

SUPERIORLAND LIBRARY COOPERATIVE
MEETING OF THE BOARD OF DIRECTORS
September 26, 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). The Chair, Caroline Jordan, called the meeting to order at 11:10 a.m. eastern.

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

SLC BOARD MEMBERS PRESENT: (*denotes voting member) Caroline Jordan*, Chair (SLC); Dwight Sunday*, Vice-Chair (ZOOM); Deb Friedman*, Secretary (ZOOM); Pat Cheski* (ZOOM), Cris Roll* (ZOOM), Brad Winnicki* (SLC), Janet Wagner (ZOOM), and Shawn Andary, Director, (SLC)

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); Lisa Cromell, Munising School Public Library (ZOOM), and Barb Bartel, West Iron District Library (ZOOM)

VOTING BOARD MEMBERS ABSENT: Patti Jahn and Kim Nowack

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 July 25, 2019: Brad Winnicki **MADE A MOTION TO APPROVE THE MINUTES OF THE REGULAR BOARD MEETING OF JULY 25, 2019 AS PRESENTED.** The motion was seconded by Cris Roll, unanimously approved, and carried.

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

The Superiorland Library Cooperative Internet Consortium received its Funding Commitment Letters from USAC; three-year internet service contracts with Merit or Peninsula Fiber Network were implemented at 26 library locations beginning July 1, 2019.

Superiorland is offering a new mini-grant program. Member libraries can apply for small (up to \$250) or large "mini" (\$250-\$500) grants in order to purchase supplies or programs for the library. A total of \$3,700 was awarded to 11 libraries; the FY 2020 budget has been increased to allow libraries to apply for grants throughout the year. Some libraries used the funds to purchase supplies or prizes for summer reading programs; others used the money for performers, author talks, STEM (Science,

Technology, Engineering, Mathematics) programs, etc. SLC member libraries will be able to apply for mini-grants for fall/winter in October. A complete report on summer mini-grant awards is posted on SLC's web site at:

http://joomla.uproc.lib.mi.us/SLC/Images/pdf_files/slcminigrantsfy2019.pdf.

On August 5, 6, and 7, a presentation entitled "Decolonizing the Library" with Angela Badke (Ojibwa Community Library) and Randi Dalton (Caro Area District Library) was presented at the Portage Lake District Library in Houghton, the Peter White Public Library in Marquette, and the St. Ignace Public Library in St. Ignace. Afternoon webinars were also provided each afternoon on those dates. Patrick Sweeney presented "Schmoozing for Beginners" and "Party Hard/Make It Happen" on August 5 and 7, and Kelly Bennett and Jeff Milo presented "From Facebook Followers to FANS" on August 6. Recordings of these presentations are available on SLC's website at <http://www.uproc.lib.mi.us/podcasts>. A complete listing of professional development opportunities that SLC is offering or sponsoring is posted on SLC's web site at: http://joomla.uproc.lib.mi.us/SLC/Images/pdf_files/slcprofdev2019.pdf.

Shawn organized a summer fundraiser for public libraries, "From Ballet to Blues". The event, which was held on August 19 at the Kaufman Auditorium in Marquette, featured a variety of performers. The event was very successful and received positive feedback. After paying for the venue, \$1,110 was cleared and donated to SLC's new mini-grant program. Additionally, the Cooperative and public libraries received favorable publicity; coverage of the event was featured on the front page of the Marquette Mining Journal (<https://www.miningjournal.net/news/front-page-news/2019/08/from-ballet-to-blues/>). Shawn said she is hoping to repeat the event next year.

Draft Schedule of Services for 2019/2020: Shawn is currently in the process of surveying the Advisory Board of Librarians (ABL) and SLC committees to determine what each committee's budget should be for FY 2020. Committee budget allocations in the current FY 2020 draft budget may be changed based on ABL feedback. A FY 2020 budget revision will be presented to the SLC Board at the December 5, 2019 meeting.

FINANCIAL REPORT: Pam Malmsten presented the financial report.

July and August 2019 Cash Disbursements:

July: The payment of \$1,097.50 (account 3-801.8) to J.P. Electric Professionals was for installation of a dedicated circuit for the recording sound booth installed at Peter White Public Library. This expense was covered by the Victoria Wolf bequest.

August: Payments to Angela Badke, Randi Dalton, Jeff Milosevich, Kelly Bennett, and Kraken Strategies Group (professional and contractual, account 3-801) were for professional development presentations. The \$200 - \$500 payments to Hancock, Lake Linden, Ontonagon, Portage Lake, and Spies public libraries were for programming mini-grants.

