorland Internet Consortium and Superiorland's independent libraries. One library ended up substituting a service that actually cost less than what was approved in FY 2019/20, and the initial request to make that substitution was dismissed. SLC's eRate consultant is appealing that decision and expects that it will be approved after review. Although the amount of the Internet Consortium's monetary award is unchanged, Shawn asked the e-rate consultant to proceed with the review process since it would be best to have the substitution approved if SLC is audited in the future.
- **“Coping with COVID-19” Directors Chat** – Superiorland staff and member library directors have been meeting every Monday for a “Coping with COVID-19 Chat”. Shawn reported that the meetings have been very helpful for everyone.
- **Outreach to Schools** – Many SLC library directors are looking to collaborate with schools to work on using Overdrive's Library Connect application “SORA” to provide students access to the libraries' digital collections.
- **Virtual Author Visits** – Because all public libraries are closed, SLC and member libraries have been experimenting with offering public evening author talks with Michigan Notable authors. Superiorland hosts the meeting and member libraries can promote the event to their patrons. There have been three talks so far: James McCommons presented “Camera Hunter”, William Rapai presented “The Kirtland's Warbler”, and John Smolens presented “Wolves Mouth.” SLC will also be providing some informational Zoom-based sessions. SLC staff member Lissa Potter has identified a speaker to present an early June session on Information 211; SLC will also be partnering with Peter White Public Library to schedule a presentation on Cybersecurity.

FINANCIAL REPORT: Pam Malmsten presented the financial report.

Cash Disbursements:

February: There were no unusual disbursements in February. The \$1,452 payment to Anderson, Tackman, and Company (account 3-802) and was for a progress

payment for SLC's FY 2019 financial audit. The total cost of the FY 2019 audit was \$4,250.

Total February disbursements: \$62,004.50.

March: The \$1 payment to the Northern Michigan Library Network (NMLN) (account 3-956) was for the purchase of the SLC building and land. The NMLN organization was dissolved and the building, land, and all other assets were transferred back to SLC. The next step in the process will be to have the SLC building appraised so that a true building value can be listed in the next SLC financial audit. Account 3-959 shows a \$5,500 payment to Niche Academy. Niche Academy, an online learning platform for libraries, is a relatively new SLC service.

Total March disbursements: \$69,048.52.

April: In account 3-801, the \$675 payment to CompuDyne was for help with server restoration and WordPress web site recoveries. Also in account 3-801, the \$2,400 payment to EdTech Strategies was for FY 2019/2020 e-rate consulting services.

Total April disbursements: \$45,476.99.

Year to Date Reports as of 04/30/2020:

Revenues: The first 50% direct state aid and subregional state aid to the Great Lakes Talking Books Advisory Outreach Center have been received. First 50% indirect state aid payments are also starting to be received. As of 04/30/2020, year-to-date revenues totaled \$387,521

Expenses: Most line items are as expected. The Professional and Contractual line item is over the 7/12 figure due to the adjusting entries that were made to record the FY 2020 RIDES subsidy expense (\$16,387.50) and the FY 2020 OCLC cataloging expense (\$15,231.25). The RIDES subsidies for 7/1/2019 – 6/30/2020 were distributed in June 2019 and the OCLC cataloging expense for 7/1/2019 – 6/30/2020 was prepaid into SLC's OCLC deposit account in June 2019. The transportation (account 3-860) and conference (3-865) line items are well-under the 7/12 budget figure; this is mostly due to the coronavirus lockdown. As of 04/30/2020, year-to-date expenses totaled \$451,583.

A Note on the FY 2019/2020 Budget: A FY 2020 budget revision will be presented to the Board at the July meeting. Revenues: There is a possibility that the second 50% state aid payments could be reduced due to the pandemic's effects on state budget revenues. Expenses: Travel and conference expenses have been reduced due to the lockdown and the budget line items will be reduced; the elimination of the voluntary payment into the MERS defined benefit Surplus Division (\$30,000 currently) could also be considered. SLC's employee health insurance plan renews on July 1, 2020; the total premium for the renewal compliant plan dropped slightly from the current plan rates; this is because the renewal compliant plan has higher deductibles and maximum out of pocket costs.

