

SUPERIORLAND LIBRARY COOPERATIVE
MEETING OF THE BOARD OF DIRECTORS
July 25, 2019

CALL TO ORDER:

A meeting of the Superiorland Library Cooperative Board of Directors was held at the Superiorland Library Cooperative and via Zoom remote conferencing service. The public was invited to participate at the Superiorland Library Cooperative (1615 Presque Isle Avenue, Marquette). Since the Chair, Caroline Jordan, was unable to attend the meeting, the Vice-Chair, Dwight Sunday, called the meeting to order at 11:15 a.m. eastern.

ATTENDANCE: Attendance Codes: Zoom conferencing: ZOOM, Superiorland Library Cooperative: SLC

SLC BOARD MEMBERS PRESENT: (*denotes voting member) Dwight Sunday*, Vice-Chair (SLC), Deb Friedman*, Secretary (ZOOM); Pat Cheski* (ZOOM), Cris Roll* (ZOOM), Brad Winnicki* (ZOOM), Patti Jahn* (ZOOM), Kim Nowack* (ZOOM), and Shawn Andary, Director (PWPL)

SLC STAFF PRESENT: Pamela Malmsten (SLC), Recorder

LIBRARY DIRECTORS/STAFF/BOARD MEMBERS PRESENT: Megan Buck, Dickinson County Library (ZOOM), Andrea Ingmire, Peter White Public Library (ZOOM); and Connie Meyer, Crawford County Library (ZOOM)

VOTING BOARD MEMBER ABSENT: Caroline Jordan

APPROVAL OF THE AGENDA:

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

APPROVAL OF THE BOARD MEETING MINUTES:

Approval of the Regular Board Meeting Minutes of May 17, 2019: Deb Friedman MADE A MOTION TO APPROVE THE MINUTES OF THE REGULAR BOARD MEETING OF MAY 17, 2019 AS PRESENTED. The motion was seconded by Pat Cheski, unanimously approved, and carried.

FINANCIAL REPORT: Pam Malmsten presented the financial report.

May and June 2019 Cash Disbursements:

May: In account 3-801, the payment of \$4,750 to EdTech Strategies was for a three-month extension of SLC's erate consulting contract. The \$5,802 payment to the Window Store (\$5,802) is the final payment for SLC's door replacement project. Total cost of the project was \$8,288.

Total May disbursements: \$50,485.61.

June: The \$187.50 payments (account 3-801.7) made to member libraries represent the RIDES delivery expense stipends for the period July to September 2019.

Stipend checks covered the whole delivery contract period of 7/1/2019 – 6/30/2020, but the expense for 10/1/2019 – 6/30/2020 (\$16,387.50) was charged to prepaid expenses and will be considered a FY 2020 expense. The total of the delivery stipend payments was \$21,850. The \$10,000 payment to Eclipse Acoustic Solutions was for the purchase of the used soundproof audio booth that was installed at the Peter White Public Library. The cost of the booth is covered by the Victoria Wolf bequest.

Total June disbursements: \$95,574.59.

Pat Cheski MADE A MOTION TO APPROVE MAY CASH DISBURSEMENTS OF \$50,485.61 AND JUNE CASH DISBURSEMENTS OF \$95,574.59. The motion was seconded by Patti Jahn, unanimously approved, and carried

Year to Date Reports as of 06/30/2019:

Revenues: The first 50% state aid payment (\$139,075), the first 50% Great Lakes Talking Books (GLTB) payment (\$20,536), and the first 50% indirect state aid payments have been received.

Expenses: Some items are over or under the 9/12 budget figures and were adjusted on the proposed FY 2019 budget revision that will be considered later in the meeting.

Total YTD revenues as of 06/30/2019: \$485,817

Total YTD expenses as of 06/30/2019: \$590,689

Cris Roll MADE A MOTION TO APPROVE YEAR TO DATE EXPENSE AND REVENUE REPORTS [with revenues of \$485,817 and expenses of \$590,689]. The motion was seconded by Deb Friedman, unanimously approved, and carried

Balance sheet as of June 30, 2019: The balance sheet as of June 30, 2019 showed total Assets of \$722,604.69 and total Liabilities plus Fund Balances of \$722,604.69.

Patti Jahn MADE A MOTION TO APPROVE THE BALANCE SHEET AS OF JUNE 30, 2019 [with total assets of \$722,604.59 and total liabilities plus fund balances of \$722,604.69]. The motion was seconded by Kim Nowack, unanimously approved, and carried.

