

## **Northern Michigan Library Network Minutes of the Meeting of March 7, 2017**

The March 7, 2017 meeting of the Northern Michigan Library Network (NMLN) was called to order at 9:03 a.m. by Chair Andrea Ingmire. The meeting was held at the Superiorland Library Cooperative headquarters at 1615 Presque Isle Avenue, Marquette, MI 49855 and via ReadyTalk telephone conference.

**Members Present:** Andrea Ingmire, Bruce MacDonald, Pam Christensen at Superiorland Library Cooperative and Renee Augustine and Debbie Friedman via ReadyTalk. Pam Malmsten of the Superiorland Library Cooperative was also in attendance.

**Members Excused:** Lisa Waskin, Rae Klobucher, Stephanie Swenski and Megan Buck.

**The Agenda** of the meeting was approved unanimously on a motion by Augustine with support by Friedman.

**The Minutes of the September 13, 2016** were approved on a motion by MacDonald with support by Christensen. Motion carried unanimously.

Malmsten reviewed the Year to Date Financial Report and the Cash Disbursement Report as of February 28, 2017. Expenditures include \$780 to Anderson Tackman for audit services and \$595 for Liability Insurance. Total disbursements of \$1,375.

Year to Date Expenditures total \$1,375 for audit services and Directors/Officers Liability. Revenues for the October 1, 2016-February 28, 2017 period total \$2,100. \$1,600 transferred from UPRLC, \$1 for building lease from Superiorland Library Cooperative and \$499 transfer from Superiorland Library Cooperative.

On a motion by MacDonald with support by Friedman, the Cash Disbursement Report of \$1,375 and Year to Date Expenditures Report (\$1,375) and Revenues Report (\$2,100) for October 1, 2016-February 28, 2017 were approved unanimously.

MMLN Annual Audit prepared by Anderson Tackman and Company, PLC was presented by Malmsten. The audit reflects the annual payments made by NMLN for an annual audit and Officers and Directors Liability Insurance. The audit also reflects revenues from the UPRLC and Superiorland Library Cooperative. Christensen pointed out that the NMLN was formed under the Urban Cooperation Act of 1967 (Act 7 of 1967) and that legislation requires an annual audit. For several years the Board of MMLN has explored moving to an every other year audit, but PA 7 of 1967 requires an annual audit.

Christensen also pointed out that the assets held by NMLN, the facility at 1615 Presque Isle Avenue, Marquette, MI 49855 do not appear in the audit. Malmsten commented that when the NMLN was established, the building was sold to NMLN for \$1. The rental agreement between NMLN and Superiorland Library Cooperative requires SLC to pay for all maintenance, utilities and improvements to the facilities. Malmsten and Christensen both question the absence of the 1615 Presque Isle property from the NMLN audit as well as the SLC audit. This has been questioned in the past by NMLN, but Anderson Tackman has stated that these assets do not need to be included in the NMLN audit.

Friedman asked if the property has been appraised recently. MacDonald stated that according to City of Marquette assessing records the value of the property was set at \$90,000 when it was purchased in 1987. The only other information listed on the parcel is the fact it is tax exempt. Augustine stated that the Dickinson County Library has their facility insured with the Michigan Municipal Risk Authority (MMRA) and that they perform periodic appraisals and inspections of the facility. That inspection helps to update the value and insurance coverage for their building. Augustine asked if such a service was available from NMLN's insurance carrier. Malmsten commented that the insurance is purchased through VAST and the coverage was changed from Westfield to Frankenmuth. Vast said that Frankenmuth may schedule an inspection, but that has not happened to date.

On a motion by Christensen with support by Friedman, the Annual NMLN Audit for October 1, 2015 to September 30, 2016 was accepted unanimously.

### **Report on Board Terms and Membership**

Representing Superiorland Library Cooperative-Pam Christensen (3/20/2019) and Debbie Friedman (3/20/2018). Representing Peter White Public Library-Andrea Ingmire (3/20/2018) and Bruce MacDonald (3/20/2021\*). Representing Dickinson County-Renee Augustine (3/20/2021\*) and Megan Buck (3/20/2020). Representing West Iron County-Stephanie Swenski (3/20/2017). Superior District Library Lisa Waskin (3/20/2018) and Rae Klobucher (3/20/2019). \*Signifies Board members whose terms expire March 20, 2017 and have been reappointed. Christensen will check with West Iron County to see if Swenski has been reappointed.

The next NMLN Board meeting will be held on September 12, 2017 at 9:00 a.m. EST and 8:00 a.m. CST.

The meeting was adjourned at 9:25 a.m. on a motion by Augustine with support by Friedman.

Respectfully Submitted,

Pamela R. Christensen  
NMLN Secretary