

**Northland Library Cooperative Board of Trustees Minutes  
November 27, 2007, Petoskey Public Library**

**Attending:** Rita James, Phil Curtiss, Mayford Meixell, Marcia Armstrong, Karen Heide, Marcia Monette, and H. Grace Micketti.

**Absent:** LaVerne Greenwood, Hugh Conklin

**Staff:** Roger Mendel

**Visitors:** Karen Sherrard, Jan Stevenson.

**Call to order:** Chair Rita James called the meeting to order at 10:37 a.m.

**Approval of agenda:** The following items were added to the agenda by Mendel

1. Add report of advisory council after minutes
2. Discussion of personnel matters after financial report

**Moved by Marcia Armstrong, second Marcia Monette that the items be added to the agenda. Motion carried.**

**Approval of minutes: Moved by Grace Micketti, seconded by Karen Heide that the minutes of the previous meeting be approved as printed. Motion carried.**

**Advisory Council report:** Jan is retiring president of Advisory Council. She thanked everyone for a great couple of years. Karen Sherrard of Petoskey was elected president, Val Meyerson as vice president. Mark Bronson as secretary. Karen reported that the Advisory Council approved the new services. She noted that the mini rural conference will allow libraries to have a staff development day cooperative wide. She indicated that libraries in the cooperative are very happy with the cutting of administrative costs and putting that money into services for the members. She expressed thanks to Roger for his working this out.

**Financial report:** Mayford gave the report on the cooperative's finances. We are in good shape and have a healthy fund balance. She noted that the cooperative has set aside \$200,000 for retirement fund and other closure expenses. Members indicated that when the building is sold and costs related to that are taken care of we should look at the amount of \$200,000 and see if that should be adjusted, especially in light of the fact that our obligation for retirement will be considerably less.

**Moved by Marcia Armstrong, seconded by Marcia Monette To approve the financial statements subject to audit. Motion carried.**

**Update on the building.** Mayford indicated that the closing is Dec. 6, December 20 we will be moved out of the building. Roger indicated that he received a call from the company doing the assessment. Petroleum was found in ground water but not in the soil. Mayford wanted a copy of the written report. This is part of

the agreement. Mendel will find out when the report is available. Grace thought it would be necessary to have the report for our protection.

Roger asked the board if on the date of the closing does the board should he be in attendance. Mayford said it was up to Roger or the rest of the board. There was no interest expressed so Roger will not plan to attend the closing.

Rita asked if there was negative feedback from the Lions Clubs regarding the closure of the Library for the Blind and Physically Handicapped. Roger indicated that he sent letters to the clubs that discussed the closing of the LBPH. No negative reports have been received. Mayford reported that the original situation was a problem by three individuals and was more of an individual concern. Mendel reported that a staff person was involved in this situation. The letters to the Lion's clubs we sent back in June before the LBPH closed.

**Sale of the building resolution:** Mendel indicated that we need an official resolution to authorize the board officers sign the resolution. **Phil Curtiss moved Karen Heide seconded. That we authorize any of the officers of the board to sign on behalf of cooperative the closing documents related to the sale of the building. The wording for the resolution was checked by our legal council. Motion carried. After the vote, the resolution was passed around and all board members present signed the resolution.**

**Report on bids for accounting.** Mendel reported he sent out a request for bids including our bookkeeper. Judy Taracks indicated she was not planning to bid. Thunder Bay Accounting sent a bid for \$2,730. The bid includes cutting checks twice a month, no payroll, or building expenses and having financial statements and bank reconciliation done. I talked with Kim the accountant at Thunder Bay and went over what they would do. No surprises. They charge \$65 per hour for their services. Judy T. was talking about \$35 hour but indicated more hours would be involved. Her "ball park" numbers were also based on additional services related to administrative support such as doing board packets, picking up mail, etc. . Mendel will be doing those tasks. There is a set up fee \$65; Thunder Bay Accounting uses Quickbooks which is software familiar to Mendel. Once a year services include getting things for annual audit, 1099 for Christine's contract. Monthly statements will include a list of bills paid that month. Mendel detailed the procedures for handling bill payment and deposit. Mayford indicated that she would like to have Christine as a signer. There would be an extra insurance bond. There was discussion of this. **Moved by Marcia Armstrong, that NLC hire Thunder Bay accounting to do the bookkeeping for the cooperative. Seconded by Mayford Meixell. Motion carried.** Grace asked about whether the fee is locked in. Mendel indicated that the rate is \$65 an hour and that is a locked in fee. If we require additional services they will be charged to us at the hourly rate.

Mendel asked if the cooperative board was interested in changing the checking account to Citizens Bank since there are branch locations in the Flint area. He will check with Judy Taracks and see if this is a possibility.

Mendel also recommended that we keep the same auditor in light of the fact that the cooperative might cease at some near future date and that this would allow for an easier transition. There was consensus by the board members. Mendel also indicated that he would look into having our state aid direct deposited to our checking account.

