

**SUPERIORLAND LIBRARY COOPERATIVE
QUARTERLY BOARD OF DIRECTORS MEETING**

**Location: SLC Offices, 1615 Presque Isle Ave., Marquette MI 49855 Thursday
March 17, 2022
10 AM Central/11 AM Eastern**

Remote Access to Conference for Public Participants using Zoom:

<https://us02web.zoom.us/j/89623416655?pwd=UzExbnRaQzFFdktBbE9OS094ZitCZz09>

Call to Order:

Brad Winnicki, President, SLC Board of Trustees called the March 17, 2022 meeting of the SLC Board of Directors to order at 11:02 AM Eastern Time.

Attendance:

SLC Voting Board Members Present: Anne Donohue, Bradley Winnicki, Patti Jahn, Ashley Kangas Smith and Donna Adams.

SLC Voting Board Members Absent: Barb Rice, Jessica Luther, Marion Luckey and Kim Nowack

SLC Voting Board Members Attending Virtually: Barb Rice and Jessica Luther

FY '22 Non-Voting Board Members Present: Stephanie Swenski

SLC Staff Present: Dillon Geshel, Director, Pamela Malmsten, Assistant Director for Finance and Shawn Andary

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

Member of the Public Present: Chris Adams

Approval of the Agenda*

Patti Jahn **made the motion to approved the agenda as presented.** The motion was seconded by Anne Donohue. Motion passed by roll call vote.

Approval of the Minutes*

Anne Donohue **made the motion to approve the December 16, 2021 minutes as presented.** The motion was seconded by Patti Jahn. Motion passed by roll call vote.

Director's Report

- The Curtis Township Library informed me this week that they intend to withdraw from Superiorland and UPRLC at the end of the fiscal year. Denise Bearre is the Director of the Alcona County Library, and has also been serving as the Acting Director at the Curtis Township Library. Alcona is served by the Northland Library Cooperative, while Curtis is served by Superiorland.
- The Library of Michigan processed our first state aid payment last week and we are pleasantly surprised to see it was more than anticipated. The first payments to Michigan Library Cooperatives and public libraries will be distributed at the rate of \$.48798026 per capita.
- We have been waiting on final per capita and population count figures to determine if we had extra money in the budget to subsidize an Employee Assistance Program for member library staff. I'm excited to share that due to the increase in state aid revenues received, I'd like to fully fund this program in the amended budget draft we'll review today.
- Recent amendments to the FY22 Automated Library Systems budget and the FY22 UPRLC budgets have allowed us to extend Shawn Andary's employment contract through the end of the fiscal year. Shawn is spending several hours each week helping with ILS support tickets, overseeing the ILS RFP committee work, and more.
- I worked on drafts of a Superiorland Collection Development Policy for our OverDrive consortium as well as a Request for Reconsideration of Library Materials form. These are vital policies to have on hand, especially considering the increase in material challenges and bans across the country.

- We learned earlier this month that Superiorland will soon be able to begin purchasing for the MI-83 Digital Content Grant in OverDrive. In April, we'll be able to spend the ~\$80,000 in grant funds on specific subject-related titles in OverDrive.
- In February I visited the Dickinson County Library staff and presented on first amendment audits, role playing and building trust between team members. I'm adapting that presentation for a virtual presentation on developing Customer Service Philosophies at their libraries.
- I am serving on the recently created MLA Intellectual Freedom Task Force. The work group endeavors to safeguard intellectual freedom and first amendment rights. I'll be working with other cooperative directors and task force members to establish "rapid response teams" that libraries can call on when needed.
- MCLS staff have indicated that RIDES pricing for next year will reflect an equal base rate per stop for all participants, regardless of location in the Upper or Lower Peninsula. This is great news for member libraries and is a direct result of their advocacy and leadership on this issue in recent years.
- I am serving on the Michigan Cooperative Director Association's program committee, and we are planning a half-day virtual training on customer service, hosted by Zingerman's "ZingTrain" group. This virtual event will be open to all Michigan library staff and will be hosted in late April or early May.
- I am working with the Director of the Woodlands Library Cooperative, Kate Pohjola Andrade, to plan a training and development event for the St. Ignace Public Library board. I'll be in attendance to learn from Kate, and I'll use what I learn to offer the service to member libraries going forward.
- The Wakefield Public Library recently hired a new Library Director, Carly Rusch, and staff member Lakin Ozzello. Jeremy and Lissa have been working with them on ILS training and Shawn will be doing PII training with them soon.

