

Upper Peninsula Region of Library Cooperation, Inc.

Meeting of the Board of Directors
Minutes of the Meeting of September 29, 2016

CALL TO ORDER: The Board of Directors of the Upper Peninsula Region of Library Cooperation met in the Community Room of the Peter White Public Library in Marquette. Lisa Waskin, Chair, called the meeting to order at 11:55 a.m.

ROLL CALL:

Trustees Present:

Chair: Lisa Waskin

Vice-Chair: Carolyn Stacey

Treasurer: Pam Malmsten

Deputy Treasurer: Pam Christensen

Mary June, Lisa Cromell, Dion Mindykowski, Megan Buck, and Leslie Warren

Trustees Absent: Elaine Erickson, Janis Lubenow, Suzanne Dees, and Cheryl Hoffman

APPROVAL OF THE MINUTES OF June 14, 2016: A motion was made to approve the minutes of the meeting of June 14, 2016 as presented (MSC Megan Buck /Pam Christensen). Motion carried unanimously.

FINANCIAL REPORT:

Approval of Cash Disbursements and the YTD Report as of August 31, 2016:

General Fund cash disbursements for July were reviewed; there were no disbursements for June or August 2016. The year-to-date report as of August 31, 2015 showed total General Fund revenues of \$3,135 and total General Fund expenditures of \$4,550. A motion was made to approve cash payments of \$15.27 for July 2016 and the year to date expense and revenue report as of August 31, 2016 (MSC Pam Christensen/Megan Buck). Motion carried unanimously.

Approval of Balance Sheet as of 8/31/2016: A motion was made to approve the balance sheet as of 8/31/2016 [with total assets of \$324,867.04 and total revenues plus fund balances of \$324,867.04] (MSC Lisa Cromell/Carolyn Stacey). Motion carried unanimously.

Revised UPRLC/ALS/NMLN Combined Budget for FY 2016: A proposed revised FY 2015/2016 budget for all UPRLC funds was reviewed by the Board. The ALS group approved the revised FY 2016 ALS budget at its meeting on 8/25/16. The Northern Michigan Library Network Board also approved a budget revision at its September meeting. The UPRLC General Fund budget was revised due to higher costs for the audit and insurance; the conferences line item was also increased due to slightly higher anticipated annual meeting expenses.

A motion was made to approve the UPRLC revised combined budget for FY 2015/2016 [with total expenses of \$401,921 and total revenues of \$401,970] as presented (MSC Lisa Cromell/Mary June). Motion carried unanimously.

Approve Transfer from Continuing Education Fund Balance to the General Fund Fund Balance: Pam M. explained that, historically, UPRLC has tried to maintain a Continuing Education Fund Balance of about \$3,000; any deficits were covered by year end transfers from the General Fund. UPRLC Continuing Education activities have been limited to the Annual Meeting, and, since Annual Meeting revenues usually come close to covering the expenses, the impact on the UPRLC fund balance has been minimal. As of 9/30/2015, the General Fund fund balance was only \$1,561, which may not be enough even to cover the current year's projected general fund deficit. Because of this, Pam M. recommended that the UPRLC Board authorize her to transfer funds as necessary from the Continuing Education Fund Balance to cover any year end loss in the General Fund. Pam M. added that, unless UPRLC finds some other source of general fund income, the ALS group will eventually have to cover expenses such as the audit and insurance.

A **motion** was made **to authorize the UPRLC Treasurer to transfer funds from the UPRLC Continuing Education fund balance to the General Fund fund balance as necessary to cover any General Fund year end net loss** (MSC Leslie Warren/Megan Buck). Motion carried unanimously.

Revised UPRLC/ALS/NMLN Combined Budget for FY 2017: A proposed revised FY 2016/2017 budget for all UPRLC funds was reviewed by the Board. In February 2016, the ALS group approved the original FY 2017 ALS budget and the UPRLC Board approved the original combined FY 2017 budget. The main change in the revised budget was a decrease in the ALS maintenance expense line item since ALS staff now has a better idea of SaaS and Enterprise maintenance costs.

A **motion** was made **to approve the UPRLC revised combined budget for FY 2016/2017** [with total expenses of \$394,896 and total revenues of \$394,945] **as presented** (MSC Pam Christensen/Megan Buck). Motion carried unanimously.

CONFLICT OF INTEREST POLICY FORMS: FY 2016/2017 Conflict of Interest Policy forms were sent to all Board members. Pam M. reminded everyone to return the signed forms as soon as possible; all forms must be received by January 1, 2017.

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 Megan Buck/Mary June). Motion carried unanimously.

ELECTION OF OFFICERS: A **motion** was made **to elect the following nominated slate of officers for FY 2016/2017: Chair: Lisa Waskin, Vice-Chair: Megan Buck, Secretary: Leslie Warren, Treasurer: Pamela Malmsten, and Deputy Treasurer: Andrea Ingmire** (MSC Pam Christensen/Mary June). Motion carried unanimously. Officers also serve on the Contract Review Committee.

SET CALENDAR OF FOUR MEETINGS: After discussion, Board members agreed that FY 2016/2017 UPRLC Board meetings would be held on the same day as the ALS

meetings. Lisa Waskin said she would send out a notification of the dates as soon as possible.

ADJOURNMENT: There being no further business, the meeting was adjourned at 12:15 p.m. on a motion by Pam Christensen seconded by Mary June.

Respectfully submitted,

Pamela Malmsten
Treasurer and Acting Secretary