

August 16, 2005
Northland Library Cooperative
Regular Meeting of the Board of Trustees

Call to order & Roll Call

The regular meeting of the Northland Library Cooperative Board of Trustees was held at Mullet Lake Township Hall in Topinabee. Vice Chair Randolph Mateer called the meeting to order at 10:09 a.m.

Members Present: Marcia Armstrong (Montmorency), Marcia Botkin (Oscoda), Randolph Mateer (Cheboygan), Mayford Meixell (Alpena), Warren Meyer (Topinabee),

Members Absent: Linda Adams (Petoskey), Karen Heide (Wolverine), Elden Johnson (Jordan Valley), Norm Yoder (Curtis Township)

Others Present: Elizabeth Benson (Director Topinabee Public Library), Jennifer Dean (Director of Northland Library Cooperative), Maria Lefebvre (Northland Library Cooperative)

Advisory Council Report

The Advisory Council met on August 8, 2005. The following are highlights of their meeting:

- 2005-2006 Budget based on Senate proposed decrease of 7.4%; the Advisory Council recommends the board approve the NLC 2005-06 budget as presented.
- Discussed NLC Board composition, trustee eligibility and responsibilities. Also discussed ways to make Advisory Council meetings more effective; such as location of meetings, and holding Advisory Council and NLC Board meetings on the same day; changes would require a change in the Plan of Service and/or By Laws.
- Discussed MelCat; all members in attendance of the Advisory Council meeting have applied or intend to apply for service. Un-automated members holdings can be added if they choose and will also be able to participate in MelCat.
- Debra Bacon-Ziegler (Continuing Education Coordinator) attended to gather feedback about the Beginning Workshop, who attendees are and what they want or need.

Director's Report – Jennifer Dean

2004-2005 BUDGET—discussed.

LBPH—has switched to the Library of Michigan CUL circulation system. The switch required some hardware changes, such as new Bar Code readers.

LSTA GRANT—Christine Johnson finished the final revision of the LSTA Grant; this grant brought 3 more libraries (Alanson, Boyne District, and Crooked Tree District) into the Sirsi Consortium.

NEW BOARD MEMBERS—3 NLC Board Trustees (Linda Adams, Marcia Botkin and Norm Yoder) will be completing their terms with the end of this fiscal year September 30, 2005. Alcona County Library, Otsego County Library and Alanson Area Public Library will be nominating new trustees.

DUVALL AWARD—The Jane E. Duvall Award was established in 1990 to honor those whose services have contributed to benefit the Northland Library Cooperative as a whole or have set an example of superior library service. Nomination forms for the Duvall award have been distributed. Board trustees and library directors, staff, friends and others, are encouraged to send in their recommendations. The winner of the award is chosen by the NLC Board Chair and the NLC Director and will be presented at the September 27, 2005 joint meeting of the NLC Board of Trustees and Advisory Council. Deadline for submitting a nomination is September 10, 2005

PLAN OF SERVICE—Director Jennifer Dean noted that the Plan of Service would be reviewed with the intention of changes for clarification of some items and to comply with QSAC Certification; a project for this coming year.

MLA CONFERENCE—Michigan Library Association's (MLA) annual conference will be held in Grand Rapids at the Amway Grand Plaza. This is a 3 day conference which also includes sessions for Board Trustees. The Board Trustee sessions are generally held on one day and Jennifer encourages any Trustee interested in attending to contact NLC.

NLC BOARD AND ADVISORY MEETING—There will be two guest speakers for the September 27, 2005 Joint Meeting of the NLC Board of Trustees and Advisory Council. Maureen Derenzy (Director of Otsego Count Library) will speak on MelCat and Jennifer is looking for someone to speak about Benefits and Retirement Plans.

NLC PERSONNEL—NLC held a staff meeting in which the 2005-2006 Budget with its possible wage freeze was discussed and also changes to the personnel manual.

SCHOOL DISTRICT PUBLIC LIBRARIES—Jennifer Dean attended the Gerrish-Higgins School District Library's Board meeting in which they discussed the make up of the Advisory Council; answering such questions as "who they are", "what they do", and "what their responsibilities are".

Additions and Approval of the Agenda

Director Jennifer Dean requested an additional item be added to the agenda. Item: Reducing Rent for Internet Service

Motion was made by Mayford Meixell and seconded by Warren Meyers to accept the agenda as amended. Motion approved.

Approval of the Minutes

Motion to accept the June 14, 2005 Northland Library Cooperative board meeting minutes as presented was made by Marcia Botkin and seconded by Marcia Armstrong. Motion approved.

Treasurer Report – Mayford Meixell

Cash on Hand and in Banks	\$409,875.94
First Federal Certificates of Deposit	<u>25,667.80</u>
Total Cash	\$435,543.74

Accounts Receivable	\$20,757.30
Pre-Paid Expense-telephone & MLC Deposit	0.00

Total Assets (does not include building or vehicle)	<u>\$456,301.04</u>
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Accounts Payables/Liabilities	
Payroll Taxes	201.82
Deferred Revenues	950.00
PACII Server Fund	4,000.00

Total Payables/Liabilities	<u>5,151.82</u>
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Available Cash for Expenses 04/05	\$430,391.92
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Approximately \$107,000.00 of available cash will be used for expenses thru 9/30/05.

Treasurer’s report was discussed.

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

Reduction of Internet Services Rent (Added Agenda Item)—Discussed the recommendation submitted by Judy Taracks, NLC Business Manager, recommending a reduction in the amount of rent paid by Internet Services.

Motion to reduce the Internet Services Rent to an amount based on Internet service income was made by Marcia Botkin and seconded by Mayford Meixell. Motion approved.

2005-2006 Budget— was discussed.

The Advisory Council recommends NLC Board accept the NLC 2005-2006 Budget as presented, based on the Senate's 7.4% funding cut. This draft of the budget includes a wage freeze of all NLC employees. If library funding is passed with full funding (without the 7.4% cut) then the budget will be adjusted to include NLC staff wages increases of one step up on the wage scale.

Christine Johnson tendered her resignation as a regular employee of NLC effective September 30, 2005. She has offered to continue as a contract employee at a rate of \$25 per hour, approximately 10 hours per week. NLC Trustees also discussed mileage. Christine will prepare a contract for approval at the next meeting.

LBPH—No cuts in funding have been proposed; their budget remains unchanged from last year's.

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 the Joint NLC Board and Advisory Council Meeting to be held at Mackinaw Area Public Library on September 27, 2005. The Advisory Council will meet from 10-11am and the NLC Board will meet from 11:00am-12:00 noon. Lunch with two guest speakers will be from 12:00-2:00pm. Both board trustees and council members are invited to attend both meetings.

Adjournment

With no further business to discuss, Vice Chair Randolph Mateer requested a motion to adjourn.

Motion was made by Mayford Meixell and seconded by Marcia Botkin to adjourn. Motion Approved. Meeting adjourned at 11:35 pm.

Warren Meyer, Secretary

Prepared by: Maria Lefebvre, Secretary to the Board