

Superiorland LIBRARY COOPERATIVE  
MEETING OF THE BOARD OF DIRECTORS  
December 6, 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 Dickinson County Library and the Devereaux Memorial 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), or the Bayliss Public Library (541 Library Drive, Sault Ste. Marie), or to dial in using ReadyTalk audio conferencing service.

The Chair, Caroline Jordan, called the meeting to order at 11:03 a.m. eastern. She noted that the meeting would be recorded.

**ATTENDANCE:** Attendance Codes: RT: ReadyTalk audio conferencing, SLC: Superiorland Library Cooperative IVC, DCL: Dickinson County Library IVC, DML: Devereaux Memorial Library IVC

**SLC BOARD MEMBERS PRESENT:** (\*denotes voting member) Caroline Jordan\*, Chair (SLC); Deb Friedman\*, Secretary (RT); Cris Roll\* (RT), Pam Adams\* (RT), Brad Winnicki\* (RT), Patti Jahn\* (SLC), Kim Nowack\* (RT), and Suzanne Dees, Acting Director (SLC)

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

**LIBRARY DIRECTORS/STAFF/BOARD MEMBERS PRESENT:** Megan Buck, Dickinson County Library (DCL), Carolyn Stacey (RT), Connie Meyer (RT), and Lisa Cromell (RT),

**MEMBERS OF THE PUBLIC PRESENT:** Pat Cheski

**VOTING BOARD MEMBER ABSENT:** Dwight Sunday

**APPROVAL OF THE AGENDA:**

Patti Jahn MADE A MOTION TO APPROVE THE AGENDA AS PRESENTED. The motion was seconded by Pam Adams, unanimously approved, and carried.

**APPROVAL OF THE BOARD MEETING MINUTES:**

Approval of the Special Board Meeting Minutes (Open Session) of November 1, 2018:

Brad Winnicki MADE A MOTION TO APPROVE THE SPECIAL BOARD MEETING OPEN SESSION MINUTES OF NOVEMBER 1, 2018. The motion was seconded by Cris Roll, unanimously approved, and carried.

Approval of the Special Board Meeting Minutes (Closed Session) of November 1, 2018:

Patti Jahn MOVED THAT THE BOARD OF DIRECTORS CONVENE IN A CLOSED SESSION [at 11:10 a.m. eastern] FOR THE PURPOSE OF DISCUSSING THE CLOSED SESSION SPECIAL BOARD MEETING MINUTES OF NOVEMBER 1, 2018. The motion was seconded by Brad Winnicki, unanimously approved, and carried. Caroline Jordan announced that the open meeting would reconvene at 11:30 a.m. eastern. Meeting attendees who were

not SLC Board members were asked to hang up or leave the IVC room at this time. Pam Malmsten, SLC staff member and meeting recorder, was the only non-board member to attend the closed session.

Brad Winnicki MOVED THAT THE OPEN MEETING BE RECONVENED AT 11:30 A.M. EASTERN. The motion was seconded by Cris Roll, unanimously approved, and carried. Library directors, staff, and members of the public rejoined the audio conference at this time.

Pam Adams MADE A MOTION TO APPROVE THE NOVEMBER 1, 2018 SPECIAL BOARD MEETING CLOSED SESSION MINUTES AS PRESENTED. The motion was seconded by Brad Winnicki, unanimously approved, and carried.

Approval of the Regular Board Meeting Minutes of September 27, 2018: Cris Roll MADE A MOTION TO APPROVE THE MINUTES OF THE REGULAR BOARD MEETING OF SEPTEMBER 27, 2018 AS PRESENTED. The motion was seconded by Brad Winnicki, unanimously approved, and carried.

**FINANCIAL REPORT:** Pam Malmsten presented the financial report.

September 2018 Cash Disbursements: A \$1,185.16 payment to OpenDNS (account 3-730) was SLC's subsidy for web filtering. The \$299 payment to BestBuy was for an iPad that was an incentive for library directors who returned their Plan of Service surveys. The \$100 payments in account 3-865.2 were for continuing education stipends for library directors or staff who attended the UPRLC Annual Meeting. The \$1,228 payment to Pride Printing (account 3-900) was for Overdrive promotional materials. Total Cash disbursements for September: \$73,106.87.

Year to Date Reports as of 09/30/2018:

Revenues: Revenues as of 9/30/2018 were \$806,887. General fund operating revenue totaled \$586,460, rebilled revenues were \$163,108, and fund balance transfers totaled \$57,319. The \$6,234 FB transfer was for accrued leave payouts for two employees who retired or separated. The \$51,085 was the Board-approved lump sum payment to SLC's MERS defined benefit surplus division.

