



Branch District  
Library

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## **APPOINTING A REPRESENTATIVE TO WOODLANDS GOVERNING BOARD September 30, 2019**

It is BDL's turn to appoint a representative to the Woodlands Library Cooperative Governing Board. Following this introduction is the invitation letter and a set of sample minutes from Woodlands.

Martha Watson expressed an interest in being nominated. I would ask that the BDL Board consider her, or anyone else who might be interested and is not library staff, and make a vote on this at the October BDL meeting.

John Rucker



July 22, 2019

John Rucker  
Branch District Library  
10 E. Chicago Street  
Coldwater, MI 49036

Dear John:

According to the Woodlands Library Cooperative Governing Board rotation schedule, the Branch District Library has the opportunity to appoint a representative to the cooperative's Governing Board. The term of appointment is for three years, and spans from October 2019 to September 2022. The cooperative's by-laws specify that your board may appoint anyone from the community of the library's board, with the exception of current library staff members. Ideally, the appointee will be familiar with the operation of your library and be willing to assume the responsibilities of governing board membership. Woodlands' Governing Board meets bi-monthly, with possible committee meetings as well, at locations throughout the cooperative. As travel to each meeting is involved, we provide a meal ahead of the meeting, and each board member will receive the current domestic per diem rate for attending meetings.

The cooperative has prepared a packet of materials about Woodlands for you to share with potential board representatives. After your board names their representative, a binder including the cooperative by-laws, our plan of service, and other background information will be shared with the appointee. A board orientation will be held once all of the new appointees are named.

Please advise your library board of this opportunity and notify the cooperative office as soon as possible about the new representative from your library. If no appointee is available, you may pass on this opportunity; it will move to the next library in the rotation schedule. All new Governing Board representatives are invited to attend the September 19, 2019 meeting so they may observe the workings of the Governing Board and meet the other members. In September, our meeting will be held at the Jackson District Library – Meijer Branch, starting with dinner at 4:30 pm, and the meeting commencing at 5:00 pm. Please give me a call or email should any questions or concerns arise.

Thank you for contacting your library board on this important matter. I look forward to receiving your reply.

Sincerely,



Kate Pohjola Andrade  
Director

Woodlands Library Cooperative



## WOODLANDS LIBRARY COOPERATIVE GOVERNING BOARD

Thursday, July 18, 2019

### MINUTES

#### Order

The regular meeting of the Woodlands Library Cooperative Governing Board was called to order at 5:00 pm by President Peggy Townshend at the Marshall District Library.

#### Roll Call

Governing Board members present:

Allen Henson – Albion District Library  
Wayne Summers – DeWitt District Library  
Elli Blonde – Jackson District Library  
Patsy Hart – Litchfield District Library (via telephone)  
Randy Westbrook – Milan Public Library  
Randy Kuckuck – Monroe County Library System  
Peggy Townshend – Lenawee District Library  
Mary Leik – Portland District Library  
Christy Trigg – Putnam District Library

Others present:

Kate Pohjola Andrade – Woodlands Library Cooperative  
Laura Claucherty - Woodlands Library Cooperative

#### Agenda

It was moved to accept the agenda as presented. (Moved: Henson, Second: Kuckuck. Motion: Carried)

#### Minutes

It was moved that the minutes May 16, 2019 be approved as posted. (Moved: Kuckuck, Second: Henson, Motion: Carried)

#### Financial Report

##### Approve May & June Bills

The May Financial Statement shows income as \$364,921.92, and expenses as \$347,750.22, for a balance of \$17,171.70. Pass through income is \$79,560.19 and expenses are \$58,370.80, for a total balance of \$38,361.09. The bills for May are \$35,016.86.

The June Financial Statement shows income as \$439,227.35 and expenses of \$445,199.66, for a balance of -\$5,972.31. Pass through income is \$91,370.78, and expenses are \$64,269.85, for a total balance of \$21,128.62. The bills for June are \$103,348.49.

