

SUPERIORLAND LIBRARY COOPERATIVE  
MEETING OF THE BOARD OF DIRECTORS  
July 22, 2021

**CALL TO ORDER:**

A meeting of the Superiorland Library Cooperative (SLC) Board of Directors was held via Zoom remote conferencing service; the meeting was held virtually due to a Marquette County Emergency Order. The public was also invited to participate in the meeting via Zoom. The Chair, Caroline Jordan, called the meeting to order at 11:02 a.m. eastern. The meeting was recorded.

**ATTENDANCE** (All attending remotely)

**SLC BOARD MEMBERS PRESENT:** Caroline Jordan\*, Chair; Marion Luckey\*, Vice-chair, Deb Friedman\*, Secretary; Pat Cheski\*, Barb Rice\*, Cris Roll\*, Patti Jahn\*, Donna Adams, Brad Winnicki, and Pamela Malmsten, SLC Interim Director

**SLC STAFF PRESENT:** Shawn Andary and Joshua Collins

**LIBRARY DIRECTORS/STAFF/BOARD MEMBERS PRESENT:** Lynne Wiercinski, Ironwood Carnegie Public Library; Megan Buck, Dickinson County Library; Andrea Ingmire, Peter White Public Library; Dillon Geshel, Portage Lake District Library; Jesse Shirtz, Ishpeming Carnegie Public Library; Eric Magness-Eubank, Alpena County Library; Lisa Waskin, Superior District Library; Jan St. Germain, Richmond Township Library; and Lisa Cromell, Munising School Public Library

**VOTING BOARD MEMBERS ABSENT:** Janet Wagner and Kim Nowack

**APPROVAL OF THE AGENDA:**

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

**APPROVAL OF THE BOARD MEETING MINUTES:**

Approval of the Regular Board Meeting Minutes of April 22, 2021: Marion Luckey MADE A MOTION TO APPROVE THE MINUTES OF THE REGULAR BOARD MEETING OF APRIL 22, 2021 AS PRESENTED. The motion was seconded by Cris Roll, unanimously approved, and carried.

**DIRECTOR'S REPORT:** SLC Interim Director Pam Malmsten presented the Director's Report.

SLC's New Web Site: SLC's new web site is now live; check it out at: <https://superiorlandlibrary.org/>. There is still some outdated material on the new site, and I will be working to get that updated as soon as possible.

Library of Michigan ARPA Grants: The Library of Michigan is administering three ARPA grants: an equipment grant that individual libraries were eligible to apply for and two capacity grants that cooperatives applied for on behalf of all Michigan public libraries. All grant applications were due on July 15, 2021. The total of all grant funds is about four million dollars. Grant awards to individual libraries will be need-based and will be

assessed using local unemployment rates, percentage of population receiving SNAP, and poverty rates. Individual cooperative directors will be responsible for distributing surveys to member libraries to facilitate the distribution of technology grant devices and kits.

*Equipment Grant:* The equipment grants are for “big ticket” items such as bookmobiles, lockers, and kiosks.

*Technology Capacity Grant:* The Library Network (TLN) is in charge of this grant. The project will offer libraries a technology kit for checkout to patrons with a choice of either combination laptops/tablets or Chromebooks; libraries will receive up to five devices. Libraries will also be offered kits for delivery of online and outdoor community programming. This project includes funding for a multi-media awareness campaign directed at library patrons to promote the availability of library services, programming, and technology available for loan and use in Michigan public libraries.

*Digital Content Grant:* The Lakeland Library Cooperative is in charge of this grant. The grant will be used to purchase Overdrive one copy/one use titles (not metered access titles) that will be distributed to Overdrive consortiums and individual libraries that don't belong to a content group. The Digital Content Grant also includes a marketing piece.

E-rate Update: All FY 2020/2021 e-rate work for SLC's two internet consortiums and three independent libraries has been completed. We will begin working on the current year, July 1, 2021 – June 30, 2022, very soon. Our Merit and PFN consortium contracts end on June 30, 2022, but I think it is likely that we will ask for one-year contract extensions from both vendors.