PUBLIC PARTICIPATION: There was no public participation.

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

Audio Booth Update

- The audio booth has been delivered and installed. A circuit has been installed and fans have been replaced. The outside of the booth still needs to be painted and a lock and furniture need to be purchased.
- Jeremy Morelock has identified the necessary sound recording equipment and it will be ordered soon.
- *The Mining Journal* newspaper published a feature article on the sound booth; the article generated a good amount of public interest.
- GLTB staff advertised for volunteers willing to provide narration services for locally recorded audio books; the volunteer response has been excellent and staff scheduled two days of auditions.
- GLTB staff is hoping to start recording another book in the fall.

- Andrea Ingmire, the director of the Peter White Public Library (PWPL), will work with Shawn to write a policy for public use of the booth.
- PWPL patrons will use the booth first and the policy will be tweaked if necessary.
- Patrons in SLC's service area will be able to reserve the booth and SLC staff will assist them.

SLC Health Insurance – Since SLC's existing health insurance plan was going to increase by about 15%, SLC implemented a new, less expensive plan effective July 1. The new plan is a Blue Cross Health Savings Plan (HSA) plan with a higher deductible. SLC will contribute 80% of each employee's deductible in two semi-annual payments; employees will contribute the remaining 20%. Employees will use a debit card to make payments for medical services as needed. Once employees meet the \$1,500 deductible, there will be NO more coinsurance for the rest of that calendar year. The new plan will result in costs savings for both SLC and its employees.

SLC Committee Updates

- Programming and Technology Committee
 - The Programming Committee recommended that programming mini grants, rather than stipends, be awarded to member libraries. There are two categories of grants. The small mini grant is up to \$250 and the larger mini grant is \$250-\$500. Grants can be used to offset or pay for programming materials and/or performers. Committee Chair Alycia McKowen provided a template for the grant applications based on the one used at the Mid-Michigan Library League cooperative. Eleven grant applications were funded for August and September 2019 programming. The amount awarded was approximately \$3,700. To continue to fund mini-grants throughout the year, Shawn is recommending a larger budget for the Programming Committee in FY 2020.
 - Ten Bloxel Kits were recently purchased and will be rotated to SLC member libraries for patron use. The kits are targeted to tweens and allow for Minecraft-like computer games to be designed by using small cubes --"Bloxels"--on a board. Knowledge of computer programming language is not required, and the idea is that Bloxels will motivate tweens to begin coding once they see what it is possible to create. Four kits are the original Bloxels, and six kits are the "Star Wars" version, which fits nicely into the "Universe of Stories" Summer Reading Program theme.
- Professional Development Committee – Library Staff/Board Training
 - Wednesday, July 10, 2019 (Note: Theresa Runyan will present a similar training session at the Alpena County Library on August 12 from 10 am – 1 pm eastern.) Training is FREE of charge.
 - **Hands on MeL Training:** Theresa Runyan, MCLS. Audience: General. **Dickinson County Library Computer Lab Iron Mountain.** 10am - Noon central.
 - **Origami for RIDES:** Amanda Winnicki, Director, Menominee County Library. **Dickinson County Library Multi-purpose room, Iron Mountain.** 1 – 2 pm central.

