

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

**Location: George Shiras Room, PWPL, 217 N Front St., Marquette MI 49855**

**Thursday, September 22, 2022**

10 AM Central/11 AM Eastern

Remote Access to Conference for Public Participants using Zoom:

<https://us02web.zoom.us/j/84158562296?pwd=aGh4eGpUdm1oaC80ZlYyelptRXptQT09>

**Call to Order:**

Brad Winnicki, President, SLC Board of Trustees called the September 22, 2022 meeting of the SLC Board of Directors to order at 11:03 AM Eastern Time.

**Attendance:**

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

SLC Voting Board Members Absent: Kim Nowack

SLC Voting Board Members Attending Virtually: Barb Rice

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

Library Directors/Staff/Board Members Present: Stephanie Swenski, West Iron District Library

Library Directors/Staff/Board Members Present attending Virtually: Eyre Becker, Negaunee Public Library, Megan Buck, Dickinson County Library, Katrina Linde-Moriarty, Portage Lake District Library, Blair Nelson, Spies Public Library, Alia Stokic, Crystal Falls Library, Dwight Sunday, Forsyth Township Public Library

Member of the Public Present: Chris Adams

**Approval of the Agenda\*:**

Ashley Kangas Smith **made the motion to approve the agenda as presented.** The motion was seconded by Patti Jahn. Motion passed by roll call vote.

**Approval of the Minutes\*:**

Marion Luckey **made the motion to approve the July 20, 2022 minutes as written.** The motion was seconded by Patti Jahn. Motion passed by roll call vote.

**Director's Report:**

- We have several new directors to welcome. Sarah Hopper is the new director at the Ontonagon Township Library. Mike Frampus is the new director at the Alanson Area Public Library. Stephanie Swenski is the new director at the West Iron District Library.
- In August, I hosted a virtual trustee training alongside several other Michigan cooperative directors for MLA. This session focused on preparing trustees for material challenges and is now available to stream from MLA.
- Superiorland hosted an in-person event on July 21 in Marquette, in collaboration with MLA, on intellectual freedom. Debbie Mikula of MLA and I reviewed Mi Right to Read resources, and Kent District Library Director Lance Werner and Carol Dawe of the Lakeland Library Cooperative discussed their experiences addressing material challenges.
- In August we had our tiling replaced in the entryway near the back door of our building. The slate formerly in place was cracked and separating from the floor.
- Last month, new signage was installed on the outside of our building, as the old sign letters were breaking and falling off the building.
- In July and August, I met in-person with directors from several member libraries to catch up, learn more about their spaces and services, or offer other support. This included the Calumet Public School Library, the Lake Linden-Hubbell School Public Library, the Portage Lake District Library, the Hancock School Public Library, the Negaunee Public Library, the Wakefield Public Library, the Ironwood Carnegie Public Library and the McMillan Township Public Library. I was also invited to dial into a Crawford County Library's board meeting to meet their trustees and talk about the intellectual freedom issues facing libraries.

- On September 27 I'll be speaking to the Friends of Michigan Libraries members during their virtual Connect with Friends event. During two different sessions at 10AM and 6PM, Debbie Mikula of MLA and I will discuss the Mi Right to Read coalition and how Friends groups can support their libraries through material challenges.

#### Great Lake Talking Books

- Tonia sent out the GLTB summer newsletter at the end of July. Information about GLTB services will also be featured in an upcoming Peter White Public Library newsletter.

#### Tech Support

- Gordon recently visited the Pickford library to help setup much of their IT equipment before their new building was reopened. Gordon has also been helping to setup VOIP services at the Wakefield and Pickford libraries.
- Gordon also recently visited the Ironwood and Bayliss libraries for tech and equipment support.

#### ILS & Database Support

- Shawn is leading our ILS Survey Crew and their work is wrapping up. Three vendors gave demos last month and the ILS Survey Crew is preparing to make a recommendation to the ALS group for moving forward.

#### **Financial Report:** Pam Malmsten presented the following financial reports\*:

##### FY 2021/2022 Cash Disbursements and reports:

June, 2022 Expenses Highlighted: Account 3-910: the payment of \$1,152 to United States Liability Insurance is for Officers and Directors insurance. Total June cash disbursements: \$80,762.34

July, 2022 Expenses Highlights: Account 3-801: the payment of \$5,424.61 to OCLC was for the FY year 2022 portion of the expense (7/1-9/30/22). The balance of \$16,273.82 for the period 10/1/22 – 6/30/23 is a FY 2023 expense. Account 3-801.7: The total RIDES subsidy expense for FY 2022 is \$6,398.75. The remaining balance of \$18,446.25 for the period 10/1/22 – 6/30/23 is a FY 2023 expense Total July cash disbursements: \$97,550.27.

