

Upper Peninsula Region of Library Cooperation, Inc.

Meeting of the Board of Trustees
Minutes of the Meeting of February 2, 2017

CALL TO ORDER: The Board of Trustees of the Upper Peninsula Region of Library Cooperation met via video conferencing at the Superiorland Library Cooperative, 1615 Presque Isle Avenue, Marquette; at the Bayliss Public Library, 541 Library Drive, Sault Ste. Marie; and at the Dickinson County Library, 401 Iron Mountain St, Iron Mountain. Other participants dialed in via ReadyTalk audio conferencing service. The Chair, Lisa Waskin, called the meeting to order at 12:32 p.m.

ROLL CALL:

Trustees Present:

Chair: Lisa Waskin (at Bayliss Public Library)

Vice-Chair: Megan Buck (at Dickinson County Library)

Treasurer: Pam Malmsten (at Superiorland Library Cooperative), Recorder

Assistant Treasurer: Andrea Ingmire (at Superiorland Library Cooperative)

At Bayliss Public Library: Mary June

At Superiorland: Pam Christensen and Suzanne Dees

Dialing in via ReadyTalk or VOIP: Dion Mindykowski, Lisa Cromell, Amanda Winnicki, and Dillon Geshel

Library Directors/Staff Attending: Shawn Andary, Superiorland Library Cooperative and Bruce MacDonald, Peter White Public Library

Trustees Absent: Janis Lubenow and Leslie Warren

APPROVAL OF THE AGENDA: A motion was made to approve the agenda as presented (MSC Pam Christensen/Mary June). Motion carried unanimously.

APPROVAL OF THE MINUTES:

Minutes of the Executive Council of November 3, 2016: A motion was made to approve the minutes of the Executive Council meeting of November 3, 2016 as presented (MSC Amanda Winnicki /Lisa Cromell). Motion carried unanimously.

SLC DIRECTOR'S REPORT: SLC Executive Director Pam Christensen reported that all SLC member library state aid reports were filed by the deadline, February 1, 2017.

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

Approval of the Year to Date Report as of December 31, 2016: The UPRLC combined budget year-to-date report as of 12/31/16 was reviewed. Pam M. reported that, at the morning meeting, the ALS group approved the payment of the UPRLC audit (\$3,650) and the second insurance premium payment (about \$460). As of 9/30/2016, the General Fund fund balance (including Continuing Education FB) had only \$2,154 left. The ALS group also agreed to pay the full cost of the audit, 990, and insurance for

FY 2017/2018. As of 12/31/2016, total revenues for all funds were \$127,116 and total expenses for all funds were \$77,349.

A **motion** was made to **approve the year to date report as of December 31, 2016** [with revenues of \$127,116 and expenses of \$77,349] **as presented** (MSC Suzanne Dees/Dion Mindykowski). Motion carried unanimously.

Approval of the Balance Sheet as of December 31, 2016: The balance sheet as of 12/31/2016 was reviewed. A **motion** was made to **approve the balance sheet as of December, 2016 as presented** [with total assets of \$357,847.95 and total liabilities plus fund balances of \$357,847.95] (MSC Pam Christensen /Megan Buck). Motion carried unanimously.

Approval of Cash Disbursements for October 31, 2016: Pam M. noted that there were no general fund disbursements for November or December. Most of the October disbursements were costs associated with the Annual Meeting and were cash payments only—the expenses were recorded in September 2016. Total cash disbursements for October were \$1,471.94; total expenses were \$443.50.

A **motion** was made to **approve cash disbursements of \$1,471.94 for October 31 2016** (MSC Suzanne Dees /Lisa Cromell). Motion carried unanimously.

Approval of the ALS Budget for FY 2017/2018: The ALS budget for FY 2017/2018 was reviewed; the budget was approved by the ALS group at the morning meeting. Pam M. said that, as the governing body, the UPRLC Board also has to approve the budget. The ALS budget is based on member fee increases of 1%. Total revenues are \$403,150 and total expenses are \$393,823, resulting in year-end budgeted net income of \$9,327. Pam M. noted that the full costs for the UPRLC audit and 990 (\$3,650) and insurance (\$990) were also included in the ALS budget.

A **motion** was made to **approve the ALS Budget for FY 2017/2018** [with total expenses of \$393,823 and total revenues of \$403,150] **as presented** (MSC pam Christensen /Suzanne Dees). Motion carried unanimously.

COMMITTEE REPORTS:

UPRLC Annual Meeting: The 2017 UPRLC Annual Meeting was discussed. Pam Christensen reminded everyone that the meeting has been rescheduled for Thursday, September 14, 2017 at the Peter White Public Library in Marquette. The PWPL Community Room has also been reserved for the evening of September 13, 2017. Committee co-chairs Megan Buck and Carolyn Stacey have been working on a draft agenda and will be meeting in February to further discuss plans for the conference. Megan added that the committee is considering inviting vendors to the Annual Meeting.

