

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

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

Wednesday, 15 March 2023

10 AM Central/11 AM Eastern

Call to Order:

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

Attendance: 7/9 Quorum present

SLC Voting Board Members Present (representing/location): Anne Donohue (Peter White/Marquette), Eyre Becker (Negaunee/Negaunee), Stephanie Swenski (West Iron/Iron River), Marion Luckey (Munising/Munising), Patti Jahn (Ironwood Carnegie/Ironwood), Blair Nelson (Spies/Menomonie), and Bradley Winnicki (Menominee County/Stephenson)

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: Andrea Ingmire, Peter White Library, Katrina Linde-Moriarty, Portage Lake District Library, Lisa Waskin, Superior District Library, Mike Frampus, Alanson Area Public Library, Wendy Kucharek, Crawford County Library, Daryl Orr, Superior District Library

Members of the Public Present (recognized): (Andrea Ingmire)

- I. Brad requested secretary/treasurer be seated as the priority before the rest of the agenda items, and Marion Lucky moved to nominate Patti Jahn board secretary/treasurer effective immediately: *Marion/Anne RC/unanimous*
- II. **Approval of the Agenda with secretary in place*** *Marion/Stephanie/unanimous*
- III. **Approval of the Regular Meeting 11 January 2023 Minutes*** *Patti/Marion/unanimous*

IV. Director's Report: Dillon Geshel

- I was off for 8 days in February and enjoyed beautiful weather on St. Thomas in the U.S. Virgin Islands. I am feeling refreshed and back to work!
- We have selected a vendor for Category 2 E-rate services and are working with our consultant to file 471 forms that say as much. We have about a dozen Superiorland libraries participating in the program, all of which will see significant discounts (~\$10,000) on eligible equipment purchases.
- In January I attended the grand opening of the new Pickford Library building. It was great to meet some of the Superior District Library board members in person and to celebrate their hard work.
- As part of a Michigan Cooperative Director's Association project, I've been working on a summary of legal resources for Michigan libraries. There is a lot of information out there between our various partner organizations, and this brief memo helps point to their key

resources.

- Superiorland is now assisting with group purchasing for VOX Books, a product from Library Ideas that includes a read-along attachment for physical children's books.
- We have been working on enrolling libraries in Hoopla and scheduling introductory training for those libraries and our Cooperative staff. Superiorland will be offering a 15% subsidy on all member library Hoopla expenses.
- As of last week, Superiorland's UEI number is officially active, meaning we are eligible to apply for grant dollars from the Library of Michigan and other organizations after changes were made to that process in 2022.
- This year library cooperatives are eligible for the Library of Michigan's Improving Access to Information grant program for the first time. I will work with the ABL group to determine if Superiorland should apply and if so, what our focus will be.
- I will be attending MLA's Advocacy Day in Lansing in April and will be meeting with legislators on issues pertaining to libraries alongside other Michigan library staff and advocates.
- The Michigan legislature is moving quickly to pass gun reforms that would bar open and concealed carry in public libraries. Legislation related to restricting access to certain content in libraries was also recently introduced, but has virtually no chance of becoming law.

Great Lakes Talking Books

- Tonia recently published the GLTB winter newsletter.
- This year our staff is tasked with working on orientation packets for their positions, and Tonia has created a great draft that may serve as a template for other staff.

Tech Support

- Gordon and Josh have made a lot of visits to member libraries in recent weeks, including Dickinson, Munising, Crystal Falls, Forsyth, West Iron, Bessemer and Escanaba.

ILS & Database Support

- Jeremy is still meeting each week with Shawn on further training. He continues to work closely with Ellen as she takes on more of his prior responsibilities.
- Jeremy has been helping with the ILS authentication process for our member libraries enrolling in Hoopla. He is also authenticating our ILS with the new Michigan Activity Pass website and app.

V. Financial Report: Pam Malmsten*

FY 2022/2023 Cash Disbursements:

January, 2023: Account 3-730 (computer supplies): The payment of \$1,566 to SHI Corporation was for a computer and laptop for SLC's System Administrator. The payment of \$2,300 to Anderson, Tackman, and Company (account 3-802) was a progress payment SLC's FY 2022 audit. The payment of \$1,651 to Frankenmuth (account 3-910) was for SLC's annual property and liability insurance premium.

Total January disbursements: \$77,644.08.

February, 2023: The payment of \$3,960 (account 3-959.4) to Midwest Tape was for SLC's subsidy of Hoopla, a new shared subscription.

Total February disbursements: \$58,693.10.

Year to Date Expense and Revenue Reports as of 02/28/2023:

Revenues: Total revenues as of 02/28/2023 were \$209,502.

Expenses: 5/12 of FY 2023 budgeted expenses are \$390,825; actual expenses as of 02/28/2023 were \$412,049.

Balance sheet as of February 28, 2023: The balance sheet as of February 28, 2023 showed total Assets of \$605,129.04 and total Liabilities plus Fund Balances of \$605,129.04.

Discussion: Budget revision is later in the meeting.

Motion to approve all financial reports as presented (January and February Cash Disbursements, Year to Date Expense and Revenue Reports as of 28 February 2023, and Balance Sheet as of 28 February 2023): Marion/Eyre RC/unanimous

VI. Public Participation

Andrea Ingmire pointed out that the Bylaws Committee spent many hours working on changes to Superiorland's board makeup to be presented under New Business and is really great.