IT and ILS Update: As of July 14, 2021, SLC's IT staff has installed Comodo remote management software on 279 devices and switched fourteen libraries and 107 individual users to Office 365 email. Gordon and Josh have also been very busy with equipment ordering and set-up and traveling to member libraries to provide on-site technical support. ILS System Administrator Lissa Potter has been investigating “Teletask”, a possible cloud-based replacement for Phone Tree, the current analog line-based telephone messaging system. Lissa learned about Teletask at a recent SirsiDynix ILS conference. The cost for the first year is estimated to be \$2,800 and Lissa is planning to arrange a demonstration for library staff. Teletask would allow removal of a central site server and two analog telephone lines. Reliability would be increased and scheduling issues would be either greatly reduced or eliminated. Libraries would be able to manage their own messages, and there are additional features, such as survey links, chat, and notice fall-over, which could be implemented later.

Great Lakes Talking Books and Audio Book Recording Project Updates from Tonia Bickford:

**Great Lakes Talking Books Updates:**

- We currently have 567 active patrons, up from 555 in February of 2021.
- Sent outreach email (and postal mail) with a packet containing a flyer with news regarding the recent changes to eligibility and certification, and to introduce the new online application. Library staff was encouraged to complete a test online application and give feedback and suggestions. So far, eight library staff members have responded.

- Scheduled a visit to talk with a Senior Network at the Escanaba Public Library on August 18. Will present alongside Pat Duyck from Bureau of Services for Blind Persons.
- Contacted Snowberry staff to promote GLTB services and participate in the monthly senior network meetings there.
- Created a new Great Lakes Talking Books Word Press web site and added a page for the Victoria E. Wolf recording booth.
- Worked on projects as assigned by BTBL in Lansing, such as contacting folks who need to be recruited into the DOD (Duplication on Demand) service, updating service for veterans, and updating authors.
- Planning a mail outreach to eye doctors, physical therapists, social workers, nurses, etc. in the next couple of months. Used the Mel database to build a list of contacts in our service area.

**Recording Booth Updates:**

- Worked with the UPRLC Conference Committee to schedule the Victoria E. Wolf Recording Booth Grand Opening as a UPRLC Pre-Conference event on Monday, September 27, from 5 - 7 PM in the Heritage Room of Peter White Public Library.
- Purchased a new Mic Boom that attaches to the table in the recording booth so that the floor standing tripod Mic boom can be removed so that the space is more accessible to wheelchair users.
- Our first locally recorded and packaged book (DBC19551 Last Northwoods Reader by Cully Gage) was officially added to the NLS catalog and is available for download.
- We are in the final stages of reviewing "Laughing Whitefish" and will start packaging that book in the next couple of weeks.
- We are moving along with two books, "Northern Wit and Wisdom" by Cully Gage, and "Copper Empire" by Donna Searight Simons.
- Victor and Brandy at Upper Peninsula Publishers and Authors Association have agreed to share any local recordings they make with us in case we want to package them for NLS submission.

PA 228 Open Meetings Act: the governor signed SB 1108, which amended the Open Meetings Act, on October 16, 2020. Until December 31, 2021, public bodies can only meet virtually if a statewide or local state of emergency has been declared in the area where the public body usually meets. Until December 31, 2021, if there is no local or statewide state of emergency, individual members of the public body may attend a meeting virtually if the member has a medical condition, or if the member has military duty. After December 31, 2021, the public body may only allow virtual attendance by a member to accommodate the member's absence due to military duty.

Digital Magazine Update: Due to the acquisition of RBDigital Corporation by the parent company of Overdrive, digital magazines are now available to Great Lakes Digital Libraries (GLDL) patrons via the Overdrive platform.

On February 1, 2021, Overdrive made 3,777 digital magazines that SLC had previously subscribed to with RBDigital available on its platform. March 31st was the final day that the digital magazines were available via the RBDigital app and website. Unfortunately, some titles that were previously available with SLC's RBDigital subscription

are no longer available through Overdrive. SLC's magazine subscription is paid through 11/30/21, but, for the next fiscal year, SLC and member libraries will have to decide if they want to pay for the simultaneous use subscription, which will cost \$17,500 for 3,400 titles. Individual member libraries will not be able to choose to subscribe to the magazines; anyone participating in the digital book subscription program would also have access to the magazines with the simultaneous use subscription. The Database and the Schedule of Services committees will be considering this issue.

