



**Northland Library Cooperative
Advisory Council Meeting Minutes
August 14, 2024 10:30 a.m.
Charlevoix Public Library**

Introduction of Members:

Members Present:

Ryan Deery (Charlevoix Public Library)	Linda Adams (Northland Library Cooperative)
Monica Peck (Boyne District Library)	Sue Warner (Wolverine Community Library)
Nellie Danke (Suttons Bay-Bingham District Library)	Brice Bush (Cheboygan Area Public Library)
Michele Howard (Traverse Area District Library)	Denise Bearre (Alcona County Library)
Jennifer Thomet (Interlochen Public Library)	Jackie Skinner (Otsego County Library)
Amber Alexander (Presque Isle District Library)	

Call to Order:

The meeting was called to order at 10:35 am by President, Monic Peck.

Approval of Agenda:

D. Bearre made a motion to approve the agenda with the addition the item Advisory Council Meeting Schedule. S. Warner seconded the motion. **Motion carried.**

Approval of Minutes:

M. Howard made a motion to approve the April 19, 2024 minutes. R. Deery seconded the motion. **Motion carried.**

Approval of Financial Reports

- **July 2024 Financial Report:** L. Adams presented the financials. The budget is on target except for a few cost increases such as lawyer fees in order to make Linda an employee. R. Deery made a motion to approve the July financial reports. S. Warner seconded the motion. **Motion carried.**
- **Proposed budget amendments FY 23-24:** J. Skinner made a motion to recommend the budget amendments as presented to Northland Library Cooperative Board. M. Howard seconded the motion. **Motion carried.**
- **Proposed Budget FY 24-25:** Northland should receive an extra \$10,000 from State Aid in the next fiscal year. \$100,00- is available to be spent from Northland's fund balance.

Directors Report:

Linda reviewed her report emailed in the meeting packet.

Welcome to Cheyenne Wilcox, the new director of the Fife Lake Public Library. **Farewell to Leanne Milliman**, past director of the Crooked Tree District Library. The position has been posted. **Congratulation on all the passed library millages!** **State Aid** will increase by \$1,000,000 for FY 24-26. An approximate 6% increase. **State Aid Invoices** from Northland to member libraries were sent in July. They are due now. **MLA's Small and Strategic Pre-Conference Committee** – worked on program and keynote presentations. Expect the Library of Michigan to restart the Small and Rural Libraries Conference in 2026. This year's conference is at the Grand Traverse Resort on October 15. **MLA Annual Conference** – October 16-18 at the Grand Traverse Resort. **LCM/MLA library podcast** is expected in 2025. They are working to highlight each cooperative and are looking for interesting stories from the trenches. Any ideas? **ROBIN Grant** with Great Lakes Energy has been awarded.

The grant has \$5,000 each for Kalkaska, Elk Rapids and the Otsego libraries to conduct digital literacy training. These areas were identified as having the greatest need and are part of their current broadband expansion. Participating in the **MITTEN Region One Grant proposal** for more funds for digital literacy. This would include 13 of the NLC libraries. I have not had any communication with Region 3 (11 NLC libraries) or Region 1 (1 NLC library). **Enhancement Grants:** Deadline for submission is August 31. Only 15 of the 24 libraries have applied. **RIDES delivery** service has been renewed for 2025 at a cost of \$111,000 for Northland libraries. **Library Cooperatives of Michigan (LCM)** is the new name for the Michigan Cooperative Directors Association. **Exempt/non-exempt employees:** big changes to the salary threshold for these employment categories with the Department of Labor. If an employee is non-exempt, you must pay overtime. **Minimum wages** in Michigan will increase over the next 4 years. It will be \$12 an hour in February 2025. Plan accordingly. **FCC approves eRate funding for hotspots** [for E-rate funding](#). Member libraries present were very interested in participating in this service thru the Coop. **UPRLC registration is open.** September 25-26 in Escanaba, Michigan. **Demco's Book Doctor Workshops** – 41 NLC staff participated at two workshops in Gaylord. **NLC Chats:** • **Circulation Staff** met in May to discuss the creation of a “Common Practices” document to share with each other • **Circ staff will meet again on 10-2 at 10:30 am** – Open forum • **Directors** met to discuss Best Hiring Practices in May • **Directors will meet again on 10-2-24 at 1:30 pm** to discuss best practices when you have an under functioning employee.

