The regular meeting of The Library Network (TLN) Board was held on Thursday, February 24, at the Leanna Hicks Public Library, in Inkster. Board Members present: Mark Wollenweber, Chair; Lois VanStipdonk, Vice-Chair; Rita VanBrandeghen, Secretary; Ebony Duff, Debra Green, Arthur M. Woodford, Charles Hanson, and Joyce Parker. A quorum.

Board Members Absent & Excused: Victor Cardenas

Additional attendees: Betty Adams, Library Director, Paul McCann, Executive Committee Representative; Steven Bowers, TLN Executive Director; Celia Morse, and Judith Kozakowski, TLN.

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

A moment of silence was held in honor of James Pletz, TLN's prior Director, who passed away on February 18, 2022. Jim was TLN's Director from 2009-2020. He helped stabilize TLN and put us on the path of further success.

1. Call to audience

Introduction of Guest – Adams welcomed the Board to the new Inkster library. The Library officially opened in March 2021 and has steady patronage. It is a very impressive library and a jewel in the community. The Board was offered a tour of the facility after the meeting.

Public Comment – None

2. The Agenda. Motion by Hanson, supported by Parker, to approve the Board Agenda, with the addition of a Moment of Silence. Motion carried unanimously.

3. Approval of the Minutes. Motion by VanStipdonk, supported by Hanson, to approve the minutes of the January 27, 2022 meeting of the Board, with a typo correction. Motion carried unanimously.

4. Communications & Announcements - None
5. **New Business**

   Motion by VanStipdonk, Supported by Parker, to approve the Commercial Insurance Policy with Harleysville Insurance Company, for $26,673.00, and approve the Workers’ Compensation Policy with the Accident Fund for $18,206.00, for the period covering February 17, 2022 through February 17, 2023. Motion carried unanimously.

6. **Reports**

   **Steering Committee** – Bowers reported that the Committee is still working on the review of the TLN Plan of Service.

   **Executive Committee** – McCann reported that the Committee has not had a meeting since the last Board meeting.

   The Shared System Users Group (SASUG) met today. There is not pressing Committee business to report.

   **Finance/Real Estate Committee** – The 2020/21 financial audit is completed. A meeting of the TLN Finance Committee will be held some time prior to the March 24 Board meeting, for the Committee to review the Audit results.

   **Human Resources Committee** – Bowers reported that labor contracts expire on September 30, 2022. Negotiations with both the AFSCME and the Supervisory Association Unions will begin this summer. A meeting of the HR Committee will be scheduled prior to the start of these negotiations.

7. **Executive Director’s Report** – Bowers reported that TLN Controller, Rick Rosekrans, has achieved 20 years of service at TLN. Rosekrans is rebuilding the Business Office and working with a new staff member.

   The new Census numbers are in from the state. The population is up approximately 150,000 people within the Cooperative. This will result in a state aid increase in 2022/23 fiscal year.

   Work is underway in the 3-part DEI series with the membership. The first session was held in January, the second was held yesterday (Feb. 23), and the third will be held in March.

   Bowers is planning a downriver tour of libraries in the near future.

   Bowers is continuing his work on TLN’s new website, which is to be released in March 2022. TLN employee Andrea Polsgrove has been continuing to devote a large part of her time working and developing the new website.

   TLN’s social media practices will be updated with an asterisk, stating that TLN is “A Political”, except in matters of DEI (Diversity, Equity, and Inclusion). This is in response to some people who may see DEI as political.
Executive Director’s Report (continued)

The Membership is grateful for the Board approving the Covid-19 supplies acquisitions. Bowers has also negotiated special pricing for TLN libraries through MetCom.

The Hot Spot program is progressing, with some of the hot spots being relocated to other libraries in the cooperative.

Work continues with the ARPA Grant. TLN is paying for the items up front and the State is reimbursing. This is going well.

The Amazon contract, negotiated for libraries throughout the state, is going well.

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 1/31/22
   - Check Register Detail from 1/01/2022 – 1/31/22
   - Aged Receivables Detail as of 1/31/2022
   - Summary of Revenue & Expenditures Compared to Budget:
     October 1, 2021 – January 31, 2022
   - October 2021 – January 2022 – Income Statement
   - Unaudited Balance Sheet as of 1/31/22

9. **Old Business** – None

10. **Board Member Comment** – A discussion was held regarding how to honor Jim Pletz. Wollenweber requested a list of ideas, for the Board to consider, at the March Board meeting.

11. Motion by Hanson, supported by Green, to adjourn the meeting at 1:33 p.m. Motion carried unanimously.

12. The next meeting of the Board will on:

    **Thursday, March 24, 2022 –noon**
    Wayne Public Library

Respectfully submitted,

Mark Wollenweber               Rita VanBrandeghen
CHAIR                         SECRETARY

Minutes taken by J. Kozakowski