

# Upper Peninsula Region of Library Cooperation, Inc.

Meeting of the Board of Trustees  
Minutes of the Meeting of November 15, 2018

**CALL TO ORDER:** The Board of Trustees of the Upper Peninsula Region of Library Cooperation met at the Superiorland Library Cooperative, 1615 Presque Isle Avenue, Marquette and via Zoom audio/video conferencing. The Vice-Chair, Megan Buck, called the meeting to order at 10:14 a.m. eastern.

## **ROLL CALL:**

### **Trustees Present:**

Vice-Chair: Megan Buck

Treasurer: Pam Malmsten, Recorder

Assistant Treasurer: Andrea Ingmire

Amanda Winnicki, Lisa Cromell, Carolyn Stacey and Lisa Waskin

**Library Directors/Staff Attending:** None

**Trustees Absent:** Janis Lubenow, Shawn Andary, Leslie Warren, Marc Boucher, and Dillon Geshel

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

## **APPROVAL OF THE MINUTES:**

September 26, 2018 Minutes of the Executive Council Meeting and the September 26, 2018 Annual Business Meeting: **A motion was made to approve the minutes of the September 26, 2018 Executive Council meeting and the minutes of the September 26, 2018 Annual Business Meeting as presented** (MSC Andrea Ingmire/Lisa Cromell). Motion carried unanimously.

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

Cash Disbursements for September 2018: It was noted that all but \$20 of the September cash disbursements and open accounts payable expenses were for Annual Meeting costs. The \$20 to the State of Michigan was for UPRLC's Corporate Report. Total Cash Disbursements for September 2018 were \$3,029.25.

2018 Annual Conference Report: A detailed financial report summarizing annual meeting revenues and expenditures was distributed to the Board in advance of the meeting. *Revenues:* registration fees included \$1,350 from vendors and \$2,825 for conference participants. Total conference revenues were \$4,175. *Expenses:* Total conference expenses were \$3,262.36. The largest expenditures were for the Bay College catering service (\$1,622.25) and the two keynote speakers (\$1,337). Conference net income was \$912.64.

Year to Date Report as of September 30, 2018:

**General/Continuing Education Funds:** The UPRLC General Fund had total revenues of \$2,776 and total expenses of \$1,675 with a net income of \$1,308.10. The

Continuing Education Fund had total revenues of \$4,225 and total expenses of \$3,312.36 with a net income of \$912.64. Total revenues for the general fund and CE funds combined were \$7,001 and total expenses were \$4,780.26, resulting in net income of \$1,576 for the combined funds.

**ALS/NMLN Fund:** Total ALS/NMLN operating revenues were \$311,279.12 and total expenses were \$278,425.80, resulting in net income of \$32,853.32; this net income was added to the ALS Fund Balance. The ALS fund also had \$59,105.40 in rebilled revenues, and \$59,105.38 in rebilled expenses for FY 2017/2018.

**All Funds:** As of September 30, 2018, total revenues for all funds were \$377,385.52 and total expenses were \$342,311.44, resulting in total net income of \$35,074.08.

A motion was made to approve **September 2018 cash disbursements of \$3,029.25 and the year to date report as of September 30, 2018** [with revenues of \$377,385.52 and expenses of \$342,311.44] (MSC Amanda Winnicki/Carolyn Stacey). Motion carried unanimously.

Cash Disbursements for October 2018: Cash disbursements for October were for the two open September Accounts Payable expenses, which were costs associated with the annual meeting. **Total cash disbursements for October 2018: \$52.11.**

Year to Date Report as of October 31, 2018: Total General Fund revenue as of 10/31/2018 was negative \$40; this was a 2018 membership dues refund. October 2018 expenses were \$0. Total operating (non-rebilled) revenues as of 10/31/2018 were \$111,546 (first quarter ALS Fees) and total operating expenses were \$80,387 (this includes the SirsiDynix maintenance invoice for October 1, 2018 – March 31, 2019-- \$67,666.)

Balance Sheet as of October 31, 2018: Total assets as of 10/31/2018 were \$377,869.99 and total liabilities plus fund balances were \$377,869.99.