August, 2022 Expenses Highlighted: Account 3-801: The payments to member libraries were for the summer programming grants. Account 3-801.7: The payment of \$1,447.53 to Midwest Collaborative for Library Services was for a RIDES delivery fuel surcharge. The fuel surcharge was assessed when the price of gas went higher than \$5 per gallon. Account 3-931: The payment of \$1,474.56 to Carpet Specialists was for labor and materials for the installation of our new vinyl laminate flooring in the service entrance. The payment of \$785 to Industrial Graphics was for SLC's new sign. Total August cash disbursements: \$107,884.19.

Year To Date Revenue as of August 31, 2022. Total Revenues (including rebilled items) of \$891,732.

Year To Date Expenses as of August 31, 2022. Total Expenses (including rebilled items) of \$814,466.

Balance Sheet as of August 31, 2022. Total assets of \$897,355.35 and total liabilities plus fund balances: \$897,355.35

Anne Donohue **made the motion to approve the following Financial Reports: Cash Disbursements for June, 2022, July, 2022, and August, 2022; Year to Date, August 31, 2022 Expense and Revenues; and Balance Sheet as of August 31, 2022 as presented.** The motion was seconded by Marion Luckey. Motion passed by roll call vote.

#### **Public Participation:** None

#### **Committee Reports:**

Advisory Board of Librarians: Andrea Ingmire has stepped down as chair of the ABL Committee. Katrina Linde-Moriarty is the new chair and reported on the Committee's recent meeting, September 14. Directors reviewed the current SLC Committee reports: Database, Schedule of Services, delivery, UPRLC Conference, Programming and Professional Development. Discussion also focused on COVID, sick patrons and moving forward from a pandemic to an endemic world. It was noted at the MLA Conference will require negative COVID tests for participates. Superior District Library's Pickford Branch is reopening on October 23, 2022

and invites everyone to its opening. PWPL is leading out with tough topics such as “bullying”. They hope to partner with the Public Schools, providing educational opportunities for teachers.

Database Committee: Dillon reported that the Committee met in July to develop a survey of member libraries, to gauge interest in SLC subsidizing another database. Based on those survey results, Hoopla was the favorite. There are funds in the FY '23 to help subsidize this database. The Overdrive magazine costs were also discussed and the Committee felt member libraries could handle collectively 25% of the Overdrive magazine costs. It is this model that was built into the FY '23 budget.

RIDES Committee: A letter was drafted that Scott Garrison of MCLS presented to ProMed on behalf of SLC requesting a meeting between ProMed, SLC and MCLS to discuss what plans are in place for the future deliveries to the U.P.. Committee members reminded Dillon of a huge surcharge a number of years ago. SLC does not want to have that experience repeated. Scott Garrison will be in Marquette for UPRLC Conference. RIDES Committee members will meet with Scott to discuss the next step.

Bylaws Committee: Brad Winnicki, Chair had nothing to share at this time.

Programming Committee: Dillon reported that the Committee met in August to determine the distribution of SRP Grant money to applicants. \$3,000 was available for this project, each applicant received \$185. \$2,000 was distributed for Fall Mini-Grants. An October meeting is planned to determine how SLC can help with scheduling and sponsoring performance grants for the 2023 SRP.

Professional Development Committee: Dillon and staff are currently engaged in supporting the planning and organizing of the September UPRLC Conference. In addition to the Monthly Directors “chat”, quarterly round table discussions with Directors and all library staff will begin the 2nd Tuesday of the month, November 8, 2022 being the first at 2 PM/Eastern, 1 PM/Central. The “Save The Date” reminders will be coming out soon. The first meeting will focus on “graphic novels”. The meeting format is one of facilitating answers to questions solicited prior to the meeting.

Nominating Committee: Marion Luckey, chair, reported the Nominating Committee met virtually twice. New Board member contacts were split among Nominating Committee members. This contact was to answer any questions prospective officers might have but also solicit a slate of officers.