Dwight Sunday **MADE A MOTION TO APPROVE JULY CASH DISBURSEMENTS OF \$73,002.43 AND AUGUST CASH DISBURSEMENTS OF \$49,351.** The motion was seconded by Deb Friedman.

Roll Call: Caroline Jordan: Yes, Brad Winnicki: Yes, Dwight Sunday: Yes, Deb Friedman: Yes, Pat Cheski: Yes, Cris Roll: Yes.

Results: Yes: 6, No: 0, Absent: 2. Motion carried unanimously.

Year to Date Reports as of 08/31/2019:

Revenues: Total direct state aid (\$280,864) and Great Lakes Talking Books (GLTB) payments (\$41,073) have been received.

Expenses: Most line items are under the 11/12 budget figures. A final FY 2018/2019 budget revision will be considered later in the meeting.

Deb Friedman **MADE A MOTION TO APPROVE YEAR TO DATE EXPENSE AND REVENUE REPORTS** [with revenues of \$775,011 and expenses of \$718,992]. The motion was seconded by Pat Cheski.

Roll Call: Caroline Jordan: Yes, Brad Winnicki: Yes, Dwight Sunday: Yes, Deb Friedman: Yes; Pat Cheski: Yes, Cris Roll: Yes.

Results: Yes: 6, No: 0, Absent: 2. Motion carried unanimously.

Balance sheet as of August 31, 2019: The balance sheet as of August 31, 2019 showed total Assets of \$874,985.47 and total Liabilities plus Fund Balances of \$874,985.47.

Dwight Sunday **MADE A MOTION TO APPROVE THE BALANCE SHEET AS OF AUGUST 31, 2019** [with total assets of \$874,985.47 and total liabilities plus fund balances of \$874,985.47]. The motion was seconded by Cris Roll, unanimously approved, and carried.

FY 2018/2019 Final Budget Revision: The Board considered a proposed revised budget for FY 2019. The revision involved adjusting line items to reflect actual revenues and expenditures and updating projections through 9/30/2019.

Revenues:

- a. Great Lakes Talking Books (GLTB): GLTB donations of \$2,185 were added to GLTB revenues (account 2-602).
- b. SLC General Fund: Indirect and direct state aid revenues were adjusted to actual amounts received. Interest revenues were also increased.

The total of current budget revenues is \$813,839 and the total of proposed revised budget revenues is \$822,431.

Expenses: Line item adjustments include:

- a. Salary costs were reduced from \$331,907 to \$331,136—a reduction of \$771. The group health insurance expense was increased by \$905 to reflect the actual costs.
- b. Computer Supplies: The total computer supplies line item was increased slightly: from \$11,445 to \$11,759.
- c. Professional and Contractual: The Professional and Contractual line item was reduced by \$11,561: from \$90,816 to \$79,255. A substantial portion of this reduction was due to less than anticipated costs for legal fees.
- d. Conferences and Workshops: The Conferences and Workshops line item was reduced by \$5,759: from \$19,695 to \$13,936. The reduction was for SLC staff and SLC Board member conference expenses only; conference and continuing education stipends for member libraries were not adjusted.
- e. Electronic Subscriptions: SLC's contribution to the Overdrive digital book collection was reduced by \$10,000—from \$36,000 to \$26,000.

The total of current budget expenses is \$895,866 and the total of proposed revised budget expenses is \$882,560.

Projected Deficit: The projected deficit after the Board-approved fund balance transfers (\$45,000 total) in the original budget is \$37,026 and the projected deficit after fund balance transfers in the proposed revised budget is \$15,128.

Deb Friedman **MADE A MOTION TO APPROVE THE FY 2018/2019 BUDGET REVISION AS PRESENTED.** The motion was seconded by Cris Roll.

Roll Call: Caroline Jordan: Yes, Brad Winnicki: Yes, Dwight Sunday: Yes, Deb Friedman: Yes, Pat Cheski: Yes, Cris Roll: Yes.

Results: Yes: 6, No: 0, Absent: 2. Motion carried unanimously.

FY 2019/2020 Schedule of Services: A draft FY 2020 Schedule of Services was presented to the Board for consideration. Proposed additions and revisions to the FY 2019 Schedule of Services were highlighted in yellow. Shawn said that she is waiting for additional feedback from the Advisory Board of Librarians before presenting a final version to the Board for approval.

FY 2019/2020 Budget Adoption: The Board initially reviewed a preliminary budget for FY 2019/2020 at the July 26, 2019 meeting. The Board now considered the proposed budget for adoption.