VII. Committee Reports

- a. Advisory Board of Librarians: Katrina Linde-Moriarty, Chair of the ABL group, reported.
 - i. The group discussed increased support from Superiorland for the summer mini grant program.
 - ii. They also discussed forming an ad hoc grant committee to explore applying for the Improving access to information LSTA grant this year.
 - iii. There was unanimous agreement from the ABL group in support of the proposed changes to Superiorland's board bylaws.
- b. Database Committee: Dillon reported that the committee last met in January to discuss our plan for subsidizing Hoopla.
- c. RIDES Committee: Dillon reported that the committee met last week for the first time since our UPRLC conference in September. The committee decided to ask MCLS to seek formal acknowledgement from Pro Med that if WaltCo ceases service, Pro Med must furnish a plan for continued service within WaltCo's 30-day termination window. MCLS will not seek this acknowledgement from Pro Med and has instead offered to work with UPRLC on a contingency plan.
- d. Bylaws Committee: Dillon shared that the committee has met twice and exchanged many emails as they collaborated on draft bylaw changes. Dillon will present on the bylaw changes under New Business.
- e. Program Committee: Dillon reported that the program committee worked on a plan for increasing Superiorland's program support budget, after the Library of Michigan announced their summer mini-grant program would not be offered this year. Pam will share information about a budget amendment that allows us to increase the amount distributed in our own summer mini-grant program under New Business.
- f. Professional Development Committee: Dillon reported that the committee is meeting soon to discuss collaborating with MLA this summer for another professional development opportunity in Marquette. The committee will also discuss how Superiorland can use the Dickinson County Library's annual Youth Services Workshop as a model for other regional, annual events hosted in partnership with our member libraries.

- g. UPRLC Annual Conference Committee: Lisa Waskin reported that the conference will be held on September 13 and 14 in Sault Ste. Marie. A block of rooms has been reserved at the Holiday Inn Express at the cost of \$145/night. Lake Superior State University will be catering the event and the theme is "Charting Our Course". We hope to bring back the vendor hall this year as well.

VII. Old Business

- a. COVID Workplace Preparedness Plan: Dillon shared that there are no changes to report at this time. Marion asked if there is any ongoing federal COVID aid for Superiorland. Dillon responded no, there is not.

IX. New Business

- a. FY 2022/2023 Budget Revision: A proposed revised FY 2022/2023 budget was sent to the board in advance of the meeting. The original budget was approved on September 22, 2022.
REVENUES/FUND BALANCE TRANSFERS: There were no changes to the revenues or fund balance transfers.
EXPENSES: The main purpose of the budget revision was to add \$10,000 to programming mini grants since the Library of Michigan announced that LSTA grants would no longer be available for programming. Other line items were adjusted based on 5/12 budget-to-actual expenditure figures.
(1) Professional and Contractual (3-801): \$10,000 was added to programming mini-grants. An additional \$500 was added to cover attorney fees.
(2) Computer Supplies (3-730): An additional \$2,000 was added to the line item to cover the cost of a new computer and laptop for the System Administrator.
(3) Defined Contribution Retirement (3-718.1), Flexible Benefits expense (3-719), and Communications (3-850) all were adjusted slightly based on 5/12 budget figures.
Total FY 2022/2023 Revised Budget Projected Revenues: \$930,445
Total FY 2022/2023 Revised Budget Projected Expenses: \$950,706
Projected FY 2022/2023 Deficit: (\$20,261)
Projected FY 2022/2023 Net Income with pre-approved fund balance transfers: \$5,239.
Motion to approve FY 2022/2023 Budget Revision as presented. Anne/Patti RC/unanimous.
- b. Draft Changes to Superiorland's Board Bylaws were presented by Dillon, and there was discussion. Bylaws must be presented twice before a vote can be made, so potential approval should be at the June meeting, with new board being seated immediately following the annual meeting in September. Some minor changes may come before June's meeting. Pam noted that changes in bylaws also appear in our Plan of Service. Both have their first presentation at this meeting. Marion wanted clarification that we have 2 more meetings in this fiscal year, and these changes are being proposed to be implemented at the end of this fiscal year. She asked that libraries be encouraged to make sure their board member representatives are in place very soon.
Dillon used slides walking the board through current bylaws regarding how the Superiorland Cooperative board members and voting board members are selected and

how long terms are. He then explained how changes to the board makeup are equitable in the 3 different groups: each representing approximately 114,000 people and each group of 11-12 libraries. Board members will have 1,2, and 3 year terms at the beginning to ensure staggered terms. Patti asked for clarification about how voting works; Dillon noted that each library would have one vote, ultimately electing 3 voting members from each of the 3 Groups.

c. Adding a Financial Institution for FY 2022/2023*

Dillon requests that the board approve of Superiorland working with Michigan CLASS, an investment group for governmental non-profits.

Motion to add Michigan Class as an additional Financial Institution for FY 2022/2023:

Marion/Anne RC/unanimous

X. Public Participation: None

XI. Adjournment: *Motion at 12:05: Patti/Eyre passed by acclamation.*

*Items requiring a Vote of the Board

**Additional financial reports are available on SLC's website under "Financial Reports."