

Corrected

September 29, 2004
Joint Meeting of the Northland Library Cooperative
Board of Trustees and the Advisory Council

Present:

Susan Warner	Wolverine Community Library
Maureen Derenzy	Otsego County Library
Cindy Lou Poquette	Indian River Area Library
Averill Packard	Gerrish-Higgins School District Public Library
Warren Meyer	NLC Board Trustee—Topinabee
Randolph Mateer	NLC Board Trustee—Cheboygan
Elizabeth Benson	Topinabee Public Library
Maria Lefebvre	Northland Library Cooperative
Nannette Miller	Boyne District Library
Mark Bronson	Cheboygan Area Public Library
Toni Felter	NLC Board Trustee—Charlevoix
Christie Brandau	Library of Michigan
Greg Czarnecki	Petoskey High School Library
Eric Grandstaff	North Central Michigan College Library
Linda Adams	NLC Board Trustee—Petoskey
Mayford Meixell	NLC Board Trustee—Alpena
Susan Conklin	Crooked Tree District Library
Carol Luck	Alcona County Library
Christine Johnson	Northland Library Cooperative
Dawn Pringle	Jordan Valley District Library
Elden Johnson	NLC Board Trustee-Jordan Valley
Eunice Teel	North Central Michigan College Library
Moira Maus	Curtis Township Library
Val Meyerson	Charlevoix Public Library
Maggie Poxson	North Central Michigan College Library

The joint meeting of the Northland Advisory Council and Northland Board was held at the North Central Michigan College in Petoskey. The Advisory Council meeting was called to order at 10:15am. The following is a summary of topics discussed:

NLC Interim Director's Report—Christine Johnson

Discussed:

- At the November Advisory Council meeting the MEBS Representative will be in attendance.
- NLC Newsletter is well received by members.
- Advisory Meeting Minutes will be posted on NLC website.

\$500 Mini -Grant—drawing winner is Elizabeth Benson, Topinabee Public Library.

2004-2005 Calendar--Advisory Council Meeting Dates:

Friday	November 12, 2004	Gaylord
Tuesday	February 8, 2005	Wolverine
Friday	April 22, 2005	GHSD Roscommon
Wednesday	May 25, 2005	Alcona
Monday	August 8, 2005	Boyne City
Tuesday	September 27, 2005	Mackinaw (Joint)

FY 03/04 Budget and FY 04/05 Draft Budget

Discussion was held on the final FY03/04 Budget and the FY 04/05 Draft Budget. Both budgets were approved; and the Advisory Council also sends their recommendation to accept the FY 04/05 Draft Budget to the NLC Board.

Duvall Award—this year’s Duvall Award recipient is NLC Board Chair, Elden Johnson; in recognition of his leadership and his devotion to library service.

Member library directors each gave a brief report of happenings in their libraries.

Advisory Council Meeting adjourned.

NLC BOARD MEETING

Call to Order and Roll Call

Chair Elden Johnson called the Northland Library Cooperative Board of Trustees meeting to order at 11:30am.

Members Present: Elden Johnson (Jordan Valley), Linda Adams (Petoskey), Toni Felter (Charlevoix), Warren Meyer (Topinabee), Mayford Meixell (Alpena), Randolph Mateer (Cheboygan)

Members Absent: Norm Yoder (Curtis Township), Linda Linklater (Crooked Tree), Marcia Botkin (Oscoda),

Also Present:

Christine Johnson	Northland Library Cooperative, Interim Director
Susan Warner	Wolverine Community Library
Maureen Derenzy	Otsego County Library
Cindy Lou Poquette	Indian River Area Library
Averill Packard	Gerrish-Higgins School District Public Library
Elizabeth Benson	Topinabee Public Library
Maria Lefebvre	Northland Library Cooperative
Nannette Miller	Boyne District Library
Mark Bronson	Cheboygan Area Public Library
Christie Brandau	Library of Michigan
Greg Czarnecki	Petoskey High School Library

Eric Grandstaff	North Central Michigan College Library
Susan Conklin	Crooked Tree District Library
Carol Luck	Alcona County Library
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Moira Maus	Curtis Township Library
Val Meyerson	Charlevoix Public Library
Maggie Poxson	North Central Michigan College Library

Approval of the Agenda

Motion was made by Randy Mateer and seconded by Warren Meyer to accept the Agenda. Motion approved

Approval of the Minutes

Motion was made by Warren Meyer and seconded by Linda Adams to accept the August 10, 2004 minutes as presented. Motion approved.