Business:

- **Health Care Reimbursement Plan:** M. Howard moved to recommend to the board to approve and sign the MERS HAS agreement for Linda Adam's benefit package. B. Bush seconded the motion. **Motion carried.**
- **Advisory Council secretary:** With Leanne Milliman's departure, a new secretary is needed to fill out her term. B. Bush agreed to be secretary. R. Deery made a motion to appoint B. Bush secretary to the Advisory Council. D. Bearre seconded the motion. **Motion carried.** Thank you, Brice! 😊
- **Board Officers and Members:** The new recommended slate of officers for FY 24-25 is R. Deery as chair. J Skinner as vice-chair and B. Bush as secretary. L. Adams will inquire if Beaver Island would like to participate on the board next year if we reimburse the travel required.
- **Northland Advisory Council and Board Meeting Schedule:** The October meeting will be held October 30th at the Alcona County Library. The December meeting will be held at the Boyne District Library; the April meeting will be held at the Wolverine Community Library; Mackinaw City will host the August 2025 meeting; TADL will host the September 2025 meeting and the October 2025 meeting will be held in Petoskey.
- **Discussion on current and future services:** Current services that Northland members would like to keep are: Online Consumer Reports subscription, Talk2Text subscription, E-magazines thru Overdrive subscription, E-Rate filing service, Worldshare access, MLA Advocacy Day travel expenses, and RIDES delivery costs. New services recommended in the new budget are: MLA organizational membership costs, Movie licensing reimbursement, Summer Reading grants, Monies for a legal fund and tech support. **Please complete the NLC Tech Survey ASAP.**
- **Director Evaluation:** M. Howard, D. Bearre, M. Peck and R. Deery will meet as a committee to complete the director's evaluation.

What's happening at your library?

Ryan (Charlevoix Public Library): Millage was renewed with a small increase. 400 children completed the Summer Reading program which is a large increase in participation.

Brice (Cheboygan Area Public Library): Summer Reading wrapped up. Final party was held at a local park and had a huge attendance. Gearing up for back to school programming.

Sue (Wolverine Community Library): Closed for 6 weeks for refurbishment of the building. Open House to be held for new space will be held Sunday, August 18th from 2 to 4 pm. Circulation has increased, and Jack Bergman's office is assisting with procurement of a new roof, and Home Depot is donating lumber for exterior.

Denise (Alcona County Library): Curtis Township millage passed. The Assistant Director retired, staff changes were made.

Michelle (TADL): Millage passed with a Headlee reset, so full \$1.1 mil was reinstated. Summer Reading a great success. Having many building issues and working on another strategic plan.

Jackie (Otsego County Library): Summer Reading finishes up on August 23rd, and participation has increased. Friends are finishing up their annual book sale and gearing up for back to school.

Amber (Presque Isle District Library): New concession space is complete. A new teen librarian was hired. Many of the summer reading programs were held off-site at area lighthouses, and have had issues with their past audits.

Monica (Boyer District Library): They are planning to tear down their red building. Summer Reading has wrapped up, and the children's area will be closed for remodeling. The Friends of the Library have raised \$7,000 from selling used books at the Farmer's Market.

Nellie Danke (Suttons Bay Bingham District Library): Millage passed, and are working on their strategic planning process. Public input sessions are being held. They have had board turnover. A Circ Clerk retired. There was a 43% increase in summer reading numbers.

Adjournment:

The meeting was adjourned by consensus at 11:59 am.

The next Advisory Board meeting is scheduled for the Montmorency County Library – Lewiston Branch on Wednesday, September 26, at 10:30 am

Respectfully Submitted,

Jackie Skinner, Director, Otsego County Library