

Upper Peninsula Region of Library Cooperation, Inc.

Meeting of the Board of Trustees
Minutes of the Meeting of May 10, 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, at the Bayliss Public Library, 541 Library Drive, Sault Ste. Marie, and the Dickinson County Library, Other participants dialed in via ReadyTalk audio conferencing service. The Chair, Marc Boucher, called the meeting to order at 1:33 p.m.

ROLL CALL:

Trustees Present:

Chair: Marc Boucher (at Superiorland Library Cooperative)

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

Secretary:

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

Assistant Treasurer:

At Bayliss Public Library: Lisa Waskin

Calling in via ReadyTalk or VOIP: Amanda Winnicki, Leslie Warren, Pam Christensen, and Lisa Cromell

Library Directors/Staff Attending: Shawn Andary, Superiorland Library Cooperative (at Superiorland Library Cooperative), Eric Magness-Eubank, Alpena County Library (ReadyTalk), and Dion Mindykowski, Tahquamenon Area School Public Library (ReadyTalk)

Trustees Absent: Janis Lubenow, Dillon Geshel, Mary June, Andrea Ingmire, and Suzanne Dees

APPROVAL OF THE AGENDA: The agenda was unanimously approved as presented on a motion by Leslie Warren, seconded by Lisa Waskin.

APPROVAL OF THE MINUTES:

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

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

Cash Disbursements for February, March, and April 2018: All three months include payments to ReadyTalk, UPRLC's audio conferencing vendor. March includes a payment to Anderson Tackman and Company for a portion of the FY 2017 annual financial audit; the General Fund paid \$400 and ALS paid \$3,600. April also includes the General Fund share (\$500) of UPRLC's annual property and liability insurance. ALS paid the balance due of \$305.

A **motion** was made to **approve February cash disbursements of \$16.16, March cash disbursements of \$423.65, and April cash disbursements of \$564.76.** (MSC Lisa Waskin /Lisa Cromell). Motion carried unanimously.

Year to Date Report as of April 30, 2018: General fund expenses as of 04/30/2018 were \$1,114 and revenues were \$2,780. Total revenues (all funds) as of 4/30/2018 were \$274,383 and total expenses were \$245,212

A **motion** was made to **approve the year to date report as of April 30, 2018** [with revenues of \$274,383 and expenses of \$245,212] **as presented** (MSC Megan Buck/Leslie Warren). Motion carried unanimously.

Approval of the Balance Sheet as of April 30, 2018: The balance sheet as of April 30, 2018 was reviewed. A **motion** was made to **approve the balance sheet as of April 30, 2018 as presented** [with total assets of \$339,838.79 and total liabilities plus fund balances of \$339,838.79] (MSC Lisa Cromell/Pam Christensen). Motion carried unanimously.

The Gwinn Area Community Schools and the Tahquamenon Area School Public Library have both informed UPRLC that they will be withdrawing from the UPRLC automated system effective October 1, 2018. The Gwinn Schools Business Manager indicated that they were terminating the UPRLC automated services contract due to a significant deficit fund balance that resulted in a necessary reduction of services. The Tahquamenon Public Library Board has chosen to migrate to another ILS consortium. Pam Malmsten reported that, for FY 2018/2019, ALS will lose \$2,883.26 in operating fee revenues for Gwinn Schools and \$3,807.93 for the Tahquamenon Area Schools Public Library.

COMMITTEE AND OTHER REPORTS:

UPRLC Annual Meeting: The UPRLC Annual Meeting will be held on September 25th and September 26th at Bay College in Escanaba. Megan Buck, Chair of the Annual Meeting Committee, said that plans are progressing well. Programming will focus on technology; keynote speakers, Dr. Michael Stephens, and author Fred Stonehouse, have been confirmed. David Votta from MCLS will be hosting a Community Engagement Roundtable discussion on September 25. Randy Dykhuis, the MCLS Executive Director, and Joe Hamlin and Sonja Norris from the Library of Michigan are also planning to attend. Shawn Andary added that she will soon be sending out a call for proposals for breakout sessions. Leslie Warren reported that the Michigan Humanities Council would like to reach out to U.P. library directors regarding grant opportunities; she suggested that the UPRLC Annual Meeting would be a good venue to do that.

