

Upper Peninsula Region of Library Cooperation, Inc.
Annual Business (Membership) Meeting
Minutes of the Meeting of September 19, 2019

CALL TO ORDER: The annual business meeting of the Upper Peninsula Region of Library Cooperation was held at the Peter White Public Library in Marquette. Marc Boucher, Chair, called the meeting to order at 9:24 a.m

A **motion** was made **to appoint Pam Malmsten to be the recorder of the Annual Business Meeting minutes** (MSC Shawn Andary/Amanda Winnicki). Motion carried unanimously.

PRESENT: A list of attendees, along with designated voter status, is listed at the end of these minutes.

PRESIDENT'S REMARKS: Marc Boucher welcomed everyone to the UPRLC Annual Meeting and acknowledged Platinum, Gold, and Silver level sponsors. Marc also thanked the UPRLC Annual Conference Planning Committee.

TREASURER'S ANNUAL REPORT:

Pam Malmsten presented the Treasurer's Report. UPRLC is a 501(c)(3) non-profit corporation. Since all of UPRLC's members are schools or libraries, the financial audit is conducted using a governmental, rather than non-profit, format and UPRLC complies with all GASB (Governmental Accounting Standards Board) rules. UPRLC has five separate accounting classes including: the General Fund, the Continuing Education fund, the ALS (automated library services) fund, the NMLN (Northern Michigan Library Network) fund, and the employee PTO (accrued leave) fund.

The UPRLC Executive Council meets quarterly and all members are invited to attend. Travel is not required; most people connect to the meeting via Zoom conferencing service using their phones, laptops, or tablets. Everyone was invited to check out UPRLC's web site at www.uproc.lib.mi.us for information on membership, policies, and financial reports.

Pam presented a brief summary of UPRLC's finances.

Summary of the Audit for the Year Ending September 30, 2019: The schedule of revenues, expenditures, and changes in fund balance is found on pages 29 and 30 of the UPRLC audit for the year ending September 30, 2018. On October 1, 2018, the beginning of current fiscal year, total fund balances were \$329,791. The NMLN fund balance was \$0, Continuing Education: \$3,067; Paid Time Off: \$3,654; Automated Library Services: \$319,085, and UPRLC General: \$3,985. The Continuing Education fund is the fund that is used for the UPRLC annual conference revenues and expenses. Page 10 of the audit, the Statement of Net Position and Governmental Funds Balance Sheet, shows that UPRLC member library restricted accounts (Current Liabilities—Due to Members) totaled \$6,106.

Financial Reports as of August 31, 2019:

Year to Date Revenues as of 8/31/2019: \$373,476.99

Year to Date Expenses as of 8/31/2019: \$333,024.97

The Balance Sheet as of 8/31/2019 showed total Assets of \$386,163.16 and total liabilities plus fund balances of \$386,163.16.

The ALS Budget includes expenses for rebilled supplies, licenses, and maintenance; operating supplies; group discount subscriptions, maintenance, automated system expenses, reimbursement to the Superiorland Library Cooperative for staffing and overhead, and the UPRLC buying consortium for Internet access. ALS Revenues are from member operations fees, interest, and rebilled supplies, licenses, and maintenance.

UPRLC Budget for FY 2019/2020:

Total budgeted revenues for all funds: \$372,341
Total budgeted expenses for all funds: \$369,151
Total FY 2019/2020 projected net income: \$3,190

ELECTION OF THE FY 2019/2020 BOARD OF DIRECTORS:

Each UPRLC member institution may designate a voting member for the purpose of electing a Board of Trustees. Marc Boucher reminded everyone that voting members were designated with colored stars on their name tags. Current board members are: Marc Boucher, Megan Buck, Amanda Winnicki, Lisa Cromell, Carolyn Stacey, Dillon Geshel, Andrea Ingmire, Janis Lubenow, Pamela Malmsten, Lisa Waskin, Shawn Andary, and Leslie Warren.

Board members with terms expiring on 9/30/2019 are Amanda Winnicki, Dillon Geshel, Andrea Ingmire, Lisa Waskin, and Leslie Warren; all agreed to run for another term. Erin Matas, Jessica Holman, and Megan Clarke were nominated from the floor. Marc Boucher called three times for additional nominations from the floor; there were no additional nominations.

