

SUPERIORLAND LIBRARY COOPERATIVE  
MEETING OF THE BOARD OF DIRECTORS  
September 23, 2021

**CALL TO ORDER:**

A meeting of the Superiorland Library Cooperative (SLC) Board of Directors was held via Zoom remote conferencing service. 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:**

**SLC Board Members Present** (\*Denotes Voting Member): Caroline Jordan\*, Chair; Marion Luckey\*, Vice-chair; Deb Friedman\*, Secretary; Pat Cheski\*, Patti Jahn\*, Janet Wagner\*, Barb Rice\*, Cris Roll\*, Donna Adams, and Brad Winnicki

**FY 2022 Board Members Present:** Jessica Luther and Anne Donohue

**SLC Staff Present:** Pamela Malmsten, Interim Director and Recorder

**Library Directors/Staff/Board Members Present:** Megan Buck, Dickinson County Library; Blair Nelson, Spies Public Library; and Andrea Ingmire, Peter White Public Library

**Voting Board Member Absent:** Kim Nowack

**APPROVAL OF THE AGENDA:**

Marion Luckey asked that "Nomination Committee Report" be added under Item "VII. Committee Reports". The Nomination Committee Report will be item "VII. D. It was also agreed that the Schedule of Services Committee Report would be omitted from "Committee Reports" and discussed prior to the "Approval of the 2021/2022 Schedule of Services" agenda item.

Patti Jahn **MADE A MOTION TO APPROVE THE AGENDA AS AMENDED.** The motion was seconded by Barb Rice, unanimously approved, and carried.

**APPROVAL OF THE BOARD MEETING MINUTES:**

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

Approval of the Special Board Meeting Minutes of August 10, 2021: Marion Luckey **MADE A MOTION TO APPROVE THE MINUTES OF THE SPECIAL BOARD MEETING OF AUGUST 10, 2021 AS PRESENTED.** The motion was seconded by Deb Friedman, unanimously approved, and carried.

Approval of the Special Board Meeting Minutes of September 9, 2021: Marion Luckey **MADE A MOTION TO APPROVE THE MINUTES OF THE SPECIAL BOARD MEETING OF SEPTEMBER 9, 2021 AS PRESENTED.** The motion was seconded by Cris Roll, unanimously approved, and carried.

**DIRECTOR'S REPORT:**

Welcome Dillon: Superiorland is looking forward to the arrival of our new director, Dillon Geshel, who is currently the director of the Portage Lake District Library in Houghton. Since PLDL is a member of both Superiorland and the UP Region of Library Cooperation, we expect that Dillon will have a relatively easy transition into his new role. Dillon's first day of work as SLC's director will be Monday, September 27<sup>th</sup>.

UPRLC "Meeting in the Middle" Annual Conference Update: The UPRLC Conference Committee has decided to cancel the in-person UPRLC 2021 Annual Conference, which was scheduled for September 27 – September 29 at the Peter White Public Library in Marquette. Since Covid cases have been steadily increasing in Marquette County and across the state, the Committee felt that it was unsafe to hold an in-person event and will switch to a Zoom-based virtual conference. The registration fee for the virtual conference is \$15 for attendance at any number of presentations.

SLC's New Web Site: SLC's new Word Press web site is updated regularly. Check it out at: <https://superiorlandlibrary.org/>.

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—a technology grant and a digital content grant—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. The Library of Michigan is currently reviewing the grant applications.

E-rate Update: All FY 2020/2021 e-rate work for SLC's two internet consortiums and 3 independent libraries has been completed. Work on the current year, July 1, 2021 – June 30, 2022, will begin very soon. The Merit and PFN consortium contracts end on June 30, 2022, and SLC staff is currently assessing whether any service changes are needed for the year beginning July 1, 2022.

IT and ILS Update: As of September 16, 2021, SLC's technology staff has installed Comodo remote management software on 308 devices and switched fourteen libraries and 133 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 is also organizing a meeting for the UPRLC ILS Investigation Committee; the purpose of this committee is to identify ALS members' automated system priorities and to look at other ILS systems. In other ILS news, the Watersmeet Public Schools, which had dropped out of the UPRLC shared ILS earlier this year, has now decided to rejoin the ALS group. ALS staff has been working with Watersmeet library staff on inventory and training.