Balance sheet as of April 30, 2020: The balance sheet as of April 30, 2020 showed total Assets of \$717,238.78 and total Liabilities plus Fund Balances of \$717.238.78.

Barb Rice MADE A MOTION TO APPROVE FEBRUARY CASH DISBURSEMENTS OF \$62,004.50, MARCH CASH DISBURSEMENTS OF \$69,048.52, APRIL CASH DISBURSEMENTS OF \$45,476.99, THE YEAR-TO-DATE REPORTS AS OF 4/30/2020 [with total revenues of \$387,521 and total expenses of \$451,583], AND

THE BALANCE SHEET AS OF 04/30/2020 [with total assets of \$717,238.78 and total liabilities plus fund balances of \$717,238.78]. The motion was seconded by Pat Cheski , unanimously approved, and carried.

Approval of the SLC Financial Audit as of September 30, 2019:

The Statement of Revenues, Expenditures, and Changes in Fund Balance— Budget and Actual (page 33 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 2019 (\$682,006) and at the end of the year (\$643,867). At year-end SLC had an actual net loss of \$38,139; however, the budgeted net loss was \$60,131. This net loss was mostly due to a large lump sum payment of \$30,000 that the Board voted to pay to SLC’s Defined Benefit Surplus Division in order to reduce SLC’s unfunded pension liability.

The Schedule of Revenues, Expenditures, and Changes in Fund Balance (pages 35-36) breaks down all of the revenues and expenses by class. On October 1, 2019, the General Fund Unrestricted Fund Balance showed a balance of \$651,450; at year-end, there was a General Fund net loss of \$37,793 resulting in a General Fund Balance total of \$613,657 as of September 30, 2019.

Dwight Sunday MADE A MOTION TO APPROVE THE SUPERIORLAND LIBRARY COOPERTIVE FINANCIAL AUDIT FOR THE YEAR ENDED SEPTEMBER 30, 2019 AS PRESENTED. The motion was seconded by Deb Friedman, unanimously approved, and carried

PUBLIC PARTICIPATION: There was no public participation.

COMMITTEE REPORTS:

Advisory Board of Librarians (ABL) Report: Megan Buck, the Chair of the Advisory Board of Librarians (ABL) reported. Megan reported that library directors have been meeting weekly via Zoom conferencing service for their “Coping with Covid-19” group chats. An official ABL meeting was held on May 19. Library directors have been talking about summer reading programming, re-opening plans, and dealing with the Covid-19 concerns. Megan thanked SLC staff members Lissa Potter and Jeremy Morelock for presenting webinars; she also expressed gratitude to Shawn for keeping everyone up-to-date during this stressful time. Megan added that the weekly Directors’ chats have been well attended.

UPRLC Conference Planning Committee: Shawn Andary, the Chair of the UPRLC Annual Conference Committee, reported. The conference slogan is “*UPRLC 2020 Superior Vision*” and is scheduled for September 28 – September 29, 2020. The main conference was originally going to be held in Lake Superior State University’s conference rooms, however Shawn reported that she was notified that the venue will no longer be available since the university is planning to re-purpose the conference rooms into classrooms to allow for more social distancing. The Conference Committee will be meeting soon and will be discussing the venue issue and whether the Conference should be held virtually due to the novel coronavirus concerns. Lance Werner, the Director of the

Kent District Library, has agreed to be a keynote speaker and to present some breakout sessions; Lance indicated that he is willing to present online if necessary.

