

**Northland Library Cooperative  
Advisory Council Meeting Minutes  
Traverse Area District Library  
December 7, 2017**

**Call to Order:** The Meeting was called to order at 10:40am 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),
Susan Warner (Wolverine),	Monica Kroondyk (Boyne),
John Roberts (Kalkaska County Library),	Mark Bronson (Cheboygan),
Dan Welihan (Cheboygan),	Mike Grulke (Presque Isle District Library),
Amber Clement (Presque Isle District Library),	Val Meyerson (Petoskey)
Jolene Michaels (Mackinaw),	Amy Knepp (Oscoda County Library),
Denise Bearre (Alcona County Library),	Linda Adams (Charlevoix),
Renee Kelchak (Interlochen)	

**Approval of Agenda:** G. Parsons made a motion to accept the Agenda, seconded by D. Bearre. Motion carried.

**Approval of Minutes:** V. Meyerson made a motion to accept the October 26, 2017 Minutes, seconded by L. Adams. Motion carried.

**Financial Report including Annual Audit:** R. Mendel reported the audit has not come through for review yet. The board insurance paid in October will be moved by auditor to the 2016/2017 fiscal year. He noted there were minor expenses for the first month of the fiscal year and that we are in good financial standing.

The State Aid report has been completed and filed. Payment should be received soon. R. Mendel has made arrangements for payment to be deposited in his absence

**Director's Report:**

R. Mendel reviewed his written report highlighting the following:

He will be traveling throughout the winter months, but will be available via email and the majority of time by phone.

The Technology Workshop was very well received. Evaluations from the event gave very positive feedback with the majority of the attendees indicating excellent overall event including the speakers and break out sessions. B. Chapin noted how wonderful and accommodating the TADL staff are, which was agreed by all. Mendel will pursue a speaker and workshop on human resources workshop in 2018.

In 2018 the Rural Library Conference in Acme. On the off RLC years, plans will be looked into to do a mini conference.

Libraries can still sign up for the Reciprocal borrowing. He has 11 libraries signed up to date. Submit your form to R. Mendel.

R. Mendel suggested proposals for the Library Enhancement Grant: Equipment, hardware, software, surveillance.

TADL has completed the new website and it will be going live in the next week.

**UpNorth Digital (Overdrive) Report:** V. Meyerson met with a members of UpNorth Digital. The group consists of 6 members, made up of 2 members from both Northland and MMLL co-ops, and their co-op directors acting as exofficio's. To date there are 48 total libraries in the consortium. The group recommends a steering committee be developed to be the driving force to address concerns within the UpNorth Digital Consortium.

The following items have been identified as a starting point: developing formal agreements for members, handling of unspent content credits, upgrading to the new platform, procedures for managing holds, MARC records, administrative duties, and procedures for approving new members. They are communicating with Mike and the group is confident this is a positive step forward. V. Meyerson will be working on the draft agreement. Please email her with any comments or concerns.

**National Legislative Day Draft Policy:** N. Miller made a motion to adopt the Grant Application, seconded by L. Adams. Motion carried. R. Mendel noted, he will make reservations at the hotel as they fill up fast. The grant application will be available to all Northland Co-op members and will allocate \$3,000.00 for two representatives to attend. R. Mendell will begin making reservations to ensure accommodation availability.

**Director's Annual Review Report:** A. Knepp opened discussion on R. Mendel's contract and review. She acknowledged everyone's input and concluded he received a great evaluation by all without any concerns. She had the following recommendations; creating a standard evaluation form that can be used annually to create consistency, changing the Director's contract from a one year contract to a two year contract, and also including a raise. After discussion, N. Miller made a motion to change the contract to a two year contract, seconded by S. Warner. Motion carried. The group feels R. Mendell is deserving of a raise for all his commitment and hard work. They will send the discussion to committee for review. The committee consists of N. Miller, S. Warner, A. Clement, G. Parsons and A. Knepp. The group agreed that any monetary difference can be made retroactive from October 1, 2017 or be handled in the form of a bonus.

#### **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 Oscoda County Library, on Thursday, April 26, 2018, at 10:30am.

Respectfully Submitted,

Julie Kintner, Director, Fife Lake Library