The regular meeting of The Library Network (TLN) Board was held on Thursday, September 22, at the Romulus Public Library. Board Members present: Mark Wollenweber, Chair; Victor Cardenas, Treasurer; Rita VanBrandeghen, Secretary; Charles Hanson, Ebony Duff, Debra Green, and Arthur M. Woodford. A quorum.

Board Members Absent & Excused: Lois VanStipdonk and Joyce Parker.

Additional attendees: Patty Braden, Romulus Library Director; Steven Bowers, TLN Executive Director; Celia Morse, Rick Rosekrans, and Judith Kozakowski, TLN.

The Chair called the meeting to order at 12:00 p.m.

1. **Call to audience**

   Introduction of Guests – Patty Braden, Director of the Romulus Library welcomed the Board to the library. The meeting took place in a newly renovated space in the library, overlooking a butterfly garden. Braden has been director of the library for 11 years and during this time the community has seen improved services, outreach staff has grown, and multiple renovations have been done to the building. A new circulation area was completed in October 2021. More plans are in the works for upgrades to the building.

   Public Comment – None

2. **The Agenda.** Motion by Green, supported by Hanson to approve the agenda, with the addition of the Public Hearing on TLN’s fiscal year 2022/23 Budget. Motion carried unanimously.

3. **Public Hearing.** - Motion by Green, supported by Hanson, to open the public hearing of TLN’s Fiscal year 2022/2023 Budget, at 12:08 p.m. Motion carried unanimously.

   Discussion of the 2022/23 Fiscal year budget, receiving no comments from the audience, motion by Green, supported by Hanson, to close the public hearing at 12:28 p.m. Motion carried unanimously.

4. **Approval of the Minutes.** Motion by Hansen, supported by Cardenas to approve the minutes of the July 28, 2022 meeting of the Board. Motion carried unanimously. The August 25, 2022 meeting of the Board was canceled.
5. **Communications & Announcements – None**

6. **New Business**

   Motion by Duff, supported by Hanson to approve the proposed Plan of Service updates for 2022, as presented. Motion carried unanimously.

   Board reviewed the TLN Strategic Goals for 2022 year-end review.

   Motion by Green, supported by Hanson to receive and file the TLN Strategic Goals for Fiscal year 2023. Motion carried unanimously.

   Motion by Green, supported by Hanson, to approve the adoption amendment to the TLN Budget and Appropriations for Fiscal Year ending September 30, 2022. Motion carried unanimously.

   Motion by Cardenas, supported by Woodford, to approve adoption of the TLN Budget and Appropriations for the Fiscal Year ending September 30, 2023. Motion carried unanimously.

7. **Reports**

   **Steering Committee** – Bowers reported that at the last Steering Committee meeting of the fiscal year, the Committee reviewed TLN’s 2023 Proposed Goals, and they also reviewed the Plan of Service documents. Spotlight on the Steering Committee for reviewing and updating the TLN Plan of Service this year. This was a large undertaking and TLN appreciates all their efforts in getting this task completed.

   **Executive Committee** – Morse reported that at the last meeting the Committee approved the TLN 2022/2023 proposed Budget.

   Results of the latest survey being conducted on the use of CARL Connect, a web-based product, was discussed. Fifty libraries were eligible to take part in the survey and forty-four responded. The majority of respondents brought up specific issues with the product.

   Steven and Celia met with a library that has misgivings about the CARL system. They noted specific issues. The issues raised are more functions the system can do and it appears to be more of educating users of the system. Many of the concerns have been resolved. Morse is looking into offering more system use training.

   **Finance/Real Estate Committee** – Met on August 28 to review the 2021/22 Budget amendments and the 2022/23 budget that was covered under the Public Hearing part of this meeting.

   **Human Resources Committee** – The Committee met on Wed. September 22, 2022. Motion by Cardenas, supported by Hanson to approve the actions of the HR Committee set forth in the meeting minutes that were distributed at this meeting.
8. **Executive Director’s Report** – In addition to his written report, Bowers highlighted the contributions of Rick Rosekrans and Judith Kozakowski in the past year.

The Cataloging Department received thirty applications for the contract cataloging position. The next step in the process is reviewing these applications and interviewing candidates.

9. **Financial Reports** – Motion by Cardenas, supported by Woodford, to receive and file the following reports. Motion carried unanimously.

   - Executive Summary
   - Aged Payables Open Items as of 8/31/2022
   - Check Register Detail from 7/01/2022 – 7/31/22
   - Check Register Detail from 8/01/2022 – 8/31/22
   - Aged Receivables Detail as of 8/31/2022
   - MAF (Member Advance Fund) Balance 8/31/2022
   - Summary of Revenue & Expenditures Compared to Budget:
     October 1, 2021 – August 31, 2022
   - October 2021 – August 2022 – Income Statement
   - Unaudited Balance Sheet as of 8/31/22

10. **Old Business** – None

11. **Board Member Comment** – Green complimented Bowers on all the work being done at TLN.

12. Motion by Cardenas, supported by VanBrandeghen, to adjourn the meeting at 1:21 p.m.  Motion carried unanimously.

13. The next meeting of the Board will on:

    **Thursday, October 27 –noon**
    **Berkley Library**

    Respectfully submitted,

    Mark Wollenweber                   Rita VanBrandeghen
    CHAIR                                SECRETARY

Minutes taken by J. Kozakowski