

Upper Peninsula Region of Library Cooperation, Inc.

Meeting of the Board of Trustees
Minutes of the Meeting of February 26, 2019

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 1:33 p.m. eastern.

ROLL CALL:

Trustees Present:

Chair: Marc Boucher

Vice-Chair: Megan Buck

Secretary: Shawn Andary

Treasurer: Pam Malmsten, Recorder

Assistant Treasurer: Andrea Ingmire

Other Trustees Present: Amanda Winnicki and Leslie Warren

Library Directors/Staff Attending: Lynne Wiercinski

Trustees Absent: Janis Lubenow, Lisa Cromell, Dillon Geshel, Carolyn Stacey, and Lisa Waskin

APPROVAL OF THE AGENDA: Shawn Andary asked that item “b. Approve UPRLC SirsiDynix 5-year ILS contract beginning 4/1/2019” under “VII. New Business” be changed to “b. Discuss UPRLC SirsiDynix 5-year ILS contract beginning 4/1/2019”. **A motion was made to approve the amended agenda as recommended** (MSC Leslie Warren/Amanda Winnicki). Motion carried unanimously.

APPROVAL OF THE MINUTES:

November 15, 2018 Minutes of the Executive Council Meeting: **A motion was made to approve the minutes of the November 15, 2018 Executive Council as presented** (MSC Andrea Ingmire/ Megan Buck). Motion carried unanimously.

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

FY 2018/2019 Financial Reports:

January 2019 Cash Disbursements: The payment of \$950 to Anderson, Tackman, and Company was a progress billing for UPRLC’s FY 2018 financial audit. Total cash disbursements for January 2019: \$950.

Year to Date Report as of January 31, 2019: General fund revenues as of 01/31/2019 were \$2,600; this was for FY 2019 membership dues. General fund expenses as of 01/31/2019 were \$950. The operating (non-rebilled) revenues (all classes) total as of 01/31/2019 was \$177,727 and the operating expenses (all classes) total was \$118,549. Expenses included a payment of \$67,666 to SirsiDynix, which was UPRLC’s semi-annual (October 1, 2018 – March 31, 2019) ILS maintenance invoice.

Balance Sheet as of 01/31/2019: The total of assets as of 01/31/2019 was \$405,346.22 and the total of liabilities plus fund balances was \$405,346.22.

A **motion** was made to **approve January 2019 cash disbursements of \$950, the year to date report as of January 31, 2019** [with revenues of \$197,826 and expenses of \$131,570], **and the balance sheet as of January 31, 2019** [with total assets of \$405,346.22 and total liabilities plus fund balances of \$405,346.22] (MSC Megan Buck/Amanda Winnicki). Motion carried unanimously.

ALS Budget Revision for FY 2019: This proposed budget revision was approved by the ALS group at its February 14, 2019 meeting.

REVENUES: The original budget still included the Tahquamenon Area Public Library. Operating fees revenue for the Tahquamenon Library was deleted from the revised budget.

EXPENSES:

1. *SLC costs for wages and benefits:*
 - a. Personnel: Since SLC had some additional unanticipated costs involving the Director and the Network Administrator positions, a small amount (8%) of the Network Administrator's salary costs (not including retirement or health insurance) was charged to ALS.
 - b. Health Insurance: The health insurance line item was reduced by \$3,390 since the cost of the System Administrator's health insurance had originally been over-estimated.
2. *SirsiDynix Maintenance Contract:* The ILS contract with SirsiDynix expires on 3/31/2019. Shawn has been working with Kevin Rodriguez, UPRLC's SirsiDynix representative, to finalize a contract. On February 11, 2019, Kevin told Shawn that there would be no maintenance increase for the rest of this fiscal year and for the following two years. The original ALS budget included a 2.9% maintenance increase for FY 2019; this line item remained unchanged in the budget revision.

SUMMARY:

Total operating revenues in the proposed revised budget: \$311,945.37
Total operating expenses in the proposed revised budget: \$310,945.00
Net Income in the proposed revised budget: \$1,000.37

A **motion** was made to **approve the ALS FY 2018/2019 budget revision as presented** (MSC Leslie Warren/Shawn Andary). Motion carried unanimously.

ALS Budget for FY 2020: This proposed FY 2019/2020 budget was approved by the ALS group at its February 14, 2019 meeting.

REVENUES: The proposed FY 2019/2020 budget includes a 2% operating fee increase for all ILS participants.

EXPENSES:

1. *SLC costs for wages and benefits:* The salary/fringe benefit percentages charged to UPRLC remained the same as are being charged in the current year (FY 2018/2019).
2. *Office overhead costs:* ALS was charged 42% of office overhead costs (electricity, water, heat, maintenance, shared supplies, shared office equipment maintenance, etc.) in the FY 2019/2020 budget. This percentage has been the same for the last few years.

