

# Upper Peninsula Region of Library Cooperation, Inc.

Meeting of the Board of Trustees  
Minutes of the Meeting of February 15, 2018

**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 and at the Bayliss Public Library, 541 Library Drive, Sault Ste. Marie. Other participants dialed in via ReadyTalk audio conferencing service. The Chair, Marc Boucher, called the meeting to order at 1:40 p.m.

## **ROLL CALL:**

### **Trustees Present:**

Chair: Marc Boucher (at Bayliss Public Library)

Vice-Chair: Megan Buck (calling in via ReadyTalk)

Secretary: Dillon Geshel (calling in via ReadyTalk)

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

Assistant Treasurer: Andrea Ingmire (calling in via ReadyTalk)

At Bayliss Public Library: Mary June

At Superiorland Library Cooperative: Suzanne Dees

Dialing in via ReadyTalk or VOIP: Amanda Winnicki and Leslie Warren

**Library Directors/Staff Attending:** Shawn Andary, Superiorland Library Cooperative (at Superiorland Library Cooperative) and Eric Magness-Eubank, Alpena County Library (calling in via ReadyTalk)

**Trustees Absent:** Janis Lubenow, Lisa Waskin, Dion Mindykowski, Lisa Cromell, and Pam Christensen

**APPROVAL OF THE AGENDA:** UPRLC Treasurer Pam Malmsten noted that the "Approval of Cash Disbursements" agenda item should have stated "Approval of November and January Disbursements" (with no disbursements in December), rather than "December and January". The corrected agenda was unanimously approved on a motion by Amanda Winnicki, seconded by Mary June.

## **APPROVAL OF THE MINUTES:**

Minutes of the Executive Council Meeting of November 9, 2017: **A motion** was made **to approve the minutes of the Executive Council meeting of November 9, 2017 as presented** (MSC Mary June/Amanda Winnicki). Motion carried unanimously.

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

Cash Disbursements for November 2017 and January 2018: There were no disbursements in December 2017. The only general fund payments were to ReadyTalk for audio conferences. Total November disbursements were \$39.06 and total January disbursements were \$60.44.

A **motion** was made to **approve November cash disbursements of \$39.06 and January cash disbursements of \$60.44** (MSC Suzanne Dees/Amanda Winnicki). Motion carried unanimously.

Year to Date Report as of January 31, 2018: The Year-to-Date UPRLC General fund expenses as of 01/31/2018 were \$110 and revenues were \$100. Total revenues (all funds) as of 1/31/2018 were \$192,006 and total expenses (all funds) were \$128,901.

A **motion** was made to **approve the year to date report as of January 31, 2018** [with revenues of \$192,006 and expenses of \$128,901] **as presented** (MSC Suzanne Dees/Megan Buck). Motion carried unanimously.

Approval of the Balance Sheet as of January 31, 2018: The balance sheet as of January 31, 2018 was reviewed. A **motion** was made to **approve the balance sheet as of January 31, 2018 as presented** [with total assets of \$373,736.82 and total liabilities plus fund balances of \$373,736.82] (MSC Megan Buck/Suzanne Dees). Motion carried unanimously.

Approval of the ALS Budget for FY 2018/2019: Pam reported that the Automated Library Services Council approved their FY 2018/2019 budget at their meeting. As the governing Board of the UPRLC, the UPRLC Board of Trustees also has to approve the budget. According to the agreements between UPRLC and members of the automated system, the ALS Treasurer is required to notify ALS members of their fees for the next fiscal year by the end of February in the current year. In order to do this, a draft ALS budget for FY 2019 had to be developed. The budget includes an operating fee increase of 2% for ALS members. Pam explained that preparing the budget was difficult since there are so many uncertainties related to the service that SLC provides to UPRLC for staffing. The Integrated Library System contract with SirsiDynix will be expiring in March 2019; this was another factor that complicated the budgeting process. Total budget revenues are \$398,384 and total expenses are \$390,216, resulting in a projected net income of \$8,168.

A **motion** was made to **approve the ALS budget** [with revenues of \$398,384 and expenses of \$390,216] **for FY 2018/2019 as presented** (MSC Dillon Geshel/Amanda Winnicki). Motion carried unanimously.