It was moved that the May and June financial reports be received and placed on file. (Moved: Leik, Second: Summers, Motion: Carried.)

#### Communications

Several communications were received by the Woodlands office, including thank you notes for mini grants from the Monroe County Library System, and Mulliken District Library, and a Certificate of Appreciation from the Schultz-Holmes Memorial Library. A newsletter from the Jonesville District Library was also received.

**Director's Report**

- Kate reported she facilitated Strategic Planning for the Tecumseh District Library at the beginning of June. Woodland's Strategic Plan is at the end of its 5-year term, and will need to be replaced soon.
- Kate is serving on the Governance section of the QSAC revision committee, and she recommends libraries submit their QSAC application before the revisions are adopted.
- Kate is serving on the Small and Rural Librarians Conference planning committee in an undetermined capacity at this time.
- Kate has been invited to speak at the New Directors workshop on Director and Board Relationships.
- Woodlands' member libraries are in a lot of transition right now with high Director turnover due to retirements, and people leaving for other jobs. Kate has recently been out to visit several new Directors.
- Kate has sent out a member survey and will report on findings when it is completed.
- Kate has been collaborating with the Brandon Township Library on a new web site called No Reservation Recommendations. Brandon has created the content and Woodlands is hosting it. The web site is designed for libraries to leave positive recommendations about vendors they have worked with. If it is successful, then in the future it could be opened up to include performers and authors. The site is going live soon, and will be showcased at the Michigan Library Association Conference in the fall.

**Advisory Council Report**

Minutes from the June 13, 2019 Advisory Council meeting were sent to the Governing Board members.

**Committee Reports****Children & Teen Services**

The Children and Teen Services Committee, chaired by Cory Grimminck, Portland District Library, has been busy planning workshops. They will hold a Beginning Workshop for youth services staff, which will cover basic youth services skills and youth programming. The committee has purchased several items for a STEM maker kit for members to borrow. They are still determining how to best package the items and how to have members reserve and borrow it.

**Continuing Education**

The Continuing Education Committee is planning a spring workshop on the importance of, and how to do, their own strategic planning. They will also team up with the eResources Committee and have a full-day training on the electronic resources members get through Woodlands. Woodlands will also host a viewing party in August at the Constantine Township Library, featuring a webinar by Library 2.0 on *Security for Rural Librarians: Staying Safe at Work When Help is Far*.

**Planning & Evaluation**

The Planning & Evaluation Committee will meet soon to discuss and recommend the draft 2019-20 budget. After the committee reviews it, it will go on to the council in August, and then to the board at the September meeting for approval. The State Aid rate for next year has not been set yet at the state level.

**Personnel Committee**

The Personnel Committee Chair, Sara Tackett, Jackson District Library, will be sending out Kate's evaluation very soon. Board members are encouraged to complete the online evaluation. After the evaluation is completed the committee will review the findings and report to the board.

**eResources**

The eResources Committee is facing the challenge of vendors in OverDrive changing their license format for materials. The license limitations on these titles will make replacing them very costly, and could impact the Woodlands Downloadable Library collection.

**Penal Fines Task Force**

Penal Fines are down again this year, and no reason has yet been identified. Other than educating parties involved, there is not much the Penal Fines Task Force can do to solve the reductions. An Interim Report was released by the Trial Court Funding Commission, which recommends that courts should receive penal fines, while the state finds a different way to fund libraries.

**Unfinished Business**

There was no Unfinished Business for this governing board meeting.

**New Business**

There was no New Business for this governing board meeting.

**Break**

The board did not take a break.

**Next meeting**

The next governing board meeting will be September 19, 2019 at Jackson District Library Meijer Branch. This will be the board's yearly annual meeting.

**Public Participation**

There was no public participation for this governing board meeting.

**Adjourn**

There was a motion to adjourn the meeting at 5:50 pm. (Moved: Trigg, Second: Blonde: Motion: Carried.)

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Wayne Summers, Woodlands Library Cooperative  
Governing Board Secretary/Treasurer