

# Upper Peninsula Region of Library Cooperation, Inc.

Meeting of the Board of Trustees  
Minutes of the Meeting of November 3, 2016

**CALL TO ORDER:** The Board of Trustees of the Upper Peninsula Region of Library Cooperation met via video conferencing at the Superiorland Library Cooperative, 1615 Presque Isle Avenue, Marquette and at the Bayliss Public Library, 541 Library Drive, Sault Ste. Marie. Other participants dialed in via ReadyTalk audio conferencing service. The Chair, Lisa Waskin, called the meeting to order at 12:34 p.m.

## **ROLL CALL:**

### **Trustees Present:**

Chair: Lisa Waskin (at Bayliss Public Library)

Vice-Chair: Megan Buck (at Dickinson County Library)

Treasurer: Pam Malmsten (at Superiorland Library Cooperative), Recorder

At Bayliss Public Library: Mary June

At Superiorland: Pam Christensen and Suzanne Dees

Dialing in via ReadyTalk or VOIP: Dion Mindykowski, Lisa Cromell, and Amanda Winnicki

**Library Directors/Staff Attending:** Shawn Andary, Superiorland Library Cooperative;

**Trustees Absent:** Janis Lubenow, Leslie Warren, Dillon Geshel, and Andrea Ingmire

## **APPROVAL OF THE MINUTES:**

Minutes of the Annual Business Meeting of September 29, 2016: A motion was made to approve the minutes of the Annual Business meeting of September 29, 2016 as presented (MSC Pam Christensen/Megan Buck). Motion carried unanimously.

Minutes of the Executive Council of September 29, 2016: A motion was made to approve the minutes of the Executive Council meeting of September 29, 2016 as presented (MSC Mary June/Amanda Winnicki). Motion carried unanimously.

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

Approval of the Year to Date Report as of September 30, 2016: Pam Malmsten reported that, as of 9/30/2016, all line item expenditures were under the budgeted line item amounts. As of 9/30/2016, total revenues for all funds were \$379,400 and total expenses were \$369,355, resulting in net income of \$10,046. A motion was made to approve the year to date report as of September 30, 2016 [with revenues of \$379,400 and expenses of \$369,355] as presented (MSC Suzanne Dees/Lisa Cromell). Motion carried unanimously.

Approval of the Balance Sheet as of September 30, 2016: A motion was made to approve the balance sheet as of September 30, 2016 as presented [with total assets of \$309,387.09 and total liabilities plus fund balances of \$309,387.09] (MSC Suzanne Dees/ Megan Buck). Motion carried unanimously.

Approval of Cash Disbursements for September 30, 2016: Most of the September disbursements were costs associated with UPRLC Annual Meeting. There

was also a total of \$944.44 in accounts payable; this was for annual meeting expenses that were paid in October 2016. A **motion** was made **to approve cash disbursements of \$1,412.12 for September 30, 2016** (MSC Suzanne Dees/Pam Christensen). Motion carried unanimously.

Annual Meeting 2016 Financial Report: There were a total of 59 registrations for the 2016 Annual Meeting; this includes the speakers, who did not have to pay a registration fee. 28 people attended on both Wednesday and Thursday, 27 attended only on Thursday, and 4 people attended only on Wednesday. Registration payments totaled \$1,815 and expenses totaled \$2,236.56, resulting in a net loss of \$421.56. Wednesday pre-conference total revenues were \$340 and expenses were \$250 (for the band), resulting in a net income of \$90. Soda and food were donated by meeting organizers.

FY 2015/2016 Year End Financial Report: On September 30, 2016, total General Fund plus Continuing Education revenues were \$4,375 and expenditures were \$6,806.56, resulting in a net loss of \$2,432. At the September 29, 2016 Executive Council meeting, the Board passed a motion authorizing Pam Malmsten to transfer funds from the Continuing Education fund balance to the General Fund FB in order to cover the projected General Fund net loss. The Continuing Education FB on 9/30/16 was \$3,025, and the General Fund FB was \$1,561.07. The Continuing Education net loss was \$421.56 and the General Fund net loss was \$2,010.29. There was not enough money in the General Fund FB to cover the General Fund net loss, so Pam M explained that she transferred \$1,000 from the Continuing Education FB to the General Fund FB. On 10/1/2016, the Continuing Education FB was \$1,603.44 and the General Fund FB was \$550.78. There was some discussion regarding the fact that the UPRLC General Fund does not have enough money to cover the cost of the FY 2016 audit or insurance. Board members agreed that the ALS group should be asked to pay at least some of these expenses in FY 2017.

On 9/30/2016, ALS plus NMLN revenues were \$375,025 and expenses were \$362,548, resulting in a net income of \$12,477. The net income of \$12,477 was added to the ALS Fund Balance. On 10/1/2016, the ALS Fund Balance was \$267,602.50 and the PTO Designated Fund Balance (for employee paid time off) was \$8,284.

**NEW BUSINESS:** No items of new business were discussed.

#### **COMMITTEE REPORTS:**

UPRLC Annual Meeting: The 2017 UPRLC Annual Meeting was discussed. It was decided that the meeting would tentatively be held on September 21 (pre-conference) and September 22, 2017 at the Peter White Public Library in Marquette. Pam C. reported that she had talked to vendors at the Michigan Library Association Annual Conference and several of them indicated they would be interested in attending the UPRLC Annual Meeting. It was suggested that vendors be asked to attend, and possibly sponsor, the pre-conference event.

LSTA Grant Update: The Library of Michigan has announced the availability of competitive 3 year LSTA grants with a maximum award of \$500,000 and the SLC Grants Advisory Committee has been working on an application. The Grants Committee is considering a program to develop a mobile presence that would address community needs by providing training and expanding the educational reach of databases and other services, including Virtual Reality and Mobile Hotspots. LM will be

scheduling grant application webinars in November and December. [On November 11, Karren Reish sent out an e-mail indicating that webinars have been scheduled for Tuesday November 29<sup>th</sup> at 1:00 p.m. and Monday, December 5<sup>th</sup> at 2:00 p.m.] The deadline for grant submissions is January 31, 2017. Pam Christensen noted that an LSTA evaluator will be conducting Library Community focus groups in the U.P. and that the Library of Michigan will pay mileage for attendees. The Marquette session will be held at the Peter White Public Library in Marquette on Thursday, November 17, 2016 from 10 a.m. to 12 noon eastern.

**CONTINUING EDUCATION UPDATE:** Suzanne Dees reported that eRate training was held on November 1, 2016. Suzanne, Pam Christensen, and Shawn Andary attended the training via interactive video conferencing.

**LIBRARY NEWS:** Lisa Waskin reported that John Schaeffer, a Board member of both the Superior District Library and the Superiorland Library Cooperative, has won the MLA Heart of a Champion volunteer award. An open house honoring John has been scheduled for November 10, 2016 at the Bayliss Public Library. Lisa also reported that a November 2<sup>nd</sup> staff training session, which was presented by Shawn Andary, was very valuable and successful.

**Next meeting:** The next meeting of the UPRLC Board was scheduled for Thursday, February 2, 2017 at 12:30 p.m. eastern.

**ADJOURNMENT:** There being no further business, the meeting was adjourned at 1:20 p.m. on a motion by Pam Christensen, seconded by Mary June.

Respectfully submitted,

Pamela Malmsten, Recorder