

**October 19, 2004**  
**Northland Library Cooperative**  
**Board of Trustees Annual Meeting**

**Call to order & Roll Call**

The annual meeting of the Northland Library of the Board of Trustees was held at Mr. D's Restaurant in Alpena. Chair Elden Johnson called the meeting to order at 12:45pm.

Members Present: Marcia Botkin (Oscoda), Elden Johnson (Jordan Valley), Randolph Mateer (Cheboygan), Mayford Meixell (Alpena), Warren Meyer (Topinabee)

Members Absent: Linda Adams (Petoskey), Toni Felter (Charlevoix), Linda Linklater (Crooked Tree), Norm Yoder (Curtis Township)

Others Present: Marcia Armstrong, Jeanette Mateer, Carol Luck (Director Alcona County Library), Christine Johnson (Interim Director of Northland Library Cooperative), Maria Lefebvre (Northland Library Cooperative)

**Approval of the Agenda**

Interim Director Christine Johnson requested two items, FY 2004/2005 Budget and Correction to the Wage & Salary Scale, be added to the agenda under the section titled New Business.

Motion was made by Randy Mateer and seconded by Marcia Botkin to accept the Agenda as amended. Motion approved.

**Correction and Approval of the Minutes**

Changes were made to the September 29, 2004 minutes. The Changes consisted of name correction on pages 1 & 3, Interim Director's Report bullet item on page 1, and Insurance Review on page 4.

Motion to accept the September 29, 2004 minutes as corrected was made by Randolph Mateer and seconded by Marcia Botkin. Motion approved

**Treasurer Report** by Mayford Meixell

Cash on Hand and in Banks	\$281,173.06
First Federal Certificates of Deposit	<u>25,100.36</u>
<b>Total Cash</b>	<b>\$306,273.42</b>

Accounts Receivable	\$7,555.29
Pre-Paid Expense-telephone & MLC Deposit	1,241.50

<b>Total Assets</b> (does not include building)	<b><u>\$315,070.21</u></b>
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Accounts Payables/Liabilities	
Payroll Taxes	201.96
Deferred Revenues	0.00
LBPH Memorial Fund	0.00
Building Balance	0.00
PACII Server Fund	2,000.00
<b>Total Payables/Liabilities</b>	<b><u>2,201.96</u></b>

<b>Available Cash for Expenses 04/05</b>	<b>\$304,071.46</b>
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Motion to accept treasurer's report as presented was made by Warren Meyer and seconded by Marcia Botkin. Motion approved

**Interim Director's Report** – Christine Johnson

AUDIT—Northland Library Cooperative's new fiscal year began October 1, 2004. Northland's annual audit is scheduled to begin Tuesday October 26, 2004.

Motion was made by Mayford Meixell and seconded by Marcia Botkin to accept the offer received from J. Michael Kearly, of VanMassenhove Kearly Taphouse & Faulman PC to retain his services to perform NLC's annual audit for FY2003/04 for a cost not to exceed \$3,400. Motion approved.

PLAN OF SERVICE—copies of NLC revised Plan of Service were distributed. The Plan of Service now includes the addition of Gerrish-Higgins School Public District Library. The plan has been approved and is on file with Library of Michigan.

BUILDING—the NLC headquarters building land contract has been paid and the warranty deed has been recorded.

INFORMATION—two handouts were distributed for discussion, one highlighting this past year’s Accomplishments and Activities; and the other listing current Projects and Plans for the coming FY 04/05.

ILL—Cost of NLC ILL system software is a large portion of the budget expenses, Christine Johnson is working closely with the Advisory Council to seek ways to lower this expense.

LBPH—will be switching from the Reads software system to the new CUL system. The CUL system will give LBPH more features and better access to Talking books at Library of Michigan’s LPBH.

INTERNET—continuing to evaluate, NLC may release more modems as the number of Northland Users decline.

NLC BOARD MEMBER—Linda Linklater notified Christine Johnson that she will be unable to complete her term of service. According to the Board Rotation Schedule Beaver Island Library is next in line to appoint a trustee; and the library director has been contacted regarding this situation.

STATE AID—NLC’s report has been submitted.

QSAC (Quality Measures of Service for Cooperatives)—Christine Johnson attended a retreat on October 7<sup>th</sup> concerning QSAC. She reported that the standards of measure for library Cooperatives have not been finalized yet.

**OLD BUSINESS**

NOMINATING COMMITTEE—submitted the following list with their recommendation for election to office.

Elden Johnson	Chair
Randolph Mateer	Vice-Chair
Mayford Meixell	Treasurer
Warren Meyer	Secretary

Chair, Elden Johnson asked if there were any other nominations; with none forthcoming, nominations were closed.

Motion to accept the slate of officers for election was made by Marcia Botkin and seconded by Warren Meyer. All Approved.