**Banking resolution** Mendel read the resolution regarding signatures on the bank accounts. The resolution allows for the following individuals to be on the bank accounts and to sign checks. Christine Johnson, Mayford Meixell, Rita James, Roger Mendel, Grace Micketti, Judy Taracks. The resolution further indicates that Judy Taracks will be taken off as a signer after December 21, 2007.

**Moved by Marcia Monette, Phil support to assign the signers. Motion carried.** The resolution was passed around and all board members present signed the resolution. There was discussion that passing this assumes that the bonding of Christine is also approved.

**Moved by Marcia Armstrong, seconded by Grace Micketti that the board approves the bonding insurance for Christine Johnson. Motion carried.**

**Update on MERS.** Mendel met with county clerk of Alpena to discuss the MERS obligation. They were unaware that they were liable for additional expense. Mendel indicated that the NLC board wanted to pay to the county their obligation. MERS did an actuarial; \$30,042 was the final figure. This amount brings the cooperative's fund up to the 120 % to satisfy MERS requirements. The check will go directly to MERS. The agreement was drawn up by our legal counsel and reviewed and signed by the County Commission Chair. Mendel indicated that a motion authorizing the Chair to sign for NLC was necessary. Rita James noted that the agreement as prepared shows that the county cannot come back on NLC at a future date. Mayford asked that we get a receipt for this payment for our records. **Moved by Mayford Meixell seconded by Marcia Monette to authorize the chair to sign this document on behalf of the cooperative. Motion carried.** (Rita signed the document at the meeting)

**Services report:** Mendel reported on the new services the cooperative will offer to the members. The Advisory Council has reviewed them and recommended their adoption.

**Moved by Phil Curtis, seconded by Mayford Meixell that the new services are offered this year and that the budget will be adjusted and approved at our January 8 meeting. Motion carried**

There was also discussion about planning for the future use of money that is in our fund balance. Rita James has a concern about this. There was consensus

among the board members that we have a strategic planning committee to develop a plan to use those funds to benefit our member libraries.

**Interim Director's report** was reviewed. Mendel noted that a 17% cut in state aid is in the budget for this year. There is a supplemental amount being sought in the legislature for an additional \$2 million.

State aid report for NLC has been filed. This was done in late October before Mendel left on vacation. We expect to receive 50% of state aid sometime in December.

Mendel encourages libraries to apply for state aid soon. There is always a chance to for a freeze. A report filed in December will mean a library won't get the state aid check until January.

Excess equipment distribution went well. A public sale was held on November 15 netting around \$600.

Mendel plans to be up for the last days that the cooperative is in this building.

Last of the LBPH tapes are ready for their final resting place.

Letters to the staff have been prepared indicating the end of employment.

Storage of documents has been arranged. Documents being kept follow the retention schedule dictated by the state. Retention of documents vary based on the type of documents, some things have to be keep forever.

**Cooperative reorganization** doesn't look good for cooperatives. Val Meyerson is our representative on this committee. She is also on the subcommittee that is drafting the report. We will keep you all informed on the process and progress.

There was question about how our former LBPH patrons are doing with service from the Library of Michigan. Mendel indicated that there were no complaints; he indicated that Ruth did a lot of hand holding in the first months after the closure. Grace Micketti indicated that there should be some PR on the LBPH program. Maybe that should be something as part of the PR campaign.

Staff letters have been written to each of the three staff indicating that the library cooperative will no longer need their services after December 20. Letters of recommendation have been written as well as certificates of appreciation which I have with me today for signature by the Chair of the Board and the President of the Advisory Council.

**Moved by Phil Curtiss that gift cards in the amounts of \$200 for Ruth and Judy and \$100 for Jim be purchased and presented to them at a lunch paid for by the cooperative. Grace Micketti supported the motion. Motion carried.**

**Review of operations for the library cooperative after December 20.**

(Printed copy attached.)

In the spring 2008 the board should look at this and make plans for the future of the cooperative.

**Moved by Marcia Armstrong, seconded by Mayford Meixell that the operations of the cooperative after December 20, 2007 as detailed in the attached document be adopted as our plan of operation at least until September 30, 2008. Motion carried.**

Mendel reported that we have made progress with the Topinabee library. Marcia Monette mentioned after our last meeting that she would like to if Topinabee could be automated. Christine has worked with Elizabeth and the staff at MLC. Marcia mentioned that the library now is concerned about the cost for two days of delivery. Mendel reported that the cooperative will pay for the two day delivery.

Jan had some questions about the new services. Mendel answered.

Jan had some questions about delivery and whether libraries that did not take the number of days of delivery could be reimbursed. Board members were unaware of this. Karen Sherrard of the Advisory Council did not remember it ever being discussed. Mendel will explore this further.

Adjourned at 12:12 p.m.

Respectfully submitted  
Roger Mendel, transcriber.