

Upper Peninsula Region of Library Cooperation, Inc.

Special Meeting of the Board of Trustees
Minutes of the Meeting of November 17, 2021

CALL TO ORDER: A special meeting of the Board of Trustees of the Upper Peninsula Region of Library Cooperation was held at the Northern Center on the campus of Northern Michigan University. The purpose of the meeting was to present an orientation for newly elected board members. The meeting was preceded by an optional tour of the NMU Lydia M. Olson Library. The Chair, Lisa Waskin, called the meeting to order at 11:57 AM Eastern.

ROLL CALL:

Trustees Present:

Chair: Lisa Waskin

Vice-Chair: Megan Buck

Secretary: Amanda Winnicki

Treasurer: Pamela Malmsten, Recorder

Deputy Treasurer: Jessica Holman

Other Trustees Present: Andrea Ingmire, Leslie Warren, Blair Nelson, and Dillon Geshel

Others Present: Brad Winnicki, Chair of the Superiorland Library Cooperative Board of Directors

Trustee Absent: Megan Buck, Mariel Carter, Janis Lubenow, Erin Matas, Megan Clarke, and Lynne Wiercinski

APPROVAL OF THE AGENDA: A motion was made to approve the agenda as presented (MSC Andrea Ingmire/Dillon Geshel). Motion carried unanimously.

APPROVAL OF THE MINUTES:

September 28, 2021 Minutes of the Annual Business (Membership) Meeting: A motion was made to approve the minutes of the September 28, 2021 UPRLC Annual Membership Meeting as presented (MSC Jessica Holman/Dillon Geshel). Motion carried unanimously.

September 29, 2021 Minutes of the Executive Council Regular Meeting: A motion was made to approve the minutes of the September 29, 2021 Executive Council regular meeting as presented (MSC Amanda Winnicki /Andrea Ingmire). Motion carried unanimously.

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

September 2021 Cash Disbursements: September payments included \$195 in conference refunds since the UPRLC Annual Conference registration fee was reduced to \$15 when the conference switched from an in-person to a virtual format. The total of September disbursements was \$227.88.

Year-to-Date Report as of 09/30/2021: As of September 30, 2021, general fund year-to-date revenues were \$3,545 and year-to-date expenses were \$2,720. The general

fund net income as of 09/30/2021 was \$825. As of 09/30/2021, the Automated Library Services Users Council (ALS) total revenues were 341,821 and total expenses were \$318,606, resulting in ALS net income of \$23,214. Total (all funds) year-to-date revenues were \$345,366 and year-to-date expenses were \$321,326, resulting in net income of \$24,039.

A motion was made to approve September general fund cash disbursements of \$227.88 and the year-to-date report as of September 30, 2021 [with total revenues of \$345,366 and total expenses of \$321,326] (MSC Leslie Warren/Andrea Ingmire). Motion carried unanimously.

October 2021 Cash Disbursements: October disbursements were for Annual Conference refunds. The total of October disbursements was \$955.

Year to Date Report as of 10/31/2021: As of October 31, 2021, general fund year-to-date revenues were \$40 and year-to-date expenses were \$0. As of 10/31/2021, the Automated Library Services Users Council (ALS) total revenues were 112,521 and total expenses were \$88,024. Total revenues for all funds were \$112,561 and the total expenses were \$88,024.

Balance Sheet as of October 31, 2021: As of October 31, 2021, total assets were \$446,934.61 and total liabilities plus fund balances were \$446,934.61.

A motion was made to approve general fund cash disbursements of \$955 for October 2021, the year-to-date report [with total revenues of \$112,561 and total expenses of \$88,024], **and the balance sheet as of October 31, 2021** [with total assets of \$446,934.61 and total liabilities plus fund balances of \$439,934.61] (MSC Andrea Ingmire/Amanda Winnicki). Motion carried unanimously.

UPRLC ORIENTATION INFORMATION:

UPRLC History and Purpose: Dillon Geshel presented an overview of the history and purpose of the Upper Peninsula Region of Library Cooperation; the presentation also included a summary of the Superiorland Library Cooperative (SLC) since SLC provides services to UPRLC under a management contract.

UPRLC Administration, Budget, and Staff: Pam Malmsten presented an overview of UPRLC administration, along with the UPRLC budget and staffing.

UPRLC Committee Reports:

Unexpected Partnerships Program: Amanda Winnicki reported. "Unexpected Partnerships" is a UPRLC peer mentoring program; the acronym of the program is "UPRLC": Unexpected Partnerships: Refreshing, Leading, Celebrating". The goal is to encourage connections between library staff throughout the Upper Peninsula and northern Lower Peninsula. Each applicant is matched with another library staff member. The program provides the framework for establishing and facilitating the sharing of ideas and professional knowledge, as well as providing support and opportunities for collaboration. In 2020, small group partnerships were added to the program.

Bylaws Committee: Amanda Winnicki reported. The Bylaws Committee completed its review of the UPRLC bylaws, and the draft revised bylaws were sent to SLC's attorney for review. A Foster, Swift, Collins corporate attorney reviewed the bylaws and returned them with some suggested revisions. Committee members agreed to accept the revisions and corrected some minor typographical errors. The proposed revised bylaws were then sent to the entire board for review. The biggest change is a restructuring of the UPRLC Board of Directors; the total number of board members will eventually be

reduced to nine. The UPRLC membership approved the bylaws at the 2021 Annual Membership Meeting, which was held on September 28.

The UPRLC board still needs to review the Management Agreement between UPRLC and the Superiorland Library Cooperative and develop grievance procedures for disagreements between users' councils and the board. The ALS group needs to form a committee to work on writing ALS Users Council bylaws.

Awards Nominating Committee Report: Lisa Waskin reported. The Awards Nominating Committee works on soliciting nominations and selecting candidates for the various UPRLC member awards. Awards are announced at the UPRLC Annual Conference.

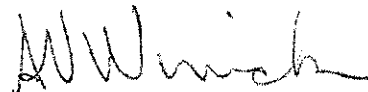
Web Site Committee Report: Jessica Holman reported. UPRLC has formed a Web Site Committee to work re-designing the UPRLC website and designing an organizational logo. The website will be moved from Joomla to a Word Press platform. Jessica Holman shared sample logos with the Board and asked everyone to indicate their preferred designs.

RIDES Committee: Lisa Waskin reported; Lisa is a member of the Midwest Collaborative for Library Services (MCLS) RIDES Advisory Committee. Lisa reported on ongoing concerns regarding RIDES pricing and significant delivery cost disparities between the Upper and Lower Peninsulas. There was considerable discussion among board members regarding the delivery issues. Dillon Geshel noted that Superiorland offers a RIDES delivery subsidy to its members and recommended that the local RIDES committee meet soon to discuss RIDES delivery costs and possible changes to the SLC subsidy distribution formula.

SET NEXT MEETING DATE: It was agreed that the next meeting of the UPRLC Board of Trustees will meet in February; the exact date will be determined later.

ADJOURNMENT: There being no further business, the meeting was adjourned at 1:23 PM Eastern on a motion by Jessica Holman.

Respectfully submitted,



Amanda Winnicki, Secretary

Pamela Malmsten, Recorder