NMU UPLINK Project Update: Northern Michigan University received a \$100,000 grant to launch UPLINK, which is a "collaborative, regional, digital network that will enable U.P. heritage organizations to preserve historical manuscript collections and offer online public access". SLC is participating in the project and the U.P. Regional Digitization Center will soon be incorporated into the UPLINK project. A detailed description of the UPLink project is included in the April 22, 2021 board meeting minutes. I am a member of the UPLink board and we have had two meetings so far; we've approved procedural documents, established standing committees, and talked about a membership drive. UPLink is currently working with Michigan State University Making of Modern Michigan (MMM) grant contacts to ascertain what commitments and legal obligations, if any, SLC has with MMM to maintain the Upper Peninsula Regional Digitization Center as a distinct site connected to MMM. MMM staff is working on retrieving the necessary documents.

Member Library Updates:

MLA Board Appointment: Dillon Geshel has been appointed to the Michigan Library Association Board. Congratulations Dillon!

New Directors: The Whitefish Township Community Library has a new director: Christine Hickman. Welcome Christine!

RIDES Delivery Pricing for July 1, 2021 – June 30, 2022: MCLS has agreed to freeze RIDES Upper Peninsula pricing from FY 2021 for the FY 2022 (July 1, 2021 – June 30, 2022) year. I will be asking the SLC board to approve \$750 subsidies for our members that participate in RIDES.

On May 26, the UPRLC Board, along with other SLC member library directors, met (via Zoom) with Scott Garrison, Debbi Schaubman, and Tara Kanon from MCLS. The purpose of the meeting was to discuss the huge discrepancy between RIDES Upper Peninsula prices and RIDES Lower Peninsula prices. I generated a spreadsheet that showed that, if costs were spread equally throughout the state, LP libraries would each pay between \$52 and \$77 extra for the year and UP libraries would save between \$423 and \$1,115 each per year. Several SLC and UPRLC member library directors—including Lisa Waskin, Megan Buck, Dillon Geshel, Carolyn Stacey, and Megan Clark—worked on composing a letter to MCLS that compiled participants' thoughts on the RIDES pricing. They also reached out to library and cooperative directors throughout the state for support, and in the end, included 114 signatures on the letter to MCLS!

The meeting with MCLS went well, and the outcome was that MCLS agreed to work with SLC and UPRLC to discuss equitable and affordable delivery solutions for the entire state. After the meeting with MCLS, SLC and UPRLC members had a discussion and agreed that we would form a local committee to discuss RIDES delivery and that the local committee would appoint one or two members to work with MCLS on statewide solutions. We understand that the delivery issue is extremely complex and it will take time

to implement changes, but feel that this is a significant step toward improving service throughout the state.

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

Cash Disbursements:

*April:* Account 3-730 (computer supplies): the payment of \$10,960 to SHI International was for the Comodo remote management software. Account 3-801 (professional and contractual): the payment of \$2,400 to EdTech Strategies was a 50% contract payment for SLC's erate consultant.

Total April disbursements: \$62,097.17

Total May disbursements: \$36,661.67

*June:* Account 3-801 (professional and contractual): the Wells Fargo credit card payment to Comptia (\$129) was for a recertification training course for Gordon Tellefsen.

Total June disbursements: \$63,329.69

Year to Date Reports as of 06/30/2021:

*Revenues:* The first 50% direct state aid payment (\$150,665) has been received. All of the remaining first 50% indirect state aid payments were billed to member libraries earlier in July. As of 06/30/2021, year to date revenues totaled \$423,757.

*Expenses:* Most of the 9/12 expense line items are under the budgeted figures. The communications line item expense is slightly over the 9/12 figure and will probably have to be adjusted.

As of 06/30/2021, the year to date total of all expenses was \$521,977.

**Balance sheet as of June 30, 2021:** The balance sheet as of June 30, 2021 showed total Assets of \$707,592.68 and total Liabilities plus Fund Balances of \$707,592.68.

