

Upper Peninsula Region of Library Cooperation, Inc.

Meeting of the Board of Trustees
Minutes of the Meeting of August 3, 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)

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

At Superiorland: Suzanne Dees

At Bayliss Public Library: Mary June

Dialing in via ReadyTalk or VOIP: Dillon Geshel, Andrea Ingmire, Lisa Cromell and Amanda Winnicki

Library Directors/Staff Attending: Shawn Andary, Superiorland Library Cooperative and Mark Boucher, Lake Superior State University

Trustees Absent: Janis Lubenow and Dion Mindykowski

APPROVAL OF THE AGENDA: The agenda was approved as presented on a motion by Mary June, seconded by Megan Buck.

APPROVAL OF THE MINUTES:

Minutes of the Executive Council of May 11, 2017: **A motion was made to approve the minutes of the Executive Council meeting of May 11, 2017 as presented** (MSC Megan Buck /Mary June). Motion carried unanimously.

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

Approval of the Year to Date Report as of July 31, 2017: The UPRLC combined budget year-to-date report as of 07/31/2017 was reviewed.

Pam M. noted that, since the General Fund is running out of money, the annual audit and part of the insurance premium were paid with ALS funds. Leslie Warren suggested that the Board discuss ways to increase General Fund Revenues and consider forming a committee that would work on membership initiatives. Suggestions included:

1. Raising membership dues and the Annual Meeting registration fee. (Megan Buck noted that we did increase the Annual Meeting registration fee this year.)

2. Suzanne Dees suggested fund raising—UPRLC already has a license to solicit. A concern was that UPRLC would compete with member libraries for donations. Megan Buck suggested placing a PayPal donate button on the “uphistory.org” site.
3. Increase dues payments and library participation by conveying the value of UPRLC to member libraries. Lisa Cromell suggested asking “Where would we be without UPRLC?” We could ask members to write statements expressing why UPRLC is valuable; this could be done at the Annual Meeting. Suzanne Dees noted that many public libraries have “Tell Your Library Story” links on their websites; she suggested that UPRLC could do something similar. Megan Buck commented that we need to let members know what they would lose if they don’t pay their dues.
4. Megan Buck noted that many school libraries no longer have media specialists. She suggested that UPRLC could offer a mentoring service: public or academic library directors would partner with school library personnel to work on expanding services and identifying grant opportunities. Megan added that the mentors could offer to review grants and make suggestions for changes before the grants are submitted. Leslie Warren commented that that many library directors are interested in finding sources of small grants. Lisa Waskin suggested that UPRLC set up a web page with lists of small granting organizations and display links to community foundations; we could also help match grantors with potential grantees. Lisa added that perhaps the SLC Grants Committee could help with this. Suzanne Dees suggested setting up a web site where UPRLC members could list their specific needs and donors could choose specific institutions/projects to fund. Leslie Warren noted that we need a good contact list for reaching out to the inactive members; Shawn Andary said that UPRLC staff is working on updating the contact list.
5. Shawn Andary commented that there are many free webinar training sessions available; she suggested that UPRLC could coordinate this information. Suzanne Dees noted that many libraries already have interactive video conferencing equipment that could be used; they just need to find out about the training opportunities.

Board members agreed that they would talk more about increasing UPRLC member participation and revenues at the next meeting.

A **motion** was made to **approve the year to date report as of July 31, 2017** [with revenues of \$379,277 and expenses of \$337,542] **as presented** (MSC Mary June/Suzanne Dees). Motion carried unanimously.

Approval of the Balance Sheet as of July 31, 2017: The balance sheet as of 07/31/2017 was reviewed. A **motion** was made to **approve the balance sheet as of July 31, 2017 as presented** [with total assets of \$340,615.27 and total liabilities plus fund balances of \$340,615.27] (MSC Megan Buck/Lisa Cromell). Motion carried unanimously.

Cash Disbursements: Pam M. noted that there were no general fund disbursements for May – July 2017.

