

Upper Peninsula Region of Library Cooperation, Inc.

Meeting of the Board of Trustees
Minutes of the Meeting of February 15, 2022

CALL TO ORDER: The Board of Trustees of the Upper Peninsula Region of Library Cooperation met via Zoom audio/video conferencing service. The Chair, Lisa Waskin, called the meeting to order at 12:05 Eastern.

ROLL CALL:

Trustees Present:

Chair: Lisa Waskin

Vice-Chair: Megan Buck

Secretary: Amanda Winnicki

Treasurer: Pamela Malmsten, Recorder

Deputy Treasurer: Jessica Holman

Other Trustees Present: Mariel Carter, Leslie Warren, Blair Nelson, Dillon Geshel, Erin Matas, and Megan Clarke

Others Present: Bruce MacDonald, ALS User Council Chair (Peter White Public Library) and Jessica Luther (Alpena County Library)

Trustees Absent: Andrea Ingmire, Lynne Wiercinski, and Janis Lubenow

APPROVAL OF THE AGENDA: A motion was made to approve the agenda as presented (MSC Amanda Winnicki /Megan Buck). Motion carried unanimously.

APPROVAL OF THE MINUTES:

November 17, 2021 Minutes of the Executive Council Regular Meeting: A motion was made to approve the minutes of the November 17, 2021 Executive Council regular meeting as presented (MSC Dillon Geshel/Leslie Warren). Motion carried unanimously.

TREASURER'S REPORT: Pam Malmsten presented the Treasurer's Report.

January 2022 Cash Disbursements: The only January disbursement was a payment of \$1,420 to Anderson, Tackman, and Company. This was a progress payment for UPRLC's FY 2021 financial audit. The total invoice was \$2,050; ALS paid the balance of \$630. The total cost of the audit and 990 tax return will be \$4,725.

Year to Date Report as of 01/31/2022. The total of General Fund revenues as of 1/31/2022 was \$40 and the total of General Fund expenses was \$1,420. The total of revenues (all funds) as of 01/31/2022 was \$189,745 and the total of expenses (all funds) was \$133,523.

Balance Sheet as of 01/31/2022: As of 01/31/2022, UPRLC assets totaled \$481,514.09 and liabilities plus fund balances totaled \$481,514.09.

A motion was made to approve general fund cash disbursements of \$1,420 for January 2022, the year-to-date report [with total revenues of \$189,745 and total expenses of \$133,523], and the balance sheet as of January 31, 2022 [with total assets

of \$481,514.09 and total liabilities plus fund balances of \$481,514.09] (MSC Megan Buck/Jessica Holman). Motion carried unanimously.

COMMITTEE AND OTHER REPORTS:

UPRLC Web Site Committee Report: UPRLC has formed a Web Site Committee to work on re-designing the UPRLC website and designing an organizational logo. The website will be moved from Joomla to a Word Press platform. Sample logos and a web site design outline were shared with the board. Board members commented that they liked the top right logo and suggested seeing how the logo would look with green, upper-case lettering.

Bylaws Committee Update:

ALS Bylaws: The UPRLC Board of Trustees recently adopted revised bylaws; the bylaws now include a section on user councils and state that user councils' bylaws should be approved by the UPRLC Board. The ALS User Council approved its bylaws at its February 9th meeting; the bylaws approval is a board action item under "New Business".

User Council Grievance Policy: The ALS User Council approved a grievance policy that could be implemented in case of an unresolved dispute with the Board of Trustees. The User Council Grievance Policy was approved by ALS at its February 9th meeting; the policy approval is a board action item under "New Business".

Annual Conference Committee: Jessica Luther, Chair of the 2021 Annual Conference Committee, agreed to continue as chair of the 2022 committee. Jessica said she would send out an email to begin the process of organizing a committee to plan the 2022 event.

RIDES Committee Update: Lisa Waskin reported; Lisa is a member of the Midwest Collaborative for Library Services (MCLS) board and the RIDES Advisory Committee. Lisa reported on ongoing concerns regarding RIDES pricing and significant delivery cost disparities between the Upper and Lower Peninsulas. Lisa said she would raise this issue at the next MCLS board meeting. Superiorland Library Cooperative (SLC) director Dillon Geshel noted that SLC has been providing delivery subsidies to its member libraries and all SLC libraries received the same subsidy. Dillon said he is looking at a more equitable way of distributing the subsidies that would provide higher subsidies for smaller libraries that have a more difficult time affording the delivery cost. There was discussion regarding the possibility of the Library of Michigan subsidizing RIDES, and board members agreed that we need an Upper Peninsula representative on the Library of Michigan board.

Unexpected Partnerships Mentoring Program Committee Update: Megan Buck reported. The committee (Megan, Amanda Winnicki, and Marc Boucher) met in January. Committee members will soon be sending out a survey to past participants.

