

**SUPERIORLAND LIBRARY COOPERATIVE
QUARTERLY DIRECTORS MEETING
Thursday, December 16, 2021
Virtual Meeting: 885 2431 8289, Passcode: 567650**

Call to Order:

Brad Winnicki, President, SLC Board of Trustees called the December 14, 2021 meeting of the SLC Board of Directors to order at 11:06 AM Eastern.

Attendance:

SLC Voting Board Members Present: Anne Donohue, Bradley Winnicki, Barb Rice, Jessica Luther, Marion Luckey, Patti Jahn, Kim Nowack and Donna Adams.

SLC Voting Board Members Absent: Ashley Kangas-Smith

FY '22 Non-Voting Board Members Present: Stephanie Swenski, Tim McConkey and Deb Friedman, Crawford County Library.

SLC Staff Present: Dillon Geshel, Director and Pamela Malmsten

Library Directors/Staff/Board Members Present: Andrea Ingmire, Peter White Public Library, Amanda Winnicki, Menominee County Library, Megan Buck, Dickinson County Library

Member of the Public Present: None

Approval of the Agenda:

Jessica Luther **made the motion to approved the agenda as presented.** The motion was seconded by Patti Jahn. Motion passed.

Approval of the Minutes*

Marion Luckey **made the motion to approve the September 23, 2021 and October 21, 2021 minutes as presented.** The motion was seconded by Anne Donohue. Motion passed.

Director's Report

- Seven of our member libraries are currently in the process of enrolling in Kanopy, a new video streaming service for their patrons. Peter White and Alpena already participate. As of January 1, Kanopy will be increasing their statewide discount from 5 to 10%. Combined with Superiorland's 15% discount, members will see a total of 25% off all Kanopy expenses in the new year.
- The Library Network has negotiated a statewide discount for an employee assistance program (EAP) through a company called Encompass. The service includes free and confidential counseling, referrals, and follow-up services to employees who have personal and/or work-related problems. In order to receive the statewide discount, we need \$2,500 in sign-ups. So far, we have about \$1,300. If more libraries are interested in the service for their staff, Superiorland may be able to cover a portion of the \$2,500 minimum.
- I am working with Pam to assist one of our member libraries with Erate filing. Our Erate consultant assists members in our shared internet consortium, but a few of our libraries need to file independently. This is a learning process for both Pam and I.
- I'm happy to share that the Hatchette Publishing Group has reinstated our ability to purchase eBooks for our shared OverDrive collection. This allows us to purchase popular, new and bestselling titles that were otherwise unavailable to us for much for 2021.
- Several of our member libraries have expressed interest in a Zoom session on the development of a patron response manual at their libraries. This is a tool they can use for training and in preparation for dealing with difficult patron interactions. The topic is front-and-center right now for many libraries due to the trend of first amendment audits, book challenges, and other interactions that can be difficult for front line staff. I'm putting together a presentation for members in the new year.
- I want to remind board members and member library staff that the Michigan Library Association (MLA) and the Library of Michigan will be hosting Zoom discussions on intellectual freedom and book challenges this week. MLA's session is at 10am EST, ahead of our 11am EST board meeting, on December 16. The Library of Michigan session is on December 17 at 10am EST.

- Superiorland received a \$10,000 donation from the Deveraux library for the purchase of content in the shared OverDrive catalog.
- I have been assisting our member libraries with the filing of their state aid reports, alongside several Superiorland staff. As of Friday, December 3, seven of our libraries have finished and submitted the report. Libraries have until February 1 to complete and submit their reports in order to be eligible for state aid.
- ARPA funds distributed by the Library of Michigan will fund the MI-83 program, which will connect public library patrons in Michigan's 83 counties to resources that reduce the digital divide and will increase the capacity of Michigan public libraries to safely deliver services inside libraries and remotely. I've been helping members get answers to questions they have about the program and encouraging them to apply to participate.
- Last week I attended my first in-person Michigan Library Association meeting. After another board member's resignation, I've been appointed to serve for the remainder of their term, through June 2024.
- The State of Michigan has finally announced new minimum wage rates for the 2022 year. Libraries should take note that the minimum wage will be raised to \$9.87/hour on January 1, 2022.
- MLA and their lobbyist are working with a legislator that will be introducing a bill to amend the Open Meetings Act and allow public library boards and library cooperatives boards to meet remotely. The bill has been introduced and I'll be sure to share more information on the bill's progress as soon as I have it.

Great Lakes Talking Books

- Launched "Five First Fridays", a recurring zoom informational meeting with library staff, on December 3. The next meeting is scheduled for Friday, January 7, at 10:00 am.
- We purchased a new adjustable height desk for the recording booth and it will be installed Saturday, December 11th.
- Received a 500.00 donation from a patron and a nice thank you letter from a patron that reads, "Thank you, Tonia, for taking such good care of me."
- Recorded and published a digital audio welcome letter for our new patrons. This is the first audio welcome letter available in the network of talking book libraries in the State of Michigan.
- A stand out statistic regarding the downloading of our locally produced books: "Laughing Whitefish" by Robert Traver saw 95 downloads in the month of August, from all over the country.
- Tonia was able to connect with staff at Aspirus Keweenaw and they now have the BARD app on three iPads for their patients. Tech Support
- Gordon is continuing to help member libraries transition to using Office 365 as an email client. He recently finished this work for Superior District Library which was a big accomplishment.
- Gordon has also been exploring options for VOIP to replace our landline phone system. One of many benefits will be the ability for Superiorland staff to connect their mobile phones to the office lines.

