

Upper Peninsula Region of Library Cooperation, Inc.

Meeting of the Board of Trustees
Minutes of the Meeting of November 9, 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, Marc Boucher, called the meeting to order at 1:39 p.m.

ROLL CALL:

Trustees Present:

Chair: Marc Boucher (at Bayliss Public Library)

Vice-Chair: Megan Buck (at Dickinson County Library)

Secretary: Dillon Geshel (calling in via ReadyTalk)

Treasurer: Pam Malmsten (at Superiorland Library Cooperative), Recorder
Dialing in via ReadyTalk or VOIP: Dion Mindykowski, Lisa Cromell, Amanda Winnicki, and Suzanne Dees

Library Directors/Staff Attending: At Superiorland Library Cooperative: Shawn Andary, Superiorland Library Cooperative

Trustees Absent: Andrea Ingmire, Mary June, Pam Christensen, Janis Lubenow, Leslie Warren, and Lisa Waskin

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

APPROVAL OF THE MINUTES:

Minutes of the Executive Council Meeting of September 14, 2017: **A motion** was made **to approve the minutes of the Executive Council meeting of September 14, 2017 as presented** (MSC Dillon Geshel/ Megan Buck). Motion carried unanimously.

Minutes of the Annual Business Meeting of September 14, 2017: **A motion** was made **to approve the minutes of the Annual Business meeting of September 14, 2017 as presented** (MSC Lisa Cromell/Amanda Winnicki). Motion carried unanimously.

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

FY 2016/2017 Year End Report: Pam. M. presented a financial summary of the fiscal year that ended September 30, 2017. She noted that the FY 2017 financial audit had not yet been completed and the figures could change slightly.

The UPRLC ALS (automated library system) class ended FY 2017 with net income of \$15,657.89, this was reduced by \$1,659, which was the NMLN (Northern Michigan Library Network) net loss, resulting in final ALS net income of \$13,998.89. On

10/1/2016, the ALS fund balance was \$266,124.36; with the addition of the FY 2017 net income, the ALS fund balance on 10/1/2017 was \$280,123.25.

The UPRLC General Fund began FY 2017 with a 0 fund balance. Since the General Fund was depleted, ALS paid for the financial audit and half of the property and liability insurance. On 9/30/2017, the General Fund showed net income of \$2,236.50. General fund revenues consisted of membership dues totaling \$2,680.

On 10/1/2016, the Continuing Education Fund Balance was \$2,154.22. FY 2016/2017 net income was \$440.28; this was the 2017 Annual Meeting net income. The Continuing Education fund balance on 10/1/2017 was \$2,594.50.

FY 2017 UPRLC Annual Meeting Financial Report: Total 2017 Annual Meeting revenues were \$3,240 and total expenses were \$2,799.72, resulting in net income of \$440.28. The total number of registrations on Wednesday and Thursday was 32 (\$1,650). The total number of Thursday-only registrations was 25 (\$890). There were 8 vendor registrations; 5 vendors paid \$100 and 3 vendors paid \$50; vendor registration revenues totaled \$650.

Cash Disbursements for August and September 2017: All of the General Fund August and September disbursements were for Annual Meeting expenses. Also included in the September disbursements report were Annual Meeting accounts payable expenses that were charged to the credit card and would be paid in October.

A **motion** was made to **approve August cash disbursements of \$94 and September cash disbursements of \$1,338.06** (MSC Suzanne Dees/Megan Buck). Motion carried unanimously.

Year to Date Report as of September 30, 2017: The Year-to-Date UPRLC Combined Budget Expense and Revenue report as of 9/30/2017 was reviewed. Pam M. noted that line item expenses were under the budgeted amount for all line items.

A **motion** was made to **approve the year to date report as of September 30, 2017** [with revenues of \$390,618 and expenses of \$373,942] **as presented** (MSC Lisa Cromell/Suzanne Dees). Motion carried unanimously.

Cash Disbursements for October 2017: Most of the October disbursements were accounts payable payments (\$1,297.72) for the September Annual Meeting expenses.

A **motion** was made to **approve October cash disbursements of \$1,307.99** (MSC Megan Buck/Dillon Geshel). Motion carried unanimously.

Year to Date Report as of October 31, 2017: The Year-to-Date UPRLC Combined Budget Expense and Revenue report as of 10/31/2017 was reviewed.

A **motion** was made to **approve the year to date report as of October 31, 2017** [with revenues of \$111,795 and expenses of \$10,922] **as presented** (MSC Megan Buck/Amanda Winnicki). Motion carried unanimously.