OLD BUSINESS:

Formation of a Management Contract Committee: The UPRLC Bylaws Committee had agreed that the management agreement between UPRLC and SLC should be reviewed and possibly revised. It was agreed that the committee should consist of SLC administrative staff, a Bylaws Committee representative, a UPRLC board representative, and a SLC board representative. Dillon Geshel (SLC staff), Pam Malmsten (SLC staff), and Amanda Winnicki (Bylaws Committee) are current committee members. Leslie Warren volunteered to join the committee as the UPRLC board representative. Dillon said he will work on recruiting a SLC board member for the committee.

NEW BUSINESS:

ALS FY 2021/2022 Budget Revision (Expenses Only):

Expense Adjustments:

1. Added Shawn Andary at 10 hours/week through 9/30/2022 (\$9,312 additional) and moved \$3,372 from 4801718 (defined contribution retirement account) to salaries (4801713).
2. Reduce defined contribution retirement expense (3,371.64); it has been covered by SLC's reserve account. The DC retirement account savings was used to fund 50% of Shawn's salary through 2/11/2022.
3. Add additional funding for UPRLC web site redesign (\$1,500), the financial audit (\$200), and Teletask (\$3,050), and reduce conference expense by \$1,000.

Total revenues in proposed revised budget (no change): \$347,978.26

Total expenses in original budget: \$334,216.75

Total expenses in proposed revised budget: \$347,279.11

Projected net income in original budget: \$13,761.51

Projected net income in proposed revised budget: \$699.15

A motion was made to approve the ALS FY 2021/2022 budget revision as presented (MSC Erin Matas/Megan Buck). Motion carried unanimously.

ALS FY 2022/2023 Budget:

Revenues: 2% operating fee increase for FY 2023

Expenses:

1. Projected 5% health insurance increase beginning July 1, 2023.
2. Projected 2% COLA salary increase for SLC employees.
3. Included Shawn Andary at 10 hours per week for the entire fiscal year.
4. ALS pays 42% of most overhead costs: supplies, utilities, VOIP, workers compensation insurance, office equipment maintenance, snow plowing, lawn care, and cleaning.
5. 2.9% SirsiDynix maintenance increase.

Total revenues in proposed budget: \$356,115.84

Total expenses in proposed budget: \$353,792.60

Projected net income in proposed budget: \$2,323.24

A motion was made to approve the ALS FY 2022/2023 budget as presented (MSC Megan Clarke/Jessica Holman). Motion carried unanimously.

Adopt ALS Bylaws:

A motion was made to adopt the ALS User Council Bylaws as presented (MSC Amanda Winnicki/Dillon Geshel). Motion carried unanimously.

Approve User Council Grievance Procedure:

A motion was made to approve the User Council Grievance Procedure as presented (MSC Megan Buck/Amanda Winnicki). Motion carried unanimously.

Approve UPRLC FY 2021/2022 Membership Dues: Pam Malmsten recommended that dues remain at \$40, however she noted that the current level does not cover UPRLC general fund expenses. Board members discussed raising the membership dues, but allowing libraries to pay a reduced rate of \$40 if the higher rate is unaffordable.

A motion was made to set the FY 2021/2022 UPRLC membership dues at \$75 per institution, except that dues will be reduced to \$40 if the director of the member institution indicates that the \$75 rate is a financial hardship (MSC Leslie Warren/Megan Buck). Motion carried unanimously.

Election of New Chair: Due to time constraints, current board Chair Lisa Waskin announced that she is stepping down as chair; she will, however, continue to serve as a board member. In a discussion held prior to the current meeting, Andrea Ingmire had indicated to Lisa that she would be willing to assume the board chair position.

Lisa Waskin nominated Andrea Ingmire to serve as UPRLC board chair. Lisa asked for additional nominations for the position and there were no other nominations.

A motion was made to elect Andrea Ingmire as UPRLC board chair effective immediately following the current board meeting (MSC Megan Buck/Dillon Geshel). Motion carried unanimously.

SET NEXT MEETING DATE: The next meeting of the UPRLC Board of Trustees was tentatively set for April 26, 2022 at 12 PM Eastern.

LIBRARY NEWS:

Amanda Winnicki (Menominee County Library) reported that the Menominee County Library has been selected as one of five finalists in a “DigMichNews” grant; the grant would provide funding for newspaper digitization projects. To cast votes for the Menominee County Library, publish tweets that include the hashtag #DigMenominee from Monday, February 21 to Monday, February 28. Follow the library @MenomineeCoLib.

Megan Buck (Dickinson County Library) reported that the SLC Directors Roundtable would be meeting on February 16th; “collection policies” will be the topic of discussion. Megan also said that the DCL 12th annual prom dress swap will be held on March 5th and 6th.

Megan Clarke (Bay Mills Community College) said that BMCC is in the middle of a moving and shelving project that will result in considerably more space for the library.

Lisa Waskin (Superior District Library) reported that the Michigan Library Association is looking for presentation proposals and award nominations for its 2022 fall conference.

Leslie Warren (Northern Michigan University) reported that final interviews are being conducted for the collection librarian position and that other open positions will soon be posted.

ADJOURNMENT: There being no further business, the meeting was adjourned at 1:20 PM Eastern on a motion by Leslie Warren seconded by Megan Buck.

Respectfully submitted,



Amanda Winnicki, Secretary

Pamela Malmsten, Recorder