

Upper Peninsula Region of Library Cooperation, Inc.

Meeting of the Board of Trustees
Minutes of the Meeting of September 19, 2019

CALL TO ORDER: The Board of Trustees of the Upper Peninsula Region of Library Cooperation met during the UPRLC Annual Conference at the Peter White Public Library in Marquette. The Chair, Marc Boucher, called the meeting to order at 4:30 p.m.

ROLL CALL:

Trustees (FY 2019) Present:

Chair: Marc Boucher

Vice-Chair: Megan Buck

Secretary: Shawn Andary

Treasurer: Pam Malmsten, Recorder

Assistant Treasurer: Andrea Ingmire

Lisa Waskin, Dillon Geshel, Lisa Cromell, Carolyn Stacey, Amanda Winnicki and Janis Lubenow

FY 2020 Trustees Present: Jessica Holman, Megan Clarke, and Erin Matas

Library Directors/Staff Attending: Michelle Hach, Jeremy Morelock, and Lissa Potter

Trustee Absent: Leslie Warren

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

APPROVAL OF THE MINUTES:

Minutes of the Executive Council of July 18, 2019: **A motion** was made to **approve the minutes of July 18, 2019 as presented** (MSC Lisa Waskin/Amanda Winnicki). Motion carried unanimously

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

July and August 2019 General Fund Cash Disbursements:

July: The \$83.94 payment to OfficeDepot was for table tents for the Annual Conference.

August: The \$94 payment to Pride Printing was for the Annual Conference flyers. Total July disbursements were \$83.94, and total August disbursements were \$114.

Year to Date Report as of 08/31/2019: General fund revenues as of 08/31/2019 were \$2,686 and expenses were \$2,273 Total revenues (all funds) as of 8/31/2019 were \$363,477 and total expenses were \$333,025.

Balance Sheet as of 08/31/2019: Total UPRLC assets as of 08/31/2019 were \$386,163.16 and total liabilities plus fund balances were \$386,163.16.

A **motion** was made to **approve cash disbursements of \$83.94 for July and \$114 for August, the year-to-date report as of August 31, 2019** [with revenues of \$363,477 and expenses of \$333,025], **and the balance sheet as of August 31, 2019** [with total assets of \$386,163.16 and total liabilities plus fund balances of \$386,163.16] **as presented** (MSC Megan Buck/Andrea Ingmire). Motion carried unanimously.

FY 2018/2019 Budget Revision: The ALS group approved its final FY 2019 budget revision on August 8, 2019.

ALS Revenues: Interest and system operation fee revenues were increased based on actual receipts.

ALS Expenses: Professional and contractual line item sub-accounts were adjusted; these are items that are paid to the Superiorland Library Cooperative for reimbursement of salaries and office overhead expenses. The total FY 2019 professional and contractual line item, as well as total expenses, remained the same.

General Fund and Continuing Education Fund: There were no recommended FY 2019 budget changes in the General Fund or the Continuing Education Funds.

Total revised FY 2019 revenues: \$409,374

Total revised FY 2019 expenses: \$399,870

Total projected FY 2019 net income: \$9,504

A **motion** was made to **approve the UPRLC FY 2018/2019 budget revision** [with total revenues of \$409,374 and total expenses of \$399,870] **as presented** (MSC Dillon Geshel/Shawn Andary). Motion carried unanimously.

Approval of the UPRLC/ALS/NMLN Budget for FY 2019/2020: The original ALS FY 2020 budget was approved on 2/14/2019 by both ALS and on 2/26/2019 by the UPRLC Executive Council. The ALS FY 2020 budget includes a 2% operating fee increase for automated system members.

ALS Total Revenues: \$366,280.63; ALS Total Expenses: \$363,090.66.
Projected ALS Net Income: \$3,190.

General Fund/Continuing Education Budget for FY 2019/2020: Total projected General Fund/Continuing Education Fund revenues are \$6,060 and total expenses are \$6,060. Total projected net income is \$0.

Total FY 2019/2020 revenues (all funds): \$372,341

Total FY 2019/2020 expenses (all funds): \$369,151

Total projected FY 2020 net income: \$3,190.

A **motion** was made to **approve the UPRLC FY 2019/2020 budget** [with total revenues of \$372,341 and total expenses of \$369,151] **as presented** (MSC Lisa Waskin/Shawn Andary). Motion carried unanimously.

UPRLC POLICIES:

Conflict of Interest Policy: FY 2020 Board members were reminded to return the signed FY 2019/2020 Conflict of Interest Policy forms as soon as possible; all forms must be received by January 1, 2020.

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 Amanda Winnicki/Megan Buck). Motion carried unanimously.

ELECTION OF OFFICERS: All current officers expressed interest in retaining their positions for FY 2019/2020.

A motion was made to elect the following nominated slate of officers for FY 2019/2020: Chair: Marc Boucher, Vice-Chair: Megan Buck, Secretary: Shawn Andary, Treasurer: Pamela Malmsten, and Deputy Treasurer: Andrea Ingmire (MSC Lisa Cromell/Amanda Winnicki). Motion carried unanimously. It was noted that officers also serve on the Contract Review Committee.

NEXT MEETING: The next meeting of the UPRLC Board will be determined at a later date.

ADJOURNMENT: There being no further business, the Chair declared the meeting adjourned at 4:52 p.m. eastern.

Respectfully submitted,

Shawn Andary, Secretary

Pamela Malmsten, Recorder