A motion was made to approve **October 2018 cash disbursements of \$52.11, the year to date report as of October 31, 2018** [with revenues of \$127,540 and expenses of \$89,303], and the **balance sheet as of October 31, 2018** [with total assets of \$377,869.99 and total liabilities plus fund balances of \$377,869.99] (MSC Lisa Waskin /Carolyn Stacey). Motion carried unanimously.

## **COMMITTEE AND OTHER REPORTS:**

UPRLC Annual Meeting: The UPRLC Annual Meeting was held on September 25<sup>th</sup> and September 26<sup>th</sup> at Bay College in Escanaba. Programming focused on technology; keynote speakers were Dr. Michael Stephens and author Fred Stonehouse Megan Buck, Chair of the Annual Meeting Committee, reported that the conference was very successful. The Annual Meeting Committee will be meeting on Monday, December 3, 2018 to review the results of the conference evaluation surveys. Megan added that anyone interested in serving on the 2019 conference planning committee should contact her. It was noted that the 2019 conference will likely move back to the Peter White Public Library in Marquette.

## **OLD BUSINESS:**

UPRLC/SLC Board Joint Meeting: SLC Board members, library directors, and UPRLC Board members had all discussed the possibility of scheduling a joint meeting of the UPRLC and SLC Boards. The first step in the process was the UPRLC Annual Meeting brainstorming and informational breakout session. (See the discussion about

the breakout session under “New Business”.) Board members agreed that a joint meeting would be scheduled later in the year.

PAL-UP LSTA Grant: Lake Superior State University, in partnership with Superior District Library and the Eastern Upper Peninsula Intermediate School District, had applied for a LSTA grant that would provide library services to underserved patrons in the eastern Upper Peninsula. The project was not chosen as a grant recipient, however Marc Boucher and Lisa Waskin resubmitted the grant after making adjustments based on feedback from the LSTA review committee. Marc Boucher had noted that the grant was an example of collaboration between public and academic libraries.

### **NEW BUSINESS:**

#### Follow-up to UPRLC/SLC/NMLN Discussion at 2018 UPRLC Annual Conference:

A SLC/UPRLC/NMLN brainstorming and informational session was held during the UPRLC Annual Meeting. The information gathered from the breakout session and the continued discussion will be used to formulate the agenda for a combined UPRLC/SLC/NMLN Board meeting. The breakout session included a presentation of information regarding the organizational structures and purposes of each organization; it also included discussions regarding the SLC/UPRLC management contract; the overlap in staffing, finances, and leadership between SLC and UPRLC; and suggestions for additional services that could be offered to academic and school libraries.

Superiorland Library Cooperative Update: Pam Malmsten reported that SLC recently hired a new Network Administrator, Luke Bowers. Luke’s start date was November 12, 2018; he has been working with Jean Montgomery. Lissa Potter, the ALS System Administrator, has been in her position for a month and a half. She already had a considerable amount of experience with the SirsiDynix ILS and has been learning about the unique aspects of the UPRLC consortium.

Discuss/Approve UPRLC Membership Dues for FY 2018/2019: UPRLC Treasurer Pam Malmsten recommended that UPRLC institutional membership dues remain at \$40 per for the period 10/1/2018 – 9/30/2019.

A **motion** was made **that UPRLC institutional membership dues remain at \$40 per for the period 10/1/2018 – 9/30/2019** (MSC Lisa Cromell/Amanda Winnicki). Motion carried unanimously. Board members agreed that the dues should not be increased until UPRLC is able to offer some additional benefits to members.

MLA Board Election: Marc Boucher was unable to attend the meeting, but he had wanted to include this item on the agenda to encourage people to run for the Michigan Library Association Board.

**NEXT MEETING:** After discussion, it was agreed that the next UPRLC Board meeting would be held on Tuesday February 19<sup>th</sup> at 10:30 a.m. eastern.

**LIBRARY NEWS:** Andrea Ingmire reported that the Peter White Public Library’s holiday walk and celebration is scheduled for Saturday, December 1<sup>st</sup> from 3 p.m. to 5 pm. Lisa Waskin said that the Bayliss Public Library participated in the United Way Chili Cook-off again this year.

**ADJOURNMENT:** There being no further business, the Vice-chair declared the meeting adjourned at 10:52 a.m. eastern.

Respectfully submitted,

Pamela Malmsten  
Recorder and UPRLC Treasurer