

**WHITE PINE LIBRARY COOPERATIVE  
BOARD MEETING  
Minutes, July 22, 2020**

Approved 8/26/2020

*A meeting of the White Pine Library Cooperative Board was held on July 22, 2020 via Zoom meeting.*

**Present:** Beth Schumacher (Pres.), Jill Fox (Vice Pres.), Pam Williams (Sec/Treas), Vicki Mazure, Nannette Pretzer, Brynne McCrea, and John Sheridan. Also present: Kate Van Auken and Sheila Good. **Absent:** Ervin Bell.

**Call to Order:** Board President Beth Schumacher called the meeting to order at 10:05 am.

**Agenda:** Kate Van Auken asked to move New Business to be discussed after the Treasurer's report. She also asked to add two policies to New Business, the "Challenge eMaterials Policy" and "eMaterials Collection Development Policy". Nannette Pretzer moved, and Vicki Mazure seconded to approve the agenda as amended. The motion was carried by roll call. All present board members voted yes.

**Minutes:** Nannette Pretzer moved, and Vicki Mazure seconded to approve the May 26, 2020 Board minutes. The motion was carried by roll call. All present board members voted yes.

**Treasurer's Report:** Kate reviewed the checklist and other financial documents. The state aid check of \$106,000.00 was received and deposited, as well as the Cares Act money of \$5,000.00. At this point in the budget, White Pine Library Cooperative should be at 75% of the budget. We are now at 80%, but this includes Bryon Sitler's retirement payout, the PPE expenses, and Overdrive additions. Vox books was also an expense which White Pine has invoiced. Kate mentioned that the grant for PPE/Digital Content had about 297 applicants and the confirmation letters should go out by the end of July. Vicki Mazure moved, and Nannette Pretzer seconded to approve the Treasurer's report. The motion was carried by roll call. All present board members voted yes.

**New Business:**

**Challenge eMaterials Policy and eMaterials Collection Development Policy**

Kate mentioned that a member library received a challenge to material in the Overdrive ematerial collection. Since White Pine Library Cooperative does the material selection and ordering she presented the policies for a Challenge eMaterials and an eMaterials Collection Policy. The library which received the challenge will write a letter to the challenger and if White Pine receives a challenge directly, Kate and the WPLC board chair, Beth Schumacher will draft a letter. It was suggested that the wording referencing "Fuel Your Mind" be removed from the eMaterials Collection Development Policy. Pam Williams moved, and Brynne McCrea seconded to approve both policies with the wording "Fuel Your Mind" removed. The motion was carried by roll call. All present board members voted yes.

**Personnel Policy and Procedure Manual**

The Personnel Policy and Procedure Manual was discussed with the following proposed changes:

**Section 1.1** changed the counties to 13 from 11; removed Arenac, Bay, and Clare. Added Clinton, Gratiot, and Missaukee.

**Section 2.1** updated White Pine's address

**Section 2.22** changed wording from "Only written applications" to "Electronic and written applications" will be accepted. Removed the wording "and/or placement folders".

**Section 2.31** Changed wording to "The position will be advertised in both local, state, and national publications as well as on pertinent listservs and social media platforms.

**Section 3.11** change "ILL Clerk and Bibliographic Access Clerks to "Clerks".

**Section 3.13** Change wording to: A part-time employee is anyone regularly scheduled to work 35 or fewer hours per week.

**Section 3.22** Medical Records, removed this section.

**Section 5.2** changed wording. “Inclement weather, hazardous building conditions, and pandemic situations

**Section 5.21** Hazardous weather. Added “Employees able to work from home will do so”.

**Section 5.23** Added 5.23 Pandemic situation

In the event of a pandemic, like in 2020 with COVID 19, the Director will monitor the situation and follow any and all the guidelines set forth by the Governor’s Executive Order(s) as well as the Tuscola County Health Department Director. Staff able to work from home will do so.

**Section 6.76** Remove the sentence that lists the qualifying events.

**Section 8.43** Parking. Added “Community lot behind the building as well as on-street parking”.

Jill Fox moved, and Vicki Mazure seconded to approve the Personnel Policy and Procedure Manual with the proposed changes. The motion carried by roll call. All present board members voted yes.

**Director’s Evaluation:** Kate asked other cooperative directors for sample Cooperative Director evaluations used by their cooperative and settled on the existing evaluation that White Pine has used in the past. This was presented to the board. Kate’s one-year anniversary was July 15. It was decided that all board members will fill out the evaluation and submit them to Beth Schumacher to compile by August 1. They will schedule a zoom meeting in August to discuss the evaluation amongst the board. A copy of the compiled evaluation will be given to Kate at least 24-hours before the scheduled evaluation. A formal report will be presented at the September board meeting.

**Directors Report:** Kate Van Auken is still updating membership weekly. Some topics she discussed with the board were: She is expecting a 30% reduction in the budget next year which may result in a \$108,000 loss. She will work on the budget and will present it at the August 26 Advisory Council meeting. A meeting with Jane and Sheila took place on July 15 to discuss work hours, the phone system, and documents for files. Quickbooks Cloud Access, Plan of Service, MCDA letter to trustees, and more. Read the full Director’s report at: [https://wplc.org/wp-content/uploads/2020/director\\_reports/director-report-jul2020.pdf](https://wplc.org/wp-content/uploads/2020/director_reports/director-report-jul2020.pdf).

#### **Old Business:**

**Overdrive:** The contract with Overdrive was negotiated and will be \$6,000 for the Platform fee and \$50,000 for content. The MCDA (Michigan Cooperative Directors Association will be meeting with Overdrive Diva Madjar (Account rep) and Steve Potash (President) on August 4.

**Bylaws:** Any major revisions to the bylaws need to be approved by the Library of Michigan. The changes that were previously approved by the board, with changes to the rotation schedule will be tabled until our next fiscal year. This will allow time for changes to be made, and approval request to be submitted.

**Board Vacancies.** There are 2 vacancies on the board that need to be filled; Brenda Francetic, who retired in July, and Cora Schaeff, who took another position elsewhere. Ubyly is next on the rotation schedule for Class 1 libraries and Houghton Lake is next for Class 4-5 libraries. Kate will contact Barb Butch, Ubyly, and Jamie Paille, Houghton Lake to request they serve the remainder of this year and through the next round, which could be up to three years if the Bylaws change.

**Other:** None.

**Public comments and announcements:** There were no public comments.

**Next Meeting:** The next board meeting will be held Wednesday, August 26, 2020 following the Zoom Advisory Meeting.

**Adjournment:** Briynne McCrea moved, and Nannette Pretzer seconded to adjourn the meeting at 11:33 am. The motion was carried by roll call. All present board members voted yes.