

Upper Peninsula Region of Library Cooperation, Inc.

Meeting of the Board of Trustees
Minutes of the Meeting of September 26, 2013

CALL TO ORDER: The Board of Trustees of the Upper Peninsula Region of Library Cooperation met in the Community Room of the Peter White Public Library in Marquette. Since the Chair, Ken Miller, was unable to attend the meeting, the Treasurer, Suzanne Dees, called the meeting to order at 11:42 a.m.

ROLL CALL:

Trustees Present:

Vice-Chair: Elaine Erickson

Treasurer: Suzanne Dees

Secretary: Denise Bartlett

Beth Baker, Pat Cheski, Cheryl Hoffman, Mary June, Deb Oyler, and Carolyn Stacey

FY 2014 Trustee Present: Leslie Warren

Recorder: Pamela Malmsten

Trustees Absent: Ken Miller, Pam Christensen, and Janis Lubenow

APPROVAL OF THE MINUTES OF August 8, 2013: A motion was made to approve the minutes of the meeting of August 8, 2013 as presented (MSC Elaine Erickson/Jeanne Ludlow). Motion carried unanimously.

APPROVAL OF MONTHLY BILLS AND YTD REPORT AS OF AUGUST 31, 2013: Suzanne Dees presented the Treasurer's Report. Cash disbursements for July 2013 were reviewed; there were no disbursements for August 2013. The year-to-date report as of August 31, 2013 showed total revenues of \$2,715 and total expenditures of \$4,124. A motion was made to approve cash payments of \$48.34 for July 2013 and the year to date expense and revenue report as of August 31, 2013 (MSC Pat Cheski/Deb Oyler). Motion carried unanimously.

CONFLICT OF INTEREST POLICY FORMS: Suzanne distributed FY 2014 Conflict of Interest Policy forms to Board members and reminded them to return the signed forms as soon as possible; all forms must be received by January 1, 2014.

E-RATE POLICIES: Proposed E-Rate policies were distributed to the Executive Council for consideration. The policies included a record retention policy, a gift policy, a procurement policy, and an affirmation of Children's Internet Protection Act (CIPA) compliance. The proposed policies also included the designation of the UPRLC Treasurer, Suzanne Dees, as UPRLC's representative for E-Rate and all federal programs. A motion was made to designate Suzanne Dees as UPRLC's Purchasing Agent, Authorized Representative, and Designated Custodian for all federal programs, including, but not limited to, E-Rate (MSC Elaine Erickson/Jeanne

Ludlow). Motion carried unanimously. A **motion** was made **to accept the UPRLC E-Rate Policies as presented** (MSC Denise Bartlett/Elaine Erickson). Motion carried unanimously.

ELECTION OF OFFICERS: All current officers agreed to retain their positions. **A motion** was made **to elect the following slate of officers for FY 2013/2014: Chair: Ken Miller, Vice-Chair: Elaine Erickson, Treasurer: Suzanne Dees, Assistant Treasurer: Pam Christensen, and Secretary: Denise Bartlett** (MSC Deb Oyler/Jeanne Ludlow). Motion carried unanimously. Suzanne noted that officers also serve on the Contract Review Committee.

SET CALENDAR OF FOUR MEETINGS: FY 2014 meetings of the UPRLC Board of Directors were tentatively scheduled for Thursday, February 20, 2014; Thursday, May 22, 2014; Thursday, August 7 2014; and Thursday, September 25, 2014 (Annual Meeting).

ADJOURNMENT: There being no further business, the meeting was adjourned at 11:50 a.m.

Respectfully submitted,

Denise Bartlett, Secretary

Pamela Malmsten, Recorder