Revenues and Fund Balance Transfers:

- a. State Aid: FY 2020 State aid has not yet been announced so the projected state aid revenue remained the same as in FY 2019.
- 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. Computer Supplies: The line item includes \$5,000 for the replacement of the e-mail server.
- b. 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.
- c. Conferences/Workshops: The line item includes expenses for three people (two SLC staff and one SLC Board member) to attend the Michigan Library Association (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.

Dwight Sunday **MADE A MOTION TO ADOPT THE FY 2019/2020 BUDGET AS PRESENTED.** The motion was seconded by Deb Friedman.

Roll Call: Caroline Jordan: Yes, Brad Winnicki: Yes, Dwight Sunday: Yes, Deb Friedman: Yes, Pat Cheski: Yes, Cris Roll: Yes.

Results: Yes: 6, No: 0, Absent: 2. Motion carried unanimously.

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) lost her connection to the meeting and was unable to report. Shawn Andary reported that the next ABL meeting is scheduled for October 22, 2019. The group will be electing FY 2020 officers and discussing the FY 2020 SLC Schedule of Services. All SLC member library directors are encouraged to attend the meeting.

Northern Michigan Library Network (NMLN) Board: The NMLN Board had been discussing the possibility of dissolving the NMLN and the topic was included as an agenda item at the May 17, 2019 Joint SLC/UPRLC Board meeting. 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.

SLC staff prepared an informational document that could be given to the Boards of the NMLN participating libraries. The document summarized the history of NMLN, explained the reasons for dissolution, and listed the next steps in the dissolution process. The document was presented to the NMLN Board for review. Shawn reported that she contacted SLC's attorney, Anne Seuryneck, and asked her to review the document, indicate if there is any reason that NMLN should not dissolve, and to advise on how to proceed with the dissolution. Shawn reported that Anne reviewed the document and indicated that she would provide additional assistance on the dissolution for about \$1,000. A special NMLN Board meeting will be scheduled to discuss the next steps in the dissolution process.

UPRLC Annual Conference Committee Report: Shawn Andary, the Chair of the UPRLC Annual Conference Committee, reported. The Annual Conference was held on September 18 and 19, 2019 at the Peter White Public Library. There were about 65 attendees, presentations were excellent, and conference evaluations were overall very positive.

OLD BUSINESS:

Evaluation of Cooperative Director: Shawn reported that she created a draft of a director evaluation survey and sent it to members of the Personnel Committee. It was agreed that the Personnel Committee would schedule a meeting to discuss the survey and the next steps in the Director evaluation process.

NEW BUSINESS:

Adoption/Reaffirmation of E-Rate Policies and CIPA Compliance: The following e-rate policies were presented to the Board for affirmation.

SUPERIORLAND LIBRARY COOPERATIVE

E-Rate Consortium Policies, Approved by SLC Board on 09/26/2019

Authorization 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:

Net Neutrality Policy

In December 2017, the United States Federal Communications Commission dismantled the previously existing net neutrality rules governing broadband internet service providers. Although the regulations requiring net neutrality have only been in effect since 2015, net neutrality was the position of the federal government for over a decade. The 2015 rules required internet service providers to treat all websites equally. Internet service providers could not use their power over the internet infrastructure to serve their own interests or restrict access to certain information by blocking content or altering the speed at which specific information could be uploaded or downloaded. The net neutrality rules prevented internet service providers from creating choke points for the flow of information between internet users.

The Internet has become integral to the lives of most individuals and, for some, serves as the primary method of obtaining and sharing information. The end of net neutrality gives internet service providers tremendous influence over what individuals learn, how individuals communicate with each other, and what decisions individuals make. Allowing corporations unfettered discretion to restrict information is antithetical to the free exchange of ideas, which has always been the bedrock of American ideals and the goals of the library, which seeks to spread access to knowledge and information, rather than restrict them.

Therefore, the library finds that the Internet should be equal and open to all to ensure that a few corporations do not become the sole arbiters of the information individuals are able to access. Accordingly, the library has determined that the following policies should

be applied to all future broadband Internet access and connectivity contracts, as applicable.

Vendors providing broadband internet access service or other connectivity services to the library shall not:

- 1) Block lawful content, applications, services, or non-harmful devices, subject to reasonable network management;
- 2) Impair or degrade lawful internet traffic on the basis of internet content, application, or service, or use of a non-harmful device, subject to reasonable network management;
- 3) Engage in paid prioritization; or
- 4) Unreasonably interfere with or unreasonably disadvantage:
 - a. End users' ability to select, access, and use broadband internet access service or the lawful internet content, applications, services, or devices of their choice; or
 - b. Edge providers' ability to make lawful content, applications, services, or devices available to end users

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.

