

WHITE PINE LIBRARY COOPERATIVE
BOARD MEETING
Minutes, February 12, 2020
DRAFT

A meeting of the White Pine Library Cooperative Board was held on February 12, 2020 at White Pine Library Cooperative, Saginaw

Present: Ervin Bell, Vicki Mazure, Briynne McCrea, Nannette Pretzer, Cora Schaeff, Beth Schumacher (Pres), Pam Williams (Sec/Treas). **Absent:** Brenda Francetic, John Sheridan, and Jill Fox

Call to Order: Board President Beth Schumacher called the meeting to order at 12:17 pm

Agenda: Briynne McCrea moved and Nanette Pretzer seconded to amend the Agenda. Motion carried.

Minutes: Nanette Pretzer moved, and Pam Williams seconded to approve the December 11, 2019 Board minutes. Motion carried.

Treasurer's Report: The issue with Quickbooks reconciliation for the previous board meeting was due to a check not clearing before the conversion/transfer from Sage. Journal entries were created to clear the issue. The Profit and Loss comparison for January and the check register dated 12/1/2019 through 1/31/2020 was presented. Kate Van Auken reviewed the budget, income, expenses, and remaining balances. Kate mentioned she will be checking into getting new quotes from accounting firms in the future. Nanette mentioned a firm Kenneth Berthiaume on Harrow Lane in Saginaw were reasonable. Nannette Pretzer moved, and Vicki Mazure seconded to approve the Treasurer's report, motion carried.

Directors Report: Kate Van Auken presented a listing of contacts she made from December 2019 through the first week of February 2020. The contacts include member libraries, vendors, staff, as well as advocacy and continuing education efforts and total emails sent and received by week.

Old Business:

Bylaws: The revised board bylaws were presented with changes to the board rotation schedule based on class size. Ervin Bell mentioned that some boards he was familiar with had the Vice President take over the Presidents position the following term, allowing for a more cohesive transition. Discussion of having board members serve for three years and only rotate 3 people off every year. Cora Scaeff moved, and Nanette Pretzer seconded to approve the bylaws as presented to the Advisory Council.

Facility Update: Kate presented a pricing breakdown and images of a new office space for White Pine Library Cooperative. The cost estimate includes rent, internet, phone, and router for the space located in the Rolka Building across from the Court House in Caro. The building owner will hold the property for White Pine till the lease at the VLC expires the end of September. Rent will begin in September and White Pine can have access to the space after giving a month's notice to allow for carpet cleaning and painting with no rent due until September. Duration of the lease is at White Pine's discretion and lease cost will remain in effect for the term of the lease. The yearly savings for White Pine will be around \$10,000. Kate wanted to know if she should present this to the VLC before moving forward and the board said to just go ahead with this deal. Vicki Mazure moved, and Briynne McCrea seconded to secure the space for White Pine Library Cooperative's new office. Motion carried.

New Business:

Annual meeting date change: Since the Annual Advisory and Board meetings are normally held on the second Wednesday of the month, the date of Annual meeting needs to change. Ervin Bell moved, and Nanette Pretzer seconded to change the date of the annual meeting to October 14, 2020.

Bank of America Credit Cards closure: The Bank of America requires board authorization to close the credit cards. Cora Schaeff moved, and Pam Williams seconded to authorize closing the Bank of America credit cards. Motion carried.

CD at Independent Bank: Vicki Mazure moved, and Cora Schaeff seconded to move \$100,000.00 to a CD at Independent Bank for 32-89 days, with a rate of 1.25%. Motion carried

Other: None.

Public comments and announcements: There were no public comments.

Next Meetings: April 22, 2020 MLA Legislative Day (bus leaves at 7:30 am from White Pine headquarters), June 24, 2020, August 26, 2020, October 14, 2020 White Pine Wednesday Annual Meeting