

Upper Peninsula Region of Library Cooperation, Inc.
Automated Library Services 2022 (Symphony Users)
Minutes of the Meeting of 12 January, 2022

Call to Order: Bruce MacDonald, chair, called the meeting to order at 11:02 ET.

Attending: Shawn Andary (SLC), Mary Hook (Manistique), Blair Nelson (Spies), Jeremy Morelock (SLC), Victor Beeker (Bayliss), Megan Buck (Dickinson County), Pam Malmsten (SLC), Bruce MacDonald (PWPL), Amy Salminen (PWPL), Amanda Winnicki (Menominee County), Ellen Moore (PWPL), Lissa Potter (SLC)

Approval of the Minutes from 10 June, 2021: Unanimously approved on a motion by Amanda Winnicki, seconded by Victor Beeker.

Financial Report (Pam Malmsten)

There are 5 months of bills to approve this time. August and September include just the usual items.

October was a big month, with the semi-annual payment to Sirsi for ILS maintenance (the rest will be paid in February), rebills, Syndetics, collection agency and a PayPal reimbursement.

November contained the usual items, plus a payment to Metcom for barcodes.

December contained the usual items and a PayPal reimbursement. Now that Dillon is trained on PayPal reimbursements, we'll try to do them more often.

Our Fiscal Year ended 30 September, 2021. We did better on income than anticipated, the extra was added to the ALS fund.

The first quarter of FY2021-2022 is out and done. The line item for ILS maintenance skewed the numbers a bit because we pay for the first half of the year in the first quarter of the FY.

YTD financials - 30 Sept ended FY, better on income than anticipated - added to ALS fund

The bills, revenues and expenses for August, September, October, November and December 2021 were unanimously approved on a motion by Megan Buck, seconded by Amanda Winnicki.

Old Business

We're waiting on pricing and a contract from TeleTask, the Phone Tree replacement. Pam suggested giving them a deadline and reminded us that we need to get rid of the copper lines. There were questions about if TeleTask should be centrally administered or if each library will administer their calls. There will be a website for each library to administer their calls, if they choose to do so.

Lissa will look into alternatives if we don't hear back.

New Business

We will have to do a budget revision for the Phone Tree replacement, but cannot, until we have solid numbers.

Draft bylaws for ALS will be sent out asking for comments and changes by 28 January. A final draft will be sent out before our next meeting.

ALS Chair - Will someone please relieve Bruce? Bruce will continue, but please save him.

We discussed sending out an appeal to ask folks to get involved. It was suggested that having co-chairs might make it easier to get volunteers.

After the bylaws get finalized, it was suggested that we review and revise the contract between SLC and UPRLC. This should be reviewed periodically. Perhaps the bylaws committee could also look at the contract, although ALS needs to be involved first.

There was discussion about how often the contract should be reviewed and signed. It was agreed that the revision period should be in the contract and that there should be a successor clause. If a change is needed, a letter of agreement could be added.

Next meeting date: 9 Feb., 11 Eastern, 10 Central.

News:

Blair asked that ALS meetings have more practical information.

Shawn pointed out that RFPs have been collected and there is a folder available to everyone to review them. Also, the ILS Survey Crew will be meeting before the end of the month.

Adjournment: Meeting adjourned due to running out of cats at 12:06.