Great Lakes Talking Books

- Tonia added talking book machine instructions and information on how individuals can sign up for the National Federation of the Blind's Newline service to the GLTB website. Newline is a free audio news service that offers more than 500 publications, emergency weather alerts, job listings and more.
- Tonia published new outreach materials for GLTB and they are up on the website. We've let member libraries know the information is available and encouraged them to display it for their patrons.
- Tonia has been hosting Zoom events every month in the new year to help familiarize member library staff with GLTB services, through her "Five First Fridays" sessions.
- Tonia and Jeremy recently finished recording and preparing two books that are in the process of being added to the National Library Service for the Blind and Print Disabled catalog.
- In February, the recording booth we use for recording books opened for public use at the Peter White Public Library. Library cardholders at Superiorland libraries can reserve use of the room for recording music, podcasts, audiobooks and more.
- Also in February, books produced by the GLTB team saw 114 downloads in the NLS collection.

Tech Support

- Josh has been working on acquiring and installing computer updates at several member libraries. This work includes taking inventory of library computers, noting the age of the machines, and then determining if they need to be replaced or if it's more cost effective for the library to upgrade. Gordon and Josh have a lot of travel coming up to deliver equipment to many of our member libraries.
- Gordon has been working on transitioning member libraries to Office 365. There are only a handful of interested libraries that have not transitioned yet, and that should happen soon.
- Gordon and Pam have been helping plan and prepare for our transition to a VOIP phone system. Some of our landlines are scheduled to be ported away on either March 15, 16, and 17, with new physical phones being installed at the same time. Gordon is also helping us explore options for a security system at SLC that's not tied to our landlines.
- Gordon and Shawn have been preparing to transition our old UPROC email lists to Office 365, which will resolve a lot of the issues we are having with use of the old server.

ILS & Databases Support

- Lissa hosted a February Lunch Bunch for member library staff on requesting and accessing Sirsi reports that are used in the State Aid application process. She'll host another refresher when we get closer to the October 1 application opening date.

- Jeremy and Shawn hosted Lunch Bunch events in recent months on Libby accessibility features, digital magazines, partner library collections in Libby, and accessing eResources in Enterprise. Recordings for all of these sessions are on the SLC YouTube page.
- Lissa has been working on transitioning our phone tree system to a new vendor, Teletask. She is waiting to hear back regarding some questions we had about their proposal. We're hopeful that we'll be able to move forward with Teletask soon.
- Nine of our member libraries are now enrolled in Kanopy and benefiting from Superiorland's subsidy since December. Jeremy has been assisting libraries with promotion and is now posting monthly Kanopy statistics to our website, which is information member libraries will need for the state aid application process at the end of the year.

Financial Report: Pam Malmsten presented the following financial reports*

FY 2020/2021 Cash Disbursements and reports:

December, 2021 Expenses Highlighted: Line 3-801 Annual Merit Network, Inc. fee of \$1,022.78. This is SLC's share of access to State Network, the balance of \$18,781.89, member libraries will share. Line 3-910 Frankenmuth Mutual Insurance Company, \$1,568, Director and Officers Insurance. Total December cash disbursements of \$114,338.73. December expenses were atypically high.

January, 2022 Expenses Highlights: Line 3-801, Anderson, Tackman and Co., PLC, \$2,300. Partial payment of audit expense of \$4,500. Total January cash disbursements of \$62,513.87.

February, 2022 Expenses Highlighted: Line 3-801 Solutions Telecommunications \$960, one time payment for installing the new VOIP system. Total February disbursements of \$56,895.54.

Year To Date Expense and Revenue Reports as of February 28, 2022. Total Revenues of \$149,579 and Expenses of \$365,861. Pam reported that the YTD financial status is very good.

Balance Sheet as of February 2022. Total assets and liabilities plus fund balances as of February 28, 2022 are \$612,837.36.

Donna Adams **made the motion to approve the following Financial Reports: Cash Disbursements for December, 2021, January, 2022 and February, 2022; Year to Date, February 28, 2022 Expense and Revenues; and Balance Sheet as of February 28, 2022 as presented.** The motion was seconded by Patti Jahn. Motion passed by roll call vote.

Public Participation: None

Committee Reports:

Advisory Board of Librarians:

Andrea Ingmire reported the Advisory Board of Librarians met this past week. The March Round Table discussion focused on customer service. The discussion included staff morale and continuing problems with the COVID transition. ABL reviewed the Overdrive policy, had committee reports and discussed programs available to SLC Libraries, for example, seed distribution. ABL provides a great opportunity for Library Directors to collaborate.

Database Committee:

Dillon Geshel: The Database Committee has not met recently but will be meeting soon to address the use of the additional funds made available for FY '23.

Bylaws Committee: Members are Anne Donohue, Donna Adams, Dillon Geshel, Brad Winnecki and Megan Buck. Brad and Dillon are reviewing the Bylaws of the other Michigan Library Cooperatives and the relationship to the Plan of Service. The goal is to have reviewed our bylaws and recommend bylaws for modification by the June, 2022 SLC Board meeting.

