

Northern Michigan Library Network
Board of Directors
Minutes of the Meeting of September 13, 2016

CALL TO ORDER: A meeting of the Board of Directors of the Northern Michigan Library Network was held at the Superiorland Library Cooperative; some Board members participated via ReadyTalk audio conferencing service. The public was invited to participate at the Superiorland Library Cooperative; 1615 Presque Isle Avenue; Marquette. Pam Christensen, Chair, called the meeting to order at 2:33 p.m.

Board Members Present: Pam Christensen, Chair and Elaine Erickson (representing Superiorland Library Cooperative); Andrea Ingmire and Bruce MacDonald (representing Peter White Public Library); and Megan Buck and Renee Augustine (representing Dickinson County Library)

Others Attending: Pamela Malmsten, Recorder

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

APPROVAL OF THE AGENDA: The Chair recommended that the agenda be amended to add item “b. Approval of Budget for FY 2016/2017” under “Financial Report”. A **motion** was made **to approve the agenda as amended** (MSC Elaine Erickson/Megan Buck). Motion carried unanimously.

PUBLIC PARTICIPATION: There was no public participation.

APPROVAL OF THE MINUTES OF September 30, 2015: A **motion** was made **to approve the minutes of September 30, 2015 as presented** (MSC Renee Augustine /Elaine Erickson). Motion carried unanimously.

FINANCIAL REPORT:

Approval of Disbursements and Year to Date report as of September 13, 2016:
Cash disbursements for October 1, 2015 – September 13, 2016 were reviewed. All NMLN invoices are 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 13, 2016. Total YTD revenues were \$0.00 and total expenditures were \$1,820. A **motion** was made **to approve cash disbursements of \$1,820 for 10/1/15 – 9/13/16 and the year to date expense and revenue report for October 1, 2015– September 30, 2016** (MSC Elaine Erickson/Bruce MacDonald). Motion carried unanimously.

Approval of the FY 2016/2017 Budget: The proposed operating budget for FY 2016/2017 was reviewed; the proposed budget was the same as the FY 2015/2016 budget. A **motion** was made **to accept the FY 2016/2017 budget** [with expenses and

revenues of \$2,100] **as presented** (MSC Elaine Erickson/Andrea Ingmire). Motion carried unanimously.

Accept September 30, 2015 Audit Report: The annual independent audit of NMLN's financial records for the year ended September 30, 2015 was previously distributed to Board members and posted on the NMLN web site. A **motion** was made **to accept the NMLN audit for the year ended September 30, 2015** (MSC Elaine Erickson/Renee Augustine. Motion carried unanimously.

NEW BUSINESS:

Report on Board Terms and Membership: Recently appointed NMLN Board members include:

1. Pam Christensen, representing the Superiorland Library Cooperative; her term expires on March 20, 2019. Pam replaces former SLC Director Suzanne Dees, who resigned from the NMLN Board.
2. Andrea Ingmire, representing the Peter White Public Library; her term expires on March 20, 2018. As the current Director of the Peter White Public Library, Andrea replaces the former Director, Pam Christensen.
3. Stephanie Swenski, representing the West Iron District Library; her term expires March 20, 2017. Stephanie replaces Barb Bartel, who resigned from the NMLN Board.

Report on Board Terms that Expire on March 20, 2017: Board members whose terms expire on March 20, 2017 include Bruce MacDonald, Renee Augustine, and Stephanie Swenski. Pam Christensen noted that all three should be reappointed by their Library Boards before the March 2017 NMLN meeting.

Appointment of Secretary/Treasurer for the Remainder of FY 2015/2016: Suzanne Dees, the former NMLN Secretary/Treasurer, resigned from the NMLN Board on July 14, 2016. Elaine Erickson was appointed as Secretary/Treasurer until September 30, 2016. [Note: Elaine Erickson subsequently resigned from the NMLN Board and Pam Christensen agreed to serve as the Acting Secretary until September 30, 2016.]

Elect Officers for Fiscal Year 2016/2017 and Designate Authority to Sign Contracts, Lease, and Other Legal Documents: A **motion** was made **to elect the following officers for FY 2016/2017: Andrea Ingmire, Chair and Pam Christensen 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/Renee Augustine). Motion carried unanimously.

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

Select Auditor for FY 2015/2016: 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, 2016** (MSC Elaine Erickson /Bruce MacDonald). Motion carried unanimously.

SET DATES FOR 2 NMLN BOARD MEETINGS FOR FY 2016/2017: FY 2016/2017 meetings of the NMLN Board of Directors will be March 7, 2017 at 10:30 a.m. eastern and September 12, 2017 at 10:30 a.m. eastern.

ADJOURNMENT: There being no further business, the meeting was adjourned at 3:15 p.m. on a motion by Elaine Erickson, seconded by Andrea Ingmire.

Respectfully submitted,

Pamela Christensen, Acting Secretary

Pamela Malmsten, Recorder