

Upper Peninsula Region of Library Cooperation, Inc.

Meeting of the Board of Trustees
Minutes of the Meeting of June 14, 2016

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 12:35 p.m.

ROLL CALL:

Trustees Present:

Chair: Lisa Waskin (at Bayliss Public Library)

Vice-Chair: Carolyn Stacey (via ReadyTalk)

Secretary:

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

Assistant Treasurer: Pam Christensen (at Superiorland Library Cooperative)

At Bayliss Public Library: Mary June

At Superiorland: Suzanne Dees

Dialing in via ReadyTalk: Leslie Warren, Dion Mindykowski, Lisa Cromell, and Megan Buck

Library Directors Attending: Andrea Ingmire (Peter White Public Library)

Trustees Absent: Janis Lubenow, Elaine Erickson, and Cheryl Hoffman

APPROVAL OF THE MINUTES:

Minutes of the Meeting of February 16, 2016: **A motion was made to approve the minutes of the meeting of February 19, 2016 as presented** (MSC Pam Christensen/Megan Buck). 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, April, and May 2016: Pam M. reported that the UPRLC general fund budget will have to be revised before the end of the fiscal year; the insurance and operating supplies line items are slightly higher than budgeted figures. The maintenance line item in the ALS budget will also have to be increased: in January 2016 ALS migrated to SaaS (Software as a Solution), and as a result, UPRLC's records are now stored on remote servers hosted by SirsiDynix, rather than on local servers. \$15,000 was originally budgeted in the Professional and Contractual line item for server migration services; those funds will be transferred to the maintenance line item. Pam M. reported that, as of May 31, 2016, UPRLC had total assets of \$289,906.96 and total liabilities plus fund balances of \$289,906.96.

A motion was made to approve cash disbursements of \$2,175.00 for February 2016, \$751.48 for March 2016, and 709.50 for April 2016 [There were no disbursements for May 2016]; **the balance sheet as of May 31, 2016; and the year-**

to-date expense and revenue reports as of May 31, 2016 (MSC Mary June/Pam Christensen). Motion carried unanimously.

Approval of the Audit for the Year Ended 9/30/2015: Pam M. summarized the UPRLC audit report for the year ended 9/30/2015. On September 30, 2015, total general fund plus continuing education revenues were \$4,190 and expenditures were \$5,684, resulting in a net loss of \$1,494; the loss was covered with a transfer from the General Fund fund balance. As of 9/30/2016, ALS Fund total revenues, including NMLN revenues of \$501, were \$391,105, and total expenses, including NMLN expenses of \$1,797, were \$364,627, resulting in Net Income of \$26,478. The ALS Fund Balance as of 9/30/2015 was \$256,506. The complete independent audit report is posted on the UPRLC web page or is available by contacting the UPRLC Treasurer, Pam Malmsten.

A **motion** was made **to approve the financial audit for the year ended September 30, 2015** (MSC Pam Christensen/Leslie Warren). Motion carried unanimously.

NEW BUSINESS:

Approve Library Official and General Financial Contract for Erate Reimbursement Process: USAC/Erate has changed the required procedures for receiving reimbursements on phone and internet service. In the past, USAC paid the service provider and the service provider sent the library a check. Starting with reimbursements after July 1, 2016, USAC will pay libraries directly and payments will only be made by direct deposit into a bank account. Banking information will have to be provided to USAC when a new Form 498 is filed for the first time. After approving the Form 498, USAC will send a 498 ID number, which is required under the new BEAR reimbursement process. In order to receive Erate reimbursement for the UPRLC Internet Consortium for the period of July 1, 2015 – June 30, 2016, the UPRLC Board (and the governing boards of all libraries that receive eRate reimbursements) will have to pass a motion authorizing a library employee to file the Form 498.

A **motion** was made **that Suzanne Dees is the Library Official and Company Officer who is authorized to start, complete, submit, modify, and deactivate Forms 498 for purposes of the Erate Schools and Libraries Program** (MSC Pam Christensen/Megan Buck). Motion carried unanimously.

