The regular meeting of The Library Network (TLN) Board was held on Thursday, January 27, at the Novi Public Library. Board Members present: Mark Wollenweber, Chair; Lois VanStipdonk, Vice-Chair; Rita VanBrandeghen, Secretary; Debra Green, Arthur M. Woodford, Charles Hanson, and Joyce Parker. A quorum.

Board Members Absent & Excused: Victor Cardenas and Ebony Duff.

Additional attendees: Paul McCann, Executive Committee Representative; Cindy Mack, Steering Committee Representative; Steven Bowers, TLN Executive Director; Celia Morse, Rick Rosekrans, and Judith Kozakowski, TLN.

The Chair called the meeting to order at 12:09 p.m.

1. Call to audience
   
   Introduction of Guest – None
   
   Public Comment – None

2. The Agenda. Motion by VanStipdonk, supported by VanBrandeghen, to approve the Board Agenda, as presented, with the addition of the updated Board meeting calendar. Motion carried unanimously.

3. Approval of the Minutes. Motion by VanStipdonk, supported by Green, to approve the minutes of the October 28, 2021 meeting of the Board, as presented. Motion carried unanimously.

4. Communications & Announcements - None

5. New Business

   Motion by Hanson, supported by Parker, to approve updated 2022 Board Meeting Calendar. Motion carried unanimously.

   Motion by VanBrandeghen, supported by Woodford, to approve the ARPA (American Rescue Plan Act) Grant Budget Proposal, as presented. Motion carried unanimously.
Motion by VanBrandeghen, supported by Hanson, to authorize the Executive Director to purchase Covid-19 protection products related to combatting the spread of Covid-19 (i.e. masks, hand sanitizer, Covid testing kits) for TLN member libraries for pass-thru, up to $50,000. without prior Board authorization. The Executive Director will report any such purchases at the following month’s Board meeting. Motion carried unanimously.

6. Reports

**Steering Committee** – Mack, Chair of the Steering Committee, reported that the Committee is continuing to review TLN’s 2015 Plan of Service document. Once the updating is completed, the Committee will have it reviewed by an attorney and the State, as well as present it to the Membership, with final approval from the TLN Board. There is no timetable yet, but hoping to complete the entire process this current fiscal year.

On January 25, the Steering Committee held part 1 of 3 in a series of webinars on DEI. It was well attended. Mack thanked Holly Teasdale for her work in developing this series. The next two sessions will be held on Feb. 23, and March 16. All within TLN are invited to participate.

The Steering Committee is planning a training session on misinformation and how libraries can combat it. This will be held in the spring of 2022.

**Executive Committee** – McCann reported that the Committee met on January 6. There are no major issues to address at this time. CARL has a new release. The TLN Shared System is the only system utilizing CARL that has their own hardware on-site.

There have been a lot of helpdesk tickets related to FRBR and its update. TLN employee Andrea Polsgrove is responsible to fielding these tickets. She asked that they be paused for the moment as she is working closely with Bowers to launch TLN’s new website.

The Committee is also looking at a more universal word to describe Juvenile materials. The word juvenile can be construed as derogatory.

Anne Hage, the Director of the Huntington Woods library is retiring after 31 years. She has served on the Executive Committee for the past nine years. The Committee is currently seeking a replacement for her on the Committee.

Some libraries have opted out of book sharing. This was very active during the height of the pandemic, but is now returning back to normal.

The next meeting of the Committee is Feb. 3.
Finance/Real Estate Committee – None

Human Resources Committee – None

7. Executive Director’s Report – In addition to his monthly report, Bowers reported that he has been visiting member libraries. He has an open invitation to all libraries for him to visit.

He is planning a Downriver tour in the future.

Bowers reported that he has been working to launch the new TLN website with a tentative release date at the end February. TLN employee Andrea Polsgrove has been working diligently on the new website.

Metro Parks renewed the Hotspot program for 2022. Bowers is reaching out to more libraries to insure they have access to hot spots.

Materials related to the ARPA grant (American Rescue Plan Act) that TLN is administering, have begun shipping out to libraries. The process is moving along well. Computers for the on-line library programming is underway. Two hundred fifty nine (259) libraries throughout the state will be receiving these packages.

TLN’s grant allows for $200,000.00 worth of equipment for TLN libraries.

The Lakeland Library Cooperative is also administering a portion of the grant, which will see an additional $200,000 of OverDrive services for TLN libraries.

The ARPA grant is four million dollars throughout the state for libraries. Of this, TLN libraries will benefit from approximately five hundred and sixty thousand dollars.

Three new libraries are coming to OverDrive. Ecorse is one of the new libraries on board.

TLN launched a three part series on DEI training, approximately 40 people attended the first session.

8. Financial Reports – Motion by VanStipdonk, supported by Parker, to receive and file the following reports. Motion carried unanimously.

- Executive Summary
- Aged Payables Open Items as of 12/31/2021
- Check Register Detail from 10/01/2021 – 10/31/2021
- Check Register Detail from 11/01/2021 – 11/30/2021
- Check Register Detail from 12/01/2021 – 12/31/2021
- Aged Receivables Detail as of 12/31/2021
- Summary of Revenue & Expenditures Compared to Budget: October 1, 2021 – December 31, 2021
- October 2021 – December 2021 – Income Statement
- Unaudited Balance Sheet as of 12/31/2021

9. **Old Business** – Motion by Green, supported by Hanson, to approve the Library Access Fund policy, as presented. Motion carried unanimously.

10. **Board Member Comment** – Wollenweber thanked the TLN Board members for attending the DEI training on January 25.

Wollenweber reported that Anne Hage is retiring at the end of January from the Huntington Woods library. She has worked at the library for over 31 years. A get-together for her may occur in the spring.

VanBrandeghen reported that the Berkley library is now receiving TLN delivery 5 days a week.

11. Motion by Woodford, supported by Green, to adjourn the meeting at 1:20 p.m. Motion carried unanimously.

12. The next meeting of the Board will on:

    Thursday, February 24, 2022 – noon
    Inkster Public Library

Respectfully submitted,

Mark Wollenweber                     Rita VanBrandeghen
CHAIR                                SECRETARY

Minutes taken by J. Kozakowski