

Upper Peninsula Region of Library Cooperation, Inc.

Meeting of the Board of Trustees
Minutes of the Meeting of July 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 11:03 a.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, Lisa Cromell, Janis Lubenow, Lisa Waskin, and Carolyn Stacey

Library Directors/Staff Attending: None

Trustees Absent: Leslie Warren and Dillon Geshel

APPROVAL OF THE AGENDA: A motion was made to approve the agenda as presented (MSC Shawn Andary/Lisa Cromell). Motion carried unanimously.

APPROVAL OF THE MINUTES:

April 18, 2019 Minutes of the Executive Council Regular Meeting: A motion was made to approve the minutes of the April 18, 2019 Executive Council regular meeting as presented (MSC Janis Lubenow/Amanda Winnicki). Motion carried unanimously.

May 17, 2019 Minutes of the Executive Council Special Meeting: A motion was made to approve the minutes of the May 17, 2019 Executive Council special meeting as presented (MSC Amanda Winnicki/Lisa Waskin). Motion carried unanimously.

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

April, May, and June 2019 General Fund Cash Disbursements:

April: The \$500 to Frankenmuth Insurance was for a portion of UPRLC's property and liability insurance. The total yearly cost is \$811; the remaining \$311 was charged to the ALS fund.

May: The \$450 payment to West Bend Mutual Insurance Company was for UPRLC's Directors and Officers liability insurance.

June: The \$175.48 payment was to reimburse UPRLC Board Chair for mileage to attend the UPRLC/SLC Joint meeting on May 17.

Year to Date Report as of June 30, 2019: General fund revenues as of 06/30/2019 were \$2,686; \$2,560 of the total was for FY 2019 membership dues. UPRLC Annual

Conference vendor/sponsor cash payments totaling \$120 have been received so far; other vendors/sponsors paid online using UPRLC's PayPal account. General fund expenses as of 06/30/2019 were \$2,075; the \$950 in the professional and contractual line item was for a portion of the costs for the preparation of the UPRLC FY 2018 financial audit and 990 return. The 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 06/30/2019 was \$310,075 and the total of operating expenses (all classes) was \$309,220. Expenses include SirsiDynix ILS system maintenance through 09/30/2019 (\$135,332). ALS pays maintenance semi-annually and both payments for FY 2019 have been made.

Balance Sheet as of 6/30/2019: Total assets as of 06/30/2019 were \$339,905.35 and total liabilities plus fund balances were \$339,905.35.

A motion was made to approve April cash disbursements of \$500, May disbursements of \$450, and June disbursements of \$175.48; the year to date report as of June 30, 2019 [with revenues of \$310,075 and expenses of \$309,220]; and the balance sheet as of March 31, 2019 [with total assets of \$339,905.35 and total liabilities plus fund balances of \$309,905.35] (MSC Lisa Waskin/Megan Buck). Motion carried unanimously.

COMMITTEE AND OTHER REPORTS:

UPRLC Annual Conference 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.

A conference breakout session Call for Proposals form was distributed and the response was outstanding--23 proposals were received. The UPRLC Annual Conference Committee selected session presenters and a schedule for both days has been finalized. Conference registration will open soon. This year the Annual Conference Committee has decided to open up the conference to library staff from non-UPRLC member libraries. Registration will be available to UPRLC members exclusively for the first two to three weeks; after that the conference will be advertised more widely.

OLD BUSINESS:

UPRLC Mentoring Program: Megan Buck reported. 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 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.

The Committee developed and distributed an online Jotform application; 21 people have signed up so far. Megan encouraged everyone to spread the word about the program and noted that it is not too late to sign up.

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

institutional membership (or be affiliated with a UPRLC member library). 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

Shawn displayed the form posted on UPRLC’s web page that people can use to sign up for specific group lists.

UPRLC Wiki: Shawn reported that the UPRLC Wiki, which is a repository to store and share promotional templates, programming ideas, policies, strategic plans, documentation, etc. has been set up. The page will be password protected so that it is available only to UPRLC members. The next step is for UPRLC members to decide what materials they want to post on the Wiki. Shawn said she would draft a list of suggested categories.

NEW BUSINESS:

Bylaws Committee Discussion: At the last meeting UPRLC Board members had discussed the UPRLC Bylaws and agreed that the document needs to be updated. Marc asked the Board to talk about whether this is the time to form a committee to review the bylaws. Bylaws provisions that should be looked at include the number of Board members, Board member eligibility, and Users Councils.

A motion was made that a committee be formed to review the bylaws (MSC Megan Buck/Shawn Andary). Motion carried unanimously.

Marc Boucher, Megan Buck, Shawn Andary, Amanda Winnicki, and Pam Malmsten volunteered to serve on the committee. Shawn said she would send out a Doodle poll and try to set up a meeting in early August. It was agreed that, after the committee meets for the first time, Shawn would sent out a message to the Listserv and invite anyone interested to make suggestions to the committee.

NEXT MEETING: The next UPRLC Board meeting will be held on September 19, 2019 at 4:30 p.m. eastern.

LIBRARY NEWS: Library Directors shared news about programming and other events happening in their libraries.

ADJOURNMENT: There being no further business, the Chair declared the meeting adjourned at 12:02 p.m. eastern.

Respectfully submitted,

Shawn Andary, Secretary

Pamela Malmsten, Recorder