- **MeL and RIDES Q and A:** Shawn Andary and Jeremy Morelock, Superiorland Library Cooperative. 2 - 3 pm central.
- Monday, August 5, 2019
 - **Decolonizing the Library: creating more diverse collections:** Angela Badke, Ojibwa Community Library and Randi Foor Dalton, Caro Area District Library. Audience: Library Staff. **Portage Lake District Library Community Room, Houghton** 10 am -1 pm eastern.
- Monday, August 5, 2019
 - **Schmoozing for Beginners:** Patrick Sweeney, Political Director for EveryLibrary <http://www.everylibrary.org>. Audience: Trustees, Friends, Staff. **ZOOM (Meeting ID 906 228 7697)** 2-4 pm eastern.
- Tuesday, August 6, 2019
 - **Decolonizing the Library: creating more diverse collections:** Angela Badke, Ojibwa Community Library and Randi Foor Dalton, Caro Area District Library. Audience: Library Staff. **Peter White Public Library Shiras Room Marquette** 10 am - 1pm eastern.
- Tuesday, August 6, 2019
 - **From Library Followers to Library FANS:** Kelly Bennett and Jeff Milo, Ferndale Area District Library. Audience: Library Staff responsible for social media. **ZOOM (Meeting ID 906 228 7697)** 2 - 3pm eastern.
- Wednesday, August 7, 2019
 - **Decolonizing the Library: creating more diverse collections:** Angela Badke, Ojibwa Community Library and Randi Foor Dalton, Caro Area District Library. Audience: Library Staff. **St. Ignace Public Library Community Room St. Ignace** 9 am – 12 pm eastern.
 - **Make It Happen/Party Hard: importance of celebrating our libraries' success:** Patrick Sweeney, Political Director for EveryLibrary. <http://www.everylibrary.org> Audience: Trustees, Friends, and Library Staff. **ZOOM (Meeting ID 906 228 7697)** 1 – 2 pm eastern.
- Friday, October 4, 2019
 - **Virtual Reality Presentation:** Kevin McDonough, Northern Michigan University. Audience: General. **West Iron District Library Community Room, Iron River** 10 am - Noon central.
 - **3D Printing and Programming:** Eli Donnell, Superiorland Library Cooperative. Audience: General. **West Iron District Library Community Room, Iron River** 1 - 3pm central.
- Friday, October 11, 2019
 - **Virtual Reality Presentation:** Kevin McDonough, Northern Michigan University. Audience: General. **Bayliss Public Library Community Room, Sault Ste. Marie, MI** 10 am -Noon central.
 - **3D Printing and Programming:** Eli Donnell, Superiorland Library Cooperative. Audience: General. **Bayliss Public Library Community Room, Sault Ste. Marie, MI** 1 – 3 pm central.
- Wednesday, October 23, 2019

- **Virtual Reality Presentation:** Kevin McDonough, Northern Michigan University. Audience: General. **Escanaba Public Library, Escanaba** 10 am - noon central.
- **3D Printing and Programming:** Eli Donnell, Superiorland Library Cooperative. Audience: General. **Escanaba Public Library, Escanaba** 1 – 3 pm central.

American Library Association (ALA) Action Alert – The US House of Representatives passed a FY 2020 spending bill which included increases in federal funding for libraries (\$17 million increase for LSTA and \$2 million for IAL). The Senate has not yet passed an equivalent spending bill but ALA expects the committees that handle library funding to vote on their bill soon (very possibly before Labor Day). ALA is asking that, throughout the month of August, members of the library community contact their Senators and ask them to vote “yes” on federal library funding. Both Debbie Stabenow and Gary Peters signed a letter indicating that they intend to support library funding for FY 2020; Shawn suggested that everyone thank them for their support and encourage them to adopt the library funding recommendation from the House. ALA has a link and a template for emailing a letter to the Senators; Shawn will send the information to the e-mail listservs.

COMMITTEE REPORTS:

Advisory Board of Librarians (ABL) Report: Megan Buck, the Chair of the Advisory Board of Librarians (ABL) reported. The ABL group met on July 22 and everyone was encouraged to attend the SLC Board meeting. Megan thanked Shawn for coordinating professional development opportunities. The group talked about RIDES delivery issues, especially the cost disparities between Upper Peninsula and Lower Peninsula. Shawn Andary, Lisa Waskin, and other members of cooperative are working on this issue. Megan added that the SLC delivery stipends are much appreciated.

Megan also talked about Upper Peninsula Region of Library Cooperation (UPRLC) “Unexpected Partnerships” program. The acronym of the new program is “UPRLC”: “Unexpected Partnerships: Refreshing, Leading, Celebrating”. The goal is to encourage connections between library staff throughout the Upper Peninsula and northern Lower Peninsula. Each applicant will be matched with another library staff member. The program will provide the framework for establishing and facilitating the sharing of ideas and professional knowledge, as well as providing support and opportunities for collaboration. New one-year partnerships will be announced at the UPRLC Annual Conference in September. The Committee developed and distributed an online application; 21 people have signed up so far. Megan encouraged everyone to spread the word about the program and noted that it is not too late to sign up.

Northern Michigan Library Network (NMLN) Board: At previous meetings, the NMLN Board had discussed the possibility of dissolving NMLN. The topic was included as an agenda item at the May 17, 2019 Joint SLC/UPRLC Board meeting and UPRLC Board member Leslie Warren facilitated a discussion regarding the “pros” and “cons” of dissolving the NMLN. At a special meeting held on July 11, 2019, the NMLN Board further discussed the points that were made at the joint SLC/UPRLC Board meeting and unanimously passed a motion recommending that the Boards of the NMLN participating libraries move forward with the process of dissolving NMLN. Board members agreed that

NMLN Chair Shawn Andary would draft a letter explaining the reasons for the dissolution recommendation and outlining the dissolution process.