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

Great Lakes Talking Books Update:

- The patron count has climbed to 574, from a low of 555 in February of 2021.
- Tonia mailed 49 NLS Reading Disability campaign outreach post cards to service area schools.
- Tonia mailed 115 outreach packets to all libraries in the GLTB service area. The packets included an updated table tent, take-aways, and handouts for directors and staff that promoted new updates in reading disability eligibility and the new online application.
- On August 18, Tonia presented at the Escanaba Public Library Senior Network meeting alongside Pat Duyck of BSBP. Attendees included UPHS Home Care, Community Action Agency of Menominee County, North Woods Place Senior Living, Kiwanis, Hannahville Clinic, and Christian Park Village.
- Tonia recruited and added two new library BARD demo accounts with Escanaba Public Library and Forsyth Township Library.
- Tonia shared a public service announcement about GLTB with Escanaba Public Library which will be included as an advertising spot in their weekly "Hooked on a Book" radio show performed by their Children's Librarian.
- GLTB received several low-vision equipment donations, one from the family of long-standing patron Howard Lehto. Pat Duyck will take the donations and distribute them to her clients with BSBP.
- Low vision aides--including various magnifiers, reading glasses, low vision watches, and a braille label maker--that were found in SLC storage were distributed to UP SAIL and BSBP.

#### Victoria E. Wolf Recording Booth Update:

- Staff added "Laughing Whitefish" to the National Library Service catalog, and it is now available for download.
- Victoria E. Wolf's nephew has agreed to present remotely at the recording booth grand opening event on Monday, September 27<sup>th</sup>.
- Tonia obtained copies of two local eBooks from Avery Color Studios in Gwinn:
  - "Call to Duty: WWII The Great Lakes Region Responds" by Wes Oleszewski.
  - "World War II & the Great Lakes Submarines, Bombers and Ore Boats" by Wes Oleszewski.
- Tonia collaborated with Brandy Thomas of UPPAA who will share recordings she made of the UPPAA magazines. GLTB staff may be able to adapt her recordings for the NLS collection.

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

NMU UPLINK Project Update: Details on the project are included with the April 22 and July 22 board minutes. Gordon has been working with NMU IT staff on accessing SLC's digital materials so they can be transferred directly to the UPLink database.

Member Library Updates: Thea Murray, director of the Alanson Public Library, has left her position. The Alanson Library is now seeking a new director. Alanson's former director, Anna LaRue, is currently serving as the Acting Director.

Summer Reading Program Stipends: Summer Reading Program stipends of up to \$150 were offered to member libraries. So far, sixteen member libraries have received stipends.

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

Cash Disbursements:

*July:* Account 3-730 (computer supplies): The payment of \$4,936 to SHI International was for 3 desktops and 2 laptops for SLC staff. Account 3-801 (professional and contractual): The payment of \$2,750 to Mortimore Consulting was first payment for director search consulting services. The final payment of \$1,000 was paid in August. Account 3-801 also includes disbursements of \$5,178 for OCLC FY 2021 cataloging expenses and \$5,650 for FY 2021 RIDES delivery costs. The remaining cost of \$15,535.65 for OCLC cataloging and \$16,950 for RIDES subsidies are FY 2022 expenses.

Total July disbursements: \$133,055.30

*August:* There were no unusual disbursements in August.

Total August disbursements: \$75,983.31

Year to Date Reports as of 08/31/2021:

*Revenues:* 100% of direct and indirect state aid payments have been received. As of 08/31/2021, year to date revenues totaled \$814,757.

*Expenses:* Most of the 11/12 expense line items are under the budgeted figures. A final FY 2021 budget revision will be presented later in the meeting.

As of 08/31/2021, the year-to-date total of all expenses was \$698,053.

Balance sheet as of August 31, 2021: The balance sheet as of August 31, 2021 showed total Assets of \$909,147.98 and total Liabilities plus Fund Balances of \$909,147.98.

