

WHITE PINE LIBRARY COOPERATIVE
BOARD MEETING
Minutes, June 28, 2023
Approved August 23, 2023

A White Pine Library Cooperative Board meeting was held on June 28, 2023, at the Columbia Township Library in Unionville, MI.

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

Call to Order: The meeting was called to order at 1:11 pm.

Public comments and announcements

There were no public comments or announcements.

Approval of Agenda: Under New Business, added Staff time off during the Christmas holiday.

Approval of Minutes: Jeanette Morrish moved, and Lorrie Taylor seconded to approve April 23, 2023, Board Minutes. The motion was carried.

Treasurer's Report: The Board reviewed the financial reports and checklists for April and May 2023. Updates were given on the interest generated by the MI CLASS investment pool which had accrued over \$7,000 in interest over three months. Additional discussion was had regarding the charges for the new work laptop and the video doorbell installed at WPLC's office. Mini-grants and library association reimbursements for members were also discussed.

Christian Dunham moved, and Ann Trierweiler seconded to approve the financial reports and ratify the April and May 2023 bills. The motion was carried.

Directors Report: Kate discussed billing issues with WPLC's law firm, Foster Swift, after the bill for updates to the WPLC Personnel Manual was never received. She also wanted to ensure the Board was aware she would be working remotely on Tuesdays more often. More can be found at:
https://wplc.org/wp-content/uploads/2023/director_reports/director-report-june2023.pdf

Old Business

Director's Review and Membership Input Form

WPLC members were asked to submit their annual reviews of the WPLC Director's performance. The WPLC Board evaluated the submissions and found strong approval for Kate Van Auken's performance in her role as Director. The Board as a whole decided an 8% raise be given for the fiscal year 2023-2024.

New Business

Amended Budget

Changes to the WPLC 2022 – 2023 fiscal year budget were discussed. The Vox Books budget was increased to account for the recent purchase made by 13 member libraries. Another increase was made to the technology budget to account for purchases of the new work laptop as well as the video doorbell. The delivery budget was also increased to account for raised RIDES delivery prices by MCLS.

Christian Dunham moved and Nicole Markel seconded to amend the WPLC 2022 – 2023 amended budget. The motion was carried.

Rides Volume Surcharge

Kate Van Auken noted that two White Pine Library Cooperative Members, Rawson Memorial Library and St. Charles District Library, received a \$100 RIDES delivery volume surcharge again this year. These libraries help to distribute VOX books and Book Page orders respectively, and their efforts save a large amount of money annually in shipping costs. Kate proposed reimbursing these libraries for that charge.

Amy Beckman moved, and Corey Goethe seconded to approve reimbursing Rawson Memorial Library and St. Charles District Library for the RIDES volume surcharge. The motion was carried.

Staff Time Off During Christmas-New Year Holidays

An email from Nannette Pretzer, St. Charles District Library, proposed offering paid holiday time off for WPLC staff from Christmas to New Years. Jeanette Morrish moved, and Nicole Markel seconded to approve paid time off for staff from Christmas through New Years. The motion was carried.

Office Manager's Review

The WPLC Board reviewed the Office Manager, Alison Blattner's, position following Kate Van Auken's review and request for a pay raise. Options were discussed about the future of the position given the evolution of the role's duties and Alison's positive job performance throughout the past year and a half. Enough work exists to justify elevating the position to full-time. Based on Kate's input, the Board as a whole decided on an 8% raise, to be given for the fiscal year 2023-2024.

After conferring with Alison, it was decided that she and Kate would work out a proposal and submit it to the Board for review during the August 23rd meeting.

Adjournment: Ann Trierweiler moved, and Jeanette Morrish seconded to adjourn the meeting at 1:43 p.m. The motion was carried.

Next Meeting: August 23, 2023, location TBD.