The regular meeting of The Library Network (TLN) Board was held on Thursday, July 28, at the Westland Public Library. Board Members present: Mark Wollenweber, Chair; Lois VanStipdonk, Vice-Chair; Rita VanBrandeghen, Secretary; Charles Hanson, Ebony Duff, Joyce Parker, and Arthur M. Woodford. A quorum.

Board Members Absent & Excused: Debra Green and Victor Cardenas.

Additional attendees: Paul McCann, Executive Committee Representative; Cindy Mack, Steering Committee Representative; Steven Bowers, TLN Executive Director; Celia Morse, Damon Dye, Rick Rosekrans, and Judith Kozakowski, TLN.

The Chair called the meeting to order at 12:06 p.m.

1. Call to audience

   Introduction of Guests - Wollenweber introduced Damon Dye, who has been promoted to the Technology Services Manager position recently vacated due to the retirement of Angie Michelini. Dye has worked for TLN in many capacities for the past 38 years. The last seventeen years have been in the Technology Services Department. Dye is highly regarded by TLN and the Membership, and he has a stellar reputation. Dye reported that he is very pleased with his appointment to the Technology Services Manager position. Bowers reported that he is very excited to have Dye take on this leadership role and knows many great achievements will be made having Dye in this position.

   Public Comment – None

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

3. Approval of the Minutes. Motion by VanStipdonk, supported by VanBrandeghen to approve the minutes of the June 23, 2022 meeting of the Board. Motion carried unanimously.

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

Board discussed a nomination to the Board who worked for TLN some years ago. TLN needed clarification if this nomination can proceed to the Election cycle. The Board saw no reason to exclude this individual from the Board election.

Motion by Parker, supported by VanBrandeghen to approve the proposed hire of a 20-hour per-week contract cataloging librarian to assist in the mitigation of the current backlog of requests for original cataloging, not to exceed $27,000., funds to come from Cataloging Deferred Revenue and the position is not to exceed 52 weeks (one year). Motion carried unanimously.

6. **Reports**

**Steering Committee** – Mack reported that the Steering Committee did not meet in July, although they have been very busy. This year the Committee was charged with updating the TLN Plan of Service and develop training for the membership. The Committee gave a thorough review of the Plan of Service, had it reviewed by legal, and a survey is currently underway focusing on programming.

**Executive Committee** – McCann reported that the Committee met on July 7. The Committee recommends the cataloging proposal that was presented under New Business. Also discussed at this meeting was decommissioning and reconfiguring the TLN training room. The desk top machines are near the end of their life. The machines will be updated and distributed to libraries in need.

Morse reported that there will be a series of demos regarding alternative shared systems. The Polaris demo is scheduled for next week, and the committee is looking at scheduling a Sirsi Dynix demo. If the Shared System seeks to distribute an RFP for an alternative shared system, the RFP should go out next year.

**Finance/Real Estate Committee** – A budget meeting will be scheduled in September.

**Human Resources Committee** – The Committee will meet to discuss impending contract negotiations.

7. **Executive Director’s Report** – In addition to his written report, Bowers discussed how a climate study would be conducted throughout the membership. The cost will be between $35,000. - $50,000. An RFP will be developed with budget parameters, and a development of a survey with the consultant.

The idea for this study came from two TLN groups, the LGBTQIA+ and the TLN Vibrant Voices. The Steering Committee is also in support of this study. Plus, this is part of TLN’s pledge of diversity, equity, and inclusion.

The Board gave Bowers the authority to move forward with the RFP.
Executive Director’s report continues

TLN’s website has a Toolkit feature. Bowers gave the Board a demo of the Toolkit and what it contains.

8. Financial Reports – Motion by VanStipdonk supported by Hanson, to receive and file the following reports. Motion carried unanimously.

- Executive Summary
- Aged Payables Open Items as of 6/30/22/22
- Check Register Detail from 6/01/2022 – 6/30/22
- Aged Receivables Detail as of 6/30/2022
- Summary of Revenue & Expenditures Compared to Budget:
  - October 1, 2021 – June 30, 2022
- October 2021 – June 2022 – Income Statement
- Unaudited Balance Sheet as of 6/30/22

9. Old Business – None

10. Board Member Comment – Woodford reported that Wollenweber has been selected to receive the 2022 ICMA Distinguished Award. This award is given to a retired manager who has made outstanding contributions to the management profession and local government. This year’s conference is in September. Congratulations to Mark!

Wollenweber thanked Angie Michelini for her 16 years of service at TLN and he congratulated Damon Dye on his promotion.

11. Motion by Duff, supported by Hanson, to adjourn the meeting at 1:18 p.m. Motion carried unanimously.

12. The next meeting of the Board will on:

    Thursday, August 25 –noon
    To Be Determined

Respectfully submitted,

Mark Wollenweber
CHAIR

Rita VanBrandeghen
SECRETARY

Minutes taken by J. Kozakowski