

# Upper Peninsula Region of Library Cooperation, Inc.

Meeting of the Board of Trustees  
Minutes of the Meeting of February 13, 2020

**CALL TO ORDER:** The Board of Trustees of the Upper Peninsula Region of Library Cooperation met at the Superiorland Library Cooperative, 1615 Presque Isle Avenue, Marquette and via Zoom audio/video conferencing. The Chair, Marc Boucher, called the meeting to order at 1:05 p.m. eastern.

## **ROLL CALL:**

### **Trustees Present:**

Chair: Marc Boucher (arrived at 2 p.m. eastern)

Vice-Chair: Megan Buck

Secretary: Shawn Andary

Treasurer: Pam Malmsten, Recorder

Assistant Treasurer: Andrea Ingmire

Other Trustees Present: Amanda Winnicki, Lisa Waskin, Leslie Warren, Erin Matas, Jessica Holman, Lisa Cromell, Lisa Waskin, Carolyn Stacey, and Janis Lubenow

**Library Directors/Staff Attending:** Lissa Potter, ALS System Administrator

**Trustees Absent:** Dillon Geshel and Megan Clarke

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

## **APPROVAL OF THE MINUTES:**

September 19, 2019 Minutes of the Executive Council Regular Meeting and the Annual Membership Business Meeting: A motion was made to approve the minutes of the September 19, 2019 Executive Council regular meeting and the Annual Membership Business meeting as presented (MSC Lisa Waskin/Shawn Andary). Motion carried unanimously.

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

### **FY 2018/2019 Financial Reports**

Cash Disbursements for September 2019: September expenses and cash disbursements were all for the UPRLC 2019 Annual Conference. Expenses included \$200 in honorariums and \$1,000 to the Midwest Collaborative for Library Services for presentations by keynote speaker Michelle Bradley. Accounts payable expenses were for annual conference expenses that were charged to the UPRLC credit card.

Total Cash Disbursements for September 2018 were \$1,200.

2019 Annual Conference Report: *Revenues:* Registration fees included 1,664.44 from sponsors and vendors and \$2,279.68 for conference participants. Total conference revenues were \$3,944.12. *Expenses:* Total conference expenses were \$2,387.74 and included \$1,200 for presenters, \$135.77 for supplies, \$94 for brochure printing, and \$957.97 for food. Conference net income was \$1,556.38. (Note: 2018 net income was \$912.64).

Year to Date Report as of September 30, 2019:

**General/Continuing Education Funds:** The UPRLC General Fund had total revenues of \$2,486.41 and total expenses of \$1,920 with a net income of \$566.41. The Continuing Education Fund had total revenues of \$3,944.12 and total expenses of \$2,563.22 with a net income of \$1,380.90. Total revenues for the general fund and CE funds combined were \$6,430.53 and total expenses were \$4,483.22, resulting in net income of \$1,947.31 for the combined funds.

**ALS/NMLN Fund:** Total ALS/NMLN operating revenues were \$314,127.95 and total expenses were \$295,275.53, resulting in net income of \$18,852.42; this net income was added to the ALS Fund Balance.

**All Funds:** As of September 30, 2019, total revenues for all funds were \$374,411.23 and total expenses were \$353,611.48, resulting in total net income of \$20,799.75.

A **motion** was made to **approve September 2019 cash disbursements of \$1,200 and the year to date report as of September 30, 2019** [with revenues of \$374,411.23 and expenses of \$353,611.48] (MSC Jessica Holman/Leslie Warren). Motion carried unanimously.

**FY 2019/2020 Financial Reports**

Cash Disbursements for October 2019 and January 2020: General Fund cash disbursements for October were for the two open September Accounts Payable expenses, which were costs associated with the annual meeting; total cash disbursements for October 2019 were \$1,009.80. The January 2020 cash disbursement of \$950 to Anderson, Tackman, and Company was for a progress payment for the FY 2019 audit.

Year to Date Report as of January 31, 2020: Total General Fund revenue as of 1/31/2020 was \$0 and the total of General Fund expenses was \$950. The total of operating (non-rebilled) revenues for all funds as of 01/31/2020 was \$170,328.47 and the total of operating expenses was \$118,648.97.