Expenses: Total expenses as of 9/30/2018 were \$768,597. General fund operating expenses were \$427,649, re-billed expenses were \$163,107, GLTB expenses were \$50,028, and UPRLC expenses were \$127,813.

As of 9/30/2018 SLC's total net income was \$38,290.

Patti Jahn MOVED TO APPROVE SEPTEMBER 2018 CASH DISBURSEMENTS OF \$73,106.87 AND THE YEAR-TO-DATE EXPENSE AND REVENUE REPORTS AS OF SEPTEMBER 30, 2018 [with total revenues Of \$806,887 and total expenses Of \$768,597], The motion was seconded by Brad Winnicki, unanimously approved, and carried.

October and November 2018 Cash Disbursements:

October: Payments listed under rebilled expenses (account 4-959) were for two new group subscriptions: the Gale/Cengage payment (\$3,765) was for Chilton's auto repair manual database and Scholastic payment (\$4,614) was for BookFlix.

Under Accounts Payable, the \$16,387.50 expense (account 3-801.7) is the entry that transfers the FY 2019 RIDES delivery subsidies from the prepaid expense account to a current expense account. (RIDES payments were disbursed last summer). Total October disbursements: \$55,245.44.

*November:* Under account 3-801, the payment of \$4,750 to EdTech Strategies was for SLC's erate consulting service. The \$349 ZipRecruiter charge was for the job postings for the Network Administrator and the Technology Assistant positions. Total November disbursements: \$72,320.18.

Year to Date Reports as of 11/30/2018:

*Expenses:* Salary costs are over the 2/12 budget figure. This is partially due to the fact that October was one of the months that included three payrolls (SLC uses a bi-weekly payroll schedule). In addition, there have been some staffing changes since the current budget was approved on 9/27/2018. This budget will have to be revised; a proposed revision will be brought to the Finance Committee and Board after the last open staff position is filled. The Professional and Contractual line item is over the 2/12 figure due to the adjusting entry that was made in October to record the FY 2019 RIDES subsidy expense (\$16,387.50).

*Revenues:* The first 50% state aid payment (\$139,075) has been received.

Total revenues as of 11/30/2018 were \$213,949 and total expenses were \$145,485.

Balance sheet as of November 29, 2018: The balance sheet as of November 30, 2018 showed total Assets of \$909,165.48 and total Liabilities plus Fund Balances of \$909,165.48.

Brad Winnicki MOVED TO APPROVE OCTOBER 2018 CASH DISBURSEMENTS OF \$55,245.44, NOVEMBER 2018 CASH DISBURSEMENTS OF \$72,320.18, THE YEAR-TO-DATE EXPENSE AND REVENUE REPORTS AS OF NOVEMBER 30, 2018 [with total revenues of \$213,949 and total expenses of \$145,485], AND THE BALANCE SHEET AS OF 11/30/2018 [with total assets of \$909,165.48 and total liabilities plus fund balances of \$909,165.48]. The motion was seconded by Patti Jahn, unanimously approved, and carried.

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

**DIRECTOR'S REPORT:** Suzanne Dees presented the Director's Report.

Deb Grabowski resigned from SLC Board effective November 26, 2018. She represented a Class I library; we are hoping to assign this ninth voting board seat to another Class I library. Otherwise, we will move through the library rotation schedule to a Class II or III library group.

The Michigan Cooperative Directors Association is sponsoring a "Mini Rural Library Conference". The conference is scheduled for April 29-30 at the Treetops Resort in Gaylord. The current SLC budget for Conferences includes a \$250 stipend for one library staff per full member library to attend the conference; registration is in early January.

In November, Superiorland renewed the agreement with RBDigital for another year of digital magazines, starting December 1, 2018. The platform fee, as well as costs for participating libraries, remained the same as last year. One hundred and four magazine titles were renewed saving about \$1,175 on content. One library (Ishpeming) had to drop out due to budget cuts. One library, however, was added. The Portage Lake District Library has a contract with Hancock Schools to establish a Library Center in the former

Hancock School Public Library. RBDigital allowed SLC to add the new contract service area at no additional charge.

The annual state aid report for Superiorland and the Great Lakes Talking Book Center (GLTB) has been filed and SLC has received its first 50% state aid payment. Suzanne helped three other libraries by reviewing their online reports prior to submitting. She also reached out to new directors and offered to review their reports before they file.

