The regular meeting of The Library Network (TLN) Board was held on Thursday, June 23, at the Plymouth District Library. Board Members present: Mark Wollenweber, Chair; Lois VanStipdonk, Vice-Chair; Rita VanBrandeghen, Secretary; Victor Cardenas, Treasurer; Debra Green, and Arthur M. Woodford. A quorum.

Board Members Absent & Excused: Ebony Duff, Charles Hanson, and Joyce Parker.

**Additional attendees:** Paul Sincock, Plymouth City Manager; Paul McCann, Executive Committee Representative; Steven Bowers, TLN Executive Director; and Judith Kozakowski, TLN.

The Chair called the meeting to order at 12:10 p.m.

1. **Call to audience**

   Introduction of Guests – Sincock welcomed the Board to the Plymouth Library, and gave a brief history of the library and the city. Many activates are going on throughout the city of Plymouth. This Saturday (June 25) there will be a patriotic concert in the park.

   Public Comment – None

2. **The Agenda.** Motion by Cardenas, supported by VanBrandeghen, to approve the revised Board Agenda as presented. Motion carried unanimously.

3. **Approval of the Minutes.** Motion by VanStipdonk, supported by VanBrandeghen to approve the minutes of the April 28, 2022 meeting of the Board. *The May 26, 2022 meeting of the Board was canceled.* Motion carried unanimously.

4. **Communications & Announcements –**

   Invitation to Angie Michelini’s retirement luncheon on Wednesday, July 20, at noon.

   Invitation to the Jim Pletz Memorial Membership Picnic, July 22, at the Novi Lakeshore Park.
5. **New Business**

Motion by VanStipdonk, supported by Cardenas, to approve the contract for MAP software, as presented for five years, with LocalHop and Cynerge Consulting, Inc., 31 N. Saginaw St., Pontiac, MI 48342. Funds to come from Admin. Operations/State Aid. Motion Carried Unanimously.

Board reviewed the 2022 TLN Board Election Cycle document.

Debra Green joined the meeting at this time, 12:23 p.m.

Motion by Woodford, supported by VanBrandeghen to approve the updated Long-term Employee Recognition Program, as presented. Motion carried unanimously.

6. **Reports**

**Steering Committee** – Bowers reported that the updated TLN Plan of Service is currently being reviewed by an attorney.

The Committee is also interested in conducting a Climate Study/Culture Study to insure a safe environment for all employees throughout the cooperative. Bowers to provide further information regarding this study at the July 2022 Board meeting.

**Executive Committee** – McCann reported that there was no meeting of the Executive Committee in June, although SASUG met. They continue to meet virtually. They received a budget report from Anne Neville and everything is on track. The Committee is also happy to have Celia Morse’s contract extended.

McCann reported that the Suburban Library Cooperative is moving from Sirsi-Dynix to Polaris, and the Superiorland Library Cooperative is looking at an alternative shared system.

**Finance/Real Estate Committee** – None

**Human Resources Committee** – A meeting will be scheduled soon to discuss impending contract negotiations.

7. **Executive Director’s Report** – In addition to his written report, Bowers reported that the ARPA Grant is wrapping up and the libraries are excited about the materials they will be getting. The materials include, an outdoor programming kit which is very useful for more people to attend an event given that it is outdoors.

Bowers reported that TLN is examining the issues surrounding/contributing to the backlog in cataloging. There is always a certain amount of backlog given the nature of cataloging, but with the addition of “Library of Things”, such as fishing poles, badminton sets, etc., and the expansion of foreign language items, the backlog has grown. A possible, viable, solution would be a proposal to SASUG and Ex-Com for a one-time project to address this backlog.
8. **Financial Reports** – Motion by VanStipdonk, supported by Cardenas, to receive and file the following reports. Motion carried unanimously.

- Executive Summary
- Aged Payables Open Items as of 5/31/22
- Check Register Detail from 4/01/2022 – 4/30/22
- Check Register Detail from 5/01/2022 – 5/31/22
- Aged Receivables Detail as of 5/31/2022
- Summary of Revenue & Expenditures Compared to Budget: October 1, 2021 – May 31, 2022
- October 2021 – May 2022 – Income Statement
- Unaudited Balance Sheet as of 5/31/22

9. **Old Business** –

The Board reviewed the Clark-Hill legal opinion regarding compensation for the Board.

Motion by VanStipdonk, supported by Green to update the Board Compensation document to reflect reimbursement of $50.00 for physical attendance to Board meetings, and for attendance at any TLN Committee meetings that fall outside of a normal Board meeting. Wollenweber – aye; VanStipdonk – aye; VanBrandeghen – aye; Cardenas – no; Green – aye; Woodford – aye. Motion carried 5 ayes/1 no.

10. **Board Member Comment** – Woodford shared that it is his 65th anniversary serving libraries.

11. Motion by Cardenas, supported by VanStipdonk, to adjourn the meeting at 1:40 p.m. Motion carried unanimously.

12. The next meeting of the Board will on:

   **Thursday, July 28, 2022** – noon
   Westland Library

Respectfully submitted,

Mark Wollenweber  
CHAIR

Rita VanBrandeghen  
SECRETARY

Minutes taken by J. Kozakowski