Balance Sheet as of January 31, 2020: Total assets as of 01/31/2020 were \$421,921.34 and total liabilities plus fund balances were \$421,921.34.

A **motion** was made to **approve October 2019 cash disbursements of \$1,009.80, January 2020 cash disbursements of \$950, the year to date expense and revenue report as of January 31, 2020** [with revenues of \$190,688 and expenses of \$135,353], **and the balance sheet as of January 31, 2020** [with total assets as of \$421,921.34 and total liabilities plus fund balances of \$421,921.34]. (MSC Lisa Waskin/Amanda Winnicki). Motion carried unanimously.

ALS Budget for FY 2020/2021: The ALS group approved this budget as its meeting which was held prior to the UPRLC Board meeting.

**Revenues:** The proposed FY 2020/2021 ALS budget includes a recommended 1% operating fee increase for all ILS participants. A budget worksheet was reviewed; the worksheet included columns showing what the net income would look like with no fee increase, a 2% fee increase, and a 1% fee increase. Shawn Andary, Pam Malmsten, and Andrea Ingmire met recently to discuss the FY 2021 budget and agreed that a 1% fee increase would be prudent in order to assure a continued modest increase in the ALS fund balance without overly stressing the budgets of libraries that may be struggling financially. The projected fees assume that no institutions withdraw from ILS participation in FY 2021.

### **Expenses:**

1. Professional and Contractual Line Item--SLC costs for Wages and Benefits:  
Administrative staff estimated a 3% salary increase for SLC employees beginning 10/1/2020. SLC's health insurance plan renews on July 1 and a 4% increase was estimated. 100% of the System Administrator's salary and fringes, 50% of the Database Assistant's salary and fringes, 38% of the Finance Director's salary and fringes, 26% of the SLC Director's salary and fringes, and 8% of the Network Administrator's salary (excluding fringes) were allocated to UPRLC ALS.
2. Professional and Contractual Line Item--Other Items: Items charged to the "other professional and contractual" line item include \$100 for COSUGI membership, \$360 for PayPal monthly charges, \$350 for PhoneTree, \$3,300 for the ALS share of the annual audit, \$1,000 for miscellaneous and legal charges, and \$660 for Internet.
3. Office Overhead Costs: 42% of office overhead costs (electricity, water, heat, maintenance, shared supplies, shared office equipment maintenance, etc.) were charged to ALS. This percentage has been the same for the last few years.
4. SirsiDynix Maintenance: The 5-year ILS contract with SirsiDynix renewed on 4/30/2019. According to the terms of the contract, there will be no maintenance increase in FY 2021.

### **SUMMARY:**

Total operating revenues in the proposed budget: \$322,236.93 (\$350,636.93 with rebills).

Total operating expenses in the proposed budget: \$311,268.69 (\$339,668.69 with rebills).

Net Income in the proposed budget: \$10,968.24.

A **motion** was made **to approve the ALS FY 2020/2021 budget as presented** [with total revenues of \$322,236.93 and total expenses of \$311,268.69] (MSC Leslie Warren/Carolyn Stacey). Motion carried unanimously.

Approval of the UPRLC Financial Audit for the Year Ended 09/30/2019: UPRLC's financial audit for the year ended September 30, 2019 was emailed to Board members in advance of the meeting.

The Statement of Revenues, Expenditures, and Changes in Fund Balance—Budget and Actual (page 28) compares actual revenues and expenditures with the budgeted line item figures. The bottom line of the report shows UPRLC's fund balance at the beginning of FY 2019 (\$329,791) and at the end of the year (\$350,591). At year end UPRLC had a net income of \$20,800.

A **motion** was made **to approve the UPRLC financial audit for the year ended September 30, 2019 as presented** (MSC Amanda Winnicki/Shawn Andary). Motion carried unanimously. .