Tech Support

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- Josh has been working on his certificate for Office 365, which will help with the transition for our libraries, and also help us realize and make use of the full potential of Office 365.

ILS Support

- Lissa and Jeremy have been hosting Sirsi trainings with new member library staff.
- Lissa completed a reindexing project over the Thanksgiving break; it took longer than anticipated but went well.
- Jeremy recently attended a Libby training and sent out a recorded link to member libraries. He also has new Libby bookmarks that he can send out to libraries.
- Lissa is working on the replacement of our phone tree and waiting for pricing from the vendor. The current phone tree system has had a lot of issues in recent weeks with failed outgoing calls. Peter White has kindly offered to try out the new phone tree option once it's up and running.

- Shawn has been helping Crystal Falls with their enrollment in MeLCat participation. Shawn has also been revising some of her annual task documentation to pass on to Lissa.

Marion Luckey addressed concern with the reliability of VOIP. Dillon and Pam felt that the local network was robust and the bandwidth more than adequate.

Marion Luckey also inquired about the employment status of Shawn Andary. Funds were found to extend Shawn's contract through the 2021 calendar year. The focus of her work will be ongoing staff training and supporting documentation.

Financial Report: Pam Malmsten presented the financial report.

FY 2020/2021 Cash Disbursements and reports:

Expenses Highlighted: Line 3-718 MERS Voluntary Contribution of \$50,000, end of year acquisitions of 3 laptops (Network Administrator, IT Specialist and SLC Director) with excess funding from payroll differential, Quickbook upgrade, line 3-730, Port53 Technology's, SLC's subsidy providing cyber security for member Libraries and line 3-801, Ed Tech Strategies 2nd, 50% payment for Erate Consulting Service.

Total September disbursements: \$124,150.90. This is substantial higher than other years because of the \$50,00 MERS Voluntary Contribution.

Barb Rice **made the motion to approve Year to Date, September 9/30/2021 Revenues of \$833,804 and Expenses of \$818,865.** The motion was seconded by Anne Donohue. Motion passed by roll call.

FY 2021/2022 Cash Disbursements and reports:

Total October disbursements: \$53,754.54. No unusual expenses for the month of October. Note: Line 3-801, OCLC Cataloging adjustment and RIDES fully paid in FY '21. October, 2021 amount shown is FY '22 portion

Total November Disbursements: \$48,849. No unusual expenses for the month of November.

Year To Date Revenues of \$47,294 and Expenses of \$131,495

Balance sheet as of November 30, 2021 shows Revenues of \$745,767 and Expenses of \$745,767.08.

Anne Donohue **made the motion to approve November Disbursements, Year to Date Revenues and Expenses and November 30, 2021 Balance Sheet.** The motions was seconded by Jessica Luther. Motion passed by roll call.

Public Participation: None

Committee Reports:

Advisory Board of Librarians:

Andrea Ingmire reported the Advisory Board of Librarians met this past week, Tuesday, December 14, 2021. The SLC Director's report was reviewed, SLC Staff contributed other updates, election of officers were held (Andrea Ingmire, Peter White Public Library, was elected Chair and Carolyn Stacey, Escanaba Public Library was elected Secretary) and a decision to hold round table discussions, on the 3rd Wednesday, monthly, beginning in the New Year, January 19, 2022. These round table discussions will focus on topics of interest beginning with "First Amendment Audit" in January. February's topic will focus on the challenges in the development of "Collection Policies". The Committee received an MLA Think Space Program update.

Database Committee:

Dillon Geshel gave an Overdrive update. Overdrive Posters will soon be distributed reaching out to teens. With the New Year, 2022, Overdrive collections from other Library cooperatives as well as "Library Network", a down State Coop will be available to Great Lakes Digital Library. At a later date, White Pine Library Cooperative will made its collection available. The digital collection will have grown from 10,000 - 15,000 to 50,000 titles.

With the New Year, transition from Overdrive to Libby will be completed.

A Libby browser is available as a work around on mobile devices for kindle downloads.

SLC has renewed Libby's magazine subscription.

Jeremy Morelock is meeting once a month with the "Lunch Bunch" to review resources available to the SLC member Libraries. The first lunch meeting reviewed the reciprocal lending agreements supporting the Overdrive collection.

Old Business: None

New Business:

A Bylaws Committee was formed with the following volunteers: Anne Donohue, Peter White Public Libray, Donna Adams, Forsyth Township Public Library and Dillon Geshel, SLC Director. Andrea Ingmire, Director, PWPL will send an email request seeking a Library Director for participation on the Bylaws Committee. Megan Buck, Dickinson County Library Director has offered if there is other library director willing. Brad suggested a monthly virtual meeting, date TBD via email. The goal is to review and update Bylaws within six months.

Public Participation: Megan Buck of Dickinson County Library announced a Youth Services Workshop to be held at Dickinson County Library January 20, 2022. A tentative agenda is ready. One Session will be conducted by Steven Bowers of The Library Network discussing the MI-83 Program. Dillon Geshel reported MLA received \$350,000 in funding to promote the M-83 project. A marketing firm has been hired.

Adjournment:

A motion to adjourn was made by Anne Donohue, seconded by Kim Novack. Motion passed. The Meeting was adjourned at 12:09 AM Eastern.

Next meeting: Thursday, March 17 at 10AM Central/11AM Eastern

***Items Requiring a Vote of the Board**

Respectfully submitted

A handwritten signature in black ink that reads "Donna Adams". The signature is written in a cursive, flowing style.

Donna Adams, Secretary