Personnel Committee:

Anne Donohue read the following statement in support of Dillon’s one-year Evaluation:

“As you know, Dillon has been the director of the cooperative for a year now. A survey was sent to staff and member libraries to help the personnel committee assess his performance. I, on behalf of the committee, am happy to report the results were all very good. Dillon is a good listener, a great advocate and a top notch communicator. He has accomplished a lot in a short amount of time, including statewide projects, continuing education opportunities for member libraries, and sound fiscal judgement. We are very happy with his work and look forward to another great year. The committee has given Dillon a list of goals, based on the Schedule of Services, and we look forward to supporting him as he moves forward.”

## **Old Business:**

**COVID Workplace Preparedness Plan Review:** Dillon had nothing new to report at this time.

## **New Business:**

**Approval of 2022/2023 Board Membership\*:** Donna Adams **made the motion to approve the 2022/2023 roster of Voting SLC Board Members as presented.** The motion was seconded by Patti Jahn. Motion passed by roll call vote. FY '23 SLC voting board members are: Eyre Becker, Negaunee Public Library; Anne Donohue, Peter White Public Library; Patti Jahn, Ironwood Carnegie Public Library; Marion Luckey, Munising School Public Library; Jessica Luther, Alpena County Library; Blair Nelson, Spies Public Library; Alia Stokic, Crystal Falls Community Library; Stephanie Swenski, West Iron District Library; and Bradley Winnicki, Menominee County Library.

**Election of 2022/2023 Board Officers:** Marion Luckey, Chair of the Nominating Committee presented the slate of Officers for FY '23. Bradley Winnicki, Menominee County Library, President, Anne Donohue, Peter White Public Library, Vice-President and Alia Stokic, Crystal Falls Community Library, Secretary/Treasurer. Nominations were solicited from the floor, being none, Marion Luckey **made the motion to approve the slate of FY '23 SLC Board Officers as presented by the Nominating Committee.** The motion was seconded by Ashley Kangas Smith. Motion passed by roll call vote.

### **Approval of FY 2021/2022 Budget Revision\*:**

**Revenues:** I increased both direct and indirect state aid based on actual revenues. I also reduced accrued interest on investments and moved the TV Whitespace revenue to deferred revenue since we did not spend any of the money this year.

**Expenses:** I looked at year-to-date expenses and added estimated additional expenditures through September 30. I did this for each fund (general, GLTB, UPRLC, and rebilled). The original budget included a \$2,000 fund balance transfer to cover the cost of new vinyl laminate flooring in the entry way. The total cost ended up being \$1,475 and I estimate that we will only need to transfer \$161 from the fund balance to cover the floor installation project.

Revenues in current budget: \$912,267

Expenses in current budget: \$928,665

Approved fund balance transfers in current budget: \$22,000

Projected net loss in current budget (without fund balance transfers): \$16,397

\*Projected net income after fund balance transfers in current budget: \$5,603

Revenues in revised budget: \$938,935

Expenses in revised budget: \$959,096

Fund balance transfers in revised budget: \$20,161

Projected net loss in revised budget (without fund balance transfers): \$20,161

Projected net income after fund balance transfers in revised budget: \$0.

\*Note: At year end, we would only transfer enough money from the fund balance to cover any deficit.

Anne Donohue **made the motion to approve FY '22 Budget Revisions as presented.** The motion was seconded by Marion Luckey. Motion passed by roll call vote.

### **Approval of FY 2022/2023 Budget Adoption\*:**

**Revenues:** FY 2023 State aid to Public Libraries is unknown at this time, however we do anticipate a state aid increase. Subregional Library for the Blind funding for the Great Lakes Talking Books Advisory Outreach Center (GLTB AOC) is unlikely to change in FY 2022. Both revenue sources remain the same as FY 2022 in the FY 2023 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 (\$183,244.15) 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 2022 meeting.

#### General Fund:

1. *Salaries and Benefits:* Staff members received either a 3% or 6% salary increase. Adjustment rates were based on current salary levels.
2. *Services to Member Libraries:* All items and funding levels listed in the Schedule of Services were included in the FY 2023 draft budget.
3. *Computer Supplies:* We added \$7,080 for FY 2023 Comodo expenses. We will be asking the board to approve a two-year Comodo payment—from 10/1/22 – 9/30/24. The additional \$7,080 will be a FY 2024 expense.
4. *Professional and Contractual Items:* The line item includes \$12,100 for e-rate consulting services (EdTech Strategies): \$9,600 for regular services and an additional \$2,500 in case we decide to apply for Category 2 technology services.
5. *Building Maintenance:* We included a total of \$5,500 for painting the outside of the building and re-surfacing the parking lot. We will ask the board to approve a fund balance transfer for these one-time expenses.

