

Upper Peninsula Region of Library Cooperation, Inc.

Meeting of the Board of Trustees
Minutes of the Meeting of September 25, 2014

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. Ken Miller, Chair, called the meeting to order at 11:24 a.m.

ROLL CALL:

Trustees Present:

Chair: Ken Miller

Vice-Chair: Elaine Erickson

Treasurer: Suzanne Dees

Assistant Treasurer: Pam Christensen

Pat Cheski, Mary June, Janis Lubenow, Jeanne Ludlow, Deb Oyler, Carolyn Stacey, and Leslie Warren

FY 2015 Trustee Present: Pamela Malmsten

Recorder: Pamela Malmsten

Trustees Absent: Beth Baker, Denise Bartlett, and Cheryl Hoffman

APPROVAL OF THE MINUTES OF August 7, 2014: A motion was made to approve the minutes of the meeting of August 7, 2014 as presented (MSC Elaine Erickson/Pam Christensen). Motion carried unanimously.

FINANCIAL REPORT:

Approval of Cash Disbursements and the YTD Report as of August 31, 2014:

Suzanne Dees presented the Treasurer's Report. General Fund cash disbursements for July 2014 were reviewed; there were no disbursements for August 2014. The year-to-date report as of August 31, 2014 showed total revenues of \$3,445 and total expenditures of \$4,164. A **motion** was made to approve cash payments of \$53.60 for July 2014 and the year to date expense and revenue report as of August 31, 2014 (MSC Elaine Erickson /Jeanne Ludlow). Motion carried unanimously.

Revise UPRLC/ALS/NMLN Combined Budget for FY 2014: A proposed revised budget for all UPRLC funds was reviewed by the Board. There were no questions on the budget. A **motion** was made to approve the UPRLC Combined budget for FY 2013/2014 [with total expenses of \$372,915 and total revenues of \$372,956] as recommended by the Treasurer (MSC Elaine Erickson/Jeanne Ludlow). Motion carried unanimously.

CONFLICT OF INTEREST POLICY FORMS: Suzanne distributed FY 2015 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, 2015.

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 Suzanne Dees as UPRLC’s purchasing agent, authorized representative, and designated custodian for eRate and all federal programs. A **motion** was made **to accept the UPRLC E-Rate Policies as presented** (MSC Elaine Erickson /Carolyn Stacey). Motion carried unanimously.

ELECTION OF OFFICERS: A **motion** was made **to elect the following slate of officers for FY 2014/2015: Chair: Ken Miller, Vice-Chair: Elaine Erickson, Secretary: Suzanne Dees, and Treasurer: Pamela Malmsten** (MSC Elaine Erickson/ Pat Cheski). Motion carried unanimously. Officers also serve on the Contract Review Committee.

RESOLUTION TO AMEND ARTICLES OF INCORPORATION AND CHANGE NAME OF RESIDENT AGENT: An amendment to the UPRLC Articles of Incorporation was considered by the Board. There was only one proposed revision: the name of the Resident Agent was changed to Pamela Malmsten, the UPRLC Treasurer as of October 1, 2014. A **motion** was made **to accept the amended UPRLC Articles of Incorporation with the Resident Agent name change** (MSC Suzanne Dees/Elaine Erickson).

SET CALENDAR OF FOUR MEETINGS: FY 2015 meetings of the UPRLC Board of Directors were tentatively scheduled for Thursday, February 19, 2015; Thursday, May 21, 2015; Thursday, August 6, 2015; and Thursday, September 24, 2015 (Annual Meeting).

ADJOURNMENT: There being no further business, the meeting was adjourned at 11:33 a.m. on a motion by Elaine Erickson, seconded by Pat Cheski.

Respectfully submitted,

Suzanne Dees, Acting Secretary

Pamela Malmsten, Recorder