

February 15, 2005
Northland Library Cooperative
Regular Meeting of the Board of Trustees

Call to order & Roll Call

The regular meeting of the Northland Library of the Board of Trustees was held at Otsego County Library in Gaylord. Chair Elden Johnson called the meeting to order at 10:00 a.m.

Members Present: Marcia Botkin (Oscoda), Elden Johnson (Jordan Valley), Randolph Mateer (Cheboygan), Warren Meyer (Topinabee), Linda Adams (Petoskey), Marcia Armstrong (Montmorency)

Members Absent: Norm Yoder (Curtis Township), Mayford Meixell (Alpena), Karen Heide (Wolverine)

Others Present: Maureen Derenzy (Direction of Otsego County Library), Amy Knepp (Director of Oscoda County Library), Cindy Lou Poquette (Director of Indian River Area Public Library), Carole & Wayne Schultz (Lions Club), Christine Johnson (Interim Director of Northland Library Cooperative), Maria Lefebvre (Northland Library Cooperative)

Approval of the Agenda

Motion was made by Randolph Mateer and seconded by Marcia Botkin to accept the Agenda. Motion approved.

Approval of the Minutes

Motion to accept the October 19, 2004 minutes as presented was made by Randolph Mateer and seconded by Linda Adams. Motion approved

Treasurer Report – Christine Johnson for Mayford Meixell

Cash on Hand and in Banks	\$346,575.23
First Federal Certificates of Deposit	<u>25,100.36</u>
Total Cash	\$371,675.59

Accounts Receivable	\$10,418.97
Pre-Paid Expense-telephone & MLC Deposit	0.00

Total Assets (does not include building)	<u>\$382,094.56</u>
---	----------------------------

Accounts Payables/Liabilities	
Payroll Taxes	307.27
Deferred Revenues	240.00
LBPH Memorial Fund	0.00
Building Balance	0.00
PACII Server Fund	4,000.00

Total Payables/Liabilities	<u>4,610.27</u>
-----------------------------------	------------------------

Available Cash for Expenses 04/05	\$367,065.32
--	---------------------

The treasurer's report was accepted as presented.

Search Committee Report – Elden Johnson

Three applicants for the NLC Director position were interviewed on February 3, 2005 at Northland Library Cooperative headquarters. The interviewees were: Robert Cox of North Carolina, Jennifer Dean and Sandra Wilson of Michigan.

Advisory Council Report – Cindy Lou Poquette

The highlight of the meeting was a presentation by Louise Bugg of Library of Michigan's statewide catalog, MelCat. Members concerns about privacy of patron records were addressed with the assurance of privacy to be met with NCIP protection. NLC librarians were very enthusiastic about access to materials through MelCat and with the real time delivery of materials.

Interim Director's Report – Christine Johnson

TRUSTEES—Information handouts were distributed for Rural Library Conference. Board Trustee sessions to be held on one day. Trustees were each given a new updated trustee manual.

CORRESPONDENCE—trustees received a copy of letter Christine Johnson sent in response to letter received from Otsego County Board.

STATE AID—current draft of the Governor’s 2006 budget shows no change to library funding. Executive Order for FY 2005 to be announced soon, anticipating no cuts in State Aid.

COOPERATIVE QUALITY MEASURES (QSAC)—a draft of the Quality Services Audit Checklist for Cooperatives was distributed. The check list provides guidelines for basic “good” cooperative services. Christine Johnson noted that although certification is not available at this time, NLC is comparably close to meeting the recommended guidelines for essential level certification. She also noted that at this time funding is not tied to meeting the quality measures of the list.

OTHER—On December 4, 2005 Christine Johnson attended an open house of the new Petoskey Public Library and on January 20, 2005 she attended a Farewell party for State Librarian Christie Brandau. Christine noted that the MLA Trustee Roundtable has been working on the development of a certification program for Trustees. Currently, there are several Trustee Training workshops scheduled for various places around the state, the closest for NLC trustees would be the May 5 workshop in Cadillac.

NEW BOARD MEMBER— Karen Heide of Wolverine will be filling Linda Linklater’s seat for the remainder of her term.

2004-05 BUDGET— was discussed; items of note included repair costs to one of the furnace boilers at NLC headquarters and costs for the director search.

INTERNET—discussed the continued decline in internet accounts. Interim Director Christine Johnson distributed information on the number of accounts and number of modems NLC currently supports and analysis on the need to release more modems. NLC will need to make a commitment to Merit in May stating the number of modems NLC will support. It was recommended that NLC create an Exit Strategy for discontinuing Internet service in the coming year. Other considerations for future service include Access ID’s only for users and Email/Mailing list service for NLC.

SERVICE PRIORITIES—the revised Cooperative Service Priorities document was distributed. The list was developed during a planning retreat and refined by library members during an Advisory Council Meeting. LBPH is not included as a service, because it is a separate department of the Cooperative.

AUDIT REPORT—normally completed at this time, the audit this year is taking longer due to GASB requirements

STATEWIDE DELIVERY SERVICE—at a recent Advisory Council meeting the fact that Beaver Island is unable to participate in the statewide delivery service was discussed. A recommendation was made that NLC reimburse for mailing loaned library materials, up to \$450 annually, within Michigan for Beaver Island Library.

Motion made by Linda Adams and seconded by Marcia Botkin to reimburse Beaver Island Library, up to a cap of \$450 annually, for delivery of library materials.

MELCAT (a statewide catalog)—Discussed NLC’s participation in loaning items through MelCat. NLC materials consist of Large Print Books, Michigan Documents and Foreign Language Tapes.

Motion was made by Linda Adams and seconded by Randolph Mateer for NLC to join in MelCat and be willing to sign any future agreements concerning participation in this service. Motion Approved.

LBPH—NLC’s Library for the Blind and Physically Handicapped is switching to a new automation system.

Director Search Committee

The Search Committee’s recommendation to offer NLC director’s position to Jennifer Dean was discussed. A salary and benefits package was also discussed. Christine Johnson will continue as Interim Director through at least March 31, 2005.

Motion was made by Linda Adams and seconded by Randolph Mateer that the NLC Board accept the recommendation of the Search Committee to offer Jennifer Dean the position of Director of Northland Library Cooperative; with a salary to be negotiated dependent on proof that Jennifer Dean can meet state guidelines for professional certification by November 1, 2005.

Also discussed was the salary range and benefits package to be used in contract negotiations. Board trustees Linda Adams and Warren Meyer were authorized to negotiate, on behalf of the NLC Board, a contract with Jennifer Dean for the position of Director to Northland Library Cooperative.

Public Comments

Al Schultz noted that \$3,600 was donated by Lions Club members during the past year. He brought 2 large cases filled with Large Print books for donation to NLC’s Large Print collection. He also stated that he was pleased that NLC would be participating in MelCat.

Next Meeting

The next meeting of the Northland Library Cooperative Board of Trustees is scheduled for June 14, 2005 at Jordan Valley District Library in East Jordan.

Adjournment

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

Motion was made by Linda Adams and seconded by Marcia Botkin to adjourn. Motion Approved. Meeting adjourned at 12:05 pm.

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