Treasurer Report by Mayford Meixell

Cash on Hand and in Banks	\$326,706.53
First Federal Certificates of Deposit	<u>24,359.28</u>
Total Cash	\$351,065.81

Accounts Receivable	\$8,645.43
Pre-Paid Expense-telephone	21.53

Total Assets (does not include building)	<u>\$359,732.77</u>
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Accounts Payables/Liabilities	
Payroll Taxes	280.86
Deferred Revenues	6,100.00
LBPH Memorial Fund	0.00
Building Balance	0.00
PACII Server Fund	2,000.00

Total Payables/Liabilities	<u>8,380.86</u>
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Available Cash for Expenses 03/04 & 04/05	\$342,684.95
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The Treasurer's Report was accepted as presented

Search Committee Report

No report at this time; the search committee will be meeting today at 2:30pm.

Interim Director Christine Johnson requested on behalf of the Search Committee, clarification on salary range to be published in advertising for the NLC Director position.

Motion was made by Randolph Mateer and seconded by Mayford Meixell that in advertising the NLC Director's position the Director's Salary be stipulated as a minimum of \$52,000. Motion approved.

FY 03/04 Budget-was discussed.

Motion was made by Warren Meyer and seconded by Linda Adams to accept the FY 03/04 Budget. Motion Approved.

Insurance Review

Upon completion of an insurance review, it was recommended by the NLC insurance agent that NLC consider discontinuing the Equipment (Electrical) Breakdown Coverage portion. This covers such things as a boiler or computers damaged due to a power surge. The Equipment Breakdown Coverage carries a \$1000 deductible.

Motion was made by Mayford Meixell and seconded by Randolph Mateer that NLC drop the Equipment Breakdown Coverage portion of their insurance coverage. Motion Approved.

Also discussed Building Replacement insurance coverage, which is currently slightly under replacement value. It was decided to have further discussion on this topic at the next meeting.

FY 04/05 Draft Budget-was discussed.

Motion made by Randolph Mateer and Seconded by Toni Felter to accept the draft Budget. Motion Approved.

Report from NLC- Christine Johnson

PHOTOCOPIER—in follow up to previous discussion on the necessity of replacing the NLC photocopier, Christine Johnson recommends that the Board not replace the photocopier at this time. Her recommendation was based on trade in value of the present copier, average number of NLC service calls, 24 hour replacement if the present copier breaks down, reasonable service cost for a year (includes toner), and our current vender's recommendation of not replacing the photocopier.

NLC BOARD TRUSTEES—Trustee Toni Felter’s board term will expire September 30, 2004. Montmorency will appoint a new trustee.

Interim Director Christine Johnson will begin posting approved NLC Board minutes on NLC Website.

Public Comments

Maureen Derenzy, Director of Otsego County Library, requested that the NLC Board review NLC’s fee structure.

Next Meeting

The next meeting of the Northland Library Cooperative Board of Trustees is scheduled for October 19, 2004 in Alpena.

Announcements

1:00pm Guest Speaker Christie Brandau, State Librarian, Library of Michigan
1:30pm Guest Speaker Patrick Labadie, Thunder Bay National Marine Sanctuary
2:30pm Nominating Committee Meeting at 2:30pm.

Adjournment—meeting adjourned at 12 noon with lunch and guest speakers to follow.

Mayford Meixell, Treasurer
Prepared by: Maria Lefebvre, Secretary to the Board