BUILDING INSURANCE—Building Replacement insurance coverage was discussed. To raise the replacement value from its current level of value of \$591,000 to its actual replacement value of \$612,000 would result in a premium increase of \$29.

Motion was made by Randolph Mateer and seconded by Marcia Botkin to increase the Building Replacement insurance coverage to actual building value. Motion Approved.

FY 03/04 BUDGET—was distributed.

Motion was made by Mayford Meixell and seconded by Randolph Mateer to accept the Final FY 03/04 Budget. Motion Approved.

RETIREMENT OF DEPARTING BOARD MEMBERS—although not present, Christine Johnson noted the dedication to library board service of retiring Board Member Toni Felter. Trustee Linda Linklater will remain on the board until her replacement is appointed.

**New Business**

SEATING OF THE NEW BOARD AND ROLL CALL

Members Present: Marcia Armstrong (Montmorency), Marcia Botkin (Oscoda), Elden Johnson (Jordan Valley), Randolph Mateer (Cheboygan), Mayford Meixell (Alpena), Warren Meyer (Topinabee)

Members Absent: Linda Adams (Petoskey), Linda Linklater (Crooked Tree), Norm Yoder (Curtis Township)

Others Present: Jeanette Mateer, Carol Luck (Director Alcona County Library), Christine Johnson (Interim Director of Northland Library Cooperative), Maria Lefebvre (Northland Library Cooperative)

SECRETARY TO THE BOARD—Chair Elden Johnson requested a motion be made to reaffirm appointment of Maria Lefebvre as secretary to the board.

Motion was made by Mayford Meixell and seconded by Marcia Botkin to reaffirm appointment of Maria Lefebvre as secretary to the board. Motion approved.

BOARD CALENDAR FOR THE 2004-2005—all meetings will begin at 10am. The following dates and locations are tentative and subject to change:

February 15, 2005	Otsego County Library in Gaylord
June 14, 2005	Jordan Valley District Library in East Jordan
August 16, 2005	Mullet Lake Township Hall in Topinabee
September 27, 2005 (Joint Meeting)	Mackinaw Area Public Library in Mackinaw City
October 18, 2005 (Annual Meeting)	Alpena

The 2004-2005 Board Calendar was set by the NLC Board.

SEARCH COMMITTEE REPORT—the committee met following the September Joint meeting. Interim Director Christine Johnson noted that the NLC Director’s position has been posted on several Library mailing lists, which are accessed by librarians across Michigan and the country.

CORRESPONDENCE—two letters were received, the first letter addressed to the NLC Board was received from the Otsego County Library Board of Trustees; in which they are requesting that Northland review its funding structure. Currently NLC members contribute the full amount of their Indirect State Aid for membership in NLC. The second letter addressed to NLC Interim Director Christine Johnson was received from Bambi Mansfield-Sanderson, Director of Crawford County Devereaux Memorial Library. In her letter she writes that she is reaffirming their membership with Northland Library Cooperative.

NORTHLAND FEE SCHEDULE—changes to NLC 04/05 Fee Schedule were discussed. The changes include raising mileage reimbursement from \$0.25 per mile to \$0.30 per mile, dropping the \$25 Internet Account setup fee, raising the Internet Lab Rental from \$25 per hour to \$30 per hour, and free Northland workshops for associate members as part of their base fee.

Motion to adopt the proposed FY 2004-2005 Fee Schedule was made by Randolph Mateer and seconded by Warren Meyer. Motion approved.

#### DESIGNATION OF BANKING INSTITUTION

Motion was made by Marcia Botkin and seconded by Warren Meyer to reaffirm the following banking institutions for Northland Library Cooperative for FY 2004-2005: Bank of Alpena as Northland’s primary bank for checking and savings accounts and First Federal of Northern Michigan as Northland’s secondary bank for money market account and certificates of deposit. Motion Approved.

BLUE CROSS—Discussion was held concerning the Blue Cross cap previously noted in the May 20, 2003 minutes.

Motion made by Mayford Meixell and seconded by Randolph Mateer to increase the Blue Cross cap to \$367.00; retroactive to the date of adjustment.

FY04/05 BUDGET—was presented and discussed.

WAGE & SALARY SCALE—Changes were made to the wages and salary scale. The changes consisted of evening out the inconsistent increments in the Library/Trainer position and completing the scale for the Custodial position. These changes to the Wage & Salary scale do not affect any individual employee’s wage rate at this time.

**Public Comments**-none

**Next Meeting**

The next meeting of the Northland Library Cooperative Board of Trustees is scheduled for February 15, 2005.

**Adjournment**

With no further business to discuss, Chair Elden Johnson requested a motion to adjourn.

Motion was made by Randolph Mateer and seconded by Marcia Botkin to adjourn. Motion Approved. Meeting adjourned at 2:10 pm.

Warren Meyer, Secretary  
Prepared by: Maria Lefebvre, Secretary to the Board