UPRLC Annual Conference Committee Report: Shawn Andary, the Chair of the UPRLC Annual Meeting Committee, reported. The Annual Meeting will be held on September 18 and 19, 2019 at the Peter White Public Library. A conference breakout session “Call for Proposals” form was distributed and the response was outstanding--23 proposals were received. The UPRLC Annual Conference Committee selected session presenters and a schedule for both days has been finalized. Conference registration will open soon. This year the Annual Conference Committee has decided to open up the conference to library staff from non-UPRLC member libraries. Registration will be available to UPRLC members exclusively for the first two to three weeks; the conference will then be advertised more widely.

OLD BUSINESS:

Update on SLC Internet Consortium and eRate Consultant: Shawn reported that funding commitment letters have been received from Merit Network, the consortium’s Internet Service Provider, and all members of the Internet Consortium will be funded for the next year. SLC’s erate consultant helped file 486 forms to indicate that all workstations are filtered in compliance with the Children’s Internet Protection Act and e-rate funding requirements.

NEW BUSINESS:

Approval of Municipal Employees Retirement System (MERS) 2018 ACTUARIAL VALUATION (AV): Pam Malmsten reported. SLC’s 2018 MERS Actuarial Valuation report was distributed to the Board in advance of the meeting.

MERS will be reducing its investment assumption and wage inflation assumption effective with fiscal year 2021 contributions (10/1/2020 – 9/30/2021). The investment assumption will be reduced from 7.75% to 7.35% and the wage inflation assumption will be reduced from 3.75% to 3.00%.

Table 1 on Page 9 of the AV shows that SLC’s required employer contribution (with phase-in) beginning 10/1/2020 will be \$2,118 per month (\$25,416 per year). The required employer contribution for FY 2019/2020 will be \$1,737 per month (\$20,844 per year.)

Table 5 on page 13 shows that SLC’s DB plan assets are \$791,466.

Table 7 on page 15 shows that SLC’s DB plan is currently funded at 78% (up from 75% last year) and unfunded accrued liabilities are \$228,015.

Pat Cheski MADE A MOTION TO APPROVE THE MERS 2018 ACTUARIAL VALUATION. The motion was seconded by Deb Friedman, unanimously approved, and carried.

Plan for Evaluation of Cooperative Director: In early April, Shawn sent samples of director evaluation forms to the Personnel Committee; Committee members choose one of the evaluation forms that they felt would work well for SLC.

Dwight Sunday MADE A MOTION THAT SHAWN CREATE A DRAFT OF A DIRECTOR EVALUATION SURVEY AND SEND IT TO THE PERSONNEL COMMITTEE FOR COMMENTS AND APPROVAL; AFTER PERSONNEL COMMITTEE APPROVAL, THE SURVEY WILL BE ANONYMOUSLY DISTRIBUTED TO THE FULL BOARD AND

MEMBER LIBRARY DIRECTORS. The motion was seconded by Brad Winnicki, unanimously approved, and carried. Board members agreed that the Personnel Committee members could compile the results of the survey and present their recommendations to the full Board.

Roll Call: Brad Winnicki: Yes; Dwight Sunday: Yes; Patti Jahn: Yes; Kim Nowack: Yes; Deb Friedman: Yes; Pat Cheski: Yes; Cris Roll: Yes.

Results: Yes: 7; No: 0; Absent: 1. Motion carried unanimously

FY 2018/2019 Budget Revision: A proposed revised budget for FY 2019 was sent to the Board in advance of the meeting. The revision involved adjusting line items to reflect actual revenues and expenditures and updating projections for the rest of the year.

Revenues and Fund Balance Transfers:

- a. The Victoria Wolf Bequest revenue was adjusted to match actual year-to-date Victoria Wolf Fund Expenditures.
- b. The \$10,000 fund balance transfer that was approved by the Board to be used for a new service was deleted since a new service was not identified in the current fiscal year.

The total of current budget revenues is \$802,492 and the total of proposed revised budget revenues is \$813,839. The total of the fund balance transfers in the current budget is \$55,000 and the total in the current budget is \$45,000.

