

Upper Peninsula Region of Library Cooperation, Inc.

Meeting of the Board of Trustees
Minutes of the Meeting of May 11, 2017

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 at the Dickinson County Library, 401 Iron Mountain St, Iron Mountain. Other participants dialed in via ReadyTalk audio conferencing service. The Chair, Lisa Waskin, called the meeting to order at 1:35 p.m.

ROLL CALL:

Trustees Present:

Chair: Lisa Waskin (at Bayliss Public Library)

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

Secretary: Leslie Warren (calling in via ReadyTalk) *Note: Leslie had to leave the meeting early—during the TV White Space discussion

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

At Superiorland: Pam Christensen and Suzanne Dees

Dialing in via ReadyTalk or VOIP: Lisa Cromell and Amanda Winnicki

Library Directors/Staff Attending: Shawn Andary, Superiorland Library Cooperative and Bruce MacDonald, Peter White Public Library

Trustees Absent: Janis Lubenow, Mary June, Andrea Ingmire, Dillon Geshel, and Dion Mindykowski

APPROVAL OF THE AGENDA: The agenda was approved as presented by consensus.

APPROVAL OF THE MINUTES:

Minutes of the Executive Council of February 2, 2017: **A motion was made to approve the minutes of the Executive Council meeting of February 2, 2017 as presented** (MSC Pam Christensen/Amanda Winnicki). Motion carried unanimously.

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

Approval of the Year to Date Report as of April 30, 2017: The UPRLC combined budget year-to-date report as of 04/30/2017 was reviewed. Pam M. noted that one FY 2017 insurance payment was paid from the UPRLC general fund; however, the ALS group agreed to pay for the second insurance payment and for 100% of the insurance cost for next year. The ALS fund was running over the 7/12 budget line item expense figures on the professional and contractual and transportation line items. Pam M. reported that the ALS group approved a budget revision for FY 2017. Total general fund expenses as of 04/30/2017 were \$444 and total revenues were \$2,680 (membership dues). Expenditures in all funds totaled \$196,872; revenues totaled \$281,606.

A **motion** was made to **approve the year to date report as of April 30, 2017** [with revenues of \$281,606 and expenses of \$196,872] **as presented** (MSC Pam Christensen/Megan Buck). Motion carried unanimously.

Approval of the Balance Sheet as of April 30, 2017: The balance sheet as of 04/30/2017 was reviewed. A **motion** was made to **approve the balance sheet as of April 30, 2017 as presented** [with total assets of \$387,361.76 and total liabilities plus fund balances of \$387,361.76] (MSC Suzanne Dees/Pam Christensen). Motion carried unanimously.

Approval of Cash Disbursements: Pam M. noted that there were no general fund disbursements for February – April 2017.

NEW BUSINESS:

Approval of the ALS Budget Revision for FY 2016/2017: The ALS budget revision for FY 2016/2017 was reviewed; the budget was approved by the ALS group at the morning meeting. Pam M. said that, as the governing body, the UPRLC Board also has to approve the budget. The Professional and Contractual, Northern Michigan Library Network audit, transportation, and insurance line items needed to be increased. The computer supplies line item was running close to the 7/12 figure (probably due to MobileCirc purchases), so \$500 was added to the line item. Pam M. said she added a new separate line item for insurance expense. The maintenance, operating supplies, and printing and publishing line items were running under the 7/12 figure so Pam M. transferred some of those funds to line items running over or close to the 7/12 figure. The bottom line total expenditures in the proposed revised budget are the same as in the original budget: \$392,928.

A **motion** was made to **approve the ALS FY 2016/2017 budget revision (expenses only)** [with total expenses of \$392,928] **as presented** (MSC Megan Buck/Leslie Warren). Motion carried unanimously.

Approval of the ALS Budget Revision for FY 2017/2018: The ALS group approved a FY 2017/2018 budget revision at the morning meeting. There is only one small change in the proposed ALS Budget revision for FY 2018. Last February, Jean Montgomery and Suzanne Dees negotiated with Merit Network, UPRLC's internet provider, to lower UPRLC's contracted shared bandwidth cost per Mbps from \$30/Mb to \$20/Mb. Jean and Suzanne also realized, however, that they needed to change the way they were allocating shared bandwidth since SLC and UPRLC use a considerable amount of bandwidth for backups and other remote management. As a result, UPRLC internet cost for FY 2018 will increase from \$500 to \$1,240. (SLC's internet cost will also increase.) Total expenses in the revised budget were increased to \$394,563.

A **motion** was made to **approve the ALS FY 2017/2018 budget revision (expenses only)** [with total expenses of \$394,563] **as presented** (MSC Leslie Warren/Amanda Winnicki). Motion carried unanimously.

