

SUPERIORLAND LIBRARY COOPERATIVE
MEETING OF THE BOARD OF DIRECTORS
December 5, 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 11:03 a.m. eastern. It was noted that the meeting would be recorded.

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), Brad Winnicki* (ZOOM), Barb Rice* (ZOOM), Janet Wagner* (ZOOM), Patti Jahn * (ZOOM), Cris Roll (ZOOM), Marion Luckey (SLC), 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), Barb Bartel, West Iron District Library (ZOOM), Dillon Geshel, Portage Lake District Library (ZOOM), Lynne Wiercinski, Ironwood Carnegie Public Library (ZOOM), and Becky Kyes, Curtis Township Library (ZOOM)

VOTING BOARD MEMBER ABSENT: Kim Nowack

APPROVAL OF THE AGENDA:

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

APPROVAL OF THE BOARD MEETING MINUTES:

Approval of the Regular Board Meeting Minutes of July 25, 2019: Deb Friedman **MADE A MOTION TO APPROVE THE MINUTES OF THE REGULAR BOARD MEETING OF JULY 25, 2019 AS PRESENTED.** The motion was seconded by Patti Jahn, unanimously approved, and carried.

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

- New SLC Board Member: Shawn welcomed new SLC Board Member Marion Luckey. Munising School/Public Library appointed Marion Luckey to the SLC Board on October 16, 2019; Pam Adams, Munising's former SLC Board representative, resigned from the Board last May.

- New Library Directors: The Curtis Township Library in Glennie has hired Rebecca “Becky” Kyes as its new director. Cindy Bulmer will be filling in as the Interim Director at the Whitefish Township Library in Paradise since former Director Jody Halsey has accepted another position.
- New RIDES Participant: Beginning November 1, 2019, the Crystal Falls District Community Library joined the RIDES delivery service and became a PII (patron-initiated interlibrary loan) participant. Shawn added that Crystal Falls plans to join MeLCat (Michigan Electronic Library Catalog) in the coming year.

Professional Development Opportunities for Director, Cooperative Staff, and Member Libraries

- Michigan Library Association (MLA) Conference 2019: Shawn and SLC staff member Jeremy Morelock attended the 2019 MLA Conference in Novi from October 16 – 18, 2019. The theme of the conference was inclusion and open doors; sessions offered were inspiring and informative (see separate conference reports).
- Virtual Reality (VR) and 3D Printing Program: Workshops recently offered at the Escanaba Public Library included a 3D printing demonstration by SLC Technology Assistant Eli Gladwell and a VR presentation by Kevin McDonough, a reference librarian at Northern Michigan University.
- MCLS (Midwest Collaborative for Library Services) It’s All Fun and Games Webinar: Staff from the Alpena County Library, Dickinson County Library, Spies Public Library and the Superiorland Library Cooperative were able to view this November 14th webinar, which was sponsored by the Superiorland Library Cooperative. Participants learned about free and easy-to-use online tools to design games that improve digital literacy. The Superiorland group created a character called “Misinformation Marty”; SLC’s game involved trying to identify fake news stories.

Committee and Other Meetings of Note

- Consortia Special Interest Group (SIG) Meeting: Lissa Potter, the UPRLC Automated Library Services (ALS) System Administrator, represented UPRLC/SLC at the annual Consortia SIG Meeting in Cleveland held on October 3 - 4, 2019. The meeting provided an opportunity for consortia customers of SirsiDynix to provide feedback on how the ILS (integrated library system) is working and how it could be improved.
- Meeting of New Cooperative Directors and Library of Michigan: On October 23, 2019, State Librarian Randy Riley and other Library of Michigan staff met with Shawn and other new Cooperative Directors including Linda Adams, Northland Library Cooperative; Kate Van Auken, White Pine Library Cooperative; Eric Palmer, Mideastern Michigan Library Cooperative; and Carol Dawe, Lakeland Library Cooperative.