3. SirsiDynix Maintenance: The ILS contract with SirsiDynix expires on 3/31/2019. On February 11, 2019, Kevin Rodriguez, UPRLC's SirsiDynix representative, told Shawn that there will be no maintenance increase for the remainder of FY 2019 and the next two years.

SUMMARY:

Total operating revenues in the proposed budget: \$318,280.63 (\$366,280.63 with rebills)

Total operating expenses in the proposed budget: \$315,090.55 (\$363,090.66 with rebills)

Net Income in the proposed budget: \$3,189.97

A **motion** was made **to approve the ALS FY 2019/2020 budget as presented** (MSC Megan Buck/Amanda Winnicki). Motion carried unanimously.

UPRLC FY 2018 Audit: UPRLC's financial audit for the year ended September 30, 2018 was emailed to Board members in advance of the meeting.

The Statement of Revenues, Expenditures, and Changes in Fund Balance—Budget and Actual (page 27) 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 2018 (\$294,717) and at the end of the year (\$329,791). At year end UPRLC had a net income of \$35,074.

The Schedule of Revenues, Expenditures, and Changes in Fund Balance (pages 29 and 30 of the audit) breaks down all of the revenues and expenses by class.

General/Continuing Education Funds: The UPRLC General Fund had total revenues of \$2,776 and total expenses of \$1,468 resulting in a net income of \$1,308. The Continuing Education Fund had total revenues of \$4,225 and total expenses of \$3,312, resulting in a net income of \$913. The combined total of General Fund and Continuing Education revenues was \$7,001 and the combined total of expenses was \$4,780.26, resulting in net income of \$2,221 for the combined funds.

ALS/NMLN Fund: ALS/NMLN operating revenues were \$311,280 and expenses were \$278,425, resulting in net income of \$32,853; this net income was added to the ALS Fund Balance. The ALS fund also had \$59,105.40 in rebilled revenues and \$59,105.38 in rebilled expenses for FY 2017/2018.

All Funds: As of September 30, 2018, the total of revenues for all funds was \$377,385 and the total of expenses was \$342,311, resulting in net income of \$35,074.

A **motion** was made **to approve the UPRLC financial audit for the year ended September 30, 2018 as presented** (MSC Leslie Warren/Shawn Andary). Motion carried unanimously.

COMMITTEE AND OTHER REPORTS:

UPRLC Annual Meeting: Shawn Andary, the Chair of the UPRLC Annual Meeting Committee, reported. The Annual Meeting will be held on September 18 and 19, 2019 at the Peter White Public Library. The slogan for this year's conference is "Adapt, Evolve, Lead"; Dillon Geshel, director of the Portage Lake District Library, designed the logo and graphics. Possible keynote speakers have been discussed and Shawn has been working with committee member Lynette Suckow on plans for vendor table set-ups. Committee members are also in the process of checking on food and lodging options, sending out "save the date" announcements, and reviewing the language for the "call for proposals" for breakout sessions.

OLD BUSINESS:

UPRLC/SLC Board Joint Meeting: 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. The first step in the process was the UPRLC Annual Meeting brainstorming and informational breakout session. Board members had agreed that a joint meeting should be scheduled later in the year. After discussion, Board members agreed that SLC staff would try to set up a joint meeting that would be held on the same day as the May meeting of the SLC Board of Directors. Since some UPRLC Board members had conflicts on the originally scheduled SLC Board meeting date of May 23, it was decided that the Shawn would try to re-schedule the SLC Board meeting for May 17, 2019. It was also agreed that the joint meeting would be held at the Peter White Public Library if there is space available. [Note: a joint meeting of the SLC/UPRLC Boards will be held on May 17, 2019. SLC's regular Board meeting will run from 10 a.m. – 12 noon eastern and the joint SLC/UPRLC meeting will be scheduled from 1:00 p.m. – 3:00 p.m. eastern. The meetings will be held at the Peter White Public Library (Shiras Room) and lunch will be provided.]

PAL-UP LSTA Grant: Marc Boucher presented an update on the PAL-UP LSTA Grant. Last year, Lake Superior State University, in partnership with the Superior District Library and the Eastern Upper Peninsula Intermediate School District, had applied for a LSTA grant that would provide library services to underserved patrons in the eastern Upper Peninsula. The project was not chosen as a grant recipient, however LSSU library director Marc Boucher and SDL director Lisa Waskin decided to individually resubmit grants. Changes were made based on feedback from the LSTA grant review committee.

