

**WHITE PINE LIBRARY COOPERATIVE
ADVISORY COUNCIL MEETING**

Minutes, August 6, 2014

Welcome

Mary Chasseur opened the meeting at 10:03 and welcomed everyone. Members introduced themselves. Guests Joel Hamlin and Kathy Webb were introduced.

Minutes

Emily Boersen noted that the Annual meeting date should be October 1, 2014, not October 2, 2014. Mary Chasseur moved to approve the minutes. Kate Van Auken seconded the motion. Motion carried.

Director's Report:

Bryon Sitler reported that:

- State Aid will remain the same as last year. None of the proposed increases made it through to the final budget.
- House and Senate library listings and district profiles for the Meet the Candidates sessions are being updated.
- The next advisory council meeting will be held on September 2. From 11:00 am – 12:00 pm, Duane Zook will talk about library security. The board will have a short meeting at 12:00. From 1:00 pm – 2:00 pm there will be a Performers' showcase. The performers, headed by Joel Tacey, will provide lunch, so registration will be necessary. Performers include: Chad Patterson, Acting Up Theater Company; Kevin Devine, Rollicking Live Music; Gordon Russ, Magic for All; and Joel Tacey, Michigan's Family Funnyman. At 2:00 there will be a short demonstration on the Biblionix/Apollo Circulation system and CoLibri Systems book cover system.
- Bryon attended the Rural Library Conference on Mackinaw Island. Getting to the Island was eventful.
- In May, PA 164 was updated and it appears to give more strength to Library boards.
- Bryon will be attending the Cooperative Directors' meeting in Leland in August.
- Jane has asked to have her hours reduced. There may be times when there will be no staff available.
- White Pine paid for 2 deliveries this year, deducted from the membership invoice. The Library of Michigan continues to pay for the 3rd delivery.
- Board members have been set for 2014-2015.
- There will be a book repair workshop on September 18th from 10:00 am – 1:00 pm. If you plan to attend, bring items that need to be mended.
- Mideastern Michigan Library Cooperative's Performers' showcase is set for September 25, 2014.

- The Cooperative Directors' Association, MCLS and the Library of Michigan will hold a workshop on how to deal with the media. This will be held in Jackson on November 6, 2014. There will be no online/remote access.
- Proposal 1 passed with a 70% yes vote. Large companies supported much of the advertising budget.
- Annual meeting is scheduled for October 1, 2014 at the Horizon Conference Center. Jim Murdock will be speaking on Customer Service; Teresa Irish will present "A Thousand Letters"; and Randy Riley, the new State Librarian will attend.
- The Library of Michigan has changed the software used for the annual online reports.

Old Business

There was no old business.

New Business

Annual Reporting Software

Joe Hamlin talked about the new Public Library Annual Reporting State Aid Application software. LibPAS will replace the 10 year old system. The screens look different but the order of the report is still the same. There will still be Notepads and Comment sections. The data input will be automatically saved when moving to a new field. LibPAS works on all browsers. The new software will email Joe every time you login to the system.

You will be able to locate the link to LibPAS, additional details, and a webinar to introduce the new software at: <http://michigan.gov/libraryofmichigan> → statistics. The new system will start October 1, 2014. He mentioned there was one webinar held in July. There will be a state run webinar on October 1, and another one will be scheduled for sometime during round 2.

There is another system being built to handle the payments. Kathy Webb discussed the payments portion of State Aid. In the past she would have to wait for all state aid reports to be finished before she could start issuing second checks. If you submit early you will be paid early. If your library had a name/address change you must make the change in the treasury system, since this is where the checks come from. The changes can be made at <http://www.michigan.gov/cpexpress>. Contact her with any questions or if you need help. Kathy will provide Bryon with the new population numbers in October.

Plan of Service

Plan of service changes were discussed. Mary Chasseur asked if we still do Fuelyourmind.org website. Bryon said the site is still there and this can be discussed during the budget portion of the meeting. Fuelyourmind.org is not to be confused with the Fuelyourmind.lib.overdrive.com site. Stephanie Olson moved to approve the proposed changes to the Plan of Service. Jeanette Morrish seconded the motion. Motion carried.

Budget 2014-2015

Bryon reported that next year's ILL income will be more since Superiorland Library Cooperative has voted to have White Pine process its OCLC ILL requests. Salaries include a 2% raise for staff members. White Pine will pay for 2 days of delivery for members who participate in MelCat and the Library of Michigan will pay for 1 day, with the exception of Ashley. He would also like to do something with PR and have a drawing to give away AWE computers to two member libraries who attend the October 1, 2014 annual meeting. A committee to work on a new PR project will be formed later.

Kate Van Auken asked why State Aid income was more than last year at \$94,600. Bryon said that last year he didn't know what the state was budgeting when he developed his budget.

Kay Montei moved to approve the 2014-15 budget of \$412,637 as presented. Lynne Clark seconded the motion. Motion carried. Stephanie Olson moved to approve a 2% increase in staff salaries, which is part of the budget. Jeanette Morrish seconded the motion. The budget will be sent to the board for approval.

Candidate Meetings

Bryon is starting to set up the "Meet The Candidate" sessions. There could be 14 sessions across the cooperative with some overlapping with other cooperative in the state. He would like to have librarians attend, or send another library representative on behalf of the library if scheduling is a problem. It sends a bad message to the legislature if the attendance is low

Member News

Candace Miller will be in Caro from 2:00 – 3:00 pm next Wednesday, August 13, 2014.

Successful libraries millage: Bridgeport, Millington, Cass City and Gratiot County Libraries.

Stephanie Olson mentioned that the East Tawas Branch is in the process of doing an RFP to an architect for an expansion. They received a donor match of \$100,000.

Merrill mentioned she has had her carpeting cleaned using a dry cleaning system. The gentleman they used is out of Lansing but lives in the area.

Jill Brown, from Deckerville, will be getting new carpeting and is holding a "boxing" party.

Participants discussed the Summer Reading Program. Some mentioned they didn't have a good **turnout**, others really enjoyed it. Mary Chasseur said that she loved the Summer Reading Program theme this year. Jeanette Morrish said they "Slimed the Library", which was found on Pinterest. Erin Smandt said that they gave points for e-books, WiFi usage, visiting local parks, reading magazines, etc. This was useful in highlighting all that the library has to offer.

Joe Hamlin mentioned that for the annual reporting e-books, only count titles and copies, not the different types of formats. Also, Freegal and Tumblebooks are considered databases. You should not count these as e-book titles.

Simon & Schuster's LibraryBIN was discussed. In order to have Simon & Schuster books included in Overdrive, this feature must be active. When selecting the S&S title, a "You can purchase this title now" pop-up will appear. Bryon said that he has only received 7 responses from his email asking if participants would approve this. **5 said yes, 2 said no.**

Next Meeting: September 3, 2014