- UPRLC Conference Committee: The committee surveyed members to determine the location of the 2020 Conference. Eighty-two people participated, and Sault Ste. Marie won the popular vote.
- The SLC Programming Committee awarded mini-grants for winter 2019/2020 (see table below); the committee is also working on a set schedule and more defined criteria for applying for and reporting on mini-grants.

Library Affiliation :	Name of Program :	Amount of Mini-Grant
Hancock School Public Library	Button Fridays	\$500
Whitefish Township Community Library	Acrylic Painting Class, Acrylic Pouring Class, Knitting 101, Quilled Christmas Ornaments	\$500
Crystal Falls District Community Library	Two Programs: Troy Graham Poetry Workshop Day and Concert and Jonathan Wagner, Author Talk and Book Signing	\$500
St. Ignace Public Library	Cookie Decorating 101	\$125
Roscommon Area District Library	Michigan-based ragtime pianist, Peter Bergin	\$250
Crawford County Library	An Afternoon Before Christmas	\$250
Forsyth Township Public Library	Yoopernatural Haunts	\$250
DeTour School and Public Library	Cameron Zvara- Magician	\$425

- Marquette TechZone Focus Group: Shawn attended a small focus group on October 7, 2019 to brainstorm different ways that Superiorland and other community partners can support efforts to make the Marquette area more of a leader in technology education and job opportunities. Additionally, in November, Shawn and SLC Network Administrator Luke Bowers and Technology Assistant Eli Gladwell met with Benjamin Chaney from Cybernetics Lab. Ben's company is fairly

new, and he is a recent graduate of NMU's cybersecurity program. He still works closely with students in that program, and he has offered to work with SLC technology staff to perform some network security audits. Another meeting will be scheduled in December to further discuss the security audits. Shawn noted that it would be great to support a local technology start-up and to provide some valuable assessments to SLC and member libraries.

- Cloud Library from Bibliotheca: On November 20, the SLC Databases Committee met with representatives from Bibliotheca and learned about Cloud Library, which is an eBook and downloadable audio book platform similar to OverDrive. Bibliotheca has offered Superiorland a very competitive quote, but one of the biggest considerations would be that Cloud Library does not support the Kindle format. The committee would need to make a decision in December before a two-year renewal of OverDrive is due; the committee will be surveying patrons that are currently using the Kindle format and discussing this more as a group. SLC staff members have also been in contact with other Michigan libraries that are using Cloud Library. In addition to the more attractive price, patrons would have access to much more content through Cloud Library's digital interlibrary loan for Michigan customers.
- Ploud Demo: Ploud is a content management system for webpages that is subsidized by the Library of Michigan. On November 20, Sonya Norris from the Library of Michigan presented a demonstration and answered questions on PLOUD. SLC staff members and other interested member library staff attended the session, which was presented using Zoom interactive conferencing service. Some library directors have indicated that they would like to migrate to Ploud next year; SLC staff will assist with the migration of library webpages and will collaborate with the Library of Michigan staff for training and support for Ploud libraries.

State Aid Reports: Shawn reported that state aid reports for the Great Lakes Talking Books Advisory Outreach Center (GLTB AOC) and Superiorland will be completed soon. Shawn recently attended a very helpful session with Sue Chinault, the Manager of regional Braille and Talking Book Library, to go over some changes that have been made to the GLTB subregional report.

Great Lakes Talking Books Recording Booth Update: The audio recording booth has been painted, and furniture and equipment have been purchased. Jeremy Morelock installed and tested the equipment, and Mark Hamari will soon be recording another Cully Gage book. This month Shawn will order some basic podcasting/recording equipment for public use and will start working with Peter White Public Library director Andrea Ingmire on a policy for public use.

RBDigital Magazine Subscription: SLC's digital magazine subscription has been renewed for another year, and next year the model will be changing. Shawn said that, from what she could understand, patrons will have access to the ENTIRE catalog of

magazines--a dramatic increase from the 135 or so now available. The Databases Committee will be meeting in January with SLC's RBDigital representative to learn more.

