

# Upper Peninsula Region of Library Cooperation, Inc.

Meeting of the Board of Trustees  
Minutes of the Meeting of September 26, 2018

**CALL TO ORDER:** The Board of Trustees of the Upper Peninsula Region of Library Cooperation met during the UPRLC Annual meeting at Bay College in Escanaba. The Chair, Marc Boucher, called the meeting to order at 4:19 p.m.

## **ROLL CALL:**

### **Trustees Present:**

Chair: Marc Boucher

Vice-Chair: Megan Buck

Secretary: Dillon Geshel

Treasurer: Pam Malmsten, Recorder

Assistant Treasurer: Andrea Ingmire

Lisa Waskin, Leslie Warren, Lisa Cromell, and Amanda Winnicki

**Library Directors/Staff Attending:** Shawn Andary, Carolyn Stacey, Pam Adams, April Lark, Lynette Suckow, Bruce Sarjeant, and Jeremy Morelock

**Trustees Absent:** Suzanne Dees, Mary June, and Janis Lubenow

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

## **APPROVAL OF THE MINUTES:**

Minutes of the Executive Council of May 10, 2018: **A motion** was made to **approve the minutes of May 10, 2018 as presented** (MSC Megan Buck/Lisa Waskin). Motion carried unanimously

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

General Fund Cash Disbursements for June, July, and August 2018: A June payment of \$450 (account 3-910) was for Directors and Officers insurance. The \$94 payment (account 3-865.2) in July to Pride Printing was for printing of annual meeting flyers. Total June disbursements were \$462.98; total July disbursements were \$111.05, and total August disbursements were \$10.53. (Note: There were no May General Fund disbursements.)

Year to Date Report as of August 31, 2018: Pam Malmsten reported that total General Fund revenues as of 8/31/2018 were \$4,101 and total expenses were \$1,699. Total revenues for all funds were \$372,960 and total expenses for all funds were \$327,178.

Balance Sheet as of August 31, 2018: Pam reported that, as of 8/31/2018, UPRLC had total assets of \$362,980.03 and total liabilities plus fund balances of \$362,090.03.

**A motion** was made to **approve cash disbursements of \$462.98 for June, \$111.05 for July, and \$10.53 for August; the year-to-date report as of August 31,**

**2018** [with revenues of \$372,960 and expenses of \$327,178]; **and the balance sheet as of August 31, 2018** [with total assets of \$362,980.03 and total liabilities plus fund balances of \$362,090.03] **as presented** (MSC Amanda Winnicki/Lisa Cromell). Motion carried unanimously.

FY 2017/2018 Budget Revision: ALS Fund: Pam reported that the ALS group approved the ALS budget revision on 9/6/2018. Line items were revised based on actual YTD expenditures: computer supplies were reduced from \$3,000 to \$1,000 and communications were increased from \$2,000 to \$2,300. The amount paid to SLC for staffing and overhead (professional and contractual line item) was reduced; costs were lower than anticipated due to some delays in hiring staff. Total revised ALS fund revenues are \$402,662 and total expenditures are \$385,368. *Continuing Education Fund:* The Continuing Education fund was revised because Annual Meeting revenues and expenses will be higher than originally budgeted. Total revised revenues are \$4,235 and total revised expenses are \$3,800. *General Fund:* There were a few minor line item adjustments based on actual year-to-date expenditures. Total revised revenues for all funds are \$410,214 and total revised expenditures are \$393,783.

A **motion** was made **to approve the UPRLC FY 2017/2018 budget revision** [with total revenues of \$410,214 and total expenses of \$393,783] **as presented** (MSC Andrea Ingmire/Megan Buck). Motion carried unanimously.

Approval of the UPRLC/ALS/NMLN Budget for FY 2018/2019: ALS/NMLN Fund: Pam Malmsten reported that the ALS group approved its original FY 2018/2019 budget on 2/15/2018; and the revised budget was approved on 9/6/2018. ALS revenues were not revised. The professional and contractual line item, which includes reimbursement to SLC for staffing and overhead costs, was adjusted. NMLN revenues and expenditures were also adjusted. The NMLN Board approved its FY 2018/2019 budget on 9/6/2018. Total ALS/NMLN revenues are \$314,684 and total ALS/NMLN expenses are \$310,427; projected net income is \$4,257. *General Fund/Continuing Education Fund:* Total projected revenues are \$6,180 and total expenses are \$5,525; projected net income is \$655. Total projected revenues for all funds are \$404,565 and total projected expenses are \$399,652. Total projected net income for FY 2018/2019 is \$4,913.

A **motion** was made **to approve the UPRLC FY 2018/2019 budget** [with total revenues of \$404,565 and total expenses of \$399,652] **as presented** (MSC Leslie Warren/Andrea Ingmire). Motion carried unanimously.

## **UPRLC POLICIES:**

Conflict of Interest Policy: Pam reminded FY 2019 Board members to return the signed FY 2018/2019 Conflict of Interest Policy forms as soon as possible; all forms must be received by January 1, 2019.

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 Lisa Waskin/Dillon Geshel). Motion carried unanimously.

**ELECTION OF OFFICERS:** A **motion** was made **to elect the following nominated slate of officers for FY 20182019: Chair: Marc Boucher, Vice-Chair: Megan Buck, Secretary: Shawn Andary, Treasurer: Pamela Malmsten, and Deputy Treasurer:**

**Andrea Ingmire** (MSC Lisa Waskin/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 held on November 15, 2018 at 10:00 a.m. eastern.

**ADJOURNMENT:** There being no further business, the Chair declared the meeting adjourned at 4:57 p.m. eastern.

Respectfully submitted,

Dillon Geshel, Secretary

Pamela Malmsten, Recorder