

Upper Peninsula Region of Library Cooperation, Inc.

Meeting of the Board of Directors
Minutes of the Meeting of September 30, 2015

CALL TO ORDER: The Board of Directors of the Upper Peninsula Region of Library Cooperation met in the Community Room of the Peter White Public Library in Marquette. Lisa Waskin, Chair, called the meeting to order at 11:52 a.m.

ROLL CALL:

Trustees Present:

Chair: Lisa Waskin

Vice-Chair: Elaine Erickson

Secretary: Suzanne Dees

Treasurer: Pam Malmsten

Deputy Treasurer: Pam Christensen

Pat Cheski, Cheryl Hoffman, Mary June, Jeanne Ludlow, and Carolyn Stacey

Trustees Absent: Janis Lubenow and Leslie Warren

APPROVAL OF THE MINUTES OF May 21, 2015: A motion was made to approve the minutes of the meeting of May 21, 2015 as presented (MSC Suzanne Dees /Elaine Erickson). Motion carried unanimously.

FINANCIAL REPORT:

Approval of Cash Disbursements and the YTD Report as of August 31, 2015: General Fund cash disbursements for May, June, and July were reviewed; there were no disbursements for August 2015. The year-to-date report as of August 31, 2015 showed total General Fund revenues of \$2,840 and total General Fund expenditures of \$4,591. A motion was made to approve cash payments of \$250 for May 2015, \$2.29 for June 2015, and \$20 for July 2015, and the year to date expense and revenue report as of August 31, 2015 (MSC Elaine Erickson/Pat Cheski). Motion carried unanimously.

Revise UPRLC/ALS/NMLN Combined Budget for FY 2015: A proposed revised FY 2014/2015 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 2014/2015 [with total expenses of \$445,781 and total revenues of \$445,838] as presented (MSC Elaine Erickson/Jeanne Ludlow). Motion carried unanimously.

Revise UPRLC/ALS/NMLN Combined Budget for FY 2016: A proposed revised FY 2015/2016 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 2015/2016 [with total expenses of \$392,975 and total revenues of \$396,125] as presented (MSC Elaine Erickson/Pat Cheski). Motion carried unanimously.

CONFLICT OF INTEREST POLICY FORMS: Suzanne distributed FY 2015/2016 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, 2016.

E-RATE POLICIES: Proposed E-Rate policies were distributed to the Board for consideration. The policies included a record retention policy, a gift policy, a procurement policy, and an affirmation of the Children’s Internet Protection Act (CIPA) compliance. A **motion** was made **to accept the UPRLC E-Rate Policies as presented** (MSC Pam Christensen/Jeanne Ludlow). Motion carried unanimously.

ELECTION OF OFFICERS: A **motion** was made **to elect the following nominated slate of officers for FY 2015/2016: Chair: Lisa Waskin, Vice-Chair: Carolyn Stacey, Secretary: Elaine Erickson, Treasurer: Pamela Malmsten, and Deputy Treasurer: Pamela Christensen** (MSC Elaine Erickson/Suzanne Dees). Motion carried unanimously. Officers also serve on the Contract Review Committee.

SET CALENDAR OF FOUR MEETINGS: FY 2016 meetings of the UPRLC Board of Directors were tentatively scheduled for Tuesday, February 16, 2016; Tuesday, May 24, 2016; Tuesday, August 16, 2016; and Thursday, September 29, 2016 (Annual Meeting).

ADJOURNMENT: There being no further business, the Chair declared the meeting adjourned at 12:02 p.m.

Respectfully submitted,

Suzanne Dees, Secretary

Pamela Malmsten, Recorder