RIDES Committee Update: A consultant was hired to conduct an assessment of the current RIDES delivery system and pricing structure; MCLS has received the consultant's revised report and has scheduled a Task Force meeting on May 8, 2018 to review the report and make recommendations. Shawn is a member of the Task Force and attended the meeting in Lansing. Shawn reported that the meeting was very positive and that the Task Force would soon be sending out a report with recommendations. Shawn added that changes would take effect for the next contract year: July 1, 2019 – June 30, 2020.

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. Shawn asked Board members what they thought about scheduling a joint Board meeting and a UPRLC/SLC organizational breakout session during the UPRLC Annual Meeting. After discussion, it was agreed that a SLC/UPRLC/NMLN brainstorming and informational session would be held during the UPRLC Annual Meeting and that a combined Board meeting would be scheduled at a later time. The breakout session would include a presentation of information regarding the organizational structures and purposes of each organization; it would also include discussions regarding the SLC/UPRLC management contract and the overlap in staffing, finances, and leadership between SLC and UPRLC. It was also agreed that SLC, UPRLC, and NMLN organizational charts, including organizational type, governance structure, and member eligibility information, would be sent out to all Board members and institutional members sometime in June. It was noted that SLC staff is working on setting up a UPRLC group e-mail list.

PAL-UP LSTA Grant: Lake Superior State University, in partnership with 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. Marc Boucher reported that, unfortunately, the project was not chosen as a grant recipient. Lisa Waskin, Director of the Superior District Library, said that she met with Karren Reish, the Library of Michigan Grants Coordinator, regarding the grant application. Karren went over some of the comments that were received regarding the application and gave some suggestions for improvements. Karren suggested that LSSU and SDL re-apply next year after making some adjustments.

NEW BUSINESS:

Automated System Membership/Contract Committee: Shawn Andary reported that the ALS group is looking for automated system participants who might be interested in serving on a committee to discuss membership change issues and the upcoming ILS contract negotiation. Shawn said that anyone interested could contact her; a message will also be sent to the group e-mail listserv.

Erate Internet Consortium Change: At its April 27, 2018 regular meeting, the Superiorland Library Cooperative Board of Directors unanimously approved the creation of a new entity, the Superiorland Library Cooperative eRate Consortium. For the past several years, the eRate Consortium, which consists of 24 SLC member public libraries, has been under the umbrella of the UPRLC; Shawn explained that the Internet Consortium was moved to UPRLC when the funding of library cooperatives appeared to be uncertain. Since SLC has always paid all costs associated with the Internet Consortium, including the consultant's fees, and the Internet Consortium is a service provided to public, not multi-type libraries, it makes sense to move it back to the Superiorland Library Cooperative.

NEXT MEETING: After discussion, it was agreed that the next UPRLC Board meeting would be held on September 26, 2018 during the UPRLC Annual Meeting in Escanaba. Pam Malmsten said she would send out the preliminary budgets soon after the next ALS meeting, which is scheduled for September 6, 2018.

LIBRARY NEWS: Lisa Waskin (Superior District Library) reported that Dion Mindykowski (Tahquamenon Area School Public Library) was a co-recipient of the 2018

Loleta Fyan Small and Rural Libraries Conference award for Outstanding Small/Rural Librarian. Lisa also announced that the Detour School/Public Library passed a millage that will allow the library to join the Superior District Library. Leslie Warren (Northern Michigan University) reported that NMU is moving forward on a major renovation project; renovations are scheduled to begin in May 2019. Leslie also said that she is working with Educational Access Network (EAN), which provides regional broadband access, to look at ways that EAN can partner with public libraries. She added that she is also working with Invent@NMU to facilitate the organization's efforts to expand beyond Marquette by generating connections with public library directors. Marc Boucher reported that LSSU's new president will be starting this summer. Marc also said that LSSU has selected "The Immortal Life of Henrietta Lacks" for its 2018/2019 Campus Read. Lisa Cromell reported that the Munising School Public Library is undergoing a major remodeling project and, as a result, the Summer Reading Program will be "on the road" at other locations.

ADJOURNMENT: There being no further business, the Chair declared the meeting adjourned at 2:39 p.m.

Respectfully submitted,

Pamela Malmsten
Recorder and UPRLC Treasurer