Value \$15,000 or more

The Director will solicit competitive bids and submit the bids with a recommendation to the Superiorland Library Cooperative Board.

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.

Pat Cheski **MADE A MOTION THAT THE SLC BOARD OF DIRECTORS REAFFIRM AND ADOPT THE FY 2019/2020 E-RATE POLICIES AND THE CIPA COMPLIANCE POLICY AS PRESENTED.** The motion was seconded by Brad Winnicki.

Roll Call: Brad Winnicki: Yes, Dwight Sunday: Yes, Deb Friedman: Yes, Pat Cheski: Yes, Cris Roll: Yes, Caroline Jordan: Yes
Results: Yes: 6, No: 0, Absent: 2. Motion carried unanimously.

E-Rate Consultant Contract for FY 2019/2020: A contract between SLC and e-rate consultant firm EdTech Strategies was presented to the Board for consideration. The contract includes e-rate services for the period October 1, 2019 through September 30, 2020 at a cost of \$4,800.

Dwight Sunday **MADE A MOTION TO APPROVE THE FY 2019/2020 CONTRACT WITH EDTECH STRATEGIES, LLC AT A COST OF \$4,800 AS PRESENTED.** The motion was seconded by Cris Roll.

Roll Call: Brad Winnicki: Yes, Dwight Sunday: Yes, Deb Friedman: Yes, Pat Cheski: Yes, Cris Roll: Yes, Caroline Jordan: Yes
Results: Yes: 6, No: 0, Absent: 2. Motion carried unanimously.

Approval of Financial Institutions for FY 2019/2020:

Pat Cheski **MADE A MOTION TO APPROVE THE FOLLOWING FINANCIAL INSTITUTIONS FOR INVESTMENT OF FUNDS FOR FY 2019/2020: HUNTINGTON BANK, MBANK, FIRST BANK, PEOPLE'S STATE BANK, RANGE BANK, INCREDIBLE BANK, AND FLAGSTAR BANK.** The motion was seconded by Deb Friedman.

Roll Call: Brad Winnicki: Yes, Dwight Sunday: Yes, Deb Friedman: Yes, Pat Cheski: Yes, Cris Roll: Yes, Caroline Jordan: Yes
Results: Yes: 6, No: 0, Absent: 2. Motion carried unanimously

Board Membership and Election of Officers: Shawn reported that FY 2019/2020 voting Board members will be: Pat Cheski (Spies Public Library), Dwight Sunday (Forsyth Township Public Library), Patti Jahn (Ironwood Carnegie Public Library), Kim Nowack (St. Ignace Public Library), Brad Winnicki (Menominee County Library), Caroline Jordan (Peter White Public Library), Deb Friedman (Crawford County Library), and Janet Wagner (West Iron District Library).

Pat Cheski **MADE A MOTION TO APPROVE THE SUPERIORLAND LIBRARY COOPERATIVE VOTING BOARD MEMBERS AS PRESENTED.** The motion was seconded by Dwight Sunday.

Roll call: Brad Winnicki: Yes, Dwight Sunday: Yes, Caroline Jordan: Yes, Deb Friedman: Yes, Pat Cheski: Yes, Cris Roll: Yes.
Results: Yes: 6, No: 0, Absent: 2 Motion carries unanimously.

Election of FY 2019/2020 Board Officers: Pat Cheski nominated Caroline Jordan as Chair, Dwight Sunday as Vice-chair, and Deb Friedman as Secretary. Caroline Jordan called three times for additional nominations; there were no other nominations.

Dwight Sunday **MADE A MOTION TO APPROVE THE NOMINATED SLATE OF OFFICERS FOR FY 2019/2020** [Chair: Caroline Jordan, Vice-chair: Dwight Sunday, and Secretary: Deb Friedman]. The motion was seconded by Pat Cheski.

Roll call: Brad Winnicki: Yes, Dwight Sunday: Yes, Caroline Jordan: Yes, Deb Friedman: Yes, Pat Cheski: Yes, Cris Roll: Yes.

Results: Yes: 6, No: 0, Absent: 2. Motion carries unanimously.

PUBLIC PARTICIPATION: There was no public participation.

NEXT MEETING: The next regular meeting of the Board of Directors is scheduled for December 5, 2019 at 11:00 a.m. eastern.

ADJOURNMENT: There being no further business, the Chair declared the meeting adjourned at 12:55 p.m. eastern.

Respectfully submitted,

Debra Friedman

Deb Friedman, Secretary

Pamela Malmsten, Recorder