Erate for 2020: Shawn has been working with SLC's erate consultant Aleck Johnson to get the necessary letters of agency and make updates to other information in preparation for the upcoming funding year. With a little guidance from Aleck, Shawn has begun to draft applications for SLC's independent libraries.

Ransomware: The Dickinson County Library's email server was compromised by a Ransomware attack in October. Much of the data and operating system files on DCL's server were encrypted so that staff could no longer access them, and a text file with directions of where to send money to get a decryption key was left behind. Generally, it is NOT recommended to pay the fees that are demanded in this type of attack since it is highly unlikely that the key to decrypt the data will ever be provided even if the ransom is paid. SLC will be working with consultants to develop guidelines and strategies that can be implemented to prevent any further attacks of this kind.

New Email Platform Planned: Microsoft Office 365 has been selected as SLC's new hosted email solution; SLC technology staff has almost completed the process of transitioning Dickinson County Library staff to Office 365. SLC will be contracting with CDW consultants in order to plan for the best implementation to ensure privacy and network security, and to allow more collaboration with the ability to share documents and data much more easily.

FINANCIAL REPORT: Pam Malmsten presented the financial report.

September 2019 Cash Disbursements: The \$32,356 payment to MERS (account 3-718) includes a \$30,000 voluntary payment to SLC's MERS Defined Benefit Surplus Division. The goal of the voluntary Surplus Division payments is to reduce SLC's Defined Benefit plan unfunded liability. A \$5,469.98 payment to Dell Marketing (account 3-730) was for a new AppAssure server. The \$400 payment to the Dickinson County Library was for a programming mini-grant. The \$100 cash payments (account 3-865.2) were for continuing education stipends for library directors or staff who attended the UPRLC Annual Conference. In accounts payable, there was an additional \$600 charged to account number 3-865.2; these expenses were for Continuing Education stipends that were paid in October.

Total Cash disbursements for September 2019: \$102,350.23.

Year to Date Reports as of 09/30/2019:

Revenues: The total as of 9/30/2019 was \$830,674. General fund operating revenue totaled \$441,878 and rebilled revenues totaled \$174,905. The \$30,000 fund balance transfer was the Board-approved lump sum payment to SLC's MERS defined benefit Surplus Division; the \$5,024 transfer was for the purchase and installation of two new doors.

Expenses: The total as of 9/30/2019 was \$833,789. General fund operating expenses totaled \$475,957, re-billed expenses totaled \$163,876, GLTB expenses totaled \$47,519, and UPRLC expenses totaled \$146,438.

Rebilled expenses/revenues and UPRLC expenses/revenues were a wash and net income for both classes was zero. As of 9/30/2019, SLC's total net loss was \$38,138.98; after adding in the fund balance transfers, the net loss was \$3,115.

Balance Sheet as of 09/30/2019: The balance sheet as of September 30, 2019 showed total Assets of \$809,748.81 and total Liabilities plus Fund Balances of \$809,748.81.

Dwight Sunday **MADE A MOTION TO APPROVE SEPTEMBER 2019 CASH DISBURSEMENTS OF \$102,350.23, THE YEAR-TO-DATE REPORTS AS OF 9/30/2019** [with total revenues of \$830,674 and total expenses of \$833,789], **AND THE BALANCE SHEET AS OF 9/30/2019** [with total assets of \$809,748.81 and total liabilities plus fund balances of \$809,748.81]. The motion was seconded by Pat Cheski, unanimously approved, and carried.

October 2019 Cash Disbursements: The \$750 payment to Crystal Falls (account 3-801-7) was for a RIDES delivery subsidy; Crystal Falls recently joined the delivery service. Payments to Kevin McDonough (account 3-801 for \$100 and account 3-860 for \$73.40) were for an honorarium and mileage related to an October professional development presentation at the Escanaba Public Library.

