

**Northland Library Cooperative  
Advisory Council Meeting Minutes  
Petoskey District Library  
October 24, 2019**

**Introduction of Members:**

Members Present:

Roger Mendel (Northland Library Cooperative Director),	Julie Kintner (Fife Lake Public Library),
Dion Mindykowski (Tahquamenon Area Library),	Denise Bearre (Alcona County Library),
Patricia King (Topinabee Public Library),	Michele Howard (Traverse Area District Library),
Bradley Chaplin (Suttons Bay Bingham District Library),	Amber Alexander (Presque Isle District Library),
Amy Knepp (Oscoda County Library),	Val Meyerson (Petoskey District Library),
Monica Kroondyk (Boyne District Library),	Mara Klco (Indian River Area Library),
Linda Adams (Charlevoix Public Library),	Dawn Lavanway (Jordan Valley District Library),
Sue Warner (Wolverine Community Library),	Mike Grulke (Presque Isle District Library),
Jolene Michales (Mackinaw Area Public Library),	Dan Selihan (Cheboygan Area Public Library),
Rudy Wright (Indian River Area Library),	Maureen Derezy (Otsego County Library).

**Call to Order:**

The meeting was called to order at 10:30am by President, Amber Alexander.

**Approval of Agenda:**

M. Howard made a motion to accept the Agenda, seconded by D. Bearre. Motion carried.

**Approval of Minutes:**

M. Kroondyk made a motion to accept the 9-19-2019 Minutes, seconded by M. Klco. Motion carried

**Catering Bill:** B. Chaplin made a motion to recommend to the NLC board to reimburse V. Meyerson, Petoskey District Library up to \$500.00 from the contingency fund, to cover catering expenditures for Roger's retirement party, seconded by S. Warner. Motion carried.

**Directors Report:**

Roger reviewed his written report. The members acknowledged their appreciation to Roger for all his years of service to the NLC and librarianship. We will miss you.

**1. Financial Update:**

**a. Financial Statement year end with revisions. 2018/19 Budget:**

R. Mendel presented the Director's Report noting the following: Everything looks good for the end of the year. No major changes. He has completed the final statement for fiscal year 2018/2019. The bookkeepers are preparing information for the audit.

**b. Revisions to the adopted 2019/20 Budget:**

The revised 2018/19 budget was presented noting the following: State Aid change, Merit bill received at \$9500, Roger will pay bill for UpNorth Digital and invoice participating libraries accordingly. D. Bearre made a motion to recommend to the NLC Board to accept the Revised 2019/20 Budget, seconded by M. Howard. Motion carried.

**c. State Aid Report:**

Roger reviewed the changes. Per the state report, State Aid for Libraries will be as follows: Rates have been computed and libraries will receive an increase of 9%, for a total of \$12,067,700 to be paid out for FY2019. Per capita breakdown of \$.39689 for direct and indirect state aid to public libraries. Cooperative per capita of \$.39689 and a density payment of \$7.94 per square mile.

**d. Audit:**

The audit has been ordered and results should be available for the December 2019 meeting.

## **2. Transition Update:**

Linda reported the transition has been going smooth. She attended the Co-Op Directors Association Meeting with Roger noting out of 11 co-ops, there are 5 new directors, so she is in good company with learning cooperative procedures. The members discussed the hours and how compensation will be addressed. Linda will submit expenses at the end of each month during the transition period for reimbursement. They will work out a phone plan by the December meeting.

## **3. Merit Group:**

Merit bill came in at \$9500.00, Scott Morey (TADL IT), gave e-rate recommendations-the 3 year contract is coming up.

## **4. UpNorth Digital Update: V. Meyerson**

Val updated the members to the following:

- Seeking full on developing and recruiting team
- Contract will be signed shortly
- Anyone can still join, in the future, January and July will be the future join dates
- Seeking a Collection Development Team
  - Chairman will do final ordering and track budget
  - Teams will build carts
  - Contact Val if interested in being on the Team

## **Comments from members:**

**Mara:** Introduced Rudy Wright as the new Indian River Director, held Identity Theft event, and Halloween Carnival.

**Patty:** All theft and assault charges have been dropped.

**Bradley:** One week left, new director has not been hired yet.

**Rudy:** Looking forward to getting to know everyone.

**Julie:** Partnership with SEEDS program continues strong.

**Val:** Busy with programs Growing Readers Together, Family Literacy Nights including community demos, and awarded 2019 State Librarian's Citation of Excellence!!!

**Monica:** Working on facilities assessment, participating in Leadership program and is impressed so far.

**Amy:** Strategic plan formalized, Fall Family Fun program coming up.

**Dawn:** Technology upgrades and updates, census day programs and noted the importance of counts and library support to census.

**Sue:** Enjoyed attending Rural Library Conference in Vermont, hosting a Glow in the Dark event in November and Santa in December.

**Linda:** Received Keep Michigan Beautiful award!!! Thanks to Dan for encouragement to apply. Looking at current library space usage to create social area.

**Michelle:** Official Director of TADL, everything is going well, working through budgets and copyright issue. Michelle will share document to members containing information and good practices relating to copyright including verbage for performer contracts. TADL will have dedicated computers for the census. Planing active shooter training for the staff inservice. Working on library cards for all area students.

**Dion:** Continues to reach milestones with teen events: Geek night, videos, board games, Dungeons and Dragons successes.

**Jolene:** New music program with music teacher and had 6 attendees and looking positive. Archivist did assessment and submitted report including resources and advice. Well worth the participation.

**Denise:** Hired new Childrens Specialist. Upcoming program included Christmas in the Village.

**Amber:** Held Conservation program on Oak Wilt, implementing "Library of Things" to include unique collection items, hosting a Pumpkin Painting Project and Winter Farmers Market. Planning 75th Anniversary next year with many programs March - May. Received 1st donation for Library Building Project - \$50,000! Developing program to help school update their library - she will share information with members regarding the contract. Congratulations to Amber for finishing 2nd Place in the MLA Fashion Show!

**Maureen:** 99% finished on a construction project, the addition includes an additional 15,00 sq. ft. with stone fireplace and childrens portal. Meeting room have been successful. Hosted AARP program.

M. Howard made a motion to adjourn the meeting at 11:50am, seconded by A. Alexander. Motion carried.

The next scheduled Advisory Board meeting is scheduled for Thursday, December 5 , 2019 at 10:30am at the Petoskey Area District Library including the Holiday Potluck!

Respectfully Submitted,

Julie Kintner, Director, Fife Lake Library