

**Upper Peninsula Region of Library Cooperation, Inc.  
Automated Library Services 2022 (Symphony Users)  
Minutes of the Meeting of 9 February, 2022**

**Call to Order:** Bruce MacDonald, chair, called the meeting to order at 11:06 EDT.

**Attending:** Jessica Holman (Negaunee Public Library), Bruce MacDonald (PWPL), Janis Lubenow (UPHS), Victor Beeker (Bayliss), Dillon Geshel (SLC), Shawn Andary (SLC), Jeremy Morelock (SLC), Megan Buck (DCL), Lissa Potter (SLC), Pam Malmsten (SLC), Amanda Winnicki (Menominee County), Blair Nelson (Spies)

**Approval of the Minutes from 12 Jan. 2022:** Unanimously approved on a motion by Amanda Winnicki, seconded by Megan Buck.

**Financial Report (Pam)**

Cash disbursements for January 2022 were reviewed. Jan., 2022 financials (YTD 2 quarters), Sirsi paid for first half of year.

January cash disbursements of \$17,605.30 and the year-to-date report as of January 31, 2022 were unanimously approved on a motion by Megan Buck, seconded by Amanda Winnicki.

**Committee Reports**

**ILS Survey Crew:** Shawn – met once, talked about sample RFPs, notes from 2004 RFP. Shawn is working on draft RFP and creating functional requirements spreadsheets for folks to comment on and rank, meeting tomorrow.

Bruce – RFP is to look at ILS landscape, to see if we want to stay with Sirsi or move.

**UPRLC website committee:** Pam – We are trying to keep the new website simple. Using WordPress with the vendor who did the SLC website redesign. The committee is discussing what needs to be there, what should come out and how to simplify it. Please send input to Pam.

**UPRLC logo:** Pam. There was discussion of the various options. Janis asked for capital letters on all options.

UPRLC web server hardware will be retired.

Bruce reminded us to ask people using UPROC e-mail addresses to use the new Office 365 addresses.

**Old Business**

**Teletask:** Lissa reported some questions on the contract. Patron privacy stuff is good (Teletask started with medical offices, so they use HIPAA).

Pam said that SLC and UPRLC are moving to a VOIP phone system due to the need to get rid of copper lines and AT&T. Dillon commented that VOIP will make it much easier to be responsive when working remotely. Bruce asked which vendor? Solutions, who uses NEC to do VOIP.

**UPRLC – SLC Mgt. Contract:** Pam noted that it is way out of date, people who signed have retired or left, so we need to update it. There will be a committee. Amanda noted the need to approve it at regular intervals.

**ALS Users Council Bylaws:** Amanda said they'd received some minor comments and asked for approval. Pam pointed out that the UPRLC Board needs to approve also.

Unanimously approved on a motion by Amanda Winnicki, seconded by Jessica Holman.

### **New Business**

**Budget Revisions:** Pam said she had to add some money to Professional and Contractual, which is what SLC bills to UPRLC. ALS is being asked to help pay for Shawn for 10 hours a week for the rest of the fiscal year. There was also some money returned from MERS because some employees left before becoming vested.

Dillon pointed out that we need Shawn for the RFP and because of all of her experience and helpfulness. She is also training Lissa.

Pam made some other adjustments for Teletask, UPRLC website, audit and conferences.

Unanimously approved on a motion by Megan Buck, seconded by Janis Lubenow.

**Next year's budget** – Pam needs to start early so can notify libraries of operating fees. There is a 2.9% increase in the Sirsi contract for next year. She has to estimate some lines so it'll be revised as needed. We need a 2% operating fee increase for next year. No increase would require cuts.

Megan noted that a 2% increase is less than the Sirsi contract is going up. Bruce commented that it is less than the inflation rate.

The ALS FY 2022/2023 budget was unanimously approved on a motion by Megan Buck, seconded by Victor Beeker.

**Next meeting date** –Wed, 18 May, 10 CDT, 11 EDT

Lissa Potter, ALS System Administrator