

Upper Peninsula Region of Library Cooperation, Inc.

Meeting of the Board of Trustees
Minutes of the Meeting of August 7, 2014

CALL TO ORDER: The Board of Trustees of the Upper Peninsula Region of Library Cooperation met via video conference at the Superiorland Library Cooperative in Marquette and at the Bayliss Public Library in Sault Ste. Marie. Other participants dialed into the meeting via ReadyTalk audio conferencing service. Since the chair, Ken Miller, was unable to attend, Suzanne Dees, Treasurer, called the meeting to order at 12:34 p.m.

ROLL CALL:

Present:

Trustees:

Treasurer: Suzanne Dees (At Marquette)

Assistant Treasurer: Pam Christensen (Dialing-in)

Janis Lubenow (at Marquette), Mary June (at Bayliss Public Library), Dialing-in: Cheryl Hoffman, Jeanne Ludlow, Elaine Erickson, and Pat Cheski

Recorder: Pamela Malmsten

Trustees Absent: Ken Miller, Denise Bartlett, Deb Oyler, Carolyn Stacey, and Leslie Warren

APPROVAL OF THE AGENDA: A motion was made to approve the agenda as presented (MSC Elaine Erickson/Janis Lubenow). Motion carried unanimously.

APPROVAL OF THE MINUTES OF MAY 22, 2014: A motion was made to approve the minutes of the meeting of May 22, 2014 as presented (MSC Pam Christensen/Elaine Erickson). Motion carried unanimously.

TREASURER'S REPORT: Suzanne Dees presented the Treasurer's Report.

Approval of Cash Disbursements for May and June 2014 and the Year-to-Date Report as of June 30, 2014: The year-to-date report as of June 30, 2014 was reviewed; there were no general fund cash disbursements for May or June 2014. A motion was made to approve the year to date expense and revenue report as of June 30, 2014 (MSC Elaine Erickson /Mary June). Motion carried unanimously. Suzanne also summarized the UPRLC balance sheet as of June 30, 2014.

Approval of Revised ALS Budgets for FY 2013/2014 and FY 2014/2015: Revised ALS budgets for FY 2013/2014 and FY 2014/2015 were reviewed. The budget revisions were necessary because re-billed items--supplies, equipment, group subscriptions and Internet services--are now being included with the ALS operating budget line items on the financial reports. In the past, some of the re-billed expenses and revenues were "zeroed out" in an expense account. Since the UPRLC audit is completed in a format that is compliant with GASB (Governmental Accounting

Standards Board) rules, UPRLC's auditor has recommended that the UPRLC Board approve a combined budget that is amended as necessary throughout the year to assure that no individual line item expenditures, including items re-billed for optional products, exceed budgeted amounts. A **motion** was made **to approve the ALS revised budgets for FY 2013/2014 and FY 2014/2015 as presented** (MSC Elaine Erickson/Janis Lubenow). Motion carried unanimously.

COMMITTEE REPORTS:

Annual Meeting: Pam Christensen, chair of the Annual Meeting Committee, reported. The UPRLC Annual Meeting is scheduled for Thursday, September 25 at the Peter White Public Library in Marquette. A tentative agenda was considered. MCLS has been hosting Community Conversations throughout the state and a session was held in Marquette last February. MCLS Director, Randy Dykhuis, is scheduled to attend the Annual Meeting; Pam said that MCLS may not yet be ready to host a second round Community Conversation and that Randy may be planning to report on results from previous Community Conversations. The Committee had previously talked about hosting a two-day Annual Meeting this year and the UPRLC Board again discussed the possibility. Board members agreed to schedule an informal meeting on the night before the business meeting. It was decided that the meeting should be held from 6 p.m. to 8 p.m. eastern in a private room at a Marquette restaurant; the format would be dinner followed by the Community Conversation report and discussion.

Suzanne read the tentative schedule for the second day. Dion Mindykowski will be the lunch speaker; the title of his program is "Pulling Boulders Up Mountains: Teamwork, Leadership, and Crisis Management Lessons from the Death Race". A possible afternoon breakout session is a trip to view the Makerspace classroom at Northern Michigan University. Mary June suggested that if the field trip is not possible, maybe Leslie Warren could obtain video images of the Makerspace classroom. Someone from NMU may also be willing to come to the Annual Meeting and talk about the Makerspace classroom.

UPRLC LONG TERM PLANNING:

Report on New Automated Library System Services and Products: The UPRLC ALS group will soon be implementing a new product, Enterprise, which is an online catalog "discovery layer". Since Enterprise's advanced searching capabilities will reveal more of the cataloging mistakes and new RDA (Resource Description and Access) cataloging standards will necessitate clean-up of the records, the UPRLC ALS group agreed that this is the right time to contract for authority control clean-up and other necessary work to assure that the records are RDA compliant. UPRLC staff researched vendors and SirsiDynix's costs and work plan were selected. The authority control will include on-going maintenance that will require minimal local staff time to resolve problems identified by the automated process. The total cost of the project is estimated to be \$18,000; at its July 17, 2014 meeting, the Superiorland Library Cooperative Board voted to contribute \$12,000 to the cost of the project. Another new product, eResources Central, will allow users to access Great Lakes Digital Libraries, the SLC Overdrive digital media site, from the online catalog. UPRLC was able to apply BLUECloud

Rewards, which are SirsiDynix customer credits that can be used to purchase new products, to the ongoing maintenance costs of the new products.

Prospective New Members: Suzanne reported that the Ironwood Public School District has withdrawn from ALS, but other new members are considering joining. The Brevort Township Community Library, a branch of the Superior District Library, has formally asked to join. A **motion** was made **to accept the Brevort Township Community Library as a member of the UPRLC Automated Library Services group** (MSC Suzanne Dees/Elaine Erickson). Motion carried unanimously. Suzanne noted that some of the idle accounts will be returned to SirsiDynix for a refund.

LIBRARY NEWS: Mary June reported that Lake Superior State University may hire a library director after October 1. The Superiorland Library Cooperative has hired a new Technology Assistant, Nicholas McIntyre-Wyma; Nick will be working 30 hours a week. Jeanne Ludlow (Alpena County Library), Elaine Erickson (Ironwood Public Library), Pam Christensen (Peter White Public Library), Cheryl Hoffman (Spies Public Library), and Pat Cheski (Menominee County Library) all reported that summer reading programs and other summer programs have been very successful at their libraries. Door counters have been installed at the Spies Public and Menominee County libraries; both library directors reported that they were amazed at the number of visitors recorded by the counters. Pam Christensen reported that, as a cost-cutting measure, PWPL has implemented new summer hours (opening at 10 a.m.) and will continue the later start time into the fall and winter seasons.

ADJOURNMENT: There being no further business, the meeting was declared adjourned at 1:10 pm.

Respectfully submitted,

Pamela Christensen, Acting Secretary

Pamela Malmsten, Recorder