

October 18, 2005
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 The 19th Hole Restaurant in Alpena. Chair Elden Johnson called the meeting to order at 1:00pm.

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

Members Absent: Linda Adams (Petoskey), Marcia Armstrong (Montmorency), Karen Heide (Wolverine), Norm Yoder (Curtis Township)

Others Present: Jennifer Dean (Director of Northland Library Cooperative), Maria Lefebvre (Northland Library Cooperative), David Tacia

Correction and Approval of the Agenda

Correction to Agenda Action item "Approval of September 26, 2005 minutes" should be "Approval of September 27, 2005 minutes".

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

Approval of the Minutes

Motion was made by Marcia Botkin and seconded by Warren Meyer to accept the September 27, 2005 minutes as presented. Motion approved.

Treasurer Report – Mayford Meixell

Cash on Hand and in Banks	\$391,736.18
First Federal Certificates of Deposit	<u>25,872.88</u>
Total Cash	\$417,609.06
Accounts Receivable/Assets	\$2,114.53
Pre-Paid Expense-telephone & MLC Deposit	0.00
Total Assets (does not include building or vehicle)	<u>\$419,723.59</u>
Accounts Payables/Liabilities	
Payroll Taxes	0.00
Deferred Revenues	0.00
PACII Server Fund	4,000.00
Total Payables/Liabilities	<u>4,000.00</u>
 Available Cash for Expenses 05/06	 \$413,609.06

Treasurer's report was discussed.

Motion was made by Warren Meyer and seconded by Marcia Botkin to accept the Treasurer's report as presented. Motion approved.

Director's Report – Jennifer Dean

PLAN OF SERVICE (POS)—The POS Committee met Friday October 14, and began the process of reviewing and revising the POS. Some items discussed or proposed for possible addition to or review and revision of the POS include:

- Improving communication among member libraries
- Pros & Cons of NLC member library directors as NLC Board Trustees
- Noted Advisory Council Chairperson is non-voting member of the NLC Board
- Returning extra NLC fund balance monies to member libraries

The POS committee is in the process of developing a Survey and Needs Analysis for distribution in November. Also, Jennifer Dean is consulting with Lance Werner, Library Law Specialist at Library of Michigan, on legal issues regarding the POS; which items are required and which can be changed or deleted.

Last week Jennifer Dean visited Walloon Lake (Crooked Tree District Library) to work with the director on budgeting; she plans to visit several more member libraries in November. And she will be attending a Cooperative Director Meeting this Friday, October 21, 2005.

MLA (Michigan Library Association)—Annual Conference will take place next week October 25-28 at the Amway Grand Plaza Hotel, Grand Rapids, MI. This year's theme is, "Libraries -- Helping Grow Minds." Judi Stillion, Director of Alpena County Library, has been chosen as this year's Librarian of the Year and will be honored and presented an award during the MLA conference. Elizabeth Benson of Topinabee, last year's Mini Grant winner, will also be attending the conference.

Old Business

FINAL 2004-2005 BUDGET— was discussed; with clarification of the reporting of hospitalization expenses as requested at the previous NLC Board Meeting.

The current format of the budget was also discussed; Chair Elden Johnson suggested including an Executive Summary, a one-sided cover sheet to be added to the budget's current format.

Motion to accept the final FY 2004-2005 Budget was made by Mayford Meixell and seconded by Randolph Mateer. Motion approved.

Retirement of Departing Board Members

Director Jennifer Dean and the NLC Board extended their appreciation and thanks to retiring Board members Marcia Botkin, Linda Adams and Norm Yoder for their dedication and service to the Northland Library Cooperative Board. Director Dean presented Marcia Botkin with a framed certificate of appreciation, a token for her service as a board trustees in recognitions of all she has done to help improve library service.

Boyne District is still working on recruiting a new board representative. Otsego/Petoskey's new board representative is LaVerne Greenwood.

Discussed Board Alternates: currently there is no provision in the NLC By-Laws addressing this issue; Jennifer Dean suggested that an Alternate would act as Board Trustee representative with input privileges; however, Alternates would be non-voting representatives.

Seating of the New Board and Roll Call

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

Members Absent: Marcia Armstrong (Montmorency), Karen Heide (Wolverine), Rita James (Alcona)

Others Present: Marcia Botkin, David Tacia (Alcona Alternate) Jennifer Dean (Director of Northland Library Cooperative), Maria Lefebvre (Northland Library Cooperative),

New Business

The following documents were distributed: Fee Schedule-2004/2005, NLC Associate Membership Fee Structure, and NLC Budget FY 2005/2006.

Motion made by Randolph Mateer and seconded by Mayford Meixell, that due to a lack of a quorum all agenda items under New Business: Action, except setting the Board Calendar, be tabled until the next meeting, Motion approved.

Board Calendar

December 1, 2005	Grayling
February 21, 2006	Indian River
May 23, 2006	Rogers City
August 22, 2006	Cheboygan
September 26, 2006	Charlevoix (Joint Meeting)
October 17, 2006	Alpena

Public Comments - none

Next Meeting

The next meeting of the Northland Library Cooperative Board of Trustees is scheduled for December 1, 2005, 10:00am-12:00pm, at Crawford County Library in Grayling.

Adjournment

Meeting adjourned at 2:05pm.

Motion was made by Mayford Meixell and seconded by Marcia Botkin to adjourn. Motion approved. Meeting adjourned at 11:35 pm.

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