

# Upper Peninsula Region of Library Cooperation, Inc.

Meeting of the Board of Trustees  
Minutes of the Meeting of February 12, 2021

**CALL TO ORDER:** The Board of Trustees of the Upper Peninsula Region of Library Cooperation met via Zoom audio/video conferencing. The Chair, Lisa Waskin, called the meeting to order at 11:04 a.m. EST.

## **ROLL CALL:**

### **Trustees Present:**

Chair: Lisa Waskin

Vice-Chair: Megan Buck

Secretary: Shawn Andary

Treasurer: Pamela Malmsten, Recorder

Assistant Treasurer: Andrea Ingmire

Other Trustees Present: Erin Matas, Marc Boucher, Amanda Winnicki, Leslie Warren, Jessica Holman, and Lisa Cromell

**Library Directors/Staff Attending:** None

**Trustees Absent:** Carolyn Stacey, Megan Clarke, Janis Lubenow, Dillon Geshel, and Lynne Wiercinski

**APPROVAL OF THE AGENDA:** A motion was made to approve the agenda as presented (MSC Marc Boucher/Megan Buck). Motion carried unanimously.

## **APPROVAL OF THE MINUTES:**

December 18, 2020 Minutes of the Executive Council Regular Meeting: A motion was made to approve the minutes of the December 18, 2020 Executive Council regular meeting as presented (MSC Andrea Ingmire/Amanda Winnicki). Motion carried unanimously.

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

December 2020 and January 2021 Cash Disbursements: There were no General Fund cash disbursements in December or January.

Year to Date Report as of 01/31/2021: FY 2021 membership dues invoices were sent out in January; the total is \$2,560. There have been no general fund expenses as of 1/31/2021. The total of revenues (all funds) as of 01/31/2021 was \$188,283 and the total of expenses (all funds) was \$127,124.

Balance Sheet as of 01/31/2021: As of 01/31/2021, UPRLC assets totaled \$459,803.24 and liabilities plus fund balances totaled \$459,803.24.

A motion was made to approve year-to date reports and the balance sheet as of January 31, 2021 [with total assets of \$459,803.24 and total liabilities plus fund balances of \$459,803.24] (MSC Megan Buck/Jessica Holman). Motion carried.

**Discussion of ALS FY 2021/2022 Budget:** The ALS group voted to approve the FY 2021/2022 budget as presented with a 1% operating fee increase.

REVENUES: The proposed FY 2021/2022 budget includes revenue projections based on a 1% ILS operating fee increase for all ILS participants. The budget includes columns showing what the net income would look like with no increase and a 1% increase.

**EXPENSES:**

1. Professional and Contractual Line Item:
  - A. SLC costs for wages, benefits, and office overhead costs: Administrative staff estimated a 2% salary increase for SLC employees beginning 10/1/2020. SLC's health insurance plan renews on July 1 and a 5% increase was estimated. 100% of the System Administrator's salary and fringes, 50% of the Database Assistant's salary and fringes, 44% of the Finance Director's salary and fringes, and 29% of the SLC Director's salary and fringes were allocated to UPRLC ALS. 42% of office overhead costs (electricity, water, heat, maintenance, shared supplies, shared office equipment maintenance, etc.) were charged to ALS. This percentage has been the same for the last few years.
  - B. Other items: Items charged to the "professional and contractual-other" line item include \$100 for COSUGI membership, \$360 for PayPal monthly charges, \$350 for PhoneTree, \$3,500 for the ALS share of the annual audit, \$1,000 for miscellaneous and legal charges, and \$660 for Internet.
2. SirsiDynix Maintenance: The 5-year ILS contract with SirsiDynix renewed on 4/30/2019. Under the terms of the contract, there was a 0% maintenance increase for the first 3 years of the contract; maintenance would then increase by 2.9% for years four and five. The increase will affect the FY 2022 budget beginning April 1, 2022. There will be 0% increase for the first six months of the fiscal year and 2.9% increase for the remaining six months; the projected total cost for maintenance in FY 2022 will be \$152,120.

**SUMMARY:**

Total operating revenues in the proposed budget: \$322,978.26 (\$347,978.26 with rebills)

Total operating expenses in the proposed budget: \$309,905.10 (\$334,905.10 with rebills)

Net Income in the proposed budget: \$13,073.16

**COMMITTEE AND OTHER REPORTS:**

UPRLC Annual Conference Committee Update: Megan Buck reported that the Annual Conference Committee would be meeting soon to plan for the 2021 conference; committee members will be checking on venues and still hope that the conference can be held in Sault Ste. Marie.

Bylaws Committee Update: The Bylaws Committee has been meeting and is making progress on proposed revisions to the UPRLC bylaws. The committee's goal is to present a final, attorney-reviewed bylaws draft to the UPRLC members at the Annual Membership Meeting in September. Committee Chair Amanda Winnicki said that the committee has been looking at the Management Agreement between UPRLC and the Superiorland Library Cooperative; it was noted that the agreement has not been signed by the principals in several years and that the agreement should be reviewed and signed by both parties on a more regular basis. The next Bylaws Committee meeting is scheduled for February 24, 2021 at 11:30 a.m. Eastern.

Librarian of the Year Committee Report: Lisa Waskin reported that the Librarian of the Year Committee hasn't met yet in the current fiscal year. She said that a discussion will be included on the UPRLC Conference Committee meeting agenda. The committee has been considering adding other types of awards.

"Unexpected Partnerships" Mentoring Program Committee Update: The FY 2021 program now includes small group partnerships. Megan Buck reported that the partnerships seem to be going well so far. The committee has been sending monthly prompts to the partners and participants have expressed appreciation for the reminders. Megan added that responses to the first program survey have been positive.

**OLD BUSINESS:** No items of Old Business were discussed.

**NEW BUSINESS:**

Approve ALS Budget for FY 2021/2022: A **motion** was made **to approve the ALS FY 2021/2022 budget with 1% operating fee increase as presented** [with total revenues of \$347,978.26 and total expenses of \$334,905.10] (MSC Andrea Ingmire/Amanda Winnicki). Motion carried unanimously.

**SET NEXT MEETING DATE:** Board members agreed that the next meeting of the UPRLC Board of Trustees would be held on May 14, 2021 at 10 a.m. CST/11 a.m. EST.

**LIBRARY NEWS:** Leslie Warren (Northern Michigan University library) reported that her department has two job openings. Andrea Ingmire (Peter White Public Library) reported that Peter White has kicked off its youth Winter Reading Club. Two hundred people have signed up for the reading club, which features flamingos.

**ADJOURNMENT:** There being no further business, the meeting was adjourned at 11:41 a.m. Eastern on a motion by Megan Buck seconded by Lisa Cromell.

Respectfully submitted,

Shawn Andary, Secretary

Pamela Malmsten, Recorder