

**August 22, 2006**  
**Northland Library Cooperative**  
**Board of Trustees Meeting**

**Call to order & Roll Call**

Northland Library Cooperative Board of Trustees meeting was held at Cheboygan Area Public Library. Chair Elden Johnson called the meeting to order at 10:00am.

Members Present: Elden Johnson (Jordan Valley), Randolph Mateer (Cheboygan), Mayford Meixell (Alpena), Warren Meyer (Topinabee), LaVerne Greenwood (Otsego), Karen Heide (Wolverine), Jeri Selthoffer (Member at Large), Marcia Armstrong (Montmorency), Rita James (Alcona)

Others Present: Jan Stevenson (Director Presque Isle District Library), Sue Warner (Director Wolverine Community Library), Jennifer Dean (Director of Northland Library Cooperative), Maria Lefebvre (Northland Library Cooperative)

**Additions and Approval of the Agenda**

Jennifer Dean requested the topic of Insurance be added to the agenda.

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

**Approval of the Minutes**

Motion to accept the May 23, 2006 minutes was made by Mayford Meixell and seconded by Warren Meyer. Motion approved.

**Treasurer Report** – Mayford Meixell

**Cash Statement as of August 8, 2006**

Cash on Hand and in Banks	\$378,771.02
First Federal Certificates of Deposit	<u>26,644.83</u>
<b>Total Cash</b>	<b>\$405,415.85</b>
Accounts Receivable/Assets	\$7,712.61
Pre-Paid Expense-telephone & MLC Deposit	0.00
<b>Total Assets</b> (does not include building or vehicle)	<b><u>\$413,128.46</u></b>
Accounts Payables/Liabilities	
Payroll Taxes	322.07
Deferred Revenues	540.00
PACII Server Fund	5,105.40
<b>Total Payables/Liabilities</b>	<b><u>5,967.47</u></b>
<b>Available Cash for Expenses 05/06</b>	<b><u>\$399,448.38</u></b>
<b>Budgeted Income (NOT YET RECEIVED) 05/06</b>	<b><u>\$36,806.13</u></b>
<b>Budgeted Expense (NOT YET PAID) 05/06</b>	<b><u>\$44,301.23</u></b>
<b>PROPOSED CASH BEGINNING 06/07</b>	<b><u>\$391,973.28</u></b>
<b>CASH AVAILABLE BEGINNING 05/06</b>	<b><u>\$419,724.43</u></b>
<b>DECREASED IN CASH AVAILABLE FROM 05/06 TO 06/07 BEGINNING OF YEAR</b>	<b><u>(\$27,771.15)</u></b>

Treasurer's report was discussed.

Motion was made by Jeri Selthoffer and seconded by Karen Heide to accept the Treasurer's report as presented. Motion approved.

**Advisory Council Report** – Jan Stevenson

Jan Stevenson, Advisory Council Chair, reported the main topics discussed at the last Advisory Council meeting where the revision of the Plan of Service, Pac2 Consortium and Non-Consortium Members and communication between members.

Jan issued an open invitation to NLC Board Trustees to attend Advisory Council meetings when held in their vicinity. NLC will reimburse Trustees for millage.

**Director's Report** – Jennifer Dean

WORKSHOP—MLA will be holding a Trustees Workshop on September 16, 2006 at Mio.

INTERNET SERVICES—NLC is negotiating the sale of its Internet Service to I-Serve, an Internet Service Provider. Once the sale is finalized, Northland's Internet customers will be notified by letter on or about September 15, 2006. NLC will continue working with its Internet customers to help them transition over to Internet service with I-Serve.

2005-2006 BUDGET— was discussed.

**Old Business**

PLAN of SERVICE—The Plan of Service Committee's recommendations were discussed; particularly Board Membership, Board Rotation, and core Services. NLC Trustees agreed to postpone taking any action on the Plan of Service committee recommendations until the September 2006 NLC Board meeting; allowing time for further study.

CORRESPONDENCE—The NLC Board received a letter from the Otsego County Library Board regarding revision of Plan of Service.

**New Business**

2006-2007 DRAFT BUDGET—was discussed.

IINSURANCE—NLC put out for bids NLC Cooperative Insurance coverage for Vehicle, Building, Board Liability and Workman's Comp insurance. NLC accepted a bid from Top of Michigan Insurance Agency. Northland's insurance coverage will remain with Frankenmuth, just the agency handling the policy will change from Alpena Insurance Agency to Top of Michigan Insurance. The change will take effect October 1, 2006 and will cover Northland's 2006-2007 fiscal year.

Motion made by Mayford Meixell and seconded by Rita James to change in Insurance carrier from Alpena Insurance Agency to Top of Michigan Insurance. Motion Approved.

VACATION—Director Jennifer Dean requested vacation pay for employees leaving due to staff cuts.

Motion was made by Mayford Meixell and seconded by Rita James to pay unused vacation time for the terminating employees in FY 2006. Motion approved.

### **Public Comments**

NLC Trustee Jeri Selthoffer addressed the NLC Board informing them of the serious concerns Crawford County treasurer and legal council have regarding the make up of the PAC2 Consortium. She reported that according to Crawford County legal council PAC2 is not a legally recognized entity. And that Northland Library Cooperative and board need to take action to protect the Cooperative from any financial responsibility due to PAC2 operation. Jeri also recommended that each NLC Trustee inform their representative Boards of the situation.

NLC Board of Trustees directed Jennifer Dean to bring a draft motion to resolve the PAC2 issues for the September 2006 NLC Board of Trustees Meeting.

### **Next Meeting**

The next meeting of the Northland Library Cooperative Board of Trustees is a Joint meeting with the Advisory Council which will be held at Charlevoix Public Library on September 26, 2006.

The Advisory Council meeting will begin at 10am. The Northland Board meeting is scheduled for 11:00am-12:00pm with speaker at 1:30pm. Trustees are encouraged to attend both meetings.

### **Adjournment**

Meeting was adjourned at 12:35pm.

Warren Meyer, Secretary

Prepared by: Maria Lefebvre, Secretary to the Board