

Upper Peninsula Region of Library Cooperation, Inc.

Meeting of the Board of Trustees
Minutes of the Meeting of December 18, 2020

CALL TO ORDER: The Board of Trustees of the Upper Peninsula Region of Library Cooperation met via Zoom audio/video conferencing. The Chair, Lisa Waskin, called the meeting to order at 11:04 a.m. EST.

ROLL CALL:

Trustees Present:

Chair: Lisa Waskin

Vice-Chair: Megan Buck

Secretary: Shawn Andary

Treasurer: Pamela Malmsten, Recorder

Assistant Treasurer: Andrea Ingmire

Other Trustees Present: Marc Boucher, Amanda Winnicki, Leslie Warren, Jessica Holman, Lisa Cromell, Dillon Geshel, and Lynne Wiercinski

Library Directors/Staff Attending: None

Trustees Absent: Erin Matas, Carolyn Stacey, Megan Clarke, and Janis Lubenow

APPROVAL OF THE AGENDA: A motion was made to approve the agenda as presented (MSC Amanda Winnicki/Marc Boucher). Motion carried unanimously.

APPROVAL OF THE MINUTES:

September 29, 2020 Minutes of the Executive Council Regular Meeting: A motion was made to approve the minutes of the September 29, 2020 Executive Council regular meeting as presented (MSC Andrea Ingmire/Lynn Wiercinski). Motion carried unanimously.

September 29, 2020 Annual Membership Business Meeting: A motion was made to approve the minutes of the September 29, 2020 Annual Membership Business meeting as presented (MSC Andrea Ingmire/Amanda Winnicki). Motion carried unanimously.

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

FY 2019/2020 Year End Report:

September 2020 Cash Disbursements: There were no cash disbursements in September 2020.

FY 2019/2020 Year End Report: The FY 2020 general fund budget was revised on 9/29/2020 to reflect the changes in expenses and revenues due to the cancellation of the 2020 UPRLC Annual Conference. FY 2020 revenues, which consisted of membership dues, totaled \$2,560. The total of general fund expenses was \$2,005. The \$1,000 payment to Anderson, Tackman, and Company (professional and contractual line item) was for the general fund share of the FY 2019 financial audit. The total cost of the audit and 990 tax return was \$4,375; the balance of the cost was paid by ALS.

Combined Budget Profit and Loss Budget vs Actual 09/30/2020: ALS/NMLN revenues as of 9/30/2020 totaled \$341,335.73. ALS/NMLN expenses as of 9/30/2020 totaled \$314,501.96. The total of NMLN revenues was \$501; SLC paid \$500 to UPRLC/ALS to offset NMLN expenses. (Note: SLC also paid for the attorney fees related to the NMLN dissolution.) The total of NMLN expenses was \$1,400. The FY 2020 NMLN net loss was \$899; this loss was funded by ALS. NMLN has now been dissolved and the only FY 2021 expense will be for the final financial audit; the NMLN audit cost will be split between SLC and ALS. Budgeted ALS/NMLN net income as of 9/30/2020 was \$3,189.93; actual net income was \$26,833.77 The ALS net income will be added to the ALS restricted fund balance.

Total (all funds) FY 2020 revenues: \$343,898.23
Total (all funds) FY 2020 expenses: \$316,471.96
Total (all funds) FY 2020 budgeted net income: \$3,744.93
Total (all funds) FY 2020 actual net income: \$27,426.27
FY 2020/2021 Financial Reports:

October and November Cash Disbursements: There were no General Fund cash disbursements in October or November 2020.

Year to Date Report as of 11/30/2020: There were no General Fund revenues or expenses as of November 30, 2020. The total of revenues (all funds) as of 11/30/2020 was \$128,137 and the total of expenses (all funds) was \$101,401.

Balance Sheet as of 11/30/2020: As of 11/30/2020, UPRLC assets totaled \$422,950.25 and liabilities plus fund balances totaled \$422,950.25.

