

**December 1, 2005**  
**Northland Library Cooperative**  
**Board of Trustees Meeting**

**Call to order & Roll Call**

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

Members Present: Marcia Armstrong (Montmorency), Rita James (Alcona), Elden Johnson (Jordan Valley), Warren Meyer (Topinabee), LaVerne Greenwood (Otsego)

Members Absent: Karen Heide (Wolverine), Randolph Mateer (Cheboygan), Mayford Meixell (Alpena),

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

**Approval of the Agenda**

Motion to accept the Agenda was made by Marcia Armstrong and seconded by LaVerne Greenwood. Motion approved

**Approval of the Minutes**

Motion to accept the October 18, 2005 minutes was made by Warren Meyer and seconded by Marcia Armstrong. Motion approved.

**Advisory Council Report** – Jennifer Dean

Main topic of discussion was the NLC Plan of Service.

**Treasurer Report** – Jennifer Dean

Cash on Hand and in Banks	\$350,578.34
First Federal Certificates of Deposit	<u>25,872.88</u>
<b>Total Cash</b>	<b>\$376,451.22</b>
Accounts Receivable/Assets	\$649.76
Pre-Paid Expense-telephone & MLC Deposit	0.00
<b>Total Assets</b> (does not include building or vehicle)	<b><u>\$377,100.98</u></b>

Accounts Payables/Liabilities	
Payroll Taxes	246.01
Deferred Revenues	0.00
PACII Server Fund	4,000.00
<b>Total Payables/Liabilities</b>	<b><u>4,246.01</u></b>

**Available Cash for Expenses 05/06** **\$372,205.21**

Treasurer's report was discussed.

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

**Director's Report** – Jennifer Dean

ANNOUNCEMENTS – Library of Michigan announced Interim Director Nancy Robertson has been hired as new State Librarian. MLA (Michigan Library Association) also recently hired a new director, Gretchen Couraud.

Director Dean, upon invitation, has attended the board meetings of several member libraries. She has combined these trips with visits to other near by member libraries, getting acquainted with member librarians helping with such things as budget development, statewide delivery and other library issues. Next week she will be in Montmorency.

STATE AID – the final state budget resulted in a partial decrease in State Aid, with Cooperative funding remaining at 43.5 cents per capita while public libraries portion of state aid was reduce to 35.9 cents per capita.

GRANTS– Discussed several new grant opportunities available to libraries. The new Gates' grant, Public Access Computer Hardware Upgrade Program Grant (PAC HUG), is a state wide grant to update hardware that libraries received in the first round of Gates grants in 1999. Library of Michigan will write the grant; at present public libraries applying for these grants are submitting inventory lists. The grant period runs from 2006 to 2009.

Michigan Humanities Council Grant – Director Dean is pursuing information on this grant that would be used as seed money to start a cooperative wide program, such as hiring an Author or Children's Programmer that would go to all the libraries. Once started this program would be managed by the cooperative and eventually supported by cooperative funds.

Library of Michigan Foundation in conjunction with the Notable Books Program will be offering grants for Author visits; NLC will be able to offer 3 Author visits for the member libraries.

LBPH (Northland Library for the Blind and Physically Handicapped) – Staff are still learning and getting comfortable with their new circulation system. NLBPH has receiving several

donations from Lions Clubs. Jennifer Dean and Ruth LaSage of NLBPH have visited several Lions Clubs giving a presentation on what NLBPH does and how their donations are put to use.

PUBLIC LIBRARY ASSOCIATION (PLA) Annual Conference – Director Dean received and has accepted an offer from the Gates Foundation of a free trip (including 3 nights accommodation, airfare, conference registration fee and travel to and from the airport) to PLA’s annual conference which is to be held in Boston, March 2006. As part of the Gates Foundation trip she will attend a seminar on Rural Library Computing

PLAN OF SERVICE–The Plan of Service committee, consisting of Marcia Armstrong, NLC Board Representative and member library representatives: Carol Luck, Alcona County Library; Bambi Mansfield-Sanderson, Crawford County Library; Maureen Derenzy, Otsego County Library; and Cindy Lou Poquette, Indian River Area Library, met recently. They created a 10 page survey and needs analysis which will be sent out next week. The Plan of Service is the blueprint document of NLC Cooperative; it defines who we are, how we are organized, and what services the cooperative provides. The survey covers the full Plan of Service document. Any changes to the Plan of Service will need to be approved first by the NLC Board of Trustees, then by the NLC Cooperative Members and finally by Library of Michigan. As part of QSAC’s (Quality Standard of Measure for Cooperatives) quality of service checklist the Plan of Service should be evaluated and revised annually. The Plan of Service committee will meet in January to compile the data gathered from the survey and have information available for the NLC Board and Advisory Council for upcoming meetings in February 2006.

NLC DIRECTOR –Jennifer Dean will be submitting her letter for her Level 1 Professional Certificate next week December 13, 2005 a condition to be met as part of her employment agreement.

**Old Business**

ELECTION of NLC BOARD OFFICERS – the following slate of officers was submitted.

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

Motion to elect the slated of officers as stated above was made by Marcia Armstrong and seconded by LaVerne Greenwood. Motion approved.

**APPOINTMENT OF RECORDING SECRETARY TO THE NLC BOARD**

Motion was make to appoint Maria Lefebvre as Recording Secretary to the NLC Board was made by Rita James and seconded by Marcia Armstrong. Motion approved.

FEES – discussed NLC’s Fee Schedule-2005/2006 and NLC Associate Membership Fee Structure.

Motion to accept the Fee Schedule-2005/2006 and NLC Associate Membership Fee Structure was made by Warren Meyer and seconded by Rita James. Motion approved.

NLC BANKING INSTITUTIONS – was discussed.

Motion was made to continue utilizing Bank of Alpena and First Federal Saving and Loan as Northland’s banking institutions was made by Marcia Armstrong and seconded by Lavern Greenwood. Motion approved.

BUDGET FY 2005/2006 – was discussed.

Motion to approve the FY 2005/2006 Budget was made by Marcia Armstrong and seconded by LaVerne Greenwood. Motion approved.

NLC BOARD TRUSTEE VACANCY – Unable to recruit a candidate to fill the NLC Board vacancy from the Alanson, Boyne City, and Curtis Township partnership; NLC Board has elected to appoint a trustee at large from the Crawford area, Jeri Selthoffer.

Motion to approve the appointment of Jeri Selthoffer as an NLC Board Trustee at large to fill the rotation schedule for the Alanson, Boyne City, and Curtis Township partnership was made by Marcia Armstrong and seconded by LaVerne Greenwood. Motion approved.

NLC BOARD ORIENTATION – Jennifer Dean will reschedule a Board Orientation for new NLC board members to be held in February.

**Public Comments** – None

**Next Meeting**

The next meeting of the Northland Library Cooperative Board of Trustees is scheduled for February 21, 2006, 10:00am-12:00pm, at Indian River Area Library.

**Adjournment**

Motion to adjourn was made by LaVerne Greenwood and seconded with Warren Meyer. Meeting was adjourned at 11:45am.

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