## **COMMITTEE AND OTHER REPORTS:**

UPRLC Annual Meeting: Megan Buck, the Chair of the Annual Meeting Committee, reported that the UPRLC Annual Meeting will be held on September 25<sup>th</sup> and September 26<sup>th</sup> at Bay College in Escanaba. Megan said that plans are progressing well ahead of last year. Programming will focus on technology; keynote speakers, Dr. Michael Stevens, and author Fred Stonehouse, have been confirmed. The conference slogan is "Tech Knowledge Transforms"; Dillon Geshel designed a logo featuring the conference slogan. Megan said that the committee will soon be sending out a call for proposals for breakout sessions.

RIDES Committee Update: The Midwest Collaborative for Library Services (MCLS) contracts with the Library of Michigan (LM) to administer and implement the RIDES delivery system. LM provided LSTA (Library Services and Technology Act) funding to MCLS to conduct a study of RIDES and make suggestions for improvements. To conduct the study, MCLS established A RIDES Delivery Task Force. The Task Force hired a consultant to conduct an assessment of the current RIDES delivery system and pricing structure. The consultant visited Marquette and met with staff from SLC and other RIDES participating libraries. Shawn Andary is a member of the RIDES Delivery

Task Force; she reported that the consultant's report should be released any day. After the final report is received the Task Force will meet in Lansing to discuss the report and make recommendations.

### **OLD BUSINESS:**

Increasing UPRLC Member Participation and Revenues: The Board has been discussing ideas for increasing UPRLC member services and participation and for generating more revenues. It was suggested that public libraries could partner with schools by providing eResource cards. Other suggestions for reaching out to schools included offering mentoring services and loading student works into the public library's catalog. Conducting a survey and offering to collaborate on projects were also mentioned at the last meeting. Leslie Warren commented that communication with the UPRLC members needs to be improved; she suggested compiling an e-mail group list that would include all UPRLC libraries. Shawn said that we could set up a list with the contacts we have and try to obtain the e-mail address for those we don't have. She added that we could invite anyone else who is interested to sign up for the e-mails.

Newspaper Digitization Project: At the last meeting Marc Boucher had reported on a vendor that offers a program for libraries, schools, and other institutions to provide digitized newspapers to patrons. Staff members from the Peter White Public Library and Northern Michigan University have been considering this type of project and have looked at the options; it was noted that a big problem is that local microfilm sources are not high quality and would be impossible or too costly to digitize. After further discussion it was recommended that a group further investigate the options for newspaper digitization and share the information with the Board.

### **NEW BUSINESS:**

Discuss/Approve UPRLC Membership Dues for FY 2017/2018: UPRLC Treasurer Pam Malmsten recommended that UPRLC institutional membership dues remain at \$40 per for the period 10/1/2017 – 9/30/2018. A **motion** was made **that UPRLC institutional membership dues remain at \$40 per for the period 10/1/2017 – 9/30/2018** (MSC Megan Buck/Leslie Warren). Motion carried unanimously.

UPRLC/SLC Joint Board Meeting: Shawn reported that SLC Board members, library directors, and UPRLC Board members had all discussed the possibility of scheduling a joint meeting of the UPRLC and SLC Boards. Possible agenda topics would include reviewing the organizational structures of both organizations; looking at the overlap in staffing, finances, and leadership; and discussing the management contract between Superiorland and UPRLC. UPRLC Board members agreed by consensus that a joint meeting would be scheduled and that it would be best to meet via video conferencing or in-person if possible.

PAL-UP LSTA Grant: Marc Boucher reported that Lake Superior State University, in partnership with Superior District Library and the Eastern Upper Peninsula Intermediate School District, has applied for a LSTA grant that would provide library services to underserved patrons in the eastern Upper Peninsula. Marc said that when the 3 year grant period ends the agencies would like to work with other institutions and libraries to extend the outreach services to other areas.

Resolution to Designate Signers on UPRLC Bank Accounts: A **motion** was made **that Shawn Andary be designated as the owner of all UPRLC bank accounts at the Wells Fargo Bank and that Shawn Andary and Pamela Malmsten be**

**designated as signers on all UPRLC bank accounts at the Wells Fargo Bank and the Range Bank (MSC Marc Boucher/Mary June).** Motion carried unanimously.