RIDES Delivery System Upper Peninsula Update: Pam Christensen reported on RIDES delivery service and the Superiorland Library Cooperative Board decision regarding member library delivery subsidies. RIDES is the Michigan Statewide resource and information sharing system. MCLS negotiated a new contract for RIDES delivery services beginning July 1, 2016, and costs for Upper Peninsula libraries increased substantially. The vendor that serves the Lower Peninsula, ProMed, does not operate in the Upper Peninsula and the U.P. vendor, Waltco, is charging substantially higher delivery costs for U.P. libraries than L.P. libraries will be paying. With only a couple of exceptions, Waltco is requiring U.P. libraries to pay for at least 3 delivery days per week. In past years, the Library of Michigan had subsidized a portion of delivery costs with LSTA funds and the total cost of the program was spread out among all participating libraries; the subsidies, however, will end in June 2016. At a Special Board meeting held on June 6, 2016, the SLC Board discussed the RIDES delivery increases and, based on recommendations by the SLC Director, passed a motion stating that, for the period of July 1, 2016 to September 30, 2016, SLC would subsidize RIDES delivery

above two delivery days per week as detailed in a spreadsheet prepared by Pam Christensen. It was also decided that a delivery committee would be formed that would look at more cost effective delivery system alternatives beginning July 1, 2016. Pam C. said that anyone interested in joining the Delivery Committee should let her know; the committee will probably begin meeting in August 2016 and will look at other possible vendors and/or consider setting up alternative routes or delivery hubs. Pam C. said that it would be desirable to have committee members from all of the SLC/UPRLC geographic regions; she added that university libraries are welcome to participate on the committee.

COMMITTEE REPORTS:

Annual Meeting: Pam Christensen, the Chair of the Annual Meeting Committee, reported. The Annual Meeting is scheduled for September 29, 2016 and will be held at the Peter White Public Library. Current committee members are: Pam Christensen, Carolyn Stacey, Lisa Waskin, Megan Buck, and Bruce MacDonald; in addition, Leslie Warren said that she would ask someone from NMU to participate. [Note: Shelley Janofski from the NMU library later agreed to serve on the committee.] Ideas for the meeting were discussed and included:

1. Leslie Warren reported that she spoke with Lynn Domina from the NMU English department. Lynn said she is willing to talk about libraries and connections with local authors.
2. Pam Christensen agreed to present a history of the UPRLC.
3. SLC will be working with a marketing person; Pam Christensen said she would contact her about presenting at the annual meeting.
4. Everyone agreed that there should be a presentation on social media marketing. Possible contacts were discussed.
5. Keynote speaker: Pam Christensen has been trying to contact Michigan author Josh Malerman; other possible key note speakers were suggested if Josh isn't available.
6. Pam Christensen suggested that the committee consider asking Amy Barritt from the Traverse Area District Library to talk about the creation of the Grand Traverse Journal and what the project has done for the community. Pam C. said that the Journal's editor and writers are all volunteers and the Traverse Area District Library posts the monthly journal on its web site. Pam C. said that this kind of project would be a good program for UPRLC to sponsor since it would link all types of libraries with members of the community.
7. A workshop or discussion of fund raising and development.
8. Mary June suggested that a session on the MCLS discussion book—"The Shallows" be included.

Lisa Waskin said that library directors and staff enjoy casual networking opportunities. She suggested that an informal gathering be organized for the night before the Annual Meeting. Lisa said that her staff would be willing to do the Annual Meeting brochure. Everyone agreed that lunch should be ordered from Border Grill. Pam Christensen said she would send out a sample agenda and organize an Annual Committee meeting later in June.

CONTINUING EDUCATION UPDATE:

Rural Libraries Conference Update: Pam Christensen reported that, at the Rural Libraries Conference, library directors seemed very interested in the CoLibri's Davinci book jacketing system. The machine can also be used to encapsulate archival materials. The list price of one machine is \$1,495, but SLC has received a discounted offer of \$1,195, with further discounts if more machines are purchased. Anyone interested should contact Pam Christensen. Pam C. said that there was also interest in Total Boox, which is an electronic book platform. Patrons would have access to the entire collection of 50,000 eBooks; the cost is a straight fee based on service population.

LIBRARY NEWS: Lisa Waskin (Superior District Library) reported that SDL's Friends of the Library groups will be attending a Friends of the Library Workshop in July at the Mollie R. Kahl Community Library in Rudyard. Friends group volunteers will network and share ideas and learn about legal issues regarding Friends groups. Pam Christensen noted that Peter White Public Library's new Director, Andrea Ingmire, was present at the meeting.

Next meeting: The next meeting of the Board of Trustees was scheduled for the day of the annual meeting, September 29, 2016.

ADJOURNMENT: There being no further business, the meeting was adjourned at 1:44 p.m. on a motion by Mary June, seconded by Megan Buck.

Respectfully submitted,

Pamela Christensen, Acting Secretary

Pamela Malmsten, Recorder