

Northern Michigan Library Network  
Board of Directors  
Minutes of the Meeting of September 5, 2019

**CALL TO ORDER:** A meeting of the Board of Directors of the Northern Michigan Library Network was held at the Superiorland Library Cooperative and via Zoom conferencing service. The public was invited to participate at the Superiorland Library Cooperative; 1615 Presque Isle Avenue; Marquette. Shawn Andary, Chair, called the meeting to order at 2:04 p.m. eastern.

**Board Members Present:**

At Superiorland Library Cooperative: Shawn Andary, Chair (representing Superiorland Library Cooperative) and Andrea Ingmire and Bruce MacDonald, Secretary/Treasurer (representing Peter White Public Library)

Zoom: Megan Buck and Renee Augustine (representing Dickinson County Library), Richard Conboy (representing Superior District Library), and Deb Friedman (representing Superiorland Library Cooperative)

**Others Present:** Pamela Malmsten (SLC staff), Recorder

**Board Members Absent:** Stephanie Swenski (representing West Iron District Library) and Lisa Waskin (representing Superior District Library)

**APPROVAL OF THE AGENDA:** A motion was made to approve the agenda as presented (MSC Deb Friedman /Renee Augustine). Motion carried unanimously.

**PUBLIC PARTICIPATION:** There was no public participation.

**APPROVAL OF THE SPECIAL BOARD MEETING MINUTES OF JULY 11, 2019:** A motion was made to approve the special board meeting minutes of July 11, 2019 as presented (MSC Megan Buck/Bruce MacDonald). Motion carried unanimously.

**APPROVAL OF THE REGULAR BOARD MEETING MINUTES OF MARCH 21, 2019:** A motion was made to approve the regular board meeting minutes of March 21, 2019 as presented (MSC Renee Augustine/Deb Friedman). Motion carried unanimously.

**FINANCIAL REPORT:** Pam Malmsten presented the financial report.

Approval of Disbursements and Year to Date report as of September 5, 2019:  
Cash disbursements for October 1, 2018 – September 5, 2019 were reviewed. Disbursements were for the annual financial audit and Directors and Officers insurance. All NMLN invoices were paid by the Upper Peninsula Region of Library Cooperation on behalf of NMLN. Pam Malmsten summarized the YTD Expense and Revenue Report as of September 5, 2019. Total YTD revenues were \$0.00 and total expenditures were \$1,918.

A **motion** was made **to approve the year to date expense and revenue report as of September 5, 2019** (MSC Renee Augustine/Megan Buck). Motion carried unanimously. (Note: Cash disbursements were approved at the March 21, 2019 meeting; there have been no new disbursements since that time.)

Approval of the FY 2019/2020 Budget: A proposed operating budget for FY 2019/2020 was reviewed. A **motion** was made **to accept the FY 2019/2020 budget** [with expenses and revenues of \$2,940] **as presented** (MSC Bruce MacDonald/Megan Buck). Motion carried unanimously.

#### **OLD BUSINESS:**

Update on NMLN Dissolution Process: SLC staff prepared an informational document that could be given to the Boards of the NMLN participating libraries. The document summarized the history of NMLN, explained the reasons for dissolution, and listed the next steps in the dissolution process. The document was sent to the NMLN Board for review. Shawn reported that she contacted SLC's attorney, Anne Seurynck, and asked her to review the document, indicate if there is any reason that NMLN should not dissolve, and to advise on how to proceed with the dissolution. Shawn reported that she had not yet received a reply from Anne.

After discussion, a **motion** was made **to accept the informational document pending approval by SLC's attorney** (MSC Richard Conboy/Deb Friedman). Motion carried unanimously.

Shawn added that she would contact Barb Bartel, the director of the West Iron District Library, to make sure she is aware of what is going on regarding the possible dissolution; West Iron's NMLN Board representative has not been attending the meetings.

#### **NEW BUSINESS:**

Elect Officers for Fiscal Year 2019/2020 and Designate Authority to Sign Contracts, Lease, and Other Legal Documents: Bruce MacDonald offered to continue to serve as Secretary/Treasurer for FY 2019/2020 and Shawn Andary offered to continue to serve as Board Chair for FY 2019/2020. Shawn called three times for nominations; there were no other nominations. A **motion** was made **to elect the following officers for FY 2019/2020: Shawn Andary, Chair and Bruce MacDonald Secretary/Treasurer; and to designate the officers the authority to sign contracts and other legal documents on behalf of the Northern Michigan Library Network** (MSC Megan Buck /Deb Friedman). Motion carried unanimously.

Approval of Financial Institutions for Investment of Surplus Funds: A **motion** was made **to approve financial institutions Flagstar Bank and Range Bank for investment of surplus funds** (MSC Renee Augustine/Richard Conboy). Motion carried unanimously.

Select Auditor for FY 2018/2019 Financial Audit: A **motion** was made **to engage the CPA firm of Anderson, Tackman, and Company to audit the NMLN financial records for the year ending September 30, 2019** (MSC Renee Augustine/Deb Friedman). Motion carried unanimously.

**SET DATES FOR NEXT NMLN BOARD MEETING:** The next regular NMLN Board meeting was tentatively scheduled for March 5, 2020 at 2 p.m. eastern.

**ADJOURNMENT:** There being no further business, the Chair declared the meeting adjourned at 2:30 p.m. eastern.

Respectfully submitted,

Bruce MacDonald, Secretary

Pamela Malmsten, Recorder