BOARD MEETING
Thursday, March 24, 2022 – Noon
Wayne Public Library
Minutes

Call to order: Meeting called to order shortly after noon by Lois VanStipdonk.
- In attendance: Steven Bowers (TLN), Ebony L. Duff, Debra Green, Charles Hanson, Rick Rosekrans (TLN), Lois VanStipdonk, Arthur M. Woodford

Call to Audience
- Introduction of Guests: Cindy Mack (Chair TLN Steering), Paul McCann (Chair SAS Executive Committee), Joseph Brandenburg (C.P.A., Buss & Company, P.C.), Celia Morse (TLN), Anne Neville (TLN), John Inman (TLN)

Approval of Agenda: Motion to approve, D. Green. Second, C. Hanson. Motion approved.


Communications and Announcements: None made.

Presentation of the 2020/21 Financial Audit: The financial audit was presented by Joseph Brandenburg (C.P.A., Buss & Company, P.C.). The Board asked various questions about the report which were answered. TLN received an unmodified audit opinion, this is the highest level of assurance an auditor can provide. The auditors were aware of no material deviations from generally accepted accounting practices in the financial statements. Motion to approve report, D. Green. Second, C. Hanson. Motion approved.

New Business

Early Adoption of IBM Cognos Analytics through CARL - ACTION (22-26): A. Neville and C. Morse presented and spoke about recommended software purchase for additional reporting tool to be used with shared automation system. Motion to approve, E Duff. Second, A. Woodford. Motion approved.

TLN’s New Website Virtual Tour: S. Bowers gave the Board a virtual tour of the new TLN website and discussed how the new platform contains a searchable membership database, online registration, built in communications, and e-commerce features. Twenty percent of all traffic on the site is the public, looking for library information, so the new site also has tools for the general public.
Reports

Steering Committee: C. Mack reported on the group’s activities, including a review of new interest and community groups for TLN, a roundup of training the past year, including the Creating Cultures of Belonging workshop series, and their work to revise the TLN Plan of Service by the end of the fiscal year.

Shared Automation System Executive Committee: Paul McCann talked about the group using deferred revenue for the Cognos purchase, as approved earlier in the meeting by the Board. He also noted that the TLN Technology Services group is working on new circuit upgrades and assisting with ARPA orders. The SAS group is working on FRBR displays, search for special characters, now searchable, and fixed foreign language search results ranks.

Finance/Real Estate: Nothing to report outside of the financial audit presentation held earlier in the meeting.

Human Resources/Public Relations: No meetings held / nothing to report.

Executive Director’s Report (22-27)

-Six-month Review of 2021/22 Fiscal Year Strategic Plan: S. Bowers reviewed the progress on complete of TLN Goals set by the Board for the current fiscal year, including the following highlights:

Equity, Diversity, and Inclusion training sessions were held for the Board, employees, and member libraries. A three-part series on building inclusive communities was completed with member libraries, and well received. The last workshop held had libraries begin reviewing policies for equitable outcomes. Participants expressed interest in starting a related new workshop series in the future.

New website launched in March, to positive reviews. Over 300 TLN members signed up for using the site in the first week. The new site is a platform that includes a member database with useful information that members can search. The site is also seeing a lot of public visitors.

Work continues on the ARPA grant. May kit materials have been ordered and shipped. The statewide team for marketing the project has been meeting and finalizing draft marketing materials. The project should be finished by the end of the fiscal year, and all dollars spent.

The TLN Steering Committee is working on a revision of the TLN Plan of Service for the TLN Board and Membership to approve. This work is anticipated to be completed by the end of the fiscal year.

The MAP RFP (Request for Proposals) for a new system was released in March, with the launch of the new TLN website. Proposals will be reviewed this spring, with hopes of selecting a vendor for a renewed MAP site. The project timeline includes an anticipated soft launch this fall, and full re-launch of MAP in spring 2023 (in May, which is the start of the annual MAP season).
Financial and Operational Reports
- Executive Summary (22-28)
- Aged Payables Open Items as of 2/28/2022 (22-29)
- Check Register Detail from 2/01/2022 – 2/28/2022 (22-30)
- Aged Receivables Detail as 2/28/2022 (22-31)
- Summary of Revenues & Expenditures Compared To Budget: October 1, 2021 – February 28/2022 (22-32)
- October 2021 – February 2022– Income Statement (22-33)
- Unaudited Balance Sheet as of 2/28/2022 (22-34)

Motion to approve all financial reports, L. VanStipdonk. Second, D. Green. Motion approved.

Old Business

Compiled list of possible ways to honor the memory of Jim Pletz (22-35): This item was tabled for discussion at a future meeting. S. Bowers reported that the Cooperative Directors sent flowers to Jim’s memorial and made a donation of $500 in his memory to Every Library (www.everylibrary.org).

Board Member Comments: Congratulations were made on the new TLN website launch. Board members wished Board Chair Mark Wollenweber safe travels as he was out of state and unable to attend the meeting. L. VanStipdonk will be unable to attend the next meeting.

Next Scheduled Meeting Date: Thursday, April 28, 2022, noon
Dearborn Centennial Library, Dearborn

Motion to adjourn at 1:35 p.m. C. Hanson, Second, A. Woodford. Motion approved.

Respectfully submitted,

Mark Wollenweber
CHAIR

Rita VanBrandeghen
SECRETARY

Minutes taken by S. Bowers