OLD BUSINESS:

SB 611: Peter MacGregor introduced SB611 to amend the Michigan Library Privacy Act, 1982 PA 455 with the intention that the bill would enable libraries to work with law enforcement when a crime is committed in a library. The Michigan Library Association proposed some changes that would clarify and update the SB611 language to ensure that patron privacy would not be affected. Senator MacGregor agreed to proceed with the MLA-proposed changes to SB611. At the last meeting, the SLC Board passed a resolution supporting the proposed SB611 amendments. Shawn reported that there have been no new developments on the bill, but she wanted to keep the item on the agenda as a placeholder.

NEW BUSINESS:

Cooperative Preparedness and Response Plan: The Governor's Executive Order (EO) 2020-91 requires workplaces that are resuming activities to adopt a Covid-19 Preparedness Plan. The latest Executive Order issued by Governor Gretchen Whitmer, EO 2020-100, extends EO 2020-62, 2020-69, and 2020-96 through June 12, 2020. Until June 13, 2020, public libraries in regions 6 and 8, which includes the Upper Peninsula, may bring staff back to the library only to perform duties that cannot be accomplished remotely and to accomplish tasks necessary to prepare the library for reopening. EO 2020-69 stipulates that all libraries are still closed to all public services (including curbside).

The SLC Personnel Committee met on May 26 and considered a draft Cooperative Covid-19 Exposure Prevention, Preparedness, and Response Plan. Committee members agreed on some revisions and then passed a motion recommending that the revised plan be accepted by the Board. Shawn revised the plan as directed and presented it to the full Board for discussion and possible approval. She noted that the plan complies with OSHA guidelines.

Deb Friedman **MADE A MOTION TO APPROVE THE SUPERIORLAND LIBRARY COOPERATIVE COVID-19 EXPOSURE PREVENTION, PREPAREDNESS AND RESPONSE PLAN AS PRESENTED.** The motion was seconded by Pat Cheski. Pat Cheski commented that the plan is very comprehensive, however once SLC re-opens it may be necessary to make some minor changes. Caroline Jordan called for a vote and the motion was unanimously approved and carried.

The complete Exposure, Prevention, Preparedness and Response Plan is posted on the SLC web site at:

http://joomla.uproc.lib.mi.us/SLC/Images/pdf_files/slcreponseplan.05.28.20.pdf.

Cooperative Reopening Plan: The SLC Personnel Committee met on May 26 and considered a draft Cooperative Phased Re-opening Plan. Committee members agreed on some revisions and then passed a motion recommending that the revised plan be accepted by the Board. Shawn revised the plan as directed and presented it to the full Board for discussion and possible approval. Shawn outlined the basic plan for re-opening. Through June 12, 2020, a maximum of two to three people—usually one

administrative employee, one technology employee, and possibly the GLTB Reader Advisor—would be allowed into the office. Beginning June 15, a maximum of four employees would be allowed to work in the office at one time. Staff would work their remaining scheduled hours remotely. Sometime after June 15, the Great Lakes Talking Books Advisory Outreach Center will consider initiating curbside service. Shawn noted that CDC guidelines will be followed and SLC has ample supplies of hand sanitizer, cleaning supplies for disinfecting surfaces, disposable gloves, and disposable face masks.

Dwight Sunday **MADE A MOTION TO APPROVE THE SUPERIORLAND LIBRARY COOPERATIVE PHASED REOPENING PLAN AS PRESENTED.** The motion was seconded by Patti Jahn unanimously approved, and carried.

The complete Phased Reopening plan is posted on the SLC web site at: http://joomla.uproc.lib.mi.us/SLC/images/pdf_files/slcreopeningplan.05.28.20.pdf.

PUBLIC PARTICIPATION: There was no public participation.

NEXT MEETING: The next regular meeting of the Board of Directors is scheduled for July 23, 2020 at 11 a.m. eastern.

ADJOURNMENT: There being no further business, the Chair declared the meeting adjourned at 12:06 p.m. eastern.

Respectfully submitted,

Debra Friedman

Deb Friedman, Secretary

Pamela Malmsten, Recorder