

Upper Peninsula Region of Library Cooperation, Inc.

Meeting of the Board of Trustees
Minutes of the Meeting of September 29, 2021

CALL TO ORDER: The Board of Trustees of the Upper Peninsula Region of Library Cooperation met via Zoom audio/video conferencing. The meeting was held in conjunction with the 2021 UPRLC Annual Conference. The Chair, Lisa Waskin, called the meeting to order at 3:00 PM Eastern.

ROLL CALL:

Trustees Present:

Chair: Lisa Waskin

Vice-Chair: Megan Buck

Secretary: Shawn Andary

Treasurer: Pamela Malmsten, Recorder

Deputy Treasurer: Andrea Ingmire

Other Trustees Present: Jessica Holman, Leslie Warren, Lisa Cromell, Carolyn Stacey, Megan Clarke, Dillon Geshel, Erin Matas, Amanda Winnicki, and Lynne Wiercinski

FY 2022 Board Members: Mariel Carter and Blair Nelson

Trustee Absent: Marc Boucher and Janis Lubenow

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

APPROVAL OF THE MINUTES:

June 29, 2021 Minutes of the Executive Council Regular Meeting: A motion was made to approve the minutes of the June 29, 2021 Executive Council regular meeting as presented (MSC Andrea Ingmire/Amanda Winnicki). Motion carried unanimously.

August 11, 2021 Minutes of the Executive Council Special Meeting: A motion was made to approve the minutes of the June 29, 2021 Executive Council special meeting as presented (MSC Amanda Winnicki /Lynne Wiercinski). Motion carried unanimously.

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

June, July, and August 2021 Cash Disbursements: The payments to Foster, Swift, Collins were for attorney review of the UPRLC revised bylaws.

Year to Date Report as of 08/31/2021: As of August 31, 2021, general fund year-to-date revenues were \$3,630 and year-to-date expenses were \$2,687. Total (all funds) year-to-date revenues were \$341,562 and year-to-date expenses were \$306,561.

Balance Sheet as of 08/31/2021: As of 08/31/2021, UPRLC assets totaled \$434,302.24 and liabilities plus fund balances totaled \$434,302.24.

A motion was made to approve general fund cash disbursements of \$441 for June, \$168 for July, and \$105 for August; the year-to-date report [with total revenues

of \$341,562 and total expenses of \$306,561)] **and the balance sheet as of August 31, 2021** [with total assets of \$434,302.24 and total liabilities plus fund balances of \$434,302.24] (MSC Andrea Ingmire/Megan Buck). Motion carried unanimously.

FY 2020/2021 UPRLC Final Budget Revision: Pam Malmsten noted that the ALS final budget revision was approved by ALS on 8/26/2021. The Continuing Education budget was adjusted to reflect reduced estimated revenues (\$675) and expenses (\$0) resulting from moving the UPRLC 2021 Annual Conference to a virtual format.

Total General Fund/Continuing Education Fund Revised Revenues: \$3,260

Total General Fund/Continuing Education Revised Expenses: \$2,793

Total ALS Fund Revised Revenues: \$348,065

Total ALS Fund Revised Expenses: \$339,660

SUMMARY (all funds):

Total revenues in the proposed budget revision: \$351,325

Total expenses in the proposed budget revision: \$342,462.

Projected ALS Fund Net Income in the proposed budget revision: \$8,396.

Projected General Fund Net Income in the proposed budget revision: \$467.

A **motion** was made **to approve the proposed FY 2020/2021 final budget revision** [with total revenues of \$351,325 and total expenses of \$342,462 **as presented** (MSC Megan Buck/Megan Clarke.) Motion carried unanimously.

FY 2021/2022 UPRLC Combined Budget: A FY 2021/2022 proposed combined budget was presented to the board for review. Pam Malmsten noted that the ALS FY 2022 budget was approved by the ALS Council and the UPRLC Board of Directors on February 12, 2021.

Total General Fund/Continuing Education Fund Revenues: \$5,980

Total General Fund/Continuing Education Expenses: \$5,980

Total ALS Fund Revenues: \$347,978

Total ALS Fund Expenses: \$334,905

SUMMARY (all funds):

Total revenues in the proposed budget: \$353,958

Total expenses in the proposed budget: \$340,885.

Projected ALS Fund Net Income in the proposed budget: \$13,073.

Projected General Fund Net Income in the proposed budget revision: \$0.

