

Northland Cooperative Board meeting minutes 9.24.09 Charlevoix Public Library

Meeting called to order: 12:15 p.m. by the chair, Grace Micketti.

Members present: Grace Micketti , Marcia Monette, Marcia Armstrong, Barbara Steele, Hugh Conklin, Eunice Teel, and Judy Olsen

Absent: Phil Curtis, Karen Heide

Minutes: Moved by Marcia Armstrong, seconded by Eunice Teel that the minutes be approved as printed. Motion carried.

Treasurer's report: Mendel review the current financial statement dated August 31, 2009 and noted that revisions in the budget were necessary for the end of the fiscal year. **Moved by Eunice Teel, seconded by Marcia Monette that the financial statement be accepted pending the next audit. Motion carried.**

Audit: Mendel reviewed the audit which was a clean audit with no exceptions. **Moved by Marcia Monette, seconded by Judy Olsen that the audit of the 2007-2008 fiscal year be accepted. Motion carried.**

Board member replacements: Mendel reported that a letter of resignation was received from Marcia Monette and that the Indian River Library Board will appoint someone to finish out her term on the board. Mendel also urged library directors to get names to him of the new board members that their boards will appoint to the NLC Board as soon as possible.

Budget adjustments: Mendel reviewed the adjustments for the current budget. **Moved by Hugh Conklin, seconded by Barbara Steele that the adjustments to the budget for 2008/09 be approved. Motion carried.**

Budget approval for 2009-10: Done in August. On agenda only to update if necessary due to state budget cuts. That has not happened; as a result no action was taken.

Election of treasurer for 2009/10: It is deemed necessary to have an election for a Treasurer at this time to the constraints of the transition to a new board and new administrative arrangement. It was decided that one of the current board members that will continue on the board be elected as a Treasurer so that the finances of the cooperative move smoothly through the transition. **Moved by Marcia Armstrong, seconded by Marcia Monette nominating Judy Olsen as Treasurer for the Northland Library Cooperative Board and that a unanimous ballot be cast. Motion carried.**

Mendel reported on some aspects of the Northland finances related to our banking and check signers. The current four board members who are able to sign checks will all leave

the board as of October 1, 2009. Christine Johnson and Roger Mendel will remain as signers. Three board members volunteered to be signers on the accounts at the Bank of Alpena. Eunice Teel, Barbara Steele and Judy Olsen. **Moved by Marcia Monette, seconded by Marcia Armstrong that Eunice Teel, Barbara Steele and Judy Olsen be added as signers on the bank accounts at the Bank of Alpena. Motion carried.**

To allow for ease in paying bills and issuing checks the board discussed the use of a signature stamp for bill paying and that only one signature was required. To insure that all board members are able to monitor expenses, each board member will receive monthly financial statement electronically from the bookkeeping service. Additionally the chair and the treasurer of the board in addition to the director will receive a hard copy of the monthly statements. **Moved by Marcia Armstrong, seconded by Marcia Monette that the checks issued by the cooperative require only one signature and that the Treasurer is authorized as the person for which a signature stamp will be created for use in signing checks and further that each board member beginning after October 1, 2009 will electronically receive monthly financial statements along with hard copies of the statements which will be mailed to the Chair, Treasurer and Director by the bookkeeping service. Motion carried.**

Mendel indicated his concern that during the transition if there is a glitch it would be good to have Christine Johnson authorized to be sole signer of checks for an interim time. **Moved by Barbara Steele, seconded by Eunice Teel, that Christine Johnson is authorized to sign checks between September 24, 2009 and October 31, 2009 and that the requirement of two signers is lifted as of September 24. Motion carried.**

Mendel requested that the Board consider that the Director obtain a Visa/MasterCard to be used for NLC expenses. **Moved by Marcia Armstrong, seconded by Marcia Monette that the director apply for a Visa or Mastercard under the Northland name with a credit limit not to exceed \$3,000. Motion carried. Visa / MasterCard: Discussion to supply director for library director and at what limit: Suggest credit limit not to exceed \$3,000. Motion to have Visa Card for Northland with credit limit of \$3,000 by Marcia Armstrong. Second by Marcia Monette. Passed**

Banking Institution for 2009-10: Recommendation was to continue with Bank of Alpena. **Moved by Judy Olsen, seconded by Eunice Teel that the Northland Library Cooperative utilize the services of the Bank of Alpena for its banking needs for the coming year. Motion carried.**

Bookkeeping service: Recommendation to continue with Thunder Bay Accounting. **Moved by Barbara Steele, seconded by Marcia Armstrong that we continue utilizing the services of Thunder Bay Accounting. Motion carried.**

Recognition of outgoing board members: Mendel thanked the outgoing board members for the years of service. **Hugh Conklin, Marcia Monette, Marcia**

Armstrong, Karen Heide and Grace Micketti leave the board on September 30, 2009.

Board comments: Grace Micketti acknowledged that Alcona Library director Carol Luck was the Grand Marshall of the Labor Day parade in Harrisville. After applause from the members, Mendel indicated that Carol has done a fabulous job of raising the stature of the library in Harrisville as well as the rest of Alcona County.

Motion to adjourn: 12:50 p.m.

Minutes respectfully submitted by Hugh Conklin, Secretary.