**Cris Roll MADE A MOTION TO APPROVE JULY CASH DISBURSEMENTS OF \$133,055.30, AUGUST CASH DISBURSEMENTS OF \$75,983.31, THE YEAR-TO-DATE REPORTS AS OF 08/31/2021 [with total revenues of \$814,757 and total expenses of \$698,053], AND THE BALANCE SHEET AS OF 08/31/2021 [with total assets of \$909,147.98 and total liabilities plus fund balances of \$909,147.98].** The motion was seconded by Patti Jahn, unanimously approved, and carried.

FY 2020/2021 Final Budget Revision: A proposed revised FY 2020/2021 budget was sent to the board in advance of the meeting.

**REVENUES:** The direct and indirect state aid revenues were adjusted to actual. The budgeted state aid total was \$436,756; the actual payments totaled \$452,404.

**EXPENSES:** All line items were adjusted to reflect estimated actual expenditures through 9/30/2021. Since revenues were far exceeding expenditures, an additional \$29,102 was added to the MERS Retirement account; this funding will be used to make an additional voluntary \$30,000 payment into the cooperative's defined benefit plan Surplus Division. A \$20,000 voluntary payment was a previously approved Assigned

Fund Balance transfer. This total payment of \$50,000 will help to significantly reduce SLC's MERS defined benefit retirement plan unfunded liability.

An additional \$20,200 was added to the electronic subscriptions (3-959) line item to be used for the purchase of additional Overdrive titles for the Great Lakes Digital Libraries shared collection.

Total FY 2020/2021 Revised Budget Projected Revenues: \$893,293

Total FY 2020/2021 Revised Budget Projected Expenses: \$913,281

Projected FY 2020/2021 Deficit: \$19,988

Projected FY 2020/2021 Net Income with re-approved fund balance transfer: \$12

Deb Friedman **MADE A MOTION TO APPROVE THE FY 2020/2021 FINAL BUDGET REVISION** [with total revenues of \$893,293 and total expenses of \$913,281 **AS PRESENTED**. The motion was seconded by Patti Jahn, unanimously approved, and carried.

**Schedule of Services Committee Report and Approval of the FY 2021/2022 Schedule of Services.** Pam reported that the Schedule of Services Committee met in the summer and agreed on revisions and updates that needed to be incorporated into FY 2022 Schedule of Services. The revised draft document was sent to member library directors and board members in advance of the meeting. Pam summarized the document, highlighting changes for FY 2022.

**Pat Cheski MADE A MOTION TO APPROVE THE FY 2021/2022 SCHEDULE OF SERVICES AS PRESENTED.** The motion was seconded by Cris Roll, unanimously approved, and carried.

**FY 2021/2022 Budget Adoption:** A proposed FY 2021/2022 draft budget was sent to the board in advance of the meeting.

**REVENUES:** FY 2022 State aid to Public Libraries is unknown at this time, however the consensus among cooperative directors and Deb Mikula, the MLA Executive Director, is that state aid will remain the same as it was in FY 2021. Subregional Library for the Blind funding for the Great Lakes Talking Books Advisory Outreach Center (GLTB AOC) is also unlikely to change in FY 2022. Both revenue sources remain unchanged in the FY 2022 draft budget.

**EXPENSES:**

**Great Lakes Talking Books:** This total GLTB expense budget is \$50,056.

**Upper Peninsula Region of Library Cooperation (UPRLC):** The UPRLC budget revenues and expenditures (\$161,576) are a wash. SLC has a management contract with UPRLC and provides services related to the UPRLC shared integrated library system. SLC invoices UPRLC monthly for staff services and a portion of office overhead costs. The amount billed to UPRLC matches the amount approved by the UPRLC ALS (Automated Library System Users) Group at its February 2021 meeting.

