

Upper Peninsula Region of Library Cooperation, Inc.
Annual Business (Membership) Meeting
Minutes of the Meeting of September 29, 2020

CALL TO ORDER: The annual business meeting of the Upper Peninsula Region of Library Cooperation was held via Zoom conferencing service.

PRESENT (Star after name denotes institutional designated voter): Megan Buck* (Dickinson County Library), Shawn Andary* (Superiorland Library Cooperative), Pamela Malmsten (Superiorland Library Cooperative), Lisa Waskin* (Superior District Library), Erin Matas* (Michigan Technological University Library), Carolyn Stacey* (Escanaba Public Library), Amanda Winnicki* (Menominee County Library), Lisa Cromell* (Munising School Public Library), Andrea Ingmire* (Peter White Public Library), Leslie Warren* (Northern Michigan University Library, Jessica Holman* (Negaunee Public Library), Cheryl Hoffman* (Spies Public Library), Wanda Tessmer* (Carp Lake Township Library), Jessica Luther (Alpena County Library), Eric Magness-Eubank* (Alpena County Library), Leslie Makela* (Forsyth Township Public Library), Lynne Wiercinski* (Ironwood Carnegie Public Library), and Barb Bartel* (West Iron District Library)

A motion was made to appoint Pamela Malmsten to be the recorder of the Annual Business Meeting minutes (MSC Shawn Andary/Lisa Waskin). Motion carried unanimously.

PRESIDENT'S REMARKS: Board Chair Marc Boucher was unable to attend the meeting so Vice-chair Megan Buck chaired the meeting.

TREASURER'S ANNUAL REPORT:

Pam Malmsten presented the Treasurer's Report. Background: UPRLC is a 501(c) (3) non-profit organization. Every year an independent audit is conducted and a 990 tax return is filed. Since all UPRLC members are schools and libraries, the audit is presented in a Government Accounting Standards Board (GASB) format, rather than a non-profit format. UPRLC is required to follow all of the GASB rules, including the requirement that expenditures cannot exceed the Board approved budgeted line item expenditures. Financial audits are posted on UPRLC's web site or are available by contacting Pam Malmsten at the UPRLC Treasurer's office.

The UPRLC Board of Directors meets quarterly and all members are invited and encouraged to attend. Travel is not required; most people connect to the meeting via Zoom conferencing service using their phones, laptops, or tablets. The next Board meeting will immediately follow the Membership Meeting and the Board will be electing officers for FY 2020/2021. More information on membership and policies, along with financial reports, can be found on UPRLC's web site at www.uproc.lib.mi.us.

UPRLC has five separate accounting classes including: the general fund, the continuing education fund, the ALS (automated library services) fund, the NMLN (Northern Michigan Library Network) fund, and the employee PTO (accrued leave) fund. NMLN was dissolved in February 2020; beginning October 1, 2020 the NMLN class will be eliminated.

ALS FY 2020 Financial Summary: The ALS Users Council approved its FY 2020 budget on 2/14/2019; the UPRLC Board of Directors approved the ALS budget on 2/26/2019. The ALS budget was not amended during the year. ALS's FY 2020 operating (excluding rebilled items) revenue budget is \$318,281. Actual revenues as of 9/28/2020 were: \$316,656.86. ALS's FY 2020 operating (excluding rebilled items) expense budget is: \$315,091. Actual expenses as of 9/28/2020 were: \$280,236.99.

UPRLC GF and CE FY 2020 Financial Summary: The UPRLC Board of Directors approved the FY 2020 GF and CE budgets on September 19, 2019. Total GF/CE budgeted revenues were \$6,060 and total GF/CE budgeted expenses were \$6,060. Due to the Covid-19 pandemic, the UPRLC Annual Conference Committee decided to cancel this year's Annual Conference. Committee members talked about holding a virtual conference but decided instead to save the funds for an outstanding in-person conference in 2021. Because of this change, the UPRLC Continuing Education Fund budget was revised and both Annual Conference revenues and expenditures were eliminated. The UPRLC Board will vote on the [proposed revised FY 2020 budget](#) at its meeting, which will immediately follow the Membership Meeting. As of 9/28/2020, GF/CE actual revenues were: \$2,562.50. GF/CE actual expenses were: \$1,970.00. Proposed FY 2020 budget revised revenues are \$2,560 and proposed revised expenses are \$2,005. Projected FY 2020 GF/CE net income is \$555.

FY 2020 Financial Summary for all Funds: As of 8/31/2020 [actual revenues and expenditures for all funds](#) are as follows:

YTD Revenues: \$341,796.36

YTD Expenses: \$305,083.97

The [Balance Sheet as of 8/31/2020](#) shows total assets of \$402,993.93 and total liabilities plus fund balances of \$402,993.93.

FY 2021 Financial Summary for all Funds: Looking ahead to the [FY 2021 budget](#) which begins October 1, 2021:

Total budgeted revenues for all funds (including rebilled items): \$356,697

Total budgeted expenses (including rebilled items) for all funds: \$345,729

Total FY 2020/2021 projected net income: \$10,968

ELECTION OF THE FY 2020/2021 BOARD OF DIRECTORS:

Each UPRLC member institution may designate a voting member for the purpose of electing a Board of Trustees. Current board members are: Marc Boucher, Megan Buck, Amanda Winnicki, Lisa Cromell, Carolyn Stacey, Dillon Geshel, Andrea Ingmire, Janis Lubenow, Pamela Malmsten, Lisa Waskin, Shawn Andary, Leslie Warren, Erin Matas, Megan Clarke, and Jessica Holman.

Board members with terms expiring on 9/30/2020 are Janis Lubenow, Pamela Malmsten, and Marc Boucher; all agreed to run for another term. Megan Buck nominated Lynne Wiercinski from the floor. Megan Buck called three times for additional nominations from the floor; there were no additional nominations.

A motion was made to elect Janis Lubenow, Pamela Malmsten, Marc Boucher, and Lynne Wiercinski [all with terms expiring 9/30/2023] to the UPRLC Board of Directors for FY 2020/2021 (MSC Leslie Warren/Lisa Cromell). Motion carried unanimously.

Megan Buck reminded everyone that the UPRLC Board meeting would begin immediately following the adjournment of the Membership Business Meeting. Newly elected Board members should attend since FY 2021 officers will be elected.

ADJOURNMENT: There being no further business, the meeting adjourned at 11:31 a.m. eastern on a motion by Lisa Waskin, seconded by Amanda Winnicki.

Respectfully submitted,

Shawn Andary, Secretary

Pamela Malmsten, Recorder