A **motion** was made **to approve the proposed UPRLC FY 2021/2022 combined budget** [with total revenues of \$353,958 and total expenses of \$340,885] **as presented** (MSC Erin Matas/Shawn Andary). Motion carried unanimously.

COMMITTEE AND OTHER REPORTS:

UPRLC Annual Conference Committee Update: Due to concerns related to the pandemic, the 2021 Annual Conference was moved from an in-person conference to a virtual format. It was noted that the virtual presentations ran smoothly and were well-attended. Participants were asked to complete a conference evaluation survey; results will be reported later.

Bylaws Committee Report: The Bylaws Committee completed its review of the UPRLC bylaws, and the draft revised bylaws were sent to SLC's attorney for review. A Foster, Swift, Collins corporate attorney reviewed the bylaws and returned them with some suggested revisions. Committee members agreed to accept the revisions and corrected some minor typographical errors. The proposed revised bylaws were then sent to the entire board for review. The biggest change is a restructuring of the UPRLC Board of

Directors; the total number of board members will eventually be reduced to nine. Committee Chair Amanda Winnicki reported that the UPRLC membership approved the bylaws at the 2021 Annual Membership Meeting, which was held on September 28.

The UPRLC board still needs to review the Management Agreement between UPRLC and the Superiorland Library Cooperative and develop grievance procedures for disagreements between users' councils and the board. It was also noted that the ALS group will need to form a committee to work on writing ALS Users Council bylaws.

Web Site Committee Report: At the last UPRLC board meeting, it was agreed that UPRLC needs to re-design its website and move to a Word Press platform. UPRLC has formed a Web Site Committee to work on the project, which will include designing a logo. Jessica Holman, Pam Malmsten, Ali VanDoren, and Andrea Ingmire have agreed to serve on the committee.

Management Contract Committee: It was agreed that a committee should be formed to look at the UPRLC-SLC management contract and that the committee should include one person from the UPRLC Bylaws Committee, one SLC board member, one UPRLC board member, and Dillon Geshel, the SLC Director.

Grievance process for Users Councils: Megan Buck volunteered to draft a document outlining the grievance process for users' councils.

Awards Nominating Committee Report: Lisa Waskin reported that this year's award nominations and submissions were great. She added that the committee would welcome additional members; Blair Nelson volunteered to become involved. Megan Buck asked for suggestions on how the committee could encourage more nominations.

OLD BUSINESS:

UPRLC Mentoring Program FY 2020/2021 Report: Amanda Winnicki said the committee will be meeting soon to discuss the program.

NEW BUSINESS:

Conflict-of-Interest Policy: Pam Malmsten reminded everyone that UPRLC FY 2022 board members need to fill out and return the Conflict-of-Interest forms. The forms need to be returned to Pam Malmsten by January 1, 2022.

E-rate Policies Annual Adoption: **A motion was made to approve the FY 2021/2022 E-Rate policies as presented** (MSC Shawn Andary/Megan Clarke). **Motion carried unanimously.**

UPRLC Mentoring Program FY 2022: Amanda Winnicki reported that the committee will be meeting soon to discuss the FY 2022 mentoring program.

Election of Officers for FY 2021/2022: Lisa Waskin (Chair), Megan Buck (Vice-chair), Amanda Winnicki (Secretary), Pamela Malmsten (Treasurer), and Jessica Holman (Deputy Treasurer) were nominated for FY 2022 officer positions.

A motion was made to approve the nominated slate of officers (Lisa Waskin, Chair; Megan Buck, Vice-chair; Amanda Winnicki, Secretary; Pamela Malmsten, Treasurer; and Jessica Holman, Deputy Treasurer (MSC Andrea Ingmire/Leslie Warren). Motion carried unanimously.

SET NEXT MEETING DATE: It was agreed that the next meeting of the UPRLC Board of Trustees will be determined later.

LIBRARY NEWS: After discussion it was agreed that the UPRLC board would organize an orientation session for new board members. Leslie Warren offered to host the session at Northern Michigan University. The meeting was scheduled for November 17, 2021 from 11 AM – 2 PM Eastern.

ADJOURNMENT: There being no further business, the meeting was adjourned at 3:59 PM Eastern on a motion by Leslie Warren, seconded by Megan Clarke.

Respectfully submitted,

Shawn Andary, Secretary

Pamela Malmsten, Recorder