

**Northland Library Cooperative
Advisory Council Meeting Minutes
Cheboygan Area Public Library
October 21, 2021**

Introduction of Members:

Members Present:

Val Meyerson (Petoskey District Library),	Denise Bearre (Alcona County Library),
Monica Peck (Boyne District Library),	Michele Howard (Traverse Area District Library),
Amber Alexander (Presque Isle District Library),	Mark Bronson (Cheboygan Area Public Library),
Amy Knepp (Oscoda County Library),	Jackie Skinner (Otsego County Library)
Kelsey Rutkow (Indian River Area Library)	Linda Adams (Northland Library Cooperative Director)
Judy Jacalone (Topinabee Public Library)	

Call to Order:

The meeting was called to order at 10:34 am by Chair, Val Meyerson.

Approval of Agenda:

Agenda was approved by general consensus.

Approval of Minutes:

M. Peck made a motion to accept the September 23, 2021 minutes, seconded by Michele Howard. Motion carried.

Approval of Financial Reports

- **September 2021:** L. Adams presented the financials. No questions or concerns were voiced.

Directors Report:

Linda reviewed her presented report, noting the following updates:

- Leann Milliman has accepted the position as director of the Crooked Tree District Library. She is leaving her position as Adult Services Supervisor at the Charlevoix Public Library, so an employment opportunity is available in Charlevoix.
- Northland's uniform chart of accounts was approved by auditor. If anyone needs a template for their chart of accounts, contact Linda.
- Please give any Northland member changes to Linda, so she may update the web site and contact list.
- Linda will email individual library pdfs of the NLC Info page and annual services.

Business:

- **Plan of Service:** Anne Seurnyck reviewed NLC's plan of service, and she believes it syncs with NLC's by-laws. The Library of Michigan wants the plan of service approved annually. M. Howard made a motion to approve the Northland Library Cooperative's Plan of Service. A. Alexander supported the motion. Motion carried.
- **Director's contract:** The Director Review Committee (M. Peck, M. Howard and D. Bearre) met to discuss the director's evaluation and contract. The consensus was that L. Adams is doing a phenomenal job, and they recommend L. Adams received a cost of living and merit raise that brings her salary to \$45,000 per year with two additional hours per week. They also advise L. Adams be given 10 vacation days. A. Alexander made a motion to approve the new director's contract as recommended by the review committee. M. Bronson seconded the motion. Motion carried.

- **Locations for the 2020-21 Advisory and Board Meetings are as follows:**

- October 21, 2021: Cheboygan Area Public Library
- December 16, 2021: Traverse Area District Library
- April 21, 2022: Charlevoix Public Library
- August 18, 2022: Kalkaska County Library
- September 15, 2022: Otsego County Library
- October 20, 2022: Cheboygan Area Public Library

What's happening at your library?

Amber: The Posen Branch is almost complete; a soft open will hopefully happen the last week in October. The children's shelving has been delayed. They will be holding a New Year's Gala at their theater with a Roaring Twenties/Great Gatsby theme.

Theater wall needs to be replaced.

Michele: TADL's story time room is being renovated. The Mike Maguire room is currently being used for story time. Do other libraries require staff to pay fines, especially on WiFi Hotspots? TADL has been having some abuse. The shelving for local history has been delayed.

Kelsey: Indian River Area Library has new board leadership. Installation of new computers has begun, and will begin enforcing mask policy. Many area businesses are shut down, and the Halloween Carnival has been cancelled.

Denise: Alcona County is still in negotiations with Curtis Township Library to become a branch. Masks are strongly recommended but not required. A Halloween party will be happening.

Judy: The library board and myself are all new, so we are learning together. Foot traffic has slowed down with the end of the summer season. Topinabee has remodeling in the works.

Mark: Cheboygan is fully staffed. Four new board members have begun since March. Masking is required. Current auditor is causing difficulties. Northland's auditor was recommended.

Amy: Staff are required to mask, but not the public. The district library formation is moving forward swiftly; everything should be in place by the first of the year. The new district library will be on the ballot in 2022. A recommended remote work policy was requested. Linda will be providing sample.

Monica: Though the library itself hasn't had any exposures, staffing has been difficult with required quarantining due to family members. A Story walk has been installed at Whiting Park. Boyne is considering selling their red building where bookmobile is parked.

Val: Petoskey has three new board members. The board has a representative from the high school. Fall programming is moving forward though Christmas and New Year's programming may need to be adapted. There are no staffing issues. Dare to Lead by Brenè Brown is recommended as a staff book discussion read. Received a large grant from the state to tutor 60 to 75 school age children.

Adjournment:

The meeting was adjourned by consensus at 11:48 am.

The next scheduled Advisory Board meeting is scheduled for Thursday, December 16, 2021, at 10:30 am at the Traverse Area District Library.

Respectfully Submitted,
Jackie Skinner, Director,
Otsego County Library