Approval of the Balance Sheet as of October 31, 2017: The balance sheet as of 10/31/2017 was reviewed. A **motion** was made to **approve the balance sheet as of October 31, 2017 as presented** [with total assets of \$408,294.54 and total liabilities plus fund balances of \$408,294.54] (MSC Lisa Cromell/Suzanne Dees). Motion carried unanimously.

COMMITTEE AND OTHER REPORTS:

UPRLC Annual Meeting: Everyone agreed that the 2017 Annual Meeting was very successful. Shawn Andary reported that the 2018 UPRLC Annual Meeting Committee will be meeting on November 28 at 10:30 a.m.; committee volunteers are still needed. Shawn added that, due to a major construction project, the Peter White

Public Library will not be available for the meeting and an alternate venue has to be chosen. Marc Boucher commented that the committee should look into the possibility of live-streaming some of the Annual Meeting programs. .

RIDES Committee Update: The Midwest Collaborative for Library Services (MCLS) contracts with the Library of Michigan (LM) to administer and implement the RIDES delivery system. LM provided LSTA (Library Services and Technology Act) funding to MCLS to conduct a study of RIDES and make suggestions for improvements. To conduct the study, MCLS established A RIDES Delivery Task Force. The Task Force decided to hire a consultant to conduct an assessment of the current RIDES delivery system and pricing structure. The consultant visited Marquette and met with staff from SLC and other RIDES participating libraries. Shawn Andary reported that those attending were impressed with the consultant and are looking forward to her report, which should be completed soon. The group discussed the fact that, although Upper Peninsula delivery service is more expensive, library directors and staff were quite satisfied with the quality of the service provided by Waltco, the U.P. vendor. The consultant will make recommendations on improving the delivery service and making it more cost effective-- including equalizing the pricing structure between the Upper Peninsula and Lower Peninsula.

OLD BUSINESS:

Increasing UPRLC Member Participation and Revenues: At the August 2017 meeting the UPRLC Board had discussed ideas for increasing UPRLC member services and participation and for generating more revenues. The Forsyth Township Public Library is partnering with the Gwinn Community Schools to provide eResource cards, which would allow students to access the Forsyth Library's digital resources; Megan Buck suggested that this service could be extended to other schools as a way to increase school participation. Shawn Andary said that she would keep the Board apprised on the success of the Forsyth Library-Gwinn Schools partnership. Megan added that there may be other ways to reach out to schools, such as loading student works into the library's catalog; the Pickford Library used Smashwords to facilitate a writing project with local students. Pam M. commented that partnering with schools would be a good way to convey the value of UPRLC to school administrators. Marc Boucher suggested conducting a survey to find out why libraries have dropped out of UPRLC and to consider directly contacting libraries that are no longer participating. Marc said he liked the idea of offering mentoring services (this was discussed at the August meeting); he added that project collaboration could also be offered to libraries.

NEW BUSINESS:

Digital Newspaper Program: Marc Boucher reported on a vendor, AccessNewspaperARCHIVE, that offers a program for libraries, schools, and other institutions to provide digitized newspapers to patrons. The company would digitize newspapers on microfilm and create a regional historical database; customers receive five years of free access to the content. Lisa Cromell said that the Munising School Public Library had spent the last two years digitizing newspapers and creating an archive and that the project was very time-consuming and expensive; she wondered if these holdings could be added to the AccessNewspaper archives. Marc noted that Pam Christensen is more familiar with this program and it was agreed that this topic would be further discussed at the next meeting when Pam C. would be present.

LIBRARY NEWS: Megan Buck reported that, on Saturday, November 11, the Dickinson County Library will be hosting Jim Edelman and Tom Daldin from “Under the Radar Michigan”, a popular PBS television program that features people and places in Michigan. Megan had sent out announcements of the event via the Listserv and she invited Library Directors to steer their patrons to DCL on November 11th. Megan also said that, at its next meeting, the DCL Board will be considering the approval of a major library interior redesign plan.

NEXT MEETING: After discussion, it was agreed that the next Board meeting would be scheduled sometime in February 2018—either the same day as the ALS meeting (February 8th) or soon after. Tentative meeting dates will be sent to the Board as soon as possible. [Note: the next meeting will be held on February 8, 2017 at 1:30 pm eastern.]

ADJOURNMENT: There being no further business, the Chair declared the meeting adjourned at 2:56 p.m.

Respectfully submitted,

Dillon Geshel, Secretary

Pamela Malmsten, Recorder