Online Database Maintenance Assistant: Pam Christensen introduced Jeremy Morelock, SLC's new online database maintenance assistant. Jeremy's hours are Tuesday and Wednesday from 8:00 a.m. to 12 noon and Thursday from 8:30 a.m. to 5 p.m. Jeremy has been adding, creating, and cleaning up the database records; he is also adding Project Gutenberg titles to the Overdrive catalog. Jeremy will be helping with basic WorkFlows support and training, and will be working with Shawn to present some online MobileCirc training sessions.

TV White Space Project: Pam Christensen announced that the Superiorland Library Cooperative was one of three Michigan public libraries to win a \$13,000 award from Gigabit Libraries Network's "Beyond the Walls" Initiative. SLC was selected to participate in the national "TV Whitespace Project". The project involves using television analog broadcasting range to increase and extend libraries' Internet Wi-Fi capability. The analog range is no longer used since television broadcasting was converted to digital technology. SLC is looking at partnering with one of its member libraries to extend the library's online services and resources to the community. UPRLC erate coordinator Suzanne Dees expressed concern about conflicts with the erate program and about the security of the extended Wi-Fi locations. [5/12/17 update: In order to avoid conflict with the erate program and make the TV white space more secure and manageable, SLC staff asked Merit, UPRLC's Internet provider, to provision a second circuit. This segregated network would not draw bandwidth from the library and would not be part of the UPRLC erate consortium. The Merit representative said that Merit would not charge for the second connection or for bandwidth for one year, and would reassess the project after one year. SLC Technology Coordinator Jean Montgomery said she would tighten down the security of the second network as much as possible; the network will have a firewall and protection against copyright violations.]

UPRLC Bylaws: and UPRLC Operations Agreement with Superiorland Library Cooperative (for Review): Pam Christensen suggested that UPRLC Board members review the UPRLC Bylaws and the Operations Agreement with Superiorland Library Cooperative. There were no suggestions for changes to either document.

Why Join UPRLC? Pam C. also asked the Board to review the "Why Join UPRLC?" narrative, which is posted on the UPRLC web site. Pam Malmsten said that the document needs to be revised and, in particular, services to non-ALS member libraries need to be highlighted. Ideas included forming a multi-type marketing committee and emphasizing collaboration and resource sharing--including partnerships between school, public, special, and academic libraries. Megan Buck suggested using the SLC online shared calendar as a way to reach out to all types of libraries.

COMMITTEE REPORTS:

UPRLC Annual Meeting: The UPRLC Annual meeting is scheduled for September 13th and 14th, 2017 at the Peter White Public Library in Marquette. A planning meeting will be held at SLC at 1 p.m. on May 17th. Committee co-chairs Megan Buck and Carolyn Stacey have already been brainstorming; they have talked about a Vendor Demo Day, a social event, and different options for the schedule of events. Megan said that all UPRLC members are invited to join the Annual Meeting Committee and can submit ideas to committee members even if they can't attend the planning meetings.

CONTINUING EDUCATION UPDATE:

MeLCat Users Day: A MeLCat Users Day workshop will be held on July 26, 2017 at the Peter White Public Library in Marquette. Shawn Andary said she will present an afternoon training session from 2 – 4 p.m., and will probably feature one of the MeL databases.

SIRSIDYNIX UPDATE:

MobileCirc: Shawn Andary presented an update on MobileCirc. MobileCirc, a circulation and inventory product which is installed on mobile devices and scanners, can be used for weeding, inventorying, searching for items, checking out items on the fly, and registering patrons off-site. Shawn and Jean Montgomery presented a series of regional MobileCirc workshops and trained about 90 people. Shawn said that MobileCirc is mostly being used for inventory and weeding right now. Shawn and Jeremy Morelock will also be presenting two online MobileCirc training sessions.

BLUEcloud Analytics Pilot Project: Shawn reported that UPRLC ALS staff agreed to test BLUEcloud Analytics, a new SirsiDynix reporting tool. ALS staff selected three reports to test; several member libraries are also going to participate and test some reports.

LIBRARY NEWS: Lisa Waskin (Superior District Library) reported that the ongoing lighting project at the Bayliss Public Library is about half way completed. Lisa said she is also working on writing grants for technology “toys”. Bruce MacDonald (Peter White Public Library) reported that the August ballot will include a bond issue for capital improvements to the library. Amanda Winnicki (Menominee County Library) said that \$6,000 has been raised to go toward a new bookmobile. Megan Buck (Dickinson County Library) said that her library is discussing re-designing the adult room and collection. Lisa Cromell (Munising School Public Library) said that her staff is getting ready for summer and preparing for the influx of tourists; they are also putting together a series of healthy eating programs.

NEXT MEETING: The next meeting of the UPRLC Board was scheduled for August 3, 2017 at 1:30 p.m. eastern.

ADJOURNMENT: There being no further business, the meeting was declared adjourned at 2:47 p.m. on a motion by Pam Christensen, seconded by Amanda Winnicki.

Respectfully submitted,

Leslie Warren, Secretary

Pamela Malmsten, Recorder