6. *Electronic Subscriptions:* We added \$3,960 for Hoopla or another new subscription. We will ask the board to approve a fund balance transfer for this expense.
7. *MERS Surplus Division payment:* The budget includes a \$20,000 voluntary contribution to the MERS Surplus Division. This contribution reduces SLC's closed defined benefit plan unfunded liability. We will ask the board to approve a fund balance transfer for this expense.
8. *Rebilled Items:* The budget includes \$88,294.02 in rebilled revenues and expenditures.  
Total FY 2022/2023 revenues (including rebilled revenues): \$928,699.20  
Total FY 2022/2023 expenses (including rebilled expenses): \$963,111.99  
Projected Budget Net Income (Deficit): (34,412.79)

SLC Fund Balance Policy requires the amount equal to the average of the previous three years revenue from State Aid. It is estimated that the fund balance will exceed this average by \$131,141.36. FY '22.

Marion Luckey **made the motion to approved the FY '23 budget as presented.** The motion was seconded by Donna Adams. Motion passed by roll call vote.

#### **Approval of FY 2022/2023 Schedule of Services\*:**

Dillon reviewed the changes made to the Schedule of Services for FY '23 including the date change for SLC's quarterly Board meetings. Patti Jahn expressed disappointment that marketing activities will be suspended. Megan Buck talked about the difficulty of developing media coverage for all member Libraries of the cooperative, particularly those outside the Marquette area. Donna Adams **made the motion to approve FY '23 Schedule of Services as presented.** The motion was seconded by Patti Jahn. Motion passed by roll call vote.

**SLC Fund Balance Policy:** Reviewed

**FY 2022/2023 Fund Balance Report:** Reviewed

**Approval of EdTech Strategies E-Rate Services Contract for FY 2023\*:** Ashley Kangas Smith **made the motion to approve the EdTech Strategies E-Rate Services Contract for FY '23 as presented.** The motion by seconded by Anne Donohue. Motion passed by roll call vote.

**Adoption/Reaffirmation of E-Rate Policies (Includes CIPA Compliance)\* :** Jessica Luther **made the motion to approve the E-Rate Policies as presented.** The motion was seconded by Anne Donohue. Motion passed by roll call vote.

**Adoption of 80/20 Percentage Option for Employer/Employee Health Insurance Cost Share\* :** Donna Adams **made the motion to adopt the 80/20 Percentage Option for Employer/Employee Health Insurance Cost Share as presented.** The motion was seconded by Patti Jahn. Motion passed.

**Approval of Financial Institutions for FY 2022/2023\*:** The following list of Financial Institutions were presented for Board Approval; Nicolet Bank, First Bank, People's State Bank, Range Bank, Incredible Bank, Flagstar Bank and Upper Peninsula State Bank. Marion Luckey **made the motion to approve the list of FY '23 Financial Institutions as presented.** The motion was seconded by Anne Donohue. Motion passed.

**Approval of 2-Year Comodo Subscription\*:** A quote of \$14,160 for Comodo from SHI was presented. The quote covers 500 devices and Marion inquired if this was adequate coverage. The Board was reassured that 500 was adequate currently. At the next SLC Board meeting, a count of devices currently covered by Comodo has been requested. Donna Adams **made the motion to approve the 2-year subscription of Comodo as presented.** The motion was seconded by Ashley Kangas Smith. Motion passed by roll call vote.

#### **Public Participation:**

Chris Adams suggested looking to small media companies for marketing help. During these challenging times, we require a strong message promoting our libraries.

#### **Board Member Comments:**

Donna Adams brought to the attention of the SLC Board the need to support the incoming Secretary/Treasurer with the possible hiring of a Recording Secretary.

Marion Luckey inquired the status of the open SLC staff position. The position has been posted internally. A prospective internal candidate will make a decision within the next week. Currently the position is being covered by two other staff members.

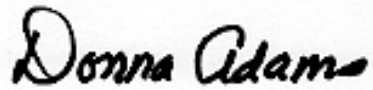
**Adjournment:**

Patti Jahn **made the motion to adjourn the meeting.** The motion was seconded by Marion Luckey. Motion passed. Meeting adjourned at 12:26 PM Eastern.

Next Meeting: Wednesday, December 14, 2022 at 10AM Central/11 AM 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/Treasurer