Minutes

Call to Order

Meeting called to order at 12:05 p.m. In attendance: Victor Cardenas, Ebony L. Duff, Debra Green, Charles Hanson, Rita VanBrandeghen, Mark Wollenweber, Arthur M. Woodford. Staff: Steven K. Bowers, Judith Kozakowski, Rick Rosekrans.

Call to Audience

- Introduction of Guests: Joe Brandenburg, Andrea Dixon, Paul McCann, Celia Morse.

Approval of Agenda

Motion to Approve: Green, 2nd: VanBrandeghen, Result: Motion approved.

Approval of Minutes

Motion to Approve minutes of October 27, 2022 (23-31) and Special Board meeting Dec. 14, 2022 (23-32): Hanson, 2nd: Cardenas, Result: Motion Approved. Note: January 26, 2023 and the February 23, 2023 meetings were canceled due to inclement weather.

Communications and Announcements

None made.

Presentation of the 2021/22 Financial Audit & Single Audit – Federal Awards Programs (ARPA Grant)

Joe Brandenburg, of Buss & Company, P.C., Certified Public Accountants, presented the 2022 Fiscal Audit and separate Single Audit (for the ARPA grant) from last year. Both audits had no findings and therefore had an unqualified audit opinion. As in years prior, a material deficiency was noted for adequate segregations of duties due to the size of the organization, but it was also noted that management has implemented some procedures to help reduce this risk. In direct response to this deficiency, as noted last year, Bowers has begun taking over the monthly reconciliation for bank records; this alone would reduce risk but the deficiency would likely still be noted in the future, perhaps reduced to a significant deficiency rather than a material deficiency.

Motion to receive and file audits: Cardenas, 2nd: Hanson, Result: Motion approved.
New Business

- 2023 Board Meeting Calendar (23-33)

**Motion** to Approve: Woodford, 2\textsuperscript{nd}; Hanson, Result: Motion approved.

- Renewal of TLN Commercial Insurance and Workers’ Compensation Insurance Policy (23-34)

Commercial insurance renewal was reviewed, with same benefits as year prior. Adjustments recommended for increases made in wage compensation. Major cost increase on vehicle insurance noted.

**Motion** to Approve: Hanson, 2\textsuperscript{nd}; VanBrandeghen, Result: Motion approved.

- Discussion of the Genesee District Library’s request to join TLN Cooperative (23-35)

Discussion ensued. The Board ask Bowers to follow up with a list of libraries that have changed cooperatives in the past for their consideration. The Board also requested a copy of the statewide cooperative service regions map. It was recommended that the Board vote on this request from GDL at a later date.

Reports

- Steering Committee: Bowers delivered the report and noted that the committee is reviewed the Mission and Vision of TLN as it has been a couple of year since it was adopted. The four new committees for the year have begun meeting (Reciprocal Borrowing Review, Substitute Pool Services, RFP Climate Study, and TLN Equity, Diversity, and Inclusion).

- Shared Automation System Executive Committee: Dickson reported that Morse is finalizing current surveys out to members to gather input on the current system and for considering possible contract renewal. SAS is also working on a “best practices” doc. It was noted that many libraries do not notice the links in the catalog that point to related materials and Series, so promotion of these features will be made. SASUG again discussed the number of codes in the shared system; it was noted that a balance of limited codes vs. local need for code variations is maintained.

- Finance/Real Estate: No updates other than audit reports reviewed earlier in the meeting.

- Human Resources/Public Relations: No updates were given by the committee. Discussion ensued around the many book and collection challenges libraries around the state are received. It was noted that TLN Directors have been discussing the situation and preparing for local challenges. It was also noted that the Cooperative Directors have been tracking various challenges with partners through the MiRightToRead.com website and working to prepare their local libraries.
Executive Director’s Report (23-36)

There report was reviewed and is available for public access on the Board page of the TLN website.

Financial and Operational Reports

The following reports were presented and reviewed:

- Executive Summary (23-37)
- Aged Payables Open Items as of 2/28/2023 (23-38)
- Check Register Detail from 10/01/2022 – 10/31/2022 (23-39)
- Check Register Detail from 11/01/2022 – 11/30/2022 (23-40)
- Check Register Detail from 12/01/2022 – 12/31/2022 (23-41)
- Check Register Detail from 1/1/2023 – 1/31/2023 (23-42)
- Check Register Detail from 2/1/2023 – 2/28/2023 (23-43)
- Aged Receivables Detail as 2/28/2023 (23-44)
- Summary of Revenues & Expenditures Compared To Budget:
  October 1, 2022 – February 28, 2023 (23-45)
- October 2022 – February 2023 – Income Statement (23-46)
- Unaudited Balance Sheet as of 2/28/2023 (23-47)

Motion to Approve: Cardenas, 2nd: Hanson, Result: Motion approved.

Old Business

- Library Equity Access Fund 2022 Final Report (23-48)
  The report was reviewed and is available for public access on the LEAF page of the TLN website.

Motion to Approve: Cardenas, 2nd: Woodford, Result: Motion approved.

Board Member Comments

- Art Woodford noted his thanks to Damon Dye for his assistance in helping him to configure his new personal PC and laptop devices.

Adjournment

Motion to Adjourn: Cardenas, 2nd: Duff, Result: Motion approved.

Meeting adjourned at 1:48 p.m. Next scheduled meeting is Thursday, April 27, 2023, noon, at Northville District Library.

Minutes respectfully submitted by Steven K. Bowers.