

Upper Peninsula Region of Library Cooperation, Inc.

Meeting of the Board of Trustees
Minutes of the Meeting of April 18, 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 1:35 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, Leslie Warren, Lisa Cromell, and Janis Lubenow

Library Directors/Staff Attending: Lissa Potter (SLC), ALS System Administrator

Trustees Absent: Lisa Waskin, Dillon Geshel, and Carolyn Stacey

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

APPROVAL OF THE MINUTES:

February 26, 2019 Minutes of the Executive Council Meeting: A motion was made to approve the minutes of the February 26, 2019 Executive Council meeting as presented (MSC Shawn Andary/Megan Buck). Motion carried unanimously.

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

FY 2018/2019 Financial Reports:

February and March 2019 Cash Disbursements: There were no general fund cash disbursements for February or March 2019.

Year to Date Report as of March 31, 2019: General fund revenues as of 03/31/2019 were \$2,566; \$2,560 of this total was for FY 2019 membership dues. General fund expenses as of 03/31/2019 were \$950; this was for a portion of the costs for the preparation of the UPRLC FY 2018 financial audit and 990 return. Total cost of the audit/990 was \$4,250; ALS paid the balance of the cost (\$3,300).

The total of operating (non-rebilled) revenues (all classes) as of 03/31/2019 was \$250,873 and the total of operating expenses (all classes) was \$213,949. Expenses include SirsiDynix ILS system maintenance through 09/30/2019 (\$135,332). Pam noted that ALS pays maintenance semi-annually and both payments for FY 2019 have been made.

Balance Sheet as of 03/31/2019: Total assets as of 03/31/2019 were \$375,975.19 and total liabilities plus fund balances were \$375,975.19.

A **motion** was made to **approve the year to date report as of March 31, 2019** [with revenues of \$272,931 and expenses of \$236,006], **and the balance sheet as of March 31, 2019** [with total assets of \$375,975.19 and total liabilities plus fund balances of \$375,975.19] (MSC Janis Lubenow/Amanda Winnicki). Motion carried unanimously.

COMMITTEE AND OTHER REPORTS:

UPRLC Annual Meeting Committee Update: 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.

Shawn has created an online vendor/sponsor registration form that includes a PayPal payment option. Several vendors and sponsor registrations and payments have already been received. The online registration and payment option will also be available for conference registrations.

A conference breakout session Call for Proposals form was distributed and the response was outstanding--23 proposals were received. The UPRLC Annual Meeting Committee will be discussing the proposals at its next meeting.

Marc Boucher suggested that the official name of the UPRLC Annual Meeting be changed to "UPRLC Annual Conference" since the annual meeting is only a small part of the day and "conference" more accurately describes the event. Board members agreed by consensus that the name should be changed to "UPRLC Annual Conference".

COSUGI Report: Lissa Potter and Amanda Winnicki attended this year's COSUGI Conference from March 25 – March 27, 2019 in Minneapolis. Both wrote detailed reports on the conference and the sessions they attended; the reports were sent out to the ALSDYNIX e-mail list.

Lissa highlighted some of the items discussed in her report. She attended a session on Authority Control which was about adding authority records to Enterprise and making them searchable in order to get "see" and "see also" references and to provide a pseudo-browse search. Harvest Unleashed, a \$2,500 one-time customization of Enterprise, would display "see" and "date created" references. Since the Library of Congress frequently uses academic terms, the "see" references would help patrons find the materials they need. Lissa also attended a BLUEcloud Circulation session; she noted that, while BLUEcloud circulation is not quite ready to replace Workflows, a number of features have been added and it's time to take a closer look at the product.

The conference keynote speaker was Eric Miller from the Library.Link Network. Amanda Winnicki said the Library.Link session was very valuable and that Library.Link is an excellent organization that can help with capital campaigns, fund raisers, millage campaigns, etc.

OLD BUSINESS:

UPRLC/SLC Board Joint Meeting: Topics for Discussion: A joint meeting of the SLC (Superiorland Library Cooperative) and UPRLC Boards is scheduled for May 17, 2019. SLC's regular Board meeting will run from 10 a.m. – 12 noon eastern and the joint SLC/UPRLC Board meeting is scheduled for 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.

Board members discussed possible joint meeting topics. Megan Buck said she would work on a draft joint meeting outline and send it out to the UPRLC Board as a shared document that could be edited; on April 29th the outline will then be sent to the SLC Board for comments and consideration.

UPRLC's Special Interest Listservs: Shawn Andary reported that SLC/UPRLC staff have set up some special interest 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 only requirement for joining a list is to have a current paid UPRLC membership (or be affiliated with a UPRLC member library). After discussion, it was agreed that Shawn would post a form on UPRLC's web page that people could use to sign up for specific group lists. The form would include descriptions of each available list. Available UPRLC Lists are currently:

ACADLIB – Academic Library Listserv

ALSDYNIX – UPRLC Shared Automation Listserv

K12LIB – K-12 Library Listserv

PUBSCHLLIB – School Public Library Listserv

UPRLC – U.P. Region of Library Cooperation General Listserv

Update on Contract for Shared ILS: Shawn reported that a 5-year (April 1, 2019 – March 31, 2024) shared ILS long term agreement (LTA) between UPRLC and SirsiDynix has been received and all of the negotiated terms have been included. The new contract will include Syndetics Unbound, a new, upgraded product that will replace UPRLC's current enhanced content subscription. Shawn added that the UPRLC Contract Committee would be meeting immediately following the UPRLC Board meeting to further review and sign the contract. [The new LTA has been signed and countersigned as of 4/22/2019.]

NEW BUSINESS:

UPRLC Mentoring Program: Megan Buck, Amanda Winnicki, and Marc Boucher have formed a committee that has been working on a new UPRLC mentoring program. The acronym of the new program is "UPRLC": "Unexpected Partnerships: Refreshing, Leading, Celebrating". The committee has developed a timeline for implementation and a draft application. The goal is to encourage connections between library staff throughout the Upper Peninsula and northern Lower Peninsula. Each applicant will be matched with another library staff member. The program will provide 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 will be announced at the UPRLC Annual Conference in September.

NEXT MEETING: It was agreed that the next UPRLC Board meeting will be held on July 18, 2019 at 11 a.m. eastern.

LIBRARY NEWS: Leslie Warren (NMU Library) reported that the Librarian of the Year, Skye Patrick, is a NMU graduate. Skye is the Director of the Los Angeles Public Library and she will be speaking at the NMU United Conference in September. Marc Boucher (LSSU Library) said that “TedxLSSU”, which was held on Friday, April 5, was very successful. The theme of this year’s event was “isms”. Lisa Cromell (Munising School Public Library) said that the Munising School Public Library and the Peter White Public Library staff have been working together on “Two Books Two Communities” events. Two Books Two Communities, a spin-off of the “One Community One Book” program, encourages everyone in Marquette and Alger counties to read the same two books. Several events, including speakers and a concert, are planned.

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