

# Upper Peninsula Region of Library Cooperation, Inc.

Meeting of the Board of Trustees  
Minutes of the Meeting of February 20, 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 the meeting, Suzanne Dees called the meeting to order at 10:05 a.m.

## **ROLL CALL:**

### **Present:**

#### **Trustees:**

Treasurer: Suzanne Dees (ReadyTalk)

Assistant Treasurer: Pam Christensen (ReadyTalk)

Leslie Warren (at Superiorland Library Cooperative), Mary June (at Bayliss Public Library), Pat Cheski, Jeanne Ludlow, Deb Oyler, and Carolyn Stacey

Recorder: Pamela Malmsten

Library Director: Marcia Mattfield (Negaunee Public Library)

**Trustees Absent:** Ken Miller, Denise Bartlett, Elaine Erickson, Cheryl Hoffman, and Janis Lubenow

**ADDITION TO THE AGENDA:** There was one addition to the agenda: Under item "IV. Committee Reports" add item "c. Report on the UPRLC Internet consortium".

**\*APPROVAL OF THE MINUTES OF SEPTEMBER 26, 2013:** A motion was made to approve the minutes of the meeting of September 26, 2013 as presented (MSC Pat Cheski /Jeanne Ludlow). Motion carried unanimously.

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

Approval of Cash Disbursements for September 2013 and the Year-to-Date Report as of September 30, 2013: Cash disbursements for September 2013 and the year-to-date report as of September 30, 2013 were reviewed. A motion was made to approve cash payments of \$984.50 for September 30, 2013 and the year-to-date report as of 9/30/2013 (MSC Deb Oyler/Pam Christensen). Motion carried unanimously.

Approval of FY 2014 Cash Disbursements and the Year-to-Date Report as of January 31, 2014: Cash disbursements for October 2013 were reviewed; there were no general fund disbursements for November 2013, December 2013, or January 2014. The January 31, 2014 year-to-date report showed total expenditures of \$394; no revenues were received as of 1/31/14. A motion was made to approve cash payments of \$556.74 for October 2013 and the year to date expense and revenue

**report as of January 31, 2014** (MSC Pam Christensen/Jeanne Ludlow). Motion carried unanimously. Pam Malmsten summarized the UPRLC balance sheet as of January 31, 2014.

Annual Membership Dues: UPRLC yearly membership dues were discussed. A **motion was made to increase FY 2013/2014 membership dues from \$35 per year to \$40 per year** (MSC Pat Cheski/Carolyn Stacey). Motion carried unanimously.

UPRLC Audit Report as of September 30, 2013: The independent audit of UPRLC's financial records for the year ended September 30, 2013 has been completed. All UPRLC Board members received a copy of the audit; additional copies are available by request. Suzanne summarized some of the information in the audit and noted that page 19 includes a listing of undistributed monies held on behalf of member libraries. A **motion was made to approve the audit of the UPRLC financial records for the year ended September 30, 2013** (MSC Jeanne Ludlow/Carolyn Stacey). Motion carried unanimously

FY 2013/2014 Budget Revision: 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. Board members reviewed a proposed revised FY 2013/2014 budget for all UPRLC funds (General Fund, ALS, and NMLN). ALS revisions include first year installation and training costs (\$8,900) for Enterprise, which is a new catalog "discovery layer" that features advanced searching capabilities. A **motion was made to approve the revised UPRLC 2013/2014 budget** [with revenues of \$350,850 and expenses of \$350,284] **as presented** (MSC Deb Oyler/Jeanne Ludlow). Motion carried unanimously.

FY 2014/2015 Budget: The proposed combined UPRLC budget for FY 2014/2015 includes budget line item totals for all UPRLC funds (General Fund, ALS, and NMLN). Suzanne said that the ALS group usually approves its budget for the next fiscal year before the budget is presented to the UPRLC Executive Council; however since the ALS group will not be meeting until after the conclusion of the UPRLC Board meeting, she recommended that the Board approve the budget conditionally. The proposed 2014/2015 ALS budget includes capital equipment expenses of \$67,000 to replace and stage two servers. The budget also includes a member operational fee increase of 2 percent. A **motion was made to approve the UPRLC 2014/2015 budget** [with revenues of \$374,985 and expenses of \$374,950] **on the condition that the proposed ALS 2014/2015 budget is approved by the ALS group at its next meeting** (MSC Pam Christensen/Deb Oyler). Motion carried unanimously. It was noted that the motion to approve the ALS budget would be amended at the next UPRLC Board meeting if the ALS group does not accept the ALS FY 2014/2015 budget as presented.

## **COMMITTEE REPORTS:**

Annual Meeting: The UPRLC Annual Meeting is scheduled for Thursday September 25, 2014. It was decided that the meeting will be held at the Peter White Public Library in Marquette and that the format will probably be a business meeting in the morning and library sharing and continuing education in the afternoon. Pam

Christensen will chair the Annual Meeting Committee; Carolyn Stacey and Leslie Warren agreed to serve on the committee. Pam said she will soon convene an initial planning meeting. Anyone with programming ideas should contact one of the members of the Committee.

ALS Long-Term Planning Committee: Suzanne reported that negotiations with SirsiDynix for a long-term automated system maintenance agreement have entered the final stages and should soon be completed.

UPRLC Internet Consortium: Suzanne reported that UPRLC recently signed a new 5-year contract for Internet access with Merit Network, and that all of the Internet consortium libraries will continue with a fiber connection. She added that the Interactive Video Conferencing (IVC) is now available at public libraries in Houghton, Grayling, Ironwood, Iron River, Sault Ste. Marie, and Marquette. UPRLC/SLC staff is also looking at "Zoom", software that would allow up to 25 participants to connect to a hosted system with a laptop or tablet.

**ADJOURNMENT:** There being no further business, the meeting was adjourned at 10:42 am.

Respectfully submitted,

Pamela Christensen, Acting Secretary

Pamela Malmsten, Recorder