**General Fund:**

1. ***Salaries and Benefits:*** Salary and benefit expenses for Dillon Geshel, SLC's new director, were added. The rest of the staff received a two percent cost of living salary increase.
2. ***Services to Member Libraries:*** SLC's contribution to the Overdrive digital book service will be \$29,713. The Electronic Subscription/Databases line item also

includes \$6,000 for the Databases Committee to be used to subsidize Kanopy or another shared subscription. The professional and contractual (P&C) line item includes funding for the Programming Committee (\$2,250) and the Professional Development Committee (\$1,000). The budget also includes subsidies for Office 365 (\$1,500) and web page development and hosting services (\$2,219). OCLC cataloging (\$20,870), RIDES delivery subsidies (\$24,100), and OCLC interlibrary loan services (\$1,200) are all included in the P&C line item. The Conferences and Workshops line item includes workshop/conference subsidies of \$100 per library.

3. *Other Professional and Contractual Items:* The line item includes \$9,600 for e-rate consulting services (EdTech Strategies).

Rebilled Items: The budget includes \$215,250 in rebilled revenues and expenditures.

Total FY 2021/2022 revenues (including rebilled revenues): \$888,003

Total FY 2021/2022 expenses (including rebilled expenses): \$910,003

Projected Budget Net Income (Deficit): (\$22,000)

Proposed Transfer from the General Fund unrestricted fund balance: \$22,000

Projected Net Income (Deficit) after Fund Balance transfer: \$0

FY 2021/2022 Fund Balance Report: The proposed FY 2021/2022 budget projects a deficit of \$22,000 as of September 30, 2022. To approve the recommended budget, the Board also needs to approve a transfer of \$22,000 from the General Fund fund balance. The Board packet includes a report showing SLC's balance sheet as of 9/14/2021 and a table showing the impact of the projected deficit on the Unrestricted General Fund fund balance as of 9/30/2022. The report also includes an excerpt from the SLC Fund Balance Policy, along with a table showing the minimum required Unrestricted General Fund fund balance. The table shows that the minimum required fund balance amount (based on the average of the last three years of state aid payments) is \$430,609.67. The remaining General Fund fund balance is projected to be \$601,235.39, which is \$170,625.72 higher than the minimum required fund balance amount.

Barb Rice **MADE A MOTION TO APPROVE THE FY 2021/2022 BUDGET** [with total revenues of \$888,003 and total expenses of \$910,003] **WITH A PROJECTED GF FUND BALANCE TRANSFER OF \$22,000 AS PRESENTED.** The motion was seconded by Deb Friedman, unanimously approved, and carried.

**PUBLIC PARTICIPATION:** Megan Buck, Director of the Dickinson County Library, thanked Pam Malmsten for her work as Interim Director and commented that she was excited to welcome Dillon Geshel as SLC's new Director.

#### **COMMITTEE REPORTS:**

Advisory Board of Librarians (ABL) Report: ABL Committee Chair Andrea Ingmire reported. The ABL group met on September 15, 2021. Andrea reported that there was considerable support for the planned \$50,000 voluntary payment into the MERS Surplus Division to reduce SLC's unfunded liability. The Committee reviewed the FY 2022 Schedule of Services and discussed whether the UPRLC 2021 Annual Conference should be held in-person or switched to a virtual format. Library directors also talked

about programming and reported on what's happening in their libraries. [Note: All ABL Committee agendas and minutes are posted on SLC's web site.]

Database Committee Report: The Databases Committee is currently investigating whether it might be feasible and cost-effective for Superiorland to administer and subsidize a consortium subscription to Kanopy video streaming service. The Committee has distributed a survey to members to assess interest in the product.

Nominating Committee Report: Committee members are Marion Luckey, Donna Adams, and Brad Winnicki. Marion Luckey reported that the committee met twice in August and September. Committee members composed a letter that will be sent out to the nine FY 2022 voting board members asking them to consider running for an office. Committee members will also be contacting board members by phone. Marion thanked the outgoing FY 2021 SLC Board officers.

### **OLD BUSINESS:**

Discussion and Vote on Proposed Bylaws Revisions: Article II., Section 1 and Article IV, Section 4: These proposed bylaws revisions were discussed by the Board at the July 22, 2021 meeting.

Article, IV Section 4 of the bylaws includes language regarding participation of a board members in a meeting 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 be held in compliance with the Open Meetings Act.

Pam had 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. The proposed change is highlighted 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."

