

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

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

Wednesday, January 11, 2023

10 AM Central/11 AM Eastern

Call to Order:

Brad Winnicki, President, SLC Board of Trustees called the January 11, 2023 meeting of the SLC Board of Directors to order at 11:00 AM Eastern Time.

Attendance:

SLC Voting Board Members Present: Anne Donohue, Eyre Becker, Stephanie Swenski, Marion Luckey, Patti Jahn, Blair Nelson, and Bradley Winnicki.

SLC Voting Board Members Absent: Deb Divoky and Jessica Luther

SLC Voting Board Members Attending Virtually: None

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

Library Directors/Staff/Board Members Present: None

Library Directors/Staff/Board Members Present attending Virtually: Megan Buck, Dickinson County Library, Katrina Linde-Moriarty, Portage Lake District Library, Mike Frampus, Alanson Area Public Library, Lisa Waskin, Superior District Library, Wendy Kucharek, Crawford County Library, Kim Nowack, St. Ignace Public Library,

Members of the Public Present: None

Approval of the Agenda*:

Marion Luckey moved that we add the nomination of a board secretary/treasurer to the agenda under New Business. **Marion Luckey 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*:

Anne Donohue **made the motion to approve the September 22, 2022 minutes as written.** The motion was seconded by Patti Jahn. Motion passed by roll call vote.

Director's Report:

- Congratulations to Gretchen Hall, new library director at the Whitefish Township Community Library.
- At our UPRLC annual conference in September I presented on the Mi Right to Read Coalition and intellectual freedom challenges facing libraries.
- In October I attended the MLA annual conference in Port Huron. It was great to engage and network in-person with library folks from across the state for the first time in a couple of years.
- In November I visited the Portage Lake District Library's staff in-service to present on Customer Service Philosophies and Patron Response Manuals. Also in November I presented via Zoom to the Ishpeming Library Board on challenges to intellectual freedom, and at the Superior District Library Manager's Meeting on intellectual freedom and role playing.
- Superiorland and UPRLC are hosting Clare Membiela for a virtual event next month, after her keynote was cancelled at our UPRLC conference in September. Her session is titled "Find the First Amendment: A Library Puzzle" and is scheduled for January 12 at 10AM Central / 11AM Eastern.
- Pam, Gordon and I have been working to solicit and evaluate Category Erate bids, which is a first for us at Superiorland. Category 2 services include discounted equipment needed for broadband connectivity.
- Last month I attended MLA's board meeting in-person in Grand Rapids. I also stopped to visit at the Munising School Public Library and the Deveraux Memorial Library.

- This year I am serving as chair of the MLA Conference Planning Work Group, and the group started working on the conference last month. Also in 2023, I will be running unopposed for President-Elect of MLA.
- The MLA Intellectual Freedom Task Force recently held a joint meeting with MLA's Legislative Committee to discuss legislative priorities for 2023. We will likely see renewed attempts to amend the Open Meetings Act and allow for remote board meetings again.
- After unanimous support from the ALS Group, the UPRLC Board, and the SLC Board to select Sirsi Dynix as our ILS vendor for a new contract, we have begun negotiations with Sirsi for a new contract. The new 5-year contract will be effective April 1, 2024.
- We have hired a new Database Maintenance and Assistant System Administrator, Ellen Moore, as Jeremy Morelock was promoted into the role of ILS System Administrator in November. Ellen's first day was January 9. Welcome, Ellen!
- Interested member library staff and I met to discuss the possibility of creating a new Superiorland committee on marketing and promotions. I am looking forward to working with the group to put together resources, materials and professional development opportunities that benefit our libraries.
- Tonia hosted an event for GLTB patrons in October with Linda Lieburn, who has a lot of experience using accessible mobile apps to navigate her vision loss journey. Tonia also hosted a session on GLTB resources at the UPRLC annual conference.
- Tonia and Jeremy finished recording and editing another recorded book, Dandelion Cottage, and it is now available to download for NLS patrons.
- Tonia also recently finished contacting inactive patrons via phone to determine if they are still interested in GLTB services.
- Gordon has been working alongside Pam and Dillon to evaluate Category 2 Erate bids for Superiorland. Erate's Category 2 program provides discounted network equipment to libraries.
- Gordon is working with Shawn to transition away from our old phone tree and to Teletask, our new vendor. Gordon and Josh are working on a template we can use to track technology inventory and retention at member libraries.
- Jeremy has been learning a lot as he adjusts to his new role. Shawn is still doing some training with him each week and will continue to be available to provide support as he settles in.
- Our ILS RFP Committee will regroup soon to begin reviewing mobile library apps that integrate with Sirsi. This includes a product Sirsi has offered to include in our new contract at a discounted rate.
- Jeremy has spent time working on an orientation plan for the Database Maintenance role to ensure the onboarding process goes smoothly.

