

October 17, 2006
Northland Library Cooperative
Board of Trustees Meeting

Call to order & Roll Call

Northland Library Cooperative Board of Trustees meeting was held in Alpena at Northland Library Cooperative. Chair Elden Johnson called the meeting to order at 10:00am.

Members Present: Elden Johnson (Jordan Valley), Mayford Meixell (Alpena), Warren Meyer (Topinabee), LaVerne Greenwood (Otsego), Karen Heide (Wolverine), Jeri Selthoffer (Member at Large), Marcia Armstrong (Montmorency), Rita James (Alcona)

Members Absent: Randolph Mateer (Cheboygan)

Others Present: Jan Stevenson (Director Presque Isle District Library), Sue Warner (Director Wolverine Community Library), Grace Micketti (Presque Isle), Jennifer Dean (Director of Northland Library Cooperative), Maria Lefebvre (Northland Library Cooperative)

Additions and Approval of the Agenda

NLC director Jennifer Dean requested item of director's vacation be added to the agenda under section titled Old Business.

Motion to accept the revised agenda was made by Warren Meyer and seconded by Karen Heide.

Approval of the Minutes

Motion to accept the September 26, 2006 minutes was made by Marcia Armstrong and seconded by Karen Heide. Motion approved.

Treasurer Report – Mayford Meixell

Cash Statement as of September 30, 2006

Cash on Hand and in Banks	\$390,286.79
First Federal Certificates of Deposit	<u>26,910.11</u>
Total Cash	\$417,196.90
Accounts Receivable/Assets	\$9,742.11
Pre-Paid Expense-Blue Cross & MLC Deposit	2,262.89

Total Assets (does not include building or vehicle)	<u>\$429,201.90</u>
Accounts Payables/Liabilities	
Payroll Taxes	0.00
Deferred Revenues	0.00
Deferred LBPH Donations	3,934.17
Vacation Liability-2005	1,104.82
PACII Server Fund	5,105.40
Total Payables/Liabilities	<u>10,144.39</u>
Available Cash for Expenses 05/06	<u>\$407,052.51</u>
Budgeted Income (NOT YET RECEIVED) 05/06	<u>\$0.00</u>
Budgeted Expense (NOT YET PAID) 05/06	<u>\$0.0</u>
PROPOSED CASH BEGINNING 06/07	<u>\$407,052.51</u>
CASH AVAILABLE BEGINNING 05/06	<u>\$419,724.43</u>
DECREASED IN CASH AVAILABLE FROM 05/06 TO 06/07 BEGINNING OF YEAR	<u>(\$12,671.92)</u>

Treasurer's report was discussed.

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

Director's Report – Jennifer Dean

Director Jennifer Dean distributed three reports for discussion. The first her written director's report highlights her most recent activities since the last Board meeting which includes the sale of NLC's Internet Service, NLC hosted workshops, and State wide library issues and NLC Library for the Blind and Physical Handicapped (LBPH) news. The second report titled Accomplishments and Activities 2005-2006, lists cooperative activities and goals met for this past fiscal year. A third report, Continuing Education, mainly used in compiling NLC's State Aid report, breaks down workshop activity for the year by type, number of sessions held; and totals the number of workshop participants and whether participants were coop members, associate members, or non-coop members.

PAC HUG—Grants are moving forward. After a delay, Library of Michigan is distributing grant funds to the Cooperatives for purchase of new equipment for libraries that were eligible in this round. Cooperatives will be doing a group purchase for those that want a standard computer.

Others that have already purchased new equipment or wish to purchase something else such as software, etc. will receive funds based on eligibility, confirmation of purchases, and grant requirements. Many NLC member libraries will be receiving new equipment in this round of grant funding by the Gates Foundation Grant. Those who don't may be eligible for the next round.

Old Business

FY2005-2006 Budget—a final budget for this year was distributed. It was noted that there was an error in the Michigan Library Consortium (MLC) billing for OCLC service (#5232) which amounts to about \$200; this error will be corrected by the end of the year before the audit.

Discussion of the budget focused on items that were slightly over, mainly due to rise in fuel costs, and those that came in under budget. Also discussed the need for a contingency fund or if use of the cash available or general fund meets NLC's Bookkeeping needs. Discussed process of closing (or zeroing out) books on recommendation of NLC's Auditor.

Motion to accept and file for audit the FY2005-2006 budget was made by Mayford Meixell and seconded by LaVerne Greenwood. Motion approved.

DIRECTOR VACATION—Director Dean requested extra vacation days for 2006 (increase from 10 to 15 days) and an increase to 20 days beginning with the fiscal year 2007 in lieu of an increase in pay. After much discussion, Chair Elden Johnson tabled this issue until a committee could be formed to discuss this request and perform a compensation review.