RIDES Committee Update: Committee Chair Amanda Winnicki presented an update on the RIDES Committee, which has been discussing delivery system issues and options. The committee has met a couple of times. Brenda Moser from Waltco talked to the RIDES Committee at its January meeting; the Committee would like to build a good relationship with Waltco in order to plan for pricing and sustainability of the service. Committee members expressed concern that the Waltco contract is only for 1 year and the cost is higher than expected; they asked if there was anything that could be done to decrease, or at least stabilize, the cost of the service. Brenda said that the group should come up with a way to notify Waltco drivers when libraries are closed due to inclement weather. The Committee set up an e-mail address that libraries can use to notify Waltco when they are unexpectedly going to be closed. Brenda also said she would provide information about next year's delivery costs. Amanda added that the

RIDES Committee is going to try to find out if any libraries not currently participating in the UPRLC shared automated system would be interested in joining the delivery system next year (July 1, 2017 – June 30, 2018).

LSTA Grant Application Update: Pam Christensen reported that the SLC, along with 5 lead public libraries (Dickinson County, Escanaba, Peter White, Portage Lake and Superior District) submitted a grant application for a Library of Michigan competitive 3 year LSTA grant for \$500,000. The purpose of the grant is to improve access to materials and information for both library staff and community members and will focus on the areas of literacy and health and wellness. If the grant is awarded, two employees will be hired—a technology trainer and an outreach coordinator—and Library directors and/or staff from each of lead libraries will help implement the project. The grant would allow libraries to expand the educational reach of databases and other services and, with the help of Mobile Circulation, would bring library services out into the community. Funds would be used to purchase Virtual Reality units, Mobile Hotspots, display units for community events, mobile devices, additional databases, and additional digital health and wellness titles; the Technology Trainer would help provide training on the new services and products. With the help of the five lead libraries, the grant services would be expanded to the remaining SLC libraries over the 3 year period. Pam C. said that LM will probably announce grant awards in the mid-to-late March; the grant year begins April 1, 2017. Pam C. added that the grant identified cooperative services that could be implemented even if the grant isn't awarded.

Programming Committee Update: Committee Chair Dion Mindykowski said that the Programming Committee has been working on arranging a program tour with Joel Tacey, whose presentation includes a choice of magic shows, magic lessons, Nerf battles, or duct tape workshops. The committee is also looking at arranging adult programming that would be of interest to all member libraries. Dion added that the Programming Committee recently sent out a survey to members to determine programming interests.

Technology Committee Update: There was no report from the Technology Committee.

BOARD PRESIDENT COMMENTS/BOARD MEMBER COMMENTS: Lisa Waskin reported that some library directors seem to be confused about UPRLC/SLC (Superiorland Library Cooperative) funding, staffing issues, and what services are provided by each organization. Lisa suggested that a Directors Advisory Committee be formed that would make recommendations to the SLC and UPRLC Boards; the committee would address the diminishing UPRLC general fund balance, financial issues, and staffing. The Advisory Committee would consist of members representing all types of libraries--public, school/public, special, and academic libraries--and could hold regional meetings. Lisa commented that Shawn Andary is under-utilized as a trainer. Shawn Andary noted that, over the past several years, SLC has lost staff positions—including full-time cataloging and interlibrary loan positions--that have never been filled. As a result, existing staff has been stretched thin and the integrity of the UPRLC shared catalog is at risk. Shawn said SLC needs staff to help with cataloging, including reconciling SirsiDynix authority control reports, interlibrary loan (MeLCat), and other essential services. It was suggested that a Long Range Planning Committee be formed to address UPRLC/ALS goals. After further discussion, Board members agreed that a survey should be sent out to members to determine what services are most

valuable to them, and to find out who would be interested in serving on the committees. Lisa said she would work on a draft survey and send it out to Board members for input.

NEW BUSINESS:

Discuss/Approve UPRLC Membership Dues for FY 2016/2017: Pam Malmsten reported that UPRLC dues have been \$40 for past few years. Board members agreed that dues should remain the same for the current year. A **motion** was made **that UPRLC institutional membership dues for FY 2016/2017 would remain at \$40** (MSC Lisa Cromell/Pam Christensen). Motion carried unanimously.

LIBRARY NEWS: Andrea Ingmire reported that Peter White Public Library has internally filled two open positions in technical services and circulation services. Megan Buck reported that, for the eighth consecutive year, the Dickinson County Library is sponsoring a free community supported prom dress swap on March 11 – 12. Mary June said that LSSU has been doing more outreach to students and community members; LSSU has sponsored author and artist presentations and the response has been very good. Lisa Waskin reported that the Bayliss Public Library will be upgrading interior building lighting; the next step will be choosing a contractor.

NEXT MEETING: The next meeting of the UPRLC Board was scheduled for Thursday, May 11th at 1:30 p.m. eastern.

ADJOURNMENT: There being no further business, the meeting was declared adjourned at 2:08 p.m. on a motion by Megan Buck, seconded by Dion Mindykowski.

Respectfully submitted,

Pamela Malmsten, Treasurer and Acting
Secretary