Barb Rice MADE A MOTION TO APPROVE APRIL CASH DISBURSEMENTS OF \$62,097.17, MAY CASH DISBURSEMENTS OF \$36,661.67, THE YEAR-TO-DATE REPORTS AS OF 06/30/2021 [with total revenues of \$ 423,757 and total expenses of \$521,977], AND THE BALANCE SHEET AS OF 06/30/2021 [with total assets of \$707,592.68 and total liabilities plus fund balances of \$707,592.68]. The motion was seconded by Deb Friedman, unanimously approved, and carried.

**CORRESPONDENCE FROM MUNISING SCHOOL PUBLIC LIBRARY ADVISORY**

**BOARD:** The Munising School Public Library Advisory Board submitted a resolution to the SLC Board of Directors expressing opposition to the proposed bylaws Article II, Section I revision regarding eligible SLC board members. Pam Malmsten read the resolution aloud to everyone present. The complete resolution was also emailed to the board and library directors in advance of the meeting. The resolution is copied at the end of these minutes.

**PUBLIC PARTICIPATION:** Dillon Geshel, Lisa Waskin, Megan Buck, and Andrea Ingmire presented comments in support of the proposed bylaws Article II, Section 1 revision regarding eligible SLC Board members.

**COMMITTEE REPORTS:**

Advisory Board of Librarians (ABL) Report: Andrea Ingmire, the Chair of the Advisory Board of Librarians (ABL) reported. The ABL group met on July 13, 2021. The meeting began with a special presentation from Ellen Doan from the Michigan Learning Channel. The Director Search Committee and other committees presented reports. The ABL group welcomed new director Christine Hickman (Whitefish Township Community Library) and congratulated Dillon Geshel on his appointment to the Michigan Library Association Board. Andrea added that director chat meetings will continue. The next ABL meeting is scheduled for September 14, 2021.

Director Search Committee Report: Committee Chair Lisa Waskin reported. The committee decided to hire Brian Mortimore from Mortimore Consulting; Brian agreed to provide some limited services for a reduced cost. Interviews with two very promising candidates were scheduled for this week and the committee hopes to make a recommendation to the board very soon.

Database Committee: The committee met on Monday, July 19. Sam Ashby (Peter White Public Library) and Eric Magness-Eubank (Alpena County Library) talked about their experiences and pricing models with their Kanopy subscriptions. Dillon Geshel talked about the Portage Lake District Library's experience with Hoopla. The committee discussed whether it would be feasible and cost-effective for the cooperative to coordinate group subscriptions to Kanopy for Hoopla. Pam and Jeremy Morelock said they would gather more information from vendors. The group also talked about the Overdrive digital magazines and agreed that they would like to retain the magazine subscription for another year; it was noted that, since FY 2021 was an unusual year, it was important not to cut services that the cooperative is currently providing.

Schedule of Services Committee: The Schedule of Services Committee will be meeting on Tuesday, July 27 to discuss the FY 2022 Schedule of Services.

## **OLD BUSINESS:**

Discussion and Vote on Bylaws Revision (Article II, Section 1):

### **Amendment to Article II, Section 1 respectfully recommended for consideration:**

The governing body of the Cooperative shall be a Board of Directors consisting of nine (9) voting members selected by member library boards. Any adult resident of the Cooperative's service area, ~~who is not an employee of a member public library,~~ shall be eligible to serve on the Board of Directors.

Marion Luckey MADE A MOTION TO APPROVE THE REVISION TO ARTICLE II, SECTION 1 OF THE BYLAWS. The motion was seconded by Deb Friedman

Roll Call Vote: Caroline Jordan: YES, Deb Friedman: YES, Barb Rice: YES, Marion Luckey: NO, Patti Jahn: NO, CRIS ROLL: YES, PAT CHESKI: YES, KIM NOWACK: ABSENT, Janet Wagner: ABSENT.

Results: Yes: 5; No: 2, Absent: 2. Motion carried.

## **NEW BUSINESS:**

Discussion and Vote on Plan of Service Revision (necessary if Bylaws Revision is Passed): Pam Malmsten noted that since the Article II, Section 1 bylaws revision passed, the Plan of Service also needs to be revised to be consistent with the bylaws:

## VI. GOVERNING BOARD

The Board of Directors will manage Superiorland Library Cooperative and make such by-laws, rules and regulations not inconsistent with Public Act 89, 1977 as may be necessary, none of which will be deemed to deprive any local board of any of its powers or property.