A motion was made to approve year-to date reports and the balance sheet as of November 30, 2020 [with total assets of \$422,950.25 and total liabilities plus fund balances of \$422,950.25] (MSC Leslie Warren/Megan Buck). Motion carried.

COMMITTEE AND OTHER REPORTS:

UPRLC Annual Conference Committee Update: Shawn Andary reported that the Annual Conference Committee would soon start planning for the 2021 conference; committee members will be checking on venues and still hope that the conference can be held in Sault Ste. Marie. Shawn added that she will be sending out an email inviting others to join the committee.

Bylaws Committee Update: Bylaws Committee Chair Amanda Winnicki reported that the committee met on Tuesday, December 14 and is making progress on proposed revisions to the UPRLC bylaws. Anyone else interested in joining the Bylaws Committee should contact Amanda. The committee's goal is to present a final, attorney-reviewed bylaws draft to the UPRLC members at the Annual Membership Meeting in September. The next Bylaws Committee meeting will be scheduled for some time in January 2021.

Librarian of the Year Committee Report: UPRLC Leader of the Year award guidelines and a nomination form were sent out to the email Listserv on October 6 and October 14, 2020 and nominations were due by October 31, 2020. Pam Flood, the Manager of the Bayliss Public Library, received the 2020 award. It was noted that the traveling award plaque is being sent to Bayliss through the RIDES delivery system.

"Unexpected Partnerships" Mentoring Program Committee Update: Megan Buck reported that the 2021 program has kicked off. Changes for FY 2021 included offering a small group partnership option. The committee has sent out two email prompts and a third prompt will be sent out soon. Megan added that partnerships seem to be going well so far.

OLD BUSINESS: No items of Old Business were discussed.

NEW BUSINESS:

Discuss/Approve UPRLC Membership Dues for FY 2020/2021: UPRLC Treasurer Pam Malmsten recommended that UPRLC institutional membership dues remain at \$40 per year for the period 10/1/2020 – 9/30/2021. A **motion** was made **that UPRLC institutional membership dues remain at \$40 per for the period 10/1/2020 – 9/30/2021** (MSC Marc Boucher/ Lisa Cromell). Motion carried unanimously.

SET NEXT MEETING DATE: Board members agreed that the next meeting of the UPRLC Board of Trustees would be held on Friday, February 12, 2021 at 10 a.m. CST/11 a.m. EST.

LIBRARY NEWS: Library directors shared news about upcoming events. Leslie Warren (Northern Michigan University) reported that she serves on the American Library Association *Rural, Native, and Tribal Libraries of All Kinds* Committee. The committee, which reviews and addresses issues and challenges facing rural, native and tribal libraries of all kinds, has been working on updating a toolkit of suggested activities that will be released in January. Leslie added that the committee is looking for suggestions for its next project. Leslie also reported that Northern Michigan University received a \$100,000 digitization grant from the National Archives National Historical Publications and Records Commission (NHPRC) to preserve historical manuscripts in the Upper Peninsula. NMU is working in partnership with Michigan Technological University and Lake Superior State University to implement the UP Digital Network project ([UPLINK](#)); representatives from the Peter White Public Library and the Marquette Regional History Center are also involved in the project. Lisa Waskin (Superior District Library) reported that she will be serving on the the Friends of Michigan Libraries Board of Directors beginning in January 2021; Dillon Geshel (Portage Lake District Library) will also be a Board member. Shawn Andary (Superiorland Library Cooperative) reported that SLC has hired a Network Administrator, Gordon Tellefson. Gordon will be starting during the first week of January 2021. Shawn added that SLC is still looking for an IT Specialist.

ADJOURNMENT: There being no further business, the Chair declared the meeting adjourned at 11:51 a.m. eastern.

Respectfully submitted,

Shawn Andary, Secretary

Pamela Malmsten, Recorder