**Cris Roll MADE A MOTION TO APPROVE THE REVISIONS TO ARTICLE II., SECTION 1 AND ARTICLE IV, SECTION 4 OF THE SLC BYLAWS AS PRESENTED.**

The motion was seconded by Patti Jahn, unanimously approved, and carried.

Vote on Plan of Service Revision to Article VI., Section A: This revision was necessary for consistency since the revision to Bylaws Article II, Section 1 (regarding the board member eligibility) was passed.

**Deb Friedman MADE A MOTION TO APPROVE THE REVISION TO ARTICLE VI., SECTION A OF THE SLC PLAN OF SERVICE AS PRESENTED.** The motion was seconded by Marion Luckey, unanimously approved, and carried.

### **NEW BUSINESS:**

Approval of EdTech Strategies E-Rate Services Contract for FY 2022: The EdTech Strategies contract for FY 2022 e-rate services was presented to the Board for approval.

Patti Jahn **MADE A MOTION TO APPROVE THE EDTECH STRATEGIES FY 2022 CONTRACT FOR \$9,600.** The motion was seconded by Cris Roll, unanimously approved, and carried.

Adoption/Reaffirmation of E-Rate Policies (Includes CIPA Compliance): The FY 2022 SLC E-Rate Policies (including Children's Internet Protection Act Compliance) were presented to the Board for reaffirmation and approval. The policies are posted on SLC web site.

Marion Luckey **MADE A MOTION TO APPROVE AND REAFFIRM THE SLC FY 2022 E-RATE POLICIES.** The motion was seconded by Barb Rice, unanimously approved, and carried.

Adoption of 80/20 Percentage Option for Employer/Employee Health Insurance Cost Share: Michigan Public Act 152 of 2011 limits the amount public employers can contribute to employee health insurance plans. The law stipulates that public employers can opt for an 80/20 plan: employers pay 80 percent of health insurance costs and employees pay the remaining 20 percent of the costs. It was recommended that the Board adopt an 80/20 health insurance cost share policy for all employees eligible to participate in the SLC group health plan.

Patti Jahn **MADE A MOTION TO ADOPT THE 80/20 PERCENTAGE OPTION FOR EMPLOYER/EMPLOYEE HEALTH INSURANCE COST SHARE.** The motion was seconded by Deb Friedman, unanimously approved, and carried.

Approval of Financial Institutions: Approval of Financial Institutions for FY 2021/2022: Patti Jahn **MADE A MOTION TO APPROVE THE FOLLOWING FINANCIAL INSTITUTIONS FOR INVESTMENT OF FUNDS FOR FY 2021/2022: HUNTINGTON BANK, NICOLET BANK, FIRST BANK, PEOPLE'S STATE BANK, RANGE BANK, INCREDIBLE BANK, AND FLAGSTAR BANK.** The motion was seconded by Marion Luckey, unanimously approved, and carried.

Approval of FY 2021/2022 Board Membership: FY 2021/2022 voting Board members will be: Anne Donohue (Peter White Public Library), Bradley Winnicki (Menominee County Library), Patti Jahn (Ironwood Carnegie Public Library), Kim Nowack (St. Ignace Public Library), Marion Luckey (Munising School Public Library), Jessica Luther (Alpena County Library), Barb Rice (Dickinson County Library), Donna Adams (Forsyth Township Public Library), and Ashley Kangas-Smith (Richmond Township Library).

Pat Cheski **MADE A MOTION TO APPROVE THE SUPERIORLAND LIBRARY COOPERATIVE FY 2021/2022 VOTING BOARD MEMBERS AS PRESENTED.** The motion was seconded by Marion Luckey, unanimously approved, and carried.

**PUBLIC PARTICIPATION:** Megan Buck thanked SLC board members Cris Roll and Brad Winnicki for their service on the Director Search Committee. She thanked all the SLC Board members for their help during this past difficult year.

**NEXT MEETING:** The next regular meeting of the Board of Directors is scheduled for Thursday, October 21, 2021 at 11 AM Eastern.



**ADJOURNMENT:** There being no further business, the Chair declared the meeting adjourned at 12:25 PM Eastern.

Respectfully submitted,

*Debra Friedman*

Deb Friedman, Secretary

Pamela Malmsten, Recorder