Programming Committee: The committee met in January to recommend the use of programming dollars toward the Summer Reading Program. Performers available to member libraries were reviewed. With budget amendments, subsidiaries to member libraries will be available.

Professional Development Committee: The Professional Development committee has not met. Megan Buck, Dickinson County Library Director offered to help with Zingerman training.

SLC-UPRLC Management Contract Committee: Dillon Geshel reported that the Committee met the week of March 7 and made suggested changes to the SLC-UPRLC Management Contract. A draft copy will be available for review by the next SLC Board meeting, June 23, 2022.

Nominating Committee: Inactive until nominations are required for FY '23.

Personnel Committee: Anne Donohue and Brad Winnecki asked member Library Directors and Representatives to complete a six month performance survey for Director, Dillon Geshel. Anne Donohue gave the following statement:

“ The coop director's employment contract requires a 6 month performance evaluation. To that end, a survey was shared with SLC members, staff and the board of directors to ask them to rate Dillon Geshel's work to date. The survey included 10 questions as well as comment areas in order to give the personnel committee a good picture of his overall performance.

The results indicate Dillon is doing between exceptional and above average. In addition, the written comments provide a very positive snapshot of his hard work, dedication and responsiveness to members.

We see a very positive future for both the cooperative and for Dillon.”

Old Business: None

New Business:

Approval of FY 2021/2022 Budget Revision*: Total State Aid for FY '22 is projected to be \$505,978. The following are proposed FY '22 disbursements of the additional funding through increased State Aid; salaries and wage increases for some employees. Six hours toward the continued employment of Shawn Andary; Computer Supplies: purchase of three laptop computers for support of home work sites; Internet Security System (approximately \$2,000); Miscellaneous computer equipment for staff (\$1,000); Member Library Subsidy for Office 365 (\$1,500); full funding (\$2,500) for the employee assistance program (EAP); AT&T Internet early termination fee (\$759.90); Increase in attorney fees; Increased Programming Committees budget by \$2,750 for a total of \$5,000; AT&T contingency funds for the balance of service (\$1,000); Increase IT staff travel budget by \$1,000 (total of \$5,000); Increase in utilities (\$400); increase in subscription and database service for a total of \$1,000. Revised FY '22 revenues of \$947,509 and expenses of \$942,231. Patti Jahn **made the motion to approve FY '22 Budget Revisions as presented.** The motion was seconded by Ashley Kangas Smith. Motion passed by roll call vote.

Approval of FY 2020/2021 Financial Audit*: The audit is presented in a 50 page document. Pam directed the Boards attention to page 37, GOVERNMENTAL FUND STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL. FY '21 revenues of \$833,879 and expenses of \$825,012 with an end of year fund balance of \$684,105. Page 39 shows a beginning fund balance of \$675,238 and ending fund balance of \$684,105, a net income of \$8,867. Patti Jahn **made the motion to approved the FY '21 Financial Audit.** The motion was seconded by Anne Donohue. Motion passed by roll call vote.

Approval of Upper Peninsula State Bank For Investments*: Donna Adams **made the motion to approve the addition of Upper Peninsula State Bank as an investment site.** The motion was seconded by Anne Donohue. Motion passed by roll call vote.

Digital Collection Development Policy*: Megan Buck, Dickinson County Library Director recommended that member libraries adopt this policy in support of the Cooperative. Anne Donohue **made the motion to approve the Superiorland Library Cooperative Digital Materials Collection Development Policy as presented.** The motion was seconded by Patti Jahn. Motion passed by roll call vote.

Request for Reconsideration of Digital Materials Form*: Ashley Kangas Smith **made the motion to approve the Request for Reconsideration of Digital Material Form as presented.** The motion was seconded by Patti Jahn. Motion passed by roll call vote.

Workplace Preparedness Plan Amendments*: Ashley Kangas Smith **made the motion to approve the SLC COVID preparedness policy be linked to the CDC guidelines with additional restrictions defined by Director Dillon Geshel in collaboration with SLC staff.** The motion was seconded by Patti Jahn. Motion passed by roll call vote.

Public Participation: None

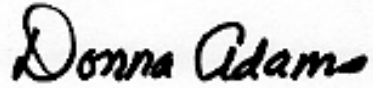
Adjournment:

A motion to adjourn was made by Donna Adams, seconded by Patti Jahn. Motion passed. The Meeting was adjourned at 12:49 AM Eastern.

Next meeting: Thursday, June 23, 2022 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 style with a large initial 'D' and a long, sweeping tail on the 's'.

Donna Adams, Secretary