

June 14, 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 Jordan Valley District Library in East Jordan. Chair Elden Johnson called the meeting to order at 10:00 a.m.

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

Members Absent: Norm Yoder (Curtis Township)

Others Present: Dawn Pringle (Director of Jordan Valley District Library), Sue Warner (Director of Wolverine Community Library), Jennifer Dean (Director of Northland Library Cooperative), Maria Lefebvre (Northland Library Cooperative)

Additions and Approval of the Agenda

Director Jennifer Dean requested two additional items be added to the agenda; which are ALA Conference and auditor's letter of engagement.

Motion was made by Warren Meyer and seconded by Linda Adams to accept the agenda as amended. Motion approved.

Approval of the Minutes

Motion to accept the February 15, 2005 minutes as presented was made by Randolph Mateer and seconded by Mayford Meixell. Motion approved.

Treasurer Report – Christine Johnson for Mayford Meixell

Cash on Hand and in Banks	\$289,831.81
First Federal Certificates of Deposit	<u>25,100.36</u>
Total Cash	\$314,932.17

Accounts Receivable	\$19,428.17
Pre-Paid Expense-telephone & MLC Deposit	0.00

Total Assets (does not include building or vehicle) **\$334,360.34**

Accounts Payables/Liabilities	
Payroll Taxes	688.77
Deferred Revenues	430.00
Building Balance	0.00
PACII Server Fund	4,000.00
Total Payables/Liabilities	<u>5,118.77</u>

Available Cash for Expenses 04/05 **\$309,813.40**

Treasurer's report was discussed and accepted as presented.

Advisory Council Report-Dawn Pringle

The Advisory Council met on May 25, 2005. The following are highlights of their meeting:

- Jennifer Dean adjusted her daily scheduled work hours from 8-4, to 9-5 per consensus of Advisory Council.
- Library Advocacy— discussed need for immediate action on issues affecting libraries, providing talking points, acknowledgment of library supporters, and creating an Advocacy List-serve.
- Representation of NLC at MLA (Michigan Library Association) and PLFIG (Public Library Initiative Group).
- Auto-Graphics Online Catalog, to be discontinued over the next two years.
- Advisory Council thanked Christine Johnson and presented her with a gift basket for her time as Interim Director.

Director's Report – Jennifer Dean

LEGISLATIVE ISSUES—In the governor's proposed budget State Aid remains unchanged. Several bills affecting libraries have been proposed. One bill proposes using a portion of State Aid funding for digitization projects and a second bill proposes revising District Library Law.

GRANTS—Christine Johnson finished the final revision of the LSTA Grant; this grant brought 3 more libraries in to the Sirsi Consortium. She also has submitted the final evaluation of the Mobil Lab Grant.

REGIONAL CATALOG—The Advisory Council recommends discontinuing NLC's Regional Catalogue through Auto-Graphics by the end of 2006. Most Member libraries will be joining MelCat (Michigan's Statewide Catalog, Inter Library Loan, and Delivery Service). However, a few NLC member libraries are still not automated at this time and also a few automated members are using systems that are not supported by MelCat. A second option discussed proposed continuing with the Regional Catalog, but discontinue the Inter Library Loan portion of it.

MELCAT (Michigan's Statewide Catalog, Inter Library Loan, and Delivery Service)—Several member libraries have applied to the statewide regional catalog. Otsego Library is joining MelCat now and recently under went a migration to Horizon, Dynix's new circulation system. Northland Library Headquarters is joining MelCat as a branch of the Alpena County Library for the purpose of MelCat's Delivery Services. Pac2 (Sirsi) Consortium will join MelCat in the first quarter of 2006. 17 members have applied or intend to apply to join MelCat.

PLFIG (Public Library Funding Initiative Group)—Jennifer Dean attended the PLFIG meeting held on June 6, 2005; items discussed included the District Library Law Proposal; Smartest Card Campaign, ALA's (American Libraries Association) program to raise awareness of Library services; and Peer Networking, offering help or mentoring to libraries on issues such as millages, district formation, new director searching, etc.

PERSONNEL POLICIES—2 workshops are being offered in September-October 2005, one for staff and one for Board Trustees. Jennifer Dean noted that it has been several years since the NLC policies have been reviewed. There are a number of items that may need to be added and others revised. She suggested that a good time to review the policies would be following these workshops.

INTERNET— Merit (MichNet internet backbone in state of Michigan) is interested in building a fiber ring that would provide high speed internet access to Alpena and the surrounding area. Merit acting as facilitator in this project is interested in working with the Alpena Collaborative Group; a group which consists of Alpena County Library, Alpena Community College, NLC, Alpena Regional Hospital, City of Alpena, Alpena County and Township and several businesses. Merit has also discussed discontinuing their dail-up services, but no date has been set. More information will be available at the August NLC Board meeting regarding NLC's Library List-serves and email service currently provided through Merit.

AUDIT REPORT—The final FY2003-2004 Audit report was discussed.

Motion to accept the final FY2003-2004 Audit report prepared by J. Michael Kearly, of VanMassenhove, Kearly, Taphouse & Faulman PC was made by Marcia Armstrong and seconded by Randolph Mateer. Motion Approved.

QSAC (Quality Measures of Service for Cooperatives)—Distributed copies of the QSAC report. The QSAC report has received endorsement by the Library of Michigan Board. At this time QSAC certification is not tied to any type of funding. NLC meets most of the Essential Level requirements for the basic level of service and many of the requirements for the Enhanced Level of service. To meet the QSAC Enhanced or Excellent Level requirements some modifications to NLC's Plan of Service would be necessary. NLC needs to add a Strategic Planning Document that contains a mission statement, goals list, and a yearly member service and needs assessment; and to NLC's By-laws a section containing procedures for dissolving the cooperative and disbursement of

funds upon dissolution of the cooperative should be added. At this time QSAC certification is an elective measure; in the future it may be tied to funding.

2004-2005 BUDGET—Was discussed. One area of concern is the decline in Internet. Internet revenue appears to be over budgeted at \$106,080 based on current figures. For the 2006 budget, estimating \$72,000 is a more accurate level. Libraries will be receiving their 2nd State Aid payments in July.

CONFERENCES (added agenda item)—Director Jennifer Dean requested NLC Board approval for to attend the ALA Conference in June.

Motion made by Randolph Mateer and Warren Meyer for the NLC Board to grant Jennifer Dean approval to attend the ALA Conference being held in Chicago on June 24-28, 2005. Motion approved.

CORRESPONDENCE (added agenda item)—Received an engagement of service letter from J. Michael Kearly, of VanMassenhove, Kearly, Taphouse & Faulman PC offering to perform NLC's annual audit for FY 2004-2005 for an amount not to exceed \$3,000.

Motion was made by Mayford Meixell and seconded by Marcia Botkin to accept the offer of service proposed by J. Michael Kearly, of VanMassenhove Kearly Taphouse & Faulman PC at a cost not to exceed \$3,000. Motion approved.

Other

NLC Updates messages will be emailed or mailed to NLC Board members upon request. Trustee, Mayford Meixell suggested Jennifer Dean compile a definitions sheet of the many acronyms used in relation to library services.

Public Comments-none

Next Meeting

The next meeting of the Northland Library Cooperative Board of Trustees is scheduled for August 16, 2005, 10:00am-12:00pm, at Mullet Lake Township Hall in Topinabee.

Adjournment

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

Motion was made by Linda Adams and seconded by Randy Mateer to adjourn. Motion Approved. Meeting adjourned at 11:45 pm.

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