

**Northland Library Cooperative
Advisory Council Meeting Minutes
Presque Isle District Library**

October 26, 2017

Call to Order: The Meeting was called to order at 10:30 am by President, Bradley Chaplin.

Present:

Roger Mendel (Northland Library Cooperative Director),	Julie Kintner (Fife Lake Public Library),
Gail Parsons (Traverse Area District Library),	Mara Klco (Indian River Area Library),
Nannette Miller (Elk Rapids)	Bradley Chaplin (Suttons Bay),
Karen Walker (Crooked Tree),	Monica Kroondyk (Boyne),
Cliff Carey, (Boyne),	Mark Bronson (Cheboygan),
Dan Welihan (Cheboygan),	Petty King (Topinabee Public Library),
Amber Clement (Presque Isle District Library),	Val Meyerson (Petoskey)
Jolene Michaels (Mackinaw),	

Approval of Agenda: C. Carey made a motion to accept the agenda as presented, seconded by M. Bronson. Motion carried.

Approval of Minutes: A. Clement made a motion to accept the minutes with the correction of removing the apostrophe in Suttons Bay, seconded by K. Walker. Motion carried.

Director's Report: R. Mendel reporting.

Financial Updates:

2015/2016 Budget Adjustments will include: two State Aid payments and an insurance payment received late that will be reflected in the receivables for 2017. Also the web design has not been completed. An adjustment of 1500.00 will be moved to the current year's budget for the expense. V. Meyerson made a motion to accept the 2015/2016 budget and with the revisions as discussed, seconded by N. Miller. Motion carried.

Audit: A letter of engagement for the 2015/2016 audit has been signed with Johnson and Schultz, PC from Alpena. The audit is expected to be completed by December 7, 2017.

Report of Activities: R. Mendel presented his Director's Report for review. He highlighted the following: He attended MLA and was able to meet with other Cooperative Directors.

The State has implemented a new accounting system, SIGMA. If you have any issues with your state aid payment, please alert them.

Reminder to apply for the LSTA continuing education grants.

Penal fines are allocated by the County Treasurer. Please let R. Mendel know when you have received yours. By law, deadline for distribution of penal fines is August 1 of each year.

The Security Workshop in Gaylord was successful with about 60 participants. R. Mendel is on the committee and will look into future programs. Suggestions for future programs were: Human resources to include records retention, storage of records with possible insight from Clare Membiela, LIM Legal Consultant and Deborah Gallagher. G. Parsons mentioned, TADL staff, Vickie Carpenter, has compiled a structure for records retention that could be shared with the group.

Reminder: Technology Workshop at TADL on November 30, 2017. Roger will be sending information. This is free to all Northland members.

Member Comments/Reports:

J. Michaels updated the group on the RIDES meeting she attended to discuss RIDES issues and develop solutions. They will meet again in April. She will send out a request for input to members prior to the date.

Members highlighted upcoming activities, projects and programs at their individual libraries.

N. Miller made a motion to adjourn at 12:15pm, seconded by M. Kroondyk. Motion carried.

The next Advisory Council meeting will be held at TADL on Thursday, December 7, 2017, at 10:30am. This will be the annual Holiday Potluck.