### **COMMITTEE AND OTHER REPORTS:**

UPRLC Annual Conference Committee Update: Shawn Andary, the Chair of the UPRLC Annual Conference Committee, reported. The conference slogan is "*UPRLC 2020 Superior Vision*" and Dillon Geshel has designed the conference logo. The Annual Conference will be held on September 28 – September 29, 2020 at Lake Superior State University (LSSU) in Sault Ste. Marie. Marc Boucher, LSSU library Director, is helping to

coordinate arrangements at LSSU and Lisa Waskin, Director of the Superior District Library, is working on plans for a reception and activities. A “save the date” e-mail has been sent out and Shawn will be sending out a break-out session “call for proposals”. The Tuesday keynote speaker will be Clare Membiela; she will talk about legal issues libraries should be preparing for. Dillon Geshel is working on confirming Wednesday’s keynote speaker. Committee members are reaching out to other possible presenters as well. Shawn added that vendors will be invited again this year. Leslie Warren suggested that UPRLC promote the Annual Conference at the Rural Libraries Conference in April.

Bylaws Committee Update: At the July 18, 2019 meeting, the UPRLC Board voted to form a committee to review the UPRLC bylaws. It was agreed that bylaws provisions that should be looked at include the number of Board members, Board member eligibility, and Users Councils. Marc Boucher, Megan Buck, Shawn Andary, Amanda Winnicki, and Pam Malmsten had volunteered to serve on the committee. Shawn asked if anyone else was interested in joining the committee and Erin Matas volunteered. Shawn said she would send out a Doodle Poll and set up the first meeting of the committee; she added that she would also send out a message to the Listserv and invite anyone interested to make suggestions to the committee.

#### **OLD BUSINESS:**

UPRLC Mentoring Program Update: Megan Buck reported. Megan Buck, Amanda Winnicki, and Marc Boucher had formed a committee that has been working on a new UPRLC mentoring program. The acronym of the program is “UPRLC”: “Unexpected Partnerships: Refreshing, Leading, Celebrating”. The goal is to encourage connections between library staff throughout the Upper Peninsula and northern Lower Peninsula. Each applicant was matched with another library staff member. The program provided the framework for establishing and facilitating the sharing of ideas and professional knowledge, as well as providing support and opportunities for collaboration. New one-year partnerships were announced at the 2019 UPRLC Annual Conference in September.

Megan Buck reported that most of the pairings seemed to be going well but there were a few instances where partners’ communication could be improved. It was also brought up that a couple of the pairings didn’t work out. Megan said that the committee would welcome suggestions on the wording of survey questions so pairings could be more successful. Board members discussed ways of improving pairing communication such as suggesting possible topics of discussion during the periodic communication prompts and suggesting that partners should communicate within a certain amount of time. They also discussed ways of constructively conveying feedback on the partnerships.

#### **NEW BUSINESS:**

Discuss/Approve UPRLC Membership Dues for FY 2019/2020: UPRLC Treasurer Pam Malmsten recommended that UPRLC institutional membership dues remain at \$40 per year for the period 10/1/2019 – 9/30/2020. A **motion** was made **that UPRLC institutional membership dues remain at \$40 per for the period 10/1/2019 – 9/30/2020** (MSC Marc Boucher Megan Buck). Motion carried unanimously.

Librarian of the Year Nomination Process: UPRLC’s first Librarian of the Year, Megan Buck, was announced at last year’s UPRLC conference. Marc Boucher suggested that a committee be formed to develop a formal process for nominations and selection of the

Librarian of the Year. Lisa Waskin said she would chair the committee; Marc Boucher, Megan Buck, and Leslie Warren also volunteered to serve on the committee. It was agreed that the committee will work on drafting a description of the nomination and selection process and present it to the full Board at the next UPRLC Board meeting in mid-May.

Librarian of the Year Plaque: Shawn reported that Amanda Winnicki's father constructed the Librarian of the Year plaque. Board members agreed that Shawn could purchase a metal plate and have it engraved with Megan Buck's name and the year she received the honor; name and dates of future award recipients could then be added to the plaque. It was also decided that the plaque would be displayed at the winning library until the time of the Annual Conference and that a UPRLC Board member would make a formal presentation of the award at the winner's home library.

**NEXT MEETING:** The next meeting will be held in mid-May; Shawn will send out a Doodle poll to determine the exact time and date.

**LIBRARY NEWS:** Library directors shared new about upcoming events.

**ADJOURNMENT:** There being no further business, the Chair declared the meeting adjourned at 2:30 p.m. eastern.

Respectfully submitted,

Shawn Andary, Secretary

Pamela Malmsten, Recorder