Erate Consultant Letter of Agreement: Suzanne Dees, Superiorland Library Cooperative's Erate coordinator and legal officer for the UPRLC Erate Internet Consortium, recommended that the UPRLC Executive Council vote to accept a contract from EdTech Associates, a professional Erate consulting firm. Erate is a federal program that provides discounts on Internet access for schools and libraries. UPRLC is the lead agency/billed entity for the Erate consortium of 24 Superiorland Library Cooperative (SLC) member libraries. UPRLC currently has two multi-year contracts with Internet Service Providers. The consortium receives between 72% and 80% discounts on Internet service; the value of the 2017 awards was \$85,000. Internet Service Providers (ISPs) issue the Erate discounts up front; UPRLC pays the discounted share and rebills members. UPRLC's executive board annually approves Erate Policies that are posted online at [http://joomla.uproc.lib.mi.us/uproc/Images/pdf\\_files/UPRLCEratepolicies.pdf](http://joomla.uproc.lib.mi.us/uproc/Images/pdf_files/UPRLCEratepolicies.pdf). Suzanne explained that the FY 2019 funding year would be an ideal time for the consortium to transition to a professional Erate consultant and to designate a new legal officer; UPRLC's contracts with its two ISPs, Peninsula Fiber Network and Merit Network, will terminate on June 30, 2019 and UPRLC will be issuing a competitive bid for basic Internet access that will result in new multi-year contracts. Suzanne recommended that SLC Interim Director Shawn Andary request a quotation from EdTech Strategies, LLC of Iowa. UPRLC/SLC has had a relationship with EdTech consultant Linda Schatz since 1998. Linda and her partner Alec Johnson have helped SLC/UPRLC secure funding for data rewiring projects and for upgrading libraries' bandwidth; they have also provided assistance in the competitive bid and application processes. Under the proposed agreement, the EdTech Strategies consultants would be formerly listed as the consortium's consultants in all erate applications.

The EdTech offer covers two erate funding years—FY 2018 and FY 2019. For FY 2018 Suzanne would continue to be the UPRLC legal officer—she would review the consultant's drafts and certify the forms. She would also continue to collect forms from members and would complete applications for 3 small libraries outside of the Internet Consortium. The EdTech proposal includes help with developing RFP's to bid out the consortium's Internet service for FY 2019, along with other services and advice.

Suzanne explained that the UPRLC Board should approve the agreement with the consultants; the proposal would then be presented to the Superiorland Library Cooperative Board at its next meeting on February 23, 2018. The SLC Board would authorize the payment to the consultants; UPRLC would not be responsible for any of the costs of the EdTech Strategies agreement. Both authorizations need to be completed by March 27, 2018.

Marc Boucher moved that the UPRLC Board of Directors authorize EdTech Strategies, LLC of Iowa to provide consultant services for the Erate funding years 2018 and 2019 as outlined in the Letter of Agreement and Scope of Services for the period 2/23/2018 – 4/23/2019. The motion was seconded by Megan Buck. Before a vote was called, the Board discussed the proposed agreement. Leslie Warren commented that she had reservations about approving a contract that she had not seen. Suzanne Dees said that the agreement was received just two days before the meeting and that it was sent to the Board Chair, Marc Boucher; she added that the agreement should have been sent to the entire Board in advance of the meeting.

After further discussion, Marc Boucher **amended the motion to state that the UPRLC Board of Directors authorizes EdTech Strategies, LLC of Iowa to provide consultant services for the Erate funding years 2018 and 2019 as outlined in the Letter of Agreement and Scope of Services for the period 2/23/2018 – 4/23/2019 pending the approval of the total cost for services by the Superiorland Library Cooperative Board of Directors.** The amended motion was seconded by Megan Buck. Roll Call: YES: Dillon Geshel, Megan Buck, Amanda Winnicki, Marc Boucher, Suzanne Dees, Mary June, Pamela Malmsten, and Andrea Ingmire (8). NO: Leslie Warren (1). Motion carries.

**NEXT MEETING:** After discussion, it was agreed that the next Board meeting would be May 10, 2018 at 1:30 p.m.

**LIBRARY NEWS:** Leslie Warren reported that the Northern Michigan University library is moving forward on plans for a major renovation project. Andrea Ingmire said that Peter White Public Library is also firming up the schedule for a major construction project.

**ADJOURNMENT:** There being no further business, the Chair declared the meeting adjourned at 3:33 p.m.

Respectfully submitted,

Dillon Geshel, Secretary

Pamela Malmsten, Recorder