

Upper Peninsula Region of Library Cooperation, Inc.

Meeting of the Board of Trustees
Minutes of the Meeting of September 14, 2017

CALL TO ORDER: The Board of Trustees of the Upper Peninsula Region of Library Cooperation met during the UPRLC Annual meeting in Community Room of the Peter White Public Library, 217 N. Front St, Marquette. The Chair, Lisa Waskin, called the meeting to order at 4:53 p.m.

ROLL CALL:

Trustees Present:

Chair: Lisa Waskin

Vice-Chair: Megan Buck

Secretary: Leslie Warren

Treasurer: Pam Malmsten, Recorder

Assistant Treasurer: Andrea Ingmire

Pam Christensen, Mary June, Dion Mindykowski, Dillon Geshel, Lisa Cromell, and Amanda Winnicki

Library Directors/Staff Attending: None

Trustees Absent: Suzanne Dees and Janis Lubenow

APPROVAL OF THE AGENDA: The agenda was approved as presented on a motion by Lisa Cromell, seconded by Amanda Winnicki.

APPROVAL OF THE MINUTES:

Minutes of the Executive Council Meeting of August 3, 2017: **A motion was made to approve the minutes of August 3, 2017 as presented** (MSC Dillon Geshel/Megan Buck). Motion carried unanimously

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

Approval of Cash Disbursements for August 2017: **A motion was made to approve general fund cash disbursements of \$94 for August 2017** (MSC Pam Christensen/Lisa Cromell). Motion carried unanimously.

Approval of the Year to Date Report as of August 31, 2017: Pam Malmsten reported that total general fund cash disbursements as of 8/31/2017 were \$548 and total revenues were \$4,900. Total expenditures for all funds were \$353,063 and total revenues for all funds were \$384,911

A motion was made to approve the year to date report as of August 31, 2017 [with revenues of \$384,911 and expenses of \$353,063] as presented (MSC Pam Christensen/Lisa Cromell). Motion carried unanimously.

Approval of the Balance Sheet as of August 31, 2017: The balance sheet as of 08/31/2017 was reviewed. **A motion was made to approve the balance sheet as of August 31, 2017 as presented** [with total assets of \$330,728.45 and total liabilities plus

fund balances of \$330,728.45] (MSC Megan Buck/Amanda Winnicki). Motion carried unanimously.

Approval of the Revised UPRLC/ALS/NMLN Budget for FY 2016/2017: Pam Malmsten noted that the final FY 2016/2017 ALS/NMLN fund budget revision was approved by the ALS Council and the UPRLC Board at the August 3, 2017 meetings, and that the current proposed revision is for the UPRLC General Fund. The Board reviewed a spreadsheet that showed both the current budget and the proposed revised budget. The annual meeting revenue (\$2,980) and annual meeting expense (3,000) line items were adjusted to reflect the anticipated increase in both revenues and expenditures for this year's UPRLC Annual Meeting. The General Fund insurance line item was also reduced since ALS paid one-half of the cost of UPRLC's property and liability insurance. Total General Fund revenues in the proposed revised budget are \$5,660 and total expenses are \$3,569.

A motion was made to approve the UPRLC FY 2016/2017 budget revision [with total revenues of \$398,649 and total expenses of \$388,127] as presented (MSC Pam Christensen/Megan Buck). Motion carried unanimously.

Approval of the UPRLC/ALS/NMLN Budget for FY 2017/2018: Pam Malmsten noted that the ALS Council and the UPRLC Board approved the original ALS/NMLN FY 2017/2018 budget at the February 2, 2017 meetings; a budget revision for ALS was approved by the UPRLC Board and ALS at the May 11, 2017 meetings. The General Fund budget is similar to the final FY 2016/2017 General Fund budget. Total General Fund revenues are \$5,860 and total expenses are \$4,355.

A motion was made to approve the UPRLC FY 2017/2018 budget [with total revenues of \$409,011 and total expenses of \$398,918] as presented (MSC Amanda Winnicki/Andrea Ingmire). Motion carried unanimously.

UPRLC POLICIES:

Conflict of Interest Policy: Pam M. reminded FY 2018 Board members to return the signed FY 2017/2018 Conflict of Interest Policy forms as soon as possible; all forms must be received by January 1, 2018.

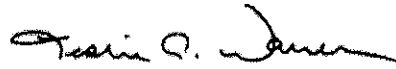
E-Rate Policies: Proposed E-Rate policies were distributed to the Board for consideration. The policies included a record retention policy, a gift policy, a procurement policy, and an affirmation of the Children's Internet Protection Act (CIPA) compliance. **A motion was made to accept the UPRLC E-Rate Policies as presented (MSC Pam Christensen/Dillon Geshel). Motion carried unanimously.** The 2017/2018 E-Rate Policies are posted on the UPRLC web site at: http://joomla.uproc.lib.mi.us/uproc/Images/pdf_files/UPRLCeratepolicies.pdf.

ELECTION OF OFFICERS: A motion was made to elect the following nominated slate of officers for FY 2017/2018: Chair: Marc Boucher, Vice-Chair: Megan Buck, Secretary: Dillon Geshel, Treasurer: Pamela Malmsten, and Deputy Treasurer: Andrea Ingmire (MSC Pam Christensen/Amanda Winnicki). Motion carried unanimously. Officers also serve on the Contract Review Committee.

NEXT MEETING: The next meeting of the UPRLC Board will be held on November 9, 2017 at 1:30 p.m. eastern.

ADJOURNMENT: There being no further business, the Chair declared the meeting adjourned at 5:13 p.m. eastern.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Leslie Warren". The signature is written in a cursive style with a long, sweeping underline.

Leslie Warren, Secretary

Pamela Malmsten, Recorder