NEW BUSINESS:

Resolution to Designate Contract Committee:

UPRLC's current Integrated Library Services (ILS) contract with SirsiDynix will expire on 03/31/2019. Shawn Andary said that UPRLC negotiated a new five-year contract that will keep maintenance costs the same for the rest of FY 2019 and for the following two fiscal years. After 2.5 years, the maintenance inflator will be 2.9% for the remaining contract term; this is the same inflator that UPRLC is currently paying. The new contract will include Syndetics Unbound, a new, upgraded product that will replace UPRLC's current enhanced content subscription. The new contract will also continue to allow UPRLC to rename accounts to add new libraries; this provision helps to ensure that it is not too expensive to add new libraries to the consortium. Since the final contract has not yet been received from SirsiDynix, Shawn asked the Board of Trustees to designate a Contract Committee and specify what members of the committee would be authorized to sign the UPRLC-SirsiDynix 5-year ILS contract.

A motion was made that the UPRLC Contract Committee will consist of the five UPRLC Executive Council officers and that the Executive Council Chair and Treasurer will be authorized to sign the ILS contract on behalf of the UPRLC Board of Trustees. (MSC Megan Buck/Leslie Warren). Motion carried unanimously

Follow-up to UPRLC/SLC/NMLN Discussion at 2018 UPRLC Annual Conference:

A SLC/UPRLC/NMLN brainstorming and informational session was held during the UPRLC Annual Meeting. The information gathered from the breakout session and the

continued discussion will be used to formulate the agenda for the combined UPRLC/SLC Board meeting.

The Board discussed ideas for collaboration and services that could be offered to all UPRLC members. Ideas included:

1. Offer mini-grants that libraries could apply for. It was suggested that mini-grants could be in the form of the Michigan Library Association Conference “Library Soup” model. The “Library Soup” session could be offered at the UPRLC Annual meeting or some other event; this would ensure that not only could participants vote to fund a worthy project, they would also learn about some great ideas that they could implement at their own libraries. The “Library Soup” idea will be brought to UPRLC Annual Meeting Committee.
2. UPRLC could arrange for workshop presentations by library professionals. Costs would be recouped by charging a nominal fee to attendees and UPRLC members would be charged a lower fee (a benefit of UPRLC membership).
3. Set up e-mail lists for groups of people who want to share ideas and information on specific topics that would not necessarily be of interest to the UPRLC Listserv as a whole. The lists could be used to share information, including costs, about successful programming and continuing education opportunities. Shawn said that a public/school library Listserv has already been set up and she also agreed to set up a list for academic and K12 school libraries. It was noted that the e-mail lists would be more successful if volunteers could be found who would be willing to moderate and contribute regularly to the lists.
4. Set up some kind of repository to store promotional templates and other materials that could be shared. Shawn said that UPRLC could use free open source software to set up a Wiki: <https://www.mediawiki.org/wiki/MediaWiki>. (MCLS uses this software for a similar application.) As with the e-mail lists, it was noted that the Wiki should be moderated. [Note: In a follow-up e-mail sent out on February 27, Shawn suggested said that categories, such as “Programming” and “PR Materials”, could be set up. The Wiki would include a brief overview and set-up instructions.]
5. Offer mentoring services. Megan Buck and Amanda Winnicki said they would work on setting something up and would report at the next meeting.

NEXT MEETING: After discussion, it was agreed that the next UPRLC Board meeting would be held on April 18, 2019 at 1:30 pm eastern. [Note: a joint meeting of the SLC/UPRLC Boards will be held on May 17, 2019. SLC’s regular Board meeting will run from 10 a.m. – 12 noon eastern and the joint SLC/UPRLC meeting will be scheduled from 1:00 p.m. – 3:00 p.m. eastern. The meetings will be held at the Peter White Public Library (Shiras Room) and lunch will be provided.]

LIBRARY NEWS: Leslie Warren reported that the Northern Michigan University library, in partnership with other U.P. public libraries, has applied for two LSTA grants. Megan Buck reported that the Dickinson County Library is preparing for the tenth annual prom dress swap event which is scheduled for Sunday, March 10, 2019 at 1 p.m. central. Marc Boucher reported that Lake Superior State University will be hosting its spring 2019 TEDx event on April 5, 2019. Andrea Ingmire reported that Peter White Public

Library's second annual "Sip and Spell" spelling bee event will be held on Friday, March 1; twelve teams have registered so far. Andrea also said that Peter White's major renovation project is entering its last stages and a grand opening will be scheduled for June or July.

ADJOURNMENT: There being no further business, the Chair declared the meeting adjourned at 3:03 p.m. eastern.

Respectfully submitted,

Shawn Andary, Secretary

Pamela Malmsten, Recorder