UPRLC's 4-year long term maintenance agreement for the SirsiDynix shared automated system terminates on March 31, 2019. Suzanne has been in contact with UPRLC's SirsiDynix representative and hopes to have a draft agreement ready to bring to the UPRLC ALS (automated system users group) by the end of December or early January.

*Staff Updates:* Jean Montgomery has been working with Luke Bowers, the new Network Administrator. Jean and Luke have traveled to eight libraries and will be visiting two more this week; Luke has met some of the library directors and staff and is starting to become familiar with the local networks. TV Whitespace units have been configured and the tech staff is currently looking for someone to install the antennas in Ironwood. Jean has also been working on developing a template agreement between SLC's tech staff and school districts that house public libraries. Jean has experienced some issues in the past gaining access to computers that are locked down on school networks. She has created a detailed agreement/checklist for school districts that will clarify the responsibility for provision of resources, maintenance, and upgrades to public library equipment in school public libraries. SLC tech staff has been working with Lisa Waskin, the Director of the Superior District Library, to look at implementing the agreement at the Engadine Library, which is one of the SDL affiliate libraries.

Lissa Potter has been working with Portage Lake District Library staff to set up policies for PLDL's Library Center in the Hancock High School and to resolve patron fine issues that occurred during the transition. Some of Lissa's other accomplishments include completing API work for the Peter White Public Library when they moved their children's collection back to the library after a renovation, helping PWPL staff implement their new self-check system, running statistical reports for libraries, and loading student photos for schools.

Jeremy Morelock has been leading the Lunch Bunch training and collaboration sessions with Lissa and Jean. He also handles collection development and purchasing for the Overdrive digital collection and trouble-shoots the RBDigital magazine and Overdrive digital book programs.

Pam Malmsten has closed the books on the FY 2017//2018 fiscal year for SLC, UPRLC and NMLN. All three sets of books, along with required special reports, are at the auditor's office now. Pam has also been working on FY 2019 budget revisions that will be presented to the Finance Committee as soon as the Technology Assistant position is filled and the full impact of personnel changes is known. An ongoing task for Pam is keeping the SLC and UPRLC web pages updated and organized.

Lynn Buckland-Brown has continued to promote GLTB service throughout SLC's service area. She also organized and implemented a special project using some of the funds from the Victoria Wolf bequest. A professional reader from Calumet was brought in to record the book "Love Affair with the U.P." by U.P. author Cully Gage. Jeremy

Morelock provided sound technician services. Lynn worked with staff from the regional Braille and Talking Book Library (BTLB) in Lansing to assure that the audio book complied with the legal and formatting standards required for the BTLB locally recorded digital collection.

Three attorneys from Foster Swift who have worked with Superiorland in the past sent correspondence to the Superiorland Board via Suzanne. They informed the Board that MERS has made recent changes to their rules that make it easier for employers to terminate participation in MERS. Foster Swift provided this information at no cost to Superiorland, for the purpose of making the board aware of the new rules. Board members agreed that Suzanne should forward the information to the Board. [Note: Suzanne forwarded the e-mail to all voting Board members at the completion of the Board meeting on Thursday, December 6.]

A MERS regional representative has offered to meet with Superiorland staff to review the defined contribution pension and deferred compensation 457(b) plan opportunities. Suzanne said that this meeting would be arranged as soon as the new Technology Assistant is hired.

#### **COMMITTEE REPORTS:**

Advisory Board of Librarians Report: Megan Buck, the Chair of the Advisory Board of Librarians (ABL) reported. The ABL group met on November 19. Megan said that library directors and staff have enjoyed working with SLC's newest staff members--Luke Bowers and Lissa Potter. A goal of the ABL group is to begin working on the FY 2019/2020 Plan of Service. Megan encouraged all library directors to attend the meetings (meetings are held using Zoom) and added that the ABL group provides opportunities for library directors to share information, discuss cooperative issues, receive updates, and talk about issues they are dealing with in their libraries.

UPRLC Annual Meeting Committee: Megan Buck reported that the 2018 UPRLC Annual Meeting, which was held on September 26 at Bay College in Escanaba, was very successful. Responses on the meeting evaluation surveys indicated that most attendees were happy with the venue, keynote speakers, and programs. The committee met on December 3 to discuss survey responses and begin talking about the 2019 conference. Committee members agreed that the 2019 conference would be held at the Peter White Public Library; they also discussed ideas for a conference theme and programming. Megan added that the Annual Meeting Committee is looking for additional members willing to help plan the 2019 conference.

