

# Upper Peninsula Region of Library Cooperation, Inc.

Meeting of the Board of Trustees  
Minutes of the Meeting of May 21, 2015

**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 service. The Chair, Lisa Waskin, called the meeting to order at 12:32 p.m.

## **ROLL CALL:**

### **Trustees Present:**

Chair: Lisa Waskin (at Bayliss Public Library)

Vice-Chair:

Secretary: Suzanne Dees (at Superiorland Library Cooperative)

Treasurer: Pam Malmsten (at Superiorland Library Cooperative)

Assistant Treasurer: Pam Christensen (at Superiorland Library Cooperative)

Dialing in via ReadyTalk: Pat Cheski, Mary June, Leslie Warren, and Deb Oylar

**Others Attending:** Marc Boucher (at Bayliss Public Library) and Shawn Leche (via ReadyTalk)

**Trustees Absent:** Denise Bartlett, Janis Lubenow, Elaine Erickson, Cheryl Hoffman, Carolyn Stacey, and Jeanne Ludlow

## **APPROVAL OF THE MINUTES:**

Minutes of the Meeting of 2/19/2015: **A motion was made to approve the minutes of the meeting of February 19, 2015 as presented** (MSC Pam Christensen/Mary June). Motion carried unanimously.

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

Approval of the Balance Sheet, Year to Date Reports, and Cash Disbursements for February, March, and April 2015: Pam summarized payments for March and April 2015; there were no disbursements in February. There were no questions on the bills. Pam also read the balance sheet figures as of April 30, 2015. The year-to-date expense and revenue report as of April 30, 2015 was reviewed; Pam noted that all expenses and revenues were as expected. **A motion was made to approve cash disbursements of \$2,575 for March 2015 and \$1,148.50 for April 2015** [There were no disbursements for February 2015.]; **the balance sheet as of April 30, 2015; and the year-to-date expense and revenue reports as of April 30, 2015** (MSC Pat Cheski/Pam Christensen.) Motion carried unanimously.

Approval of the Audit for the Year Ended 9/30/2014: A final copy of UPRLC audited financial statements for the year ended September 30, 2015 was distributed electronically to members of the UPRLC Board of Trustees prior to the meeting. Board members were directed to page 23 of the audit, which shows actual revenues and expenditures compared to final budget figures. Since the UPRLC audit is prepared in the governmental format and follows GASB rules, line item expenditures cannot exceed

the budgeted line item figures. In addition, all re-billed items are now shown as separate line items; prior to FY 2014 re-billed items were posted to revolving accounts that zeroed out the revenues and expenditures. Pam referred Board members to the Schedule of Revenues, Expenditures, and Changes in Fund Balance on pages 25 and 26 of the audit report. As of 9/30/14, total general fund plus continuing education revenues were \$3,995 and expenses were \$5,171, resulting in a net loss of \$1,176.33. The loss was covered with a transfer from the General Fund fund balance. As of 9/30/2014, ALS total income was \$363,758 and total expenses were \$341,942, resulting in Net Income of \$21,816. The ALS Fund Balance as of 9/30/2014 was \$225,243.

A **motion** was made **to approve the financial audit for the year ended September 30, 2014** (MSC Pat Cheski/Pam Christensen). Motion carried unanimously.

**COMMITTEE REPORTS: ANNUAL MEETING:** Pam Christensen, the Chair of the Annual Meeting Committee, reported. The Annual Meeting is scheduled for September 30, 2015 and will be held at the Peter White Public Library. Current committee members are: Pam Christensen, Suzanne Dees, Carolyn Stacey, Dana LaLonde, and Leslie Warren. Ideas for the meeting were discussed and included:

- Leslie Warren would present a MLA update before the business meeting.
- Organize a tax tribunal panel discussion; local legislators could be asked to participate.
- Marc Boucher, the new director of the LSSU library, would present a 30 – 40 minute discussion on starting a library sponsored “Palm of the Hand” memoir writing workshop. The method helps people learn to write a one-page memoir about their life events. Marc said he could also send information to interested participants in advance of the meeting so people could work on ideas to bring to the workshop.
- Since there is considerable local interest in digital publishing, mystery writer Pat Herring, a summer resident of Manistique, would be asked to present a one-hour program (possibly during lunch) on proper editing and formatting. This program would also be a good complement to the memoir writing workshop and SLC/UPRLC’s commitment to publishing local works.
- Schedule a library idea swap that would include a discussion about hosting signature events and sharing ideas for multi-type library collaboration.

Suzanne said she would write a draft agenda and send it out to the Annual Meeting Committee.

#### **ALS ENTERPRISE AND MEMBERSHIP UPDATE:**

Suzanne Dees reported that several ALS libraries are now using Enterprise, the SirsiDynix online catalog discovery tool that features advanced searching capabilities such as fuzzy logic and faceted navigation. Library staff and patrons have expressed enthusiasm about the new product. The ALS group now needs to decide whether to replace central site servers that will soon be reaching end-of-life, or to choose SaaS, a SirsiDynix cloud-based, hosted solution. There are several advantages to choosing SaaS; however, purchasing a new central site server and maintenance contract would result in significantly lower long term costs. The ALS group has formed a committee to evaluate all options; Suzanne said that the ALS group hopes to make a final decision by fall.

ALS has recently added one new member—Sandy Knoll Elementary School, which is part of the Marquette Area Public Schools. Suzanne and Deb Oyler have developed a one-page summary of UPRLC/ALS consortium services, which could be given to library board members and school administrators. Suzanne noted that, since the new Enterprise Catalog is currently being introduced, this would be a particularly good time to send out the summary to everyone.

#### **LIBRARY NEWS:**

Suzanne Dees (Superiorland Library Cooperative) reported that most of SLC's compact, movable shelving has been dismantled and moved to Alpena; the shelving is temporarily in storage and will eventually be used by the Alpena Public Library. The interior of SLC's building was re-painted, new carpeting was installed, and some employee workstations were moved to take advantage of the additional space. SLC has also posted a new position—Communications, Outreach, and Public Relations Manager. The new employee's responsibilities will include communicating the value of library services to the community, assisting member libraries with marketing strategies and website development, training, and brand development.

Pam Christensen (Peter White Public Library) said that although PWPL has still been dealing with issues related to budget reductions due to revenue losses resulting from tax tribunal decisions or settlements, the community has been extremely supportive. U.P. Health Systems Marquette donated \$30,000 to Peter White's endowment fund. On June 8, the Steinhaus Market will host a benefit Pig Roast for the Peter White Public Library; the benefit will also include raffles and live music.

Mary June (Lake Superior State University) introduced Marc Boucher, the new LSSU library director. Lisa Waskin (Superior District Library) reported that SDL has been working on a millage campaign for the August election—the library is asking for ½ mill for 10 years. Leslie Warren, a member of the Michigan Library Association Board, talked about MLA organizational issues involving academic libraries. Deb Oyler, the director of the Houghton High School Library, and Pat Cheski, the director of the Menominee County Library, will both be retiring soon. Shawn Leche (Portage Lake District Library) said that the PLDL staff and patrons have been very pleased with Enterprise; PLDL also recently held a very successful salsa tasting event.

**Next meeting:** The next meeting of the Board of Trustees was scheduled for September 30, 2015, the day of the UPRLC Annual Meeting.

**ADJOURNMENT:** There being no further business, the meeting was adjourned at 1:23 pm. on a motion by Mary June, seconded by Pam Christensen

Respectfully submitted,

Suzanne Dees, Secretary

Pamela Malmsten, Recorder