BIDS FOR BOILER FOR NLC—Per the NLC Board's request bids were sought on the cost of replacing NLC's boiler. J.E. Johnson Plumbing and Heating declined to bid. Bids were received from Gauthier Heating and Cooling and Weinkauf Plumbing and Heating. Gauthier's bid was the lowest by \$2000 for the same equipment. Questions concerning warranty of equipment were also discussed.

Motion to accept Gauthier Heating and Cooling's bid was made by Rita James and seconded by Marcia Armstrong. Motion Approved.

PLAN OF SERVICE—The Plan of Service Committee's recommendations which were tabled at the August meeting were again discussed. Recommendations to the board included creating a list of core and optional services, Board Membership, Board Rotation. Questions raised concerned legal issues, bookkeeping (billing libraries for optional services quarterly) and oversight of actual costs for core services and optional services. Several motions were made concerning the different areas of the Plan of Service.

Motion made by Rita James and seconded by LaVerne Greenwood that NLC move forward with the Plan of Service Core and Optional services fees and the negotiation of exit fees for when a member library leaves the cooperative. Motion Approved.

Motion was made by Rita James and seconded by Mayford Meixell to leave the portion of the Plan of Service regarding Board makeup as it is. Motion approved.

PAC2 SERVICE AGREEMENT—discussed the legality of PAC2 and considered whether it should be a separate service of NLC with fees approved by the NLC board; or have PAC2 become its own separate entity which would then contract with NLC or another member library for administrative services; or PAC2 would merge with another Sirsi Group. Discussed taking 1 year to work out what should become of PAC2.

Motion was made by Jeri Selthoffer and seconded by Mayford Meixell that the NLC board authorizes NLC Director Jennifer Dean to enter into Sirsi Service Contracts with PAC2 members for 1 year. And during that time Director Dean will work with members of PAC2 and with input from the Advisory Council to seek a permanent solution to PAC2 and the Sirsi Contract issues. Motion approved.

Old Board & Adjournment

Motion was made by Jeri Selthoffer and Rita James to adjourn the old board. Motion approved.

Seating of the New Board and Roll Call

Members Present: Elden Johnson (Jordan Valley), Mayford Meixell (Alpena), Warren Meyer (Topinabee), LaVerne Greenwood (Otsego), Karen Heide (Wolverine), Grace Micketti (Presque Isle), Jeri Selthoffer (Member at Large), Marcia Armstrong (Montmorency), Rita James (Alcona)

Others Present: Jan Stevenson (Director Presque Isle District Library), Sue Warner (Director Wolverine Community Library), Jennifer Dean (Director of Northland Library Cooperative), Maria Lefebvre (Northland Library Cooperative)

New Business

The NLC Board acknowledges the retirement of board trustee Randolph Mateer upon the completion of his 3 year term as representative for Cheboygan and welcomes Grace Micketti board trustee representing Presque Isle.

ELECTIONS OF OFFICERS—the nominating committee met prior to the NLC Board meeting and made the following recommendation for board officers.

Chair Elden Johnson
Vice Chair Rita James
Treasurer Mayford Meixell
Secretary LaVerne Greenwood

Motion was made by Mayford Meixell and seconded by Marcia to accept the slate of officers recommended by the nominating committee. Motion approved.

BOARD CALENDAR (10:00am – 12:00pm, except Joint meeting, unless otherwise noted)

February 20, 2007	Wolverine
May 22, 2007	Glennie
August 21, 2007	Lewiston
September 25, 2007	Gaylord
October 16, 2006	Alpena

NORTHLAND FEE SCHEDULE—Jennifer Dean distributed a revised Fee schedule, changes consisted of removal of all Internet service fees.

Motion to accept the Fee Schedule was made by Karen Heide and seconded by Grace Micketti. Motion approved.

DESIGNATION OF BANKING INSTITUTION—Northland Library Cooperative currently banks with Bank of Alpena and First Federal of Northern Michigan which meet State guidelines and offer the best interest rates.

Motion was made by LaVerne Greenwood and seconded by Marcia Armstrong to continue with the present banking institutions for Northland Library Cooperative for FY 2006-2007. Motion approved.

SECRETARY TO THE BOARD

Motion was made by LaVerne Greenwood and seconded by Karen Heide to reaffirm appointment of Maria Lefebvre as recording secretary to the board. Motion approved.

Public Comments - none

Next Meeting

The next meeting of the Northland Library Cooperative Board of Trustees is scheduled for February 20, 2007, 10:00am-12:00pm, at Wolverine Community Library in Wolverine.

Adjournment

Meeting adjourned at 2:45pm.

Motion was made by LaVerne Greenwood and seconded by Karen Heide to adjourn. Motion approved.

LaVerne Greenwood, Secretary
Prepared by: Maria Lefebvre, Secretary to the Board