Approval of the ALS Budget Revision for FY 2016/2017: A second ALS FY 2016/2017 budget revision was considered by the Board. Pam M. reported that the ALS group approved the revised FY 2016/2017 budget at the morning meeting; the UPRLC

Board also has to approve the budget revision. ALS operating fee revenues were reduced from \$308,300 to \$305,875. Several line item expenses were reduced, however the professional and contractual line item was increased since UPRLC's share of costs for employee wages and benefits were running close to the 10/12 budget line item figure. Net income in the original budget was \$9,923; in the revised budget it dropped to \$8,431.

A **motion** was made **to approve the FY 2016/2017 budget revision (revenues and expenses)** [with total revenues of \$400,064 and total expenses of \$391,633] **as presented** (MSC Megan Buck/Suzanne Dees). Motion carried unanimously.

COMMITTEE AND OTHER REPORTS:

UPRLC Annual Meeting Update: The UPRLC Annual meeting is scheduled for September 13th and 14th, 2017 at the Peter White Public Library in Marquette. Committee Chair Megan Buck reported that the registration brochure will be finished today and will be mailed out soon. Megan noted that this year's meeting will include programming on both days of the conference. Bonnie Witchtner-Zoia from the Michigan State University Extension Service will present a "Real Colors" personality temperament workshop on Wednesday; Bonnie is also Thursday's keynote speaker and will talk about conflict resolution. Representatives from the Library of Michigan, MCLS, and SirsiDynix will be making presentations at the meeting. Breakout sessions will be organized in three tracts: outreach, management, and technology. Vendors will be also part of the annual meeting this year.

RIDES Committee Update: Lisa Waskin, a member of the MCLS (Midwest Collaborative for Library Services) RIDES Delivery Advisory Committee, reported that the Library of Michigan and MCLS are in the beginning stages of a delivery system study.

U.P. MeL Users Day: Shawn Andary reported that a free MeLCat Users Day workshop was held on July 26, 2017 from 9:30 a.m. to 12:30 p.m. at the Peter White Public Library in Marquette. Shawn presented a UPRLC-focused afternoon resource sharing training session from 2 – 4 p.m.

Shawn shared some of the highlights of the workshop:

- (1) Improved MeLCat search results: titles owned by libraries with the largest number of copies of the requested item will be listed first.
- (2) The MeLCat page now includes a widget on the side that would allow users to add titles to their Goodreads bookshelf.
- (3) MeLCat now includes a link that would take users back to their home libraries' Enterprise page.
- (4) Linked data: MeLCat has a goal of full Linked Data capabilities of libraries' holdings--data would be discoverable during Internet browser searches; selection of the linked data items would then direct the user back to the UPRLC Enterprise catalog.

OLD BUSINESS:

Why Join UPRLC? This topic was addressed earlier during the discussion about ways to increase UPRLC revenues and member participation.

NEW BUSINESS:

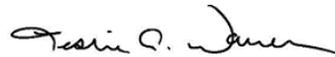
UPRLC Board Member Terms Expiring September 30, 2017: UPRLC Board members with terms expiring September 30, 2017 include: Pam Christensen, Suzanne Dees, Janis Lubenow, and Pam Malmsten. Board Chair Lisa Waskin said that anyone interested in serving on the Board for FY 2017/2018 should let her know; she added that she would particularly like to see more small libraries represented on the UPRLC Board. Shawn Andary indicated that she would be interested in serving on the Board.

LIBRARY NEWS: Lisa Waskin talked about Superior District Library's "Yoopers Rock!" program; SDL staff is trying to get the whole U.P. involved. Lisa said that people are posting pictures of the rocks from all across the country. Mary June and Marc Boucher reported that the Lake Superior State University library is in the middle of a construction project. Megan Buck said the Dickinson County Library has been extremely busy this summer. She added that the library is in the early stages of an interior re-design project; construction will probably begin in early 2018.

NEXT MEETING: The next meeting of the UPRLC Board will be held on September 14, 2017 during the Annual Meeting. The first meeting of FY 2017/2018 was scheduled for November 9, 2017.

ADJOURNMENT: There being no further business, the meeting was declared adjourned at 2:30 p.m. on a motion by Mary June, seconded Suzanne Dees.

Respectfully submitted,



Leslie Warren, Secretary

Pamela Malmsten, Recorder