A total of \$14,844.93 was for accounts payable payments for September 2019 expenses.

Total October disbursements: \$58,997.96

Year to Date Reports as of 10/31/2019:

Revenues: As of 10/31/2019, year-to-date revenues totaled \$32,005.

Expenses: Most line items are as expected. The Professional and Contractual line item is over the 1/12 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. Accounts with a ".8" suffix are for Victoria Wolf bequest expenses. As of 10/31/2019, year-to-date expenses totaled \$78,429.

Balance sheet as of October 31, 2019: The balance sheet as of October 31, 2019 showed total Assets of \$743,436.75 and total Liabilities plus Fund Balances of \$743,436.75.

Deb Friedman **MADE A MOTION TO APPROVE OCTOBER 2019 CASH DISBURSEMENTS OF \$58,997.96, THE YEAR-TO-DATE REPORTS AS OF 10/31/2019** [with total revenues of \$32,005 and total expenses of \$78,429], **AND THE BALANCE SHEET AS OF 10/31/2019** [with total assets of \$743,436.75 and total liabilities plus fund balances of \$743,436.75]. The motion was seconded by Patti Jahn, unanimously approved, and carried.

FY 2019/2020 Budget Revision: The Board considered a proposed revised budget for FY 2020.

Revenues

♦ State aid direct and indirect revenues were corrected; both were slightly off in the original budget.

♦ The Ballet to Blues fundraiser net income (\$1,105) was added to revenues.

Expenses

- ♦ Staff salary increases were updated; the original budget included 3% raises; actual increases were 2%.
- ♦ The Programming Mini-Grant expense in the professional and contractual (3-801) line item was increased by the amount of the Ballet to Blues net income.
- ♦ A Curtis Library internet increase subsidy (\$320.40) was added to the professional and contractual line item. SLC will subsidize 50% of Curtis Library's internet increase for one contract year.
- ♦ Technology consulting services were added to the budget. \$3,750 was paid to Merit Technologies and an estimated \$400 will be paid to CDW.
- ♦ The professional and contractual line item was increased by \$1,000 for NMLN dissolution legal expenses.
- ♦ The Overdrive content budget was reduced by \$6,000 (reduced to \$18,000 from \$24,000). \$3,000 was transferred to computer supplies (3-730) to subsidize OpenDNS filtering software. The remaining \$3,000 will be used to subsidize Office 365, a new e-mail platform. \$1,500 was transferred to computer supplies to subsidize new e-mail hosting licenses and \$1,500 was transferred to the professional and contractual line item for e-mail hosting services.
- ♦ The PFN Internet Consortium and the Merit Internet Consortium rebilled expenses and revenues were added to the budget.

Total revenues in the proposed revised budget: \$802,108.

Total expenses in the proposed revised budget: \$835,090

The projected net loss in the proposed revised budget is \$32,982. It was noted that the deficit includes a board-approved general fund balance transfer of \$30,000 to be paid into SLC's MERS Defined Benefit Surplus Division. Pam Malmsten noted that the Finance Committee met on November 26, 2019 and passed a motion recommending that the FY 2019/2020 revised budget [with the addition of the Merit Internet Consortium rebilled revenues and expenses] be accepted by the full Board.

Dwight Sunday **MADE A MOTION TO APPROVE THE FY 2019/2020 BUDGET REVISION AS PRESENTED.** The motion was seconded by Pat Cheski.

Roll Call: Caroline Jordan: Yes, Brad Winnicki: Yes, Dwight Sunday: Yes, Deb Friedman: Yes, Pat Cheski: Yes, Janet Wagner: Yes, Patti Jahn: Yes, Barbara Rice: Yes.

Results: Yes: 8, No: 0, Absent: 1. 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) reported. The ABL group meet on October 22, 2019. Officers for FY 2019/2020 were elected; Megan Buck will continue as Chair, Dillon Geshel is the Vice-chair, and Carolyn Stacey will be the Secretary for another year. The group discussed FY 2020 continuing education opportunities and getting ready for the next year.