#### **OLD BUSINESS:**

SLC Personnel Update: Suzanne reported that Luke Bowers was hired for the Network Administrator position; Luke's first day at SLC was November 12. Suzanne and Luke have been interviewing candidates the part-time (24 hour per week) Technology Assistant position and they are hopeful that the position will be filled soon. [Note: Elijah Donnell was hired for the Technology Assistant position; her first day of work will be December 18, 2018.] The Technology Assistant position was formerly a full-time position that included some Great Lakes Talking Books (GLTB) center responsibilities. Jeremy

Morelock was asked to assume the GLTB duties and he was very willing to do so. The Technology Assistant's duties will solely involve technical support.

Second Reading of Amendment to SLC Bylaws: SLC's bylaws need to be revised to update the list of Superiorland Library Cooperative member libraries. The Tahquamenon Area Public Library has withdrawn from SLC effective October 1, 2018; in addition, the Detour School Public Library has become an affiliate of the Superior District Library. The list of member libraries in the bylaws Article I, Section 2. "Membership" was amended to exclude the Detour School Public Library and the Tahquamenon Area Public Library. The first reading and discussion of the change took place at the September 27, 2018 Board meeting. (On September 27, the Board also approved an amended Service Plan to be consistent with the change.) Suzanne reported that the Hancock School Public Library has begun contracting with the Portage Lake District Library for library services. Suzanne asked the Library of Michigan if the Hancock School Public Library could remain listed as a SLC member library in the Service Plan and bylaws; the response was that the Hancock SPL could remain on the list.

**Patti Jahn** MOVED TO APPROVE THE AMENDED BYLAWS AS PRESENTED. The motion was seconded by Brad Winnicki, unanimously approved, and carried

The Board-approved amended bylaws are posted on the SLC web page.

FMLA Leave: Caroline Jordan reported that Shawn Andary has been on a board-approved FMLA leave of absence that began on October 26, 2018.

Brad Winnicki MOVED TO CONTINUE THE SAME DIRECTOR PAY SCALE FOR SHAWN ANDARY THROUGH JANUARY 4, 2019. The motion was seconded by Cris Roll, unanimously approved, and carried.

## **NEW BUSINESS:**

Approval of Purchase of Internet Service for the SLC Internet Consortium: The current contract for Internet services expires on June 30, 2019. Suzanne reported that the Superiorland E-Rate Consortium issued a Request for Bid Proposals (RFP) to provide Internet service to up to twenty-six libraries for three years, 1 July 2019 through 30 June 2022, with up to five (5) 1-year voluntary extensions solely at the discretion of the Superiorland Library Cooperative.

The Superiorland E-Rate Consortium has concluded a qualitative and quantitative evaluation process involving analyzing bids received from four Internet Service Providers. As a result of that evaluation process, (led by SLC's e-rate consultant), a provisional award has been made to Merit Network, Inc., pending contract negotiations. Those contract negotiations will determine the scope of services; i.e., which library sites Merit guarantees will receive service on 1 July 2019.

Suzanne noted that a second RFP for 4 to 7 libraries will have to be issued; that process will begin on Friday, December 7. Contracts have to be completed prior to applying for e-rate discounts. The window for applications is expected to open in mid-January and stay open until mid-March.

Brad Winnicki MADE A MOTION THAT THE SUPERIORLAND LIBRARY COOPERATIVE BOARD OF DIRECTORS AUTHORIZES THE PURCHASE OF DIGITAL TRANSMISSION AND SHARED INTERNET ACCESS FROM MERIT NETWORK, INC.

FOR THE PERIOD 1 JULY 2019 THROUGH 30 JUNE 2022, WITH UP TO FIVE (5) 1-YEAR VOLUNTARY EXTENSIONS SOLELY AT THE DISCRETION OF THE SUPERIORLAND LIBRARY COOPERATIVE. The motion was seconded by Patti Jahn, unanimously approved, and carried.

**PUBLIC PARTICIPATION:**

*Library Director Comments:* There were no library director comments at this time.

*Board Member Comments:* Caroline Jordan thanked Suzanne Dees for all of her hard work.

**NEXT MEETING:** The next regular meeting of the Board of Directors is scheduled for February 21, 2019 at 11 a.m. eastern.

**ADJOURNMENT:** There being no further business, the Chair declared the meeting adjourned at 12:29 p.m. eastern.

Respectfully submitted,

Deb Friedman, Secretary

Pamela Malmsten, Recorder