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

FY 2021/2022 Cash Disbursements and reports:

September, 2022 Cash Disbursements Highlighted: Account 3-718 (Retirement) includes a \$20,000 payment to MERS; this is a voluntary payment to SLC's defined benefit (DB) retirement account surplus division; surplus division contributions help to reduce SLC's DB plan unfunded liability. Account 3-730 (Computer Supplies) includes a payment of \$680.48 to Port53 Technologies for SLC's filtering subsidy for member libraries; \$1,684.92 was rebilled to member libraries. Account 3-801 (Professional and Contractual) includes a payment of \$4,800 to EdTech Strategies for the second 50% payment for SLC's e-rate consulting services. Account 3-865.2 includes disbursements for member library continuing education stipends; payments were used to offset costs related to the UPRLC Annual Conference attendance. Total September cash disbursements: \$109,851.18

Year To Date Revenue as of September 30, 2022. Total Revenues (including rebilled items) of \$938,935.

Year To Date Expenses as of September 30, 2022. Total Expenses (including rebilled items) of \$931,593 and actual net income of \$3,016.21.

Patti Jahn made the motion to approve the following Financial Reports: Cash Disbursements for September, 2022 and Year to Date, September 30, 2022 Expense and Revenues as presented. The

motion was seconded by Anne Donohue. Motion passed by roll call vote.

FY 2022/2023 Cash Disbursements and Reports:

October, 2022 Cash Disbursements Highlighted: Account 3-730 (Computer Supplies) includes a payment of \$7,080 to Comodo for remote computer management subscriptions for FY 2023. A second payment of \$7,080 to Comodo is shown under “FY 2024 Prepaid Expenses”. Comodo gave SLC a substantial discount for a two-year renewal; the total Comodo payment was \$14,120. The \$2,600 payment to SHI was for 20 Chrome operating system management licenses for member libraries’ MI-83 grant Chromebooks. Total October disbursements: \$88,383.56.

November, 2022 Cash Disbursements Highlighted: Account 3-730 (Computer Supplies): The Payment of \$772.65 to Quest Software was for the AppAssure backup subscription for SLC’s computers; an additional \$4,161.71 was rebilled to member libraries. Account 3-801 (Professional and Contractual): The payment of \$1,025.56 to Merit Network was for SLC’s internet service for 7/1/2021 – 6/30/2022; another \$19,904.13 was listed under “Rebilled Items” and will be rebilled to member libraries participating in the Merit Network internet consortium. Total November disbursements: \$84,986.63.

December, 2022 Cash Disbursements Highlighted: Account 3-730 (Computer Supplies): The payment of \$2,655.52 to Microsoft was for the Office 365 renewal for SLC and member libraries. Total December disbursements: \$84,679.19.

Year to Date Revenues as of December 31, 2022: Total revenues as of 12/31/2022 were \$99,128.

Year to Date Expenses as of December 31, 2022: 3/12 of FY 2023 budgeted expenses are \$240,778; actual expenses as of 12/31/2022 were \$275,418. The professional and contractual line item is over the 3/12 figure due to the adjusting entries that were made to record the FY 2023 RIDES subsidy expense (\$17,546.25 for 10/1/2022 – 6/30/2023) and the FY 2023 OCLC cataloging expense (\$16,273.83 for 10/1/22 – 6/30/2023). The computer supplies line item is over the 3/13 figure mostly due to the Comodo remote management renewal expense for 10/1/22 – 9/30/2023 (\$7,080). Most other operating line item expenses are under the 3/12 figures.

Balance Sheet as of December 31, 2022: The balance sheet as of December 31, 2022 showed total Assets of \$632,253.98 and total Liabilities plus Fund Balances of \$632,253.98.

Marion Luckey **made the motion to approve the following Financial Reports: Cash disbursements for October, November and December 2022; Year to Date, December 31, 2022 Expense and Revenues; and the Balance Sheet as of December 31, 2022 as presented.** The motion was seconded by Stephanie Swenski. Motion passed by roll call vote.

Public Participation: None

Committee Reports:

Advisory Board of Librarians: Katrina Linde-Moriarty, chair of the ABL group, gave the report. ABL met last week and went through many of the committee reports on the agenda for today. One topic was the upcoming minimum wage change and the Earned Sick Time Leave Act. On February 3, Foster Swift & Collins will present a session on this topic, hosted by the Library of Michigan. A lot of library directors are preparing for these possible changes. Katrina shared that the Portage Lake District Library is working on a redesign project this year. The Superior District Library is hosting the grand opening of the Pickford Community Library this Saturday and Dillon will be there along with State Librarian Randy Riley. The Dickinson County Library and the Peter White Public Library will have prom dress swaps programs coming soon.

Database Committee: Dillon shared that there is not much activity to report. The committee will meet next week to discuss Superiorland’s budget for subsidizing Hoopla, and help determine a percentage discount we can apply to all participating libraries Hoopla expenses.

RIDES Committee: In the fall, our committee was working with MCLS staff to advocate for more stability for U.P. RIDES delivery. Waltco, the subcontractor hired by Pro Med to deliver to U.P. libraries, recently agreed to drop the 30-day termination notice option from their contract with Pro Med. But in return, they wanted to levy a possible inflationary increase if the economic situation worsened. Because MCLS holds the contract with Pro Med, they negotiate on these issues directly. MCLS ultimately decided that the inflationary increase could be an even bigger problem than the short, 30-day termination notice, so MCLS has asked that no

changes be made to the contract at this time. Scott Garrison, MCLS Executive Director, shared that information with RIDES Committee members in attendance at our UPRLC conference in September.