### A. Selection of Board Members

The governing body of the Cooperative will be a Board of Directors consisting of nine (9) voting members selected by member library boards. Any adult resident of the Cooperative's service area is eligible to be selected by a member library board to represent that library on the Cooperative Board of Directors.

Pat Cheski MADE A MOTION TO APPROVE THE REVISION TO SECTION VI. A. "SELECTION OF BOARD MEMBERS" OF THE PLAN OF SERVICE AS PRESENTED. The motion was seconded by Patti Jahn, unanimously approved, and carried.

#### Discussion and Vote on RIDES Delivery Subsidies for FY 2021/2022:

The SLC FY 2020/2021 budget includes RIDES delivery subsidies for 30 library locations. Each RIDES library receives \$750; the Copper Country REMC receives \$850 since it is a hub location for three SLC member libraries.

Pam recommended that the Board approve the full amount of subsidy checks (\$750 or \$850) to each RIDES participating library. Since the delivery period covers two SLC fiscal years, the pro-rated subsidy cost for the period from July 1, 2021 to September 30, 2021 will be posted to the current year expense line item and the cost for October 1, 2021 to June 30, 2022 will be posted as a prepaid expense for the current year. On October 1, 2021, the prepaid expense will be credited and the cost will be charged to the professional and contractual—delivery expense line item.

If approved, the total of the subsidy checks will be **\$22,600**; **\$5,650** will be a current year (FY 2020/2021) expense and the remaining **\$16,950** will be a FY 2021/2022 expense.

Pat Cheski MADE A MOTION TO APPROVE THE RIDES DELIVERY SUBSIDIES (\$22,600 TOTAL) AS RECOMMENDED. The motion was seconded by Patti Jahn, unanimously approved, and carried.

#### Discussion and Vote on MERS DEFINED BENEFIT ACTUARIAL VALUATION AS OF 12/31/2020:

The current MERS Investment Return Assumption is 7.35% per year. In February 2020, MERS completed a five-year (2013 – 2018) Experience Study and adopted changes to certain demographic assumptions. Demographic assumption changes will be effective with fiscal year 2022 contributions. Alternate projection scenarios are listed in the table on page 10 of the report.

The table on Page 7 of the AV shows that SLC's required employer contribution (with phase-in) beginning 10/1/2022 will be \$2,958 per month (\$35,496 per year). If we choose to pay the no-phase in contribution, the amount will be \$3,513 per month (\$42,156 per year).

SLC's current (FY 2021) required employer contribution is \$2,187 per month (\$26,244 per year). The FY 2021/2022 required employer contribution will be \$2,610 per month (\$31,320 per year.)

Table 5 on page 17 shows that SLC's assets as of December 31, 2020 were \$816,158. Table 5 also shows required and voluntary employer payments from 2009 through 2020. SLC set up a Surplus Division in 2017; the \$31,512 payment was the first payment into the new Surplus Division and all subsequent voluntary payments have been directed to the Surplus Division. Prior to 2017, all voluntary employer payments went into the regular defined benefit division. Voluntary payments to the regular division reduce the required employer contribution; voluntary payments to the Surplus Division reduce the future unfunded defined benefit plan liability. Table 5 also shows required active employee contributions to the plan; the last employee contributions were made in 2018; on August 28, 2018, the defined benefit plan was closed to new hires and the Board adopted a new Defined Contribution plan.

Table 7 on page 19 shows that SLC's DB plan was funded at 74% as of December 31, 2020 and unfunded accrued liabilities were \$287,199. It was noted that SLC's plan funding dropped from 76% to 74% from 2019 to 2020; this is partly due to the fact that SLC's 2020 Surplus Division contribution (\$20,000) was the lowest since the Surplus Division was set up in 2017.

Pam recommended that, before the end of the current fiscal year, the board consider contributing a higher amount (\$30,000 - \$50,000) to the Surplus Division in order to increase the plan's funded percentage and reduced unfunded accrued liabilities.

Patti Jahn MADE A MOTION TO APPROVE THE MERS DEFINED BENEFIT ACTUARIAL VALUATION AS OF DECEMBER 30, 2020. The motion was seconded by Cris Roll, unanimously approved, and carried.