OLD BUSINESS:

Evaluation of the Cooperative Director: The Personnel Committee sent out a director evaluation survey to the SLC board and member library directors; 42 responses were received. A Personnel Committee meeting was held on November 7; survey responses and the next steps in the evaluation process were discussed. It was noted that the survey summary data and a compilation of comments still need to be sent to the rest of the SLC Board. Board members agreed by consensus to defer further discussion of the Direction Evaluation to the February meeting so that Board members have time to review the materials.

NEW BUSINESS:

NMLN Board Appointment: Shawn Andary, one of SLC's representatives on the Northern Michigan Library Network (NMLN) Board, needs to be reappointed to the NMLN Board.

Patti Jahn MADE A MOTION TO REAPPOINT SHAWN ANDARY TO THE NMLN BOARD FOR A FOUR-YEAR TERM BEGINNING MARCH 20, 2019 AND ENDING MARCH 20, 2023. The motion was seconded by Pat Cheski, unanimously approved, and carried.

Schedule of Services Survey Results: Shawn and Eric Magness-Eubank, the Chair of the Schedule of Services Committee, worked on a survey designed to rank the value of various SLC services; Shawn reported that 23 responses were received. Shawn summarized responses to each question and highlighted some comments. Information that was received from the survey included:

- ♦ Travel to distant locations for continuing education or meetings is difficult. Shawn noted that more webinars will be made available on demand.

- ♦ Most people like the idea of SLC supporting an annual professional development opportunity like the Rural Libraries Conference and the Small Libraries Big Impact Conference.

- ♦ The \$100 Continuing Education stipends are popular but some felt it would be helpful if the amount of the stipends could be increased.

- ♦ The Programming mini-grants are very popular. Shawn noted that \$5,000 was added to the mini-grant budget for FY 2020; the total amount available is \$10,000.

- ♦ Library Directors were lukewarm on SLC purchasing additional STEAM (Science, Technology, Engineering, Arts, and Mathematics) materials.

- ♦ The survey also included questions on the automated library system; Shawn noted that a committee has been formed that will soon begin looking at automated system options for the next contract period; the current contract ends in about five years.

- ♦ The RIDES delivery subsidies are very popular.

Approval of 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 considered the Schedule of Services survey results when developing the FY 2020 Schedule of Services. It was noted that the amount of SLC's contribution to Overdrive content needs to be changed to \$18,000 based on the budget revision that was approved earlier in the meeting.

Deb Friedman **MADE A MOTION TO APPROVE THE FY2019/2020 SCHEDULE OF SERVICES WITH A CORRECTION TO CHANGE SLC'S OVERDRIVE CONTENT CONTRIBUTION TO \$18,000.** The motion was seconded by Brad Winnicki.

Roll Call: Caroline Jordan: Yes, Brad Winnicki: Yes, Dwight Sunday: Yes, Deb Friedman: Yes, Pat Cheski: Yes, Janet Wagner: Yes, Patti Jahn: Yes, Barbara Rice: Yes

Results: Yes: 8; No: 0, Absent: 1. Motion carried unanimously.

PUBLIC PARTICIPATION: Deb Friedman reported that the Devereaux Memorial Library was chosen to host a Smithsonian Museum on Mainstreet traveling exhibit. "Crossroads-Change in Rural America" will be on display at the library from December 12, 2019 – January 25, 2020. Deb noted that it is quite an honor for the library to be chosen to host this exhibit.

NEXT MEETING: The next regular meeting of the Board of Directors is scheduled for February 27, 2020 at 11:00 a.m. eastern.

ADJOURNMENT: There being no further business, the Chair declared the meeting adjourned at 12:43 p.m. eastern.

Respectfully submitted,

Deb Friedman, Secretary

Pamela Malmsten, Recorder