

Advisory Council Meeting

April 19, 2024

Interlochen Public Library

Present:

Monica Peck, Boyne District Library

Nellie Danke, Suttons Bay Library

Denise Bearre, Alcona County Library

Michelle Howard, Traverse District Library

Brice Bush, Cheboygan Public Library

Jennifer Thomet, Interlochen Public Library

Val Meyerson, Petoskey District Library

Leanne Milliman, Crooked Tree Library

Ryan Deery, Charlevoix Public Library

Amber Alexander, Presque Isle District Library

Vicky Shurly, Peninsula Community Library

Kelsey Rutkowski, Indian River Library

Linda Adams, Northland Co-op Director

Meeting was called to order at 10:41 a.m. by President Monica Peck.

Motion was made by Michelle Howard to accept the agenda as presented. Seconded by Amber Alexander. Motion carried.

Motion was made by Ryan Deery to accept the minutes of December 6, 2023, as presented. Seconded by Michelle Howard. Motion carried.

Motion was made by Michelle Howard to accept the minutes of February 13, 2024, as presented. Seconded by Val Meyerson. Motion carried.

Financial Report:

Linda Adams reported that as of March 2024 the budget is on target.

MI Class Account is performing well.

Motion was made by Michelle Howard to accept the financial report as presented. Seconded by Ryan Deery. Motion carried.

Director's Report:

Director Employment status changed from "contractor" to "employee" in February, in response to the Department of Labor's clarified definitions of contractor and employee. Worked with attorney Lindsay Raymond in Traverse City to develop a human resource handbook and director contract (agenda items). Payroll is being administered by Thunder Bay Accounting in Alpena. This change incurs new expenses for NLC. Note: budget amendments will be forthcoming.

Met with LM's new Library Development Manager, Michele Bradley. Her experience has been as a public library director in Florida and Indiana, MCLS Community Engagement Manager, and OhioNet Manager. She is working on getting to know LM, updating QSAC standards, working with other state libraries to develop Artificial Intelligence resources for public libraries, MEL database contract renewal in 2026 and the MelCat support contract that expires in 2026.

Michigan Digital Preservation Network Quote in the packet

The updated Reciprocal Borrowing Agreement goes into effect April 30, 2024. See list of participating libraries attached.

Welcome to TADL libraries who have joined the Overdrive RLA. Up North Digital has seen an average of a 30% increase in circulation the last few years. Part of this is related to the RLA with other consortia, some to the addition of eMagazines. A survey was sent to all participating members in February and a 10% increase in content purchases was approved. Pending the steering committee's final decision, expect that increase on your 2025 invoices.

MLA's Small and Strategic Conference (formerly the Loleta Fyan Rural Library Conference--Tuesday, October 15, 2024, at the Grand Traverse Resort. Look for a Call for Proposals this Spring.

We've seen increased usage of the NLC director email list. Keep using it to garner input from fellow directors. [members@northland.lib.mi.us](mailto:members@northland.lib.mi.us)

Attended MLA Advocacy Day on April 16 and met with Representative Friske and Senator Damoose. Key talking points were the Freedom to Read Legislation, State aid, and funding for capital improvements.

Auditing the University of Michigan Public Library Cohort C meetings throughout 2024.

MCDCA (Michigan Cooperative Directors Association) has been renamed Library Cooperatives of Michigan (LCM). A new strategic plan and logo is forthcoming.

eRate: We added 8 libraries (17 locations) to a Northland Category 2 consortia contract to upgrade internal networks in 2024. Many of these libraries also applied for Category 1 funding to receive 70-90% discount on their Internet Service. We are waiting for a funding commitment letter from USAF.

Demco's Book Doctor workshops are scheduled for May 7 in Gaylord. Registration is open.

MCLS is receiving RIDES bids for service starting in 2025. They are expecting an increase.

NLC Youth Staff and Circ Staff continue to meet on a quarterly basis via Zoom. Topics this winter included how to measure results in Summer Reading Programs, circulation reports and how we use them.

Next meetings:

NLC Youth Staff on May 8th, 2024, at 1pm

NLC Circ Staff on May 2<sup>nd</sup>, 2024, at 11 am

Capital Improvements: The Wolverine Library is undergoing expansion and renovation now and Tahquamenon will be doing the same this summer. Expect closures at those locations. Follow their Facebook pages for up-to-date info.

NLC director provided consulting services 152 times for members from October 2023 – March 2024. Also reached out to all directors this winter for updates and to offer assistance.

The next NLC Advisory and Board meetings on August 14, 2024, will take place at the Charlevoix Public Library. The meetings were originally scheduled for Tahquamenon, but they will be undergoing construction at that time.

Business:

Summary:

Linda is now an employee of the Northland Library Cooperative. Her contract was rewritten, and an employee handbook created. Thunder Bay Accounting will be doing payroll. A benefits package has been created. Expenses will include payroll taxes, 5% match for retirement, lawyer fees, and healthcare reimbursement.

Motion made by Val Meyerson to recommend to the board to approve the contract, employee handbook, and benefits package. Seconded by Brice Bush. Motion carried.

Updated reciprocal borrowing agreement goes into effect April 30, 2024.

MDPN (Michigan Digital Preservation Network) quote was \$16,650 which is storage only. Not all libraries would participate and not recommended for approval.

MLA-rural library conference will be the Tuesday before the MLA conference. Motion was made by Denise Bearre to approve a contribution from the co-op up to \$3,000. Seconded by Vicki Shurly. Motion carried.

What's happening at your library?

Nellie – Strategic planning process started. Successfully March reading month. A consistent slate of adult and youth programming being offered. William Kent Krueger is coming May 18<sup>th</sup>.

Vicky – business is booming due to road construction in TC. Fundraising events coming up. Entire board is up for reelection. Summer concert series planned. Walking trail planned in memory of board member who passed.

Brice – Michigan Notable author John Smolens event on May 1<sup>st</sup>. The library is the first location in Cheboygan County to have Narcan available. SRP kick off will be on the children's trail and partnering with the Chamber to have story times in the gazebo. Interviewing for youth librarian is underway.

Val – Operation millages are up for renewal. Working with Fast Forward Libraries on strategic planning process. Human library event in August and a library crawl in September.

Ryan – final payment was made on the building. Millage is up for renewal. Bards' night out event was super successful. Student library cards are now available to all middle and high school students.

Michelle – bathroom renovations are underway. Summer reading club is partnering with Feed America.

Jennifer – suggested having individuals as volunteers before hiring. Received grant for reducing barriers, new sidewalk being installed.

Kelsey – Five-year strategic plan 2025-29. MEDC grant for \$200,000 for community spaces. Tuscarora township residents are now fine free. Going to be offering cat yoga. Library of Things collection is growing. Board is up for reelection.

Leanne – first ever Easter Egg hunt was successful. Handed out all five hundred pairs of eclipse glasses and saw almost two hundred patrons through the doors. Pinecone bird feeder program will be offered on the 29<sup>th</sup>. Working on seed libraries, summer reading, and tai chi classes for the summer.

Denise – Curtis township and board elections. Lots of staffing changes.

Amber – community theatre contract signed. Millersburg branch will be getting new shelving. Posen branch will get sustainable landscaping. Theatre concessions have been redone. Staff person promoted to Teen Librarian.

Monica – children's area refresh will be done in September. Workforce housing being planned next to the library. Using ambassador toolkit, part of the strategic plan, so messaging is consistent.

Motion was made by Amber Alexander to adjourn the meeting at 12:20 p.m. Seconded by Ryan Deery. Motion carried.

Respectfully submitted,

Leanne Milliman

Secretary