Rescission of the Covid Response Plan: Since all Michigan Occupational Safety and Health Administration (MIOSHA) rules have been rescinded, Pam recommended that the SLC Board consider rescinding SLC's Covid Response Plan.

Marion Luckey MADE A MOTION TO RESCIND THE COVID RESPONSE PLAN. The motion was seconded by Pat Cheski.

Discussion: After further discussion, it was decided that, due to the Covid variants and increasing Covid infection rate, the SLC Covid Response Plan should remain in place for the time being. Marion Luckey rescinded her motion and Pat Cheski rescinded her second. The SLC Covid Response Plan will remain in effect.

Formation of Nominations Standing Committee: Article VII, Section I of the bylaws states that "Standing committees, including a Nominating Committee and others as needed, shall be established by the Board." Marion Luckey and Bran Winnicki agreed to serve on the Nominating Committee. [Note: Following the meeting, Donna Adams also volunteered to serve on the committee.]

Discussion of the Need for Bylaws Revision: Article V., Section 4: Article V, Section 4 of the bylaws includes language regarding board member participation by video or telephone conference. To comply with the Open Meetings Act, this language needs to be omitted from the bylaws. Article V, Section 7 of the bylaws states that board meetings will held in compliance with the Open Meetings Act. It was agreed that this revision to Article V, Section 4 will be voted on at the next regular board meeting.

Discussion of the Need for Bylaws Revision to Article II, Section 1 (This revision is necessary since the bylaws revision regarding eligible board members was passed.): Pam recommended that language be added to Article II, Section 1 of the bylaws that



would prevent local library boards from appointing Superiorland Library Cooperative employees, or immediate family members of SLC employees, as their representatives on the SLC Board of Directors. It was noted that the Plan of Service would also have to be revised to be consistent with the bylaws. The proposed addition is highlighted in red in the bylaws excerpt below.

The governing body of the Cooperative shall be a Board of Directors consisting of nine (9) voting members selected by member library boards. Any adult resident of the Cooperative's service area, who is not a Cooperative employee or an immediate family member of a Cooperative employee, shall be eligible to serve on the Board of Directors.

It was agreed that this proposed revision would be voted on at the next regular board meeting.

**PUBLIC PARTICIPATION:** Lisa Cromell, director of the Munising School Public Library, (MSPL) presented more information the MSPL board's concerns regarding SLC board member eligibility and the reasons for the MSPL resolution.

**NEXT MEETING:** The next regular meeting of the Board of Directors is scheduled for Thursday, September 23, 2021 at 11 a.m. eastern.

**ADJOURNMENT:** There being no further business, the Chair declared the meeting adjourned at 12:59 p.m. Eastern.

Respectfully submitted,



Deb Friedman, Secretary



Pamela Malmsten, Recorder

**RESOLUTION TO OPPOSE SUPERIORLAND CO-OP'S PROPOSED  
CHANGES TO ITS BYLAWS  
June 9, 2021**

Whereas Superiorland Co-op Board is proposing to amend Article II Section I of its bylaws to allow eligibility of employees of a member library to serve on the Board of Directors;

Whereas this amendment would have no limits as to how many members can be employees of member libraries;


Whereas this proposed amendment may allow conflicts of interest to develop between the Superiorland Co-op Board's mission and the member's library's mission;

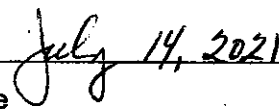
Whereas this conflict of interest would be similar to teachers serving on the school board where they are employed; and

Whereas the potential balance of the Superiorland Co-op's board may be skewed due to the requirement of in-person attendance and the ability of libraries of different class sizes to be able to afford to send representatives; now therefore be it

*Resolved*, that the Munising School Public Library Advisory Board expresses its strong opposition to the proposed Superiorland Co-op's amendment to Article II Section 1 and urges the Superiorland Co-op's Board of Directors to vote NO on this amendment.

Motioned: Jaymie Depew  
Seconded: Suzette Carberry

  
\_\_\_\_\_  
Michelle Hach,  
Munising School Public Library  
Advisory Board Chair

  
\_\_\_\_\_  
Date