Bylaws Committee: The committee met for the first time this morning. Brad Winnicki shared that they are working on amendments that involve more libraries when it comes to board representation and the process for appointing and rotating voting members on and off the board. The goal is to make the rotation process simpler. Brad encouraged anyone interested in joining the committee to contact him or Dillon.

Programming Committee: Dillon reported that the Committee has been working to schedule discounted performers at member libraries for their 2023 summer reading programs. The Committee has also opened up applications for Superiorland's mini-grants to support reading programs. So far, three performers are scheduled to perform at 19 different events at member libraries this summer.

Professional Development Committee: Megan Buck, Committee Chair, shared that they've started a new discussion group called DeLiberation, and the first meeting was in November and focused on graphic novels. The next group discussion will be in February. The Committee is going to explore if there are other member libraries interested in hosting annual events, similar to Dickinson County Library's Annual Youth Services Workshop. Last year, the committee worked with MLA to host an in-person event for members in Marquette, and the Committee may work with MLA again to plan a summer event for 2023.

UPRLC Annual Conference Committee: Lisa Waskin, Committee Chair, shared that the group is meeting this afternoon. The conference will be in Sault Ste. Marie this year on September 13 and 14. A half-day event will be hosted at the Bayliss Public Library and the second full-day will be at Lake Superior State University (LSSU). Draft contracts for LSSU spaces and catering have already been received. A block of rooms at a hotel across the street from LSSU has already been reserved. The theme this year will be "Charting the Course". The Committee's meeting this afternoon will discuss keynote speaker ideas.

Old Business:

COVID Workplace Preparedness Plan Review: Dillon shared a new draft of the COVID Workplace Preparedness Plan. Draft changes include the rescinding of an in-door mask requirement for Superiorland staff. A new section of the policy indicates that Superiorland will monitor the Michigan Safe Start Map to track transmission levels in Marquette County. If transmission rates reach the "High Risk" level, Superiorland staff will phase back to requiring masks for employees in the office.

Patti Jahn **made the motion to approve COVID Workplace Preparedness Plan amendments.** The motion was seconded by Marion Luckey. Motion passed by roll call vote.

New Business:

Approval of 2022/2023 Budget Revision:

Revenues: State aid was adjusted to actual numbers. FY 2023 direct state aid: \$346,535.16. FY 2023 indirect state aid: \$165,705.21. Total FY 2023 projected state aid: \$512,240.37, which is a projected increase of \$10,741.05 over FY 2022. We removed the \$3,960 Hoopla expense from the "unassigned fund balance transfer for a new service" since we determined that projected expenses should be covered by the Hoopla expense.

Expenses: Salaries, payroll taxes, and fringe benefits were the only line items that were substantially adjusted (reduced) due to staffing changes.

Total FY 2022/2023 Revised Budget Projected Revenues: \$930,445

Total FY 2022/2023 Revised Budget Projected Expenses: \$937,981

Projected FY 2022/2023 Deficit: (\$7,536)

Projected FY 2022/2023 Net Income with pre-approved fund balance transfers: \$17,964

Patti Jahn **made the motion to approve FY '23 Budget Revisions as presented.** The motion was seconded by Anne Donohue. Motion passed by roll call vote.

Nomination of Superiorland Board Secretary/Treasurer

Marion Luckey shared that the board needs to elect a Secretary/Treasurer, and that the bylaws state the Secretary/Treasurer reviews financial reports and meeting minutes. While they also suggest the Secretary/Treasurer records the minutes, that has not always been done. Dillon added that we did elect a

Secretary/Treasurer in September, 2022, but she is no longer serving on the Superiorland board. Marion asked if there are any voting members present that are willing to take on the role of Secretary/Treasurer. With no nominations from the floor, Marion suggests we table the nomination while we discuss the possibility of hiring a recording secretary that would be responsible for taking the minutes. Both Marion and Brad suggest that Dillon as Director explore the possibility of finding a recording secretary that could be paid to attend meetings and take minutes. If a recording secretary is hired, we will need to amend the budget. Pam and Dillon will need to explore whether a recording secretary will be a Superiorland employee or a contracted worker. Pam Malmsten and Anne Donohue also mentioned that the meeting minutes do not necessarily need to be as in depth as they have been in the past, and so the process could be more simple for a new Secretary/Treasurer or recording secretary.

Public Participation:

None.

Board Member Comments:

Blair Nelson asked if Superiorland member libraries are still using sneeze guards at their service points. Several library directors and Superiorland board members shared what their home libraries are doing. Some still have sneeze guards up, while others do not.

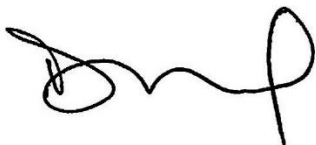
Adjournment:

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, March 15, 2023 at 10AM Central/11 AM Eastern

*Items Requiring a Vote of the Board

Respectfully submitted



Dillon Geshel, Superiorland Director