A motion was made to elect Amanda Winnicki, Dillon Geshel, Andrea Ingmire, Lisa Waskin, Leslie Warren, Erin Matas, Jessica Holman, and Megan Clarke [all with terms expiring 9/30/2022] to the UPRLC Board of Directors for FY 2019/2020 (MSC Megan Buck/Amanda Winnicki). Motion carried unanimously.

Board Member Comments: Megan Buck noted that all UPRLC members—not just Board members—are invited to get involved with UPRLC committees and other activities and programs. Shawn Andary said that several new UPRLC special interest electronic (e-mail) lists have been established and all members are encouraged to join and participate in the discussions. More information on the lists can be found at the UPRLC web site at: <http://joomla.uproc.lib.mi.us/uproc/>.

ADJOURNMENT: There being no further business, the Chair declared the meeting adjourned at 9:48 a.m.

Respectfully submitted,

Shawn Andary, Secretary

Pamela Malmsten, Recorder

Upper Peninsula Region of Library Cooperation, Inc.
 Thursday, September 19, 2019
 2019 Annual Business Meeting Attendance

Last Name	First Name	Institution	Voter?
Andary	Shawn	Superiorland Library Cooperative	TRUE
Ashburn	Boni	Hancock School Public Library	FALSE
Autio	Susan	Portage Lake District Library	FALSE
Badke	Angela	Ojibwa Community Library	TRUE
Bayerl	Sandra	Spies Public Library	FALSE
Blanchard	Linda	Curtis Public Library	FALSE
Boucher	Marc	Lake Superior State University	TRUE
Buck	Megan	Dickinson County Library	TRUE
Buckland-Brown	Lynn	Great Lakes Talking Books	FALSE
Chaffin	Melanie	Engadine Library	FALSE
Clarke	Megan	Bay Mills Community College Library	TRUE
Cromell	Lisa	Munising School Public Library	TRUE
Daly	Rebecca	Finlandia University	TRUE
Donohue	Anne	Peter White Public Library	FALSE
Freier	Mary	Northern Michigan University	FALSE
Geshel	Dillon	Portage Lake District Library	TRUE
Gonyea	Karen	Manistique School and Public Library	FALSE
Hach	Michelle	Munising High School Library	TRUE
Hoffman	Cheryl	Spies Public Library	TRUE
Holman	Jessica	Negaunee Public Library	TRUE
Hook	Mary	Manistique Area Schools	TRUE
Ingmire	Andrea	Peter White Public Library	TRUE
Jordan	Caroline	Superiorland Library Cooperative Board	FALSE
Kilpela	Jenifer	Peter White Public Library	FALSE
Kivi	Amanda	Bark River Harris School	TRUE
Lupino	Melissa	Bessemer Pubic Library	TRUE
MacDonald	Bruce	Peter White Public Library	FALSE
Malmsten	Pamela	Superiorland Library Cooperative	FALSE
Matas	Erin	Michigan Technological University	FALSE
Membaliela	Clare	Library of Michigan	FALSE
Morelock	Jeremy	Superiorland Library Cooperative	FALSE
Mousseau	Nancy	Alpena County Library	FALSE
Petoskey	Celestine	Little Traverse Bay Bands of Odawa Indians Cultural Library	FALSE
Potter	Lissa	UPRLC--ALS	FALSE
Rehborg	Sarah	Peter White Public Library	FALSE

Riley	Randy	Library of Michigan	FALSE
Runyan	Theresa	Midwest Collaborative for Library Services	FALSE
Saffer	Kimberly	Manistique School and Public Library	FALSE
Sarjeant	Bruce	Northern Michigan University	FALSE
Schick	Joan	Lake Linden-Hubbell Public Library	TRUE
Schultz-Speck	Nancy	Houghton-Portage Township Schools	TRUE
Siren	Leo	Ontonagon Township Library	TRUE
St. Germain	Jan	Richmond Township Library	TRUE
Stacey	Carolyn	Escanaba Public Library	TRUE
Stiffler	Carol	Curtis Public Library	FALSE
Suckow	Lynette	Peter White Public Library	FALSE
Supnick	Patricia	State of Michigan Corrections	FALSE
Tessmer	Wanda	Carp Lake Township Library	TRUE
Warren	Leslie	Northern Michigan University Library	TRUE
Waskin	Lisa	Superior District Library	TRUE
White	Shannon	Library of Michigan	FALSE
Wiercinski	Lynne	Ironwood Carnegie Public Library	TRUE
Winnicki	Amanda	Menominee County Library	TRUE
Winnicki	Brad	Superiorland Library Cooperative Board	FALSE