

Northern Michigan Library Network
Board of Directors
Minutes of the Meeting of September 30, 2015

CALL TO ORDER: A meeting of the Board of Directors of the Northern Michigan Library Network was held at the Peter White Public Library; one board member dialed in to the meeting. The public was invited to participate at the Peter White Public Library; 217 N. Front St.; Marquette. Pam Christensen, Chair, called the meeting to order at 12:08 p.m.

Board Members Present: Pam Christensen, Chair (representing Peter White Public Library); Suzanne Dees, Secretary/Treasurer and Elaine Erickson (representing Superiorland Library Cooperative); Renee Augustine (representing Dickinson County Library); and Lisa Waskin and Rae Klobucher (representing Superior District Library)

Others Attending: Pamela Malmsten, Recorder

Board Members Absent: Bruce MacDonald (representing Peter White Public Library) and Barbara Bartel (representing West Iron District Library)

APPROVAL OF THE AGENDA: A **motion** was made **to approve the agenda as presented** (MSC Elaine Erickson/Suzanne Dees). Motion carried unanimously.

PUBLIC PARTICIPATION: There was no public participation.

APPROVAL OF THE MINUTES OF MARCH 5, 2015: A **motion** was made **to approve the minutes of March 5, 2015 as presented** (MSC Elaine Erickson/Lisa Waskin). Motion carried unanimously.

FINANCIAL REPORT:

Approval of Disbursements and Year to Date report: Cash disbursements for October 1, 2014 – September 30, 2015 were reviewed. All NMLN invoices are paid by the Upper Peninsula Region of Library Cooperation on behalf of NMLN. Suzanne summarized the YTD Expense and Revenue Report as of September 30, 2015. Total YTD revenues were \$1,797.19 (transferred from the UPRLC ALS fund) and total expenditures were \$1,797.19. A **motion** was made **to approve cash disbursements of \$1,797.19 for 10/1/14 – 9/30/15 and the year to date expense and revenue report for October 1, 2014 – September 30, 2015** (MSC Elaine Erickson/Suzanne Dees). Motion carried unanimously.

Approval of the FY 2015/2016 Budget: The proposed operating budget for FY 2015/2016 was reviewed. A **motion** was made **to accept the FY 2015/2016 budget [with expenses and revenues of \$2,100] as presented** (MSC Elaine Erickson/Suzanne Dees). Motion carried unanimously.

NEW BUSINESS:

Report on Board Terms that will expire on March 20, 2016: Secretary/Treasurer Suzanne Dees reported that no terms are expiring in 2016. The Dickinson County Library has one open Board membership; Renee Augustine reported that, at its next meeting, the Dickinson County Library Board will appoint the library director, Megan Buck, to the NMLN Board of Directors.

Elect Officers for Fiscal Year 2015/2016 and Designate Authority to Sign Contracts, Lease, and Other Legal Documents: A **motion** was made **to elect the following officers for FY 2015/2016: Pam Christensen, Chair and Suzanne Dees, 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 Elaine Erickson/Lisa Waskin). 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/Suzanne Dees). Motion carried unanimously.

Select Auditor for FY 2014/2015: Board members discussed whether, as a cost-saving measure, it might be possible to conduct bi-annual, rather than annual, independent financial audits. Suzanne said that the NMLN participating member Agreement would have to be amended to allow a bi-annual audit; the amendment could be voted on at the next NMLN meeting. 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, 2015, and for the Secretary/Treasurer to investigate NMLN audit requirements and, pending the outcome of the research, possibly draft an amendment to the NMLN Agreement that would allow a bi-annual audit of NMLN's financial records** (MSC Elaine Erickson/Rae Klobucher). Motion carried unanimously. [Note: Suzanne later looked at the Urban Cooperation Act of 1967, the legal authority under which the NMLN was formed, and found that the Act contains a provision that seems to indicate that, for transparency, an annual independent audit must be conducted. On October 21, 2015, Suzanne sent an e-mail to the NMLN Board with an explanation; the relevant section of the Urban Cooperation Act, Sec 2014.505, was included in the e-mail as an attachment. Urban Cooperation Act of 1967, Sec 2014.505, item "q" states: "**The manner in which strict accountability of all funds shall be provided for and the manner in which reports, including an annual independent audit, of all receipts and disbursements shall be prepared and presented to each participating party to the interlocal agreement.**"]

NEXT MEETING: The next meeting of the NMLN Board was set for March 17, 2016 at 10:00 a.m. eastern.

ADJOURNMENT: There being no further business, the meeting was adjourned at 12:25 p.m. on a motion by Elaine Erickson, seconded by Lisa Waskin.

Respectfully submitted,

Suzanne Dees, Secretary/Treasurer
Pamela Malmsten, Recorder