

WHITE PINE LIBRARY COOPERATIVE
BOARD MEETING
Minutes, August 23, 2023
Draft

A White Pine Library Cooperative Board meeting was held on August 23, 2023, at the Howe Memorial Library in Breckenridge, MI.

Present: Jeanette Morrish, Lorrie Taylor, Christian Dunham, Amy Beckman, Ann Trierweiler, Corey Goethe, Jessica Little, and TJ Smith. Also present were Kate Van Auken and Alison Blattner. **Absent:** Barbara Butch and Nicole Markel.

Call to Order: The meeting was called to order at 11:57 a.m.

Public comments and announcements

There were no public comments or announcements.

Approval of Agenda: Jessica Little moved, and Ann Trierweiler seconded to approve the Agenda as presented. The motion was carried.

Approval of Minutes: Jeanette Morrish moved, and Ann Trierweiler seconded to approve the June 28, 2023, Board Minutes. The motion was carried.

Treasurer's Report: The Board reviewed the financial reports and checklists for June and July 2023.

Christian Dunham moved, and Lorrie Taylor seconded to approve the financial reports and ratify the June and July 2023 bills. The motion was carried.

Directors Report: Kate had no additional comments to add to her report shared during the Administrative Council before the Board Meeting. More can be found at:

https://wpplc.org/wp-content/uploads/2023/director_reports/director-report-aug2023.pdf

Old Business

Office Manager Proposal

Alison Blattner submitted her proposal to the Board regarding the Office Manager position and elevating it to full-time status. Benefits to the cooperative and additional costs were considered.

Ann Trierweiler moved, and Jeanette Morrish seconded to accept the proposal and elevate the position to full-time status as of October 1, 2023. The motion was carried.

Board Member Reimbursement Update

Following the distribution of board member reimbursements for Q2 2023, Corey Goethe reported problems processing the check through his university administration. It was ultimately decided to void the check. To avoid future issues, Kate Van Auken proposed amending the Board Member Reimbursement policy to allow for reimbursement checks to be made out directly to the attending representative of Associate Members.

Christian Dunham moved, and TJ Smith seconded to approve the amendment. The motion was carried.

New Business

Amended Budget

Changes to the WPLC 2022 – 2023 fiscal year budget were discussed. The ‘miscellaneous income’ account had been overestimated, but all other income was being collected as anticipated.

Jessica Little moved, and Christian Dunham seconded to accept the Amended Budget as presented. The motion was carried.

Proposed Budget

The Proposed Budget for 2023 – 2024 was reviewed. The salary budget was higher than the actual anticipated use; Jeanette Morrish questioned if this would be an issue as it had been for her in the past. The Board conferred and agreed that the Cooperative operates more like a District Library than a Township or City, allowing them greater flexibility in this budget area. Jessica Little questioned whether the payroll tax and retirement accounts had also been adjusted to reflect the new changes to the Office Manager position; Kate Van Auken confirmed they had been updated. Kate also discussed that looking at years in the future, depending on state funding, some services may need to be cut or scaled back. For now, funding seems stable, but she would be budgeting with care in the event of future cuts.

Christian Dunham moved, and Ann Trierweiler seconded to approve the Proposed Budget for 2023 – 2024. The motion was carried.

Plan of Service

The Plan of Service for 2023 – 2024 was reviewed. Jessica Little moved, and Lorrie Taylor seconded to approve the Plan of Service. The motion was carried.

Potential Credit Card Payments

Kate Van Auken brought forward the possibility of utilizing WPLC’s credit card to pay more bills in the future. Doing so would allow the cooperative to earn more points through Independent Bank’s cashback program. Discussion was had, and the Board agreed that doing so would be acceptable so long as the contents of the monthly credit card bill remained transparent. Jessica Little and Jeanette Morrish advised that it should be fine, but to check with WPLC’s auditor regarding any suggestions they have.

Adjournment: Ann Trierweiler moved, and Jeanette Morrish seconded to adjourn the meeting at 12:57 p.m. The motion was carried.

Next Meeting: WPLC’s Annual Meeting is set for October 4th, 2023, at Trillium Banquet Center, 6415 State Street, Saginaw, MI 48603 (989-790-2345). A remote option will **NOT** be available for this event. Tickets are \$25, and registration will open September 5th – 26th. Library staff are encouraged to attend.