

Northern Michigan Library Network Minutes of the Meeting of September 28, 2017

The September 28, 2017 meeting of the Northern Michigan Library Network (NMLN) was called to order at 2:00 p.m. EDT 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 Megan Buck, Renee Augustine, Lisa Waskin and Debbie Friedman via ReadyTalk. Pam Malmsten of the Superiorland Library Cooperative was also in attendance.

Members Excused: Rae Klobucher, Stephanie Swenski.

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

The Minutes of the March 7, 2017 meeting were approved on a motion by MacDonald with support by Friedman. Motion carried unanimously.

Malmsten reviewed the **Year to Date Financial Report** and the **Cash Disbursement Report** as of February 28, 2017. Expenditures include \$1,565 to Anderson Tackman for audit services and \$595 for Liability Insurance. Total disbursements of \$2,160.

Year to Date Expenditures total \$2,160 for audit services and Directors/Officers Liability. Revenues for the October 1, 2016-September 12, 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 Waskin with support by Christensen, the Cash Disbursement Report of \$2,160 and Year to Date Expenditures Report (\$2,160) and Revenues Report (\$2,100) for October 1, 2016-September 12, 2017 were approved unanimously.

Malmsten presented the **Revised Budget (Expenses) for FY 2016/2017**. Due to the increase in audit fees from Anderson Tackman from the budgeted \$1,300 to \$1,565 and \$200 in legal fees, the Budget for October 1, 2016-September 30, 2017 was amended from \$2,100 to \$2,360 in both revenues and expenditures. On a motion by Friedman with support by Buck, the revised FY 2016/2017 budget was approved unanimously.

Approval of Budget for FY 2017/2018. Malmsten presented the NMLN Budget for October 1, 2017-September 30, 2018 in the amount of \$2,940 in expenditures and the same amount in revenues. Audit fees were increased to \$1,900. Legal fees in the amount of \$400 and Directors and Officers Liability Insurance totaled \$600.

Revenues for FY 2017/2018 are anticipated to be \$2,940 with \$2,439 being transferred from the UPRLC ALS, \$1 for building lease from Superiorland Library Cooperative and \$500 from the Superiorland Library Cooperative. Malmsten mentioned that the UPRLC ALS has already approved their appropriation. The

Superiorland Library Cooperative Board of Directors will meet on September 29, 2017 to act on the \$500 they are budgeted to provide to NMLN.

On a motion by MacDonald with support by Christensen, the NMLN budget for October 1, 2017-September 30, 2018 in the amount of \$2,940 was approved unanimously.

New Business

Christensen commented that she and Malmsten have done some preliminary investigation about the possibility of dissolving NMLN. Christensen reported that the reason NMLN was founded was because there was a possibility that the Cooperative funding would be eliminated in 2008/2009. That seems like a remote possibility now, and she questions if the annual audit fees make continuation of NMLN a prudent decision.

Malmsten also brought up the issue of the property at 1615 Presque Isle Avenue in Marquette and the fact that this building does not show as an asset on the NMLN or SLC audit. The SLC Finance Committee did discuss this fact with auditors from Anderson Tackman, and they stated that the omission is correct due to the way the asset was transferred from SLC to NMLN. Christensen commented that after October 1, 2017, SLC will have the building appraised. The group instructed Christensen and Malmsten to continue the exploration and to develop pros for keeping the organization intact and for dissolution. The Board will continue to discuss this issue.

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.

Christensen will send the libraries with Board members expiring in 2018 a Resolution of Appointment. These members will need to be reappointed prior to March 20, 2018.

Election of Officers

On a motion made by Waskin and supported by MacDonald the current officers (Ingmire/President and Christensen Secretary/Treasurer) were nominated to serve another year. Motion carried unanimously.

Legal Authority for Northern Michigan Library Network

On a motion by Friedman with support by Waskin, the Board Officers (Ingmire and Christensen) are authorized to sign all contracts, leases and other legal documents on behalf of the Northern Michigan Library Network. Motion carried unanimously.

Approval of Financial Institutions for the Investment of Surplus Funds

On a Motion by Christensen with support by MacDonald, Range Bank and Wells Fargo Bank were approved as the Financial Institutions for the deposit of NMLN funds. Motion carried unanimously.

Approval of Auditor for FY 2017/2018

On a motion by Christensen with support by Freidman, Anderson Tackman was approved as the NMLN Audit Firm for the fiscal year October 1, 2016 to September 30, 2017. Motion carried unanimously.

The next NMLN Board meeting will be held on January 12, 2018 at 2:00 p.m. EST and 1:00 p.m. CST. April 12, 2018 at 2:00 p.m. EST and 1:00 p.m. CST was also scheduled as a meeting date.

The meeting was adjourned at 2:40 p.m. EDT on a motion by Buck with support by Waskin. Motion carried.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Pamela Christensen", with a long horizontal flourish extending to the right.

Pamela R. Christensen
NMLN Secretary