Expenses:

- a. The group health insurance expense was decreased by \$364 to reflect the actual cost of SLC's July 1 health plan renewal.
- b. Computer Supplies: \$5,000 originally budgeted for the replacement of the AppAssure server was removed; the server will be replaced in the FY 2020 fiscal year. Other items were updated. The total computer supplies line item was reduced by \$1,000.
- c. Professional and Contractual: \$5,000 was originally budgeted for "Performers and Programming"; this was changed to \$5,000 for the "Programming Committee" budget. \$2,500 was originally budgeted for the Humanities Council Matching Grant; this item was eliminated and \$3,500 was added for the Professional Development Committee budget. \$2,850 was added to the \$14,250 originally budgeted for the e-rate consultant; a 3 month contract extension was negotiated with the EdTech Strategies erate consultant.
- d. Conferences and Workshops: The \$1,500 budgeted for Regional Advisory Board meetings was eliminated and \$700 for the cost of the SLC/UPRLC Joint Board meeting was added. The costs for a SLC Board member to attend the Michigan Library Association (MLA) conference were added to the line item.
- e. Capital Outlay: \$10,000 for the cost of the soundproof recording booth was added. This expense will be covered by the Victoria Wolf bequest.

The total of current budget expenses is \$894,520 and the total of proposed revised budget expenses is \$895,864.

The projected deficit after fund balance transfers in the original budget is \$37,028 and the projected deficit after fund balance transfers in the proposed revised budget is \$37,025.

Cris Roll MADE A MOTION TO APPROVE THE FY 2018/2019 BUDGET REVISION AS PRESENTED. The motion was seconded by Patti Jahn, unanimously approved, and carried

Roll Call: Brad Winnicki: Yes; Dwight Sunday: Yes; Patti Jahn: Yes; Kim Nowack: Yes; Deb Friedman: Yes; Pat Cheski: Yes; Cris Roll: Yes.

Results: Yes: 7; No: 0; Absent: 1. Motion carried unanimously.

FY 2019/2020 Draft Budget: A proposed budget for FY 2020 was sent to the Board in advance of the meeting. Pam noted that this is a “first look” budget and a Finance Committee meeting will be scheduled so the Finance Committee can further discuss the FY 2020 budget.

Revenues and Fund Balance Transfers:

- a. State Aid: State aid for next year is not yet known, so the projected state aid revenue is the same as FY 2019 for now.
- b. Fund Balance Transfer: The budget includes an Assigned Fund Balance Transfer of \$30,000 to be paid into SLC’s MERS defined benefit surplus division.

Expenses:

- a. The budget includes 3% salary increases for staff.
- b. Computer Supplies: The line item includes \$5,000 for the replacement of the AppAssure backup server.
- c. Professional and Contractual: The line item includes \$9,000 for Programming Committee mini-grants and technology (STEM) items that will be shared among member libraries. It also includes \$3,500 for the Professional Development Committee budget.
- d. Conferences/Workshops: The line item includes expenses for three people (two SLC staff and one SLC Board member) to attend the MLA conference. Also included are the usual \$250 Rural Library Conference, Beginning Workshop, and New/Advanced Director Workshop member library stipends, along with the \$100 continuing education stipends.

Total projected revenues are \$794,022 and total projected expenses are \$821,743. With the \$30,000 Fund Balance transfer for the MERS Defined Benefit plan payment, the budget has a projected surplus of \$2,279. A final budget for FY 2019/2020 will be approved by the Board at the September meeting.

Michigan Public Library Trustee Manual – Chapter 2: Shawn had asked Board members to review chapter 3 of the Michigan Public Library Trustee Manual in advance of the meeting. Board members discussed the topics covered in chapter 2 of the manual. .

Board members discussed whether SLC’s bylaws should be reviewed. After discussion. Board members agreed that the Board should look at the bylaws sometime in the next fiscal year. There was discussion about whether the bylaws should be reviewed in one meeting or if they should be considered over several meetings To determine

consensus, a roll call poll was taken (answer “one” for reviewing in one meeting or “piecemeal” for reviewing over more than one meeting).

Roll Call: Brad Winnicki: One; Dwight Sunday: One; Patti Jahn: Piecemeal; Kim Nowack: One; Deb Friedman: One; Pat Cheski: One; Cris Roll: One.

Results: One: 6; Piecemeal: 1; Absent: 1. Consensus was that the bylaws will be reviewed at one meeting.

PUBLIC PARTICIPATION: There was no public participation

NEXT MEETING: The next regular meeting of the Board of Directors is scheduled for September 26, 2019 at 11:00 a.m. eastern.

ADJOURNMENT: There being no further business, the Vice-chair declared the meeting adjourned at 1:15 p.m. eastern.

Respectfully submitted,

Deb Friedman, Secretary

Pamela Malmsten, Recorder