

Upper Peninsula Region of Library Cooperation, Inc.  
Automated Library Services 2020 (Symphony Users)  
Minutes of the Meeting of 26 August, 2021

**Call to Order:** Bruce MacDonald, chair, called the meeting to order at 11:04 ET.

**Attending:** Shawn Andary (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 Amy Salminen.

**Financial Report** (Pam Malmsten)

There is nothing unusual for June and July. In July, UPRLC's share of the Merit Internet bill is included.

Bills for June and July, 2021.

2020-2021 YTD Revenue and Expense Report of 30 June, 2021.

We are doing fine, there will be a small budget revision. ALS fees are down a little, we are under on most of the line items but over a bit on insurance. This is because of not having a director and some other expenses.

The bills, revenues and expenses for June and July 2021 were unanimously approved on a motion by Amy Salminen, seconded by Amanda Winnicki.

**Committee and Other Reports:**

UPRLC Annual Conference Committee Update: Megan Buck reported that planning continues. The keynote speaker stopped responding to e-mails. UPRLC approved the Code of Conduct for the conference. They are discussion how to communicate the COVID protocol. Nominations for the UPRLC awards are due at the end of the week, please self-nominate.

Pam Malmsten noted that we've never done a two day conference before. Lunches will be Border Grill and pizza. Registration is open, libraries can pay by credit card or get invoiced. Please tell Pam if you need an invoice right away.

Bruce MacDonald will train PWPL staff on the technology in conference rooms.

Pam Malmsten asked if maybe there should be a quantity discount for libraries sending a lot of staff.

ILS Survey Crew: Lissa Potter reported that there was a doodle poll out for meeting dates and will issue another call for members. Bruce MacDonald commented that the committee is looking at options and needs regarding an ILS.

## **Old Business**

Phone Tree Replacement: Lissa is working on transfer data formats with the vendor.

Pam Malmsten noted that we need to get rid of all of our land lines and dump AT&T. Bruce asked if SLC were going to do an RFP for VOIP. Pam said it was too expensive and complicated to get out of our AT&T contract this year, so we are looking to move to VOIP next year. This is a priority for FY22.

Bruce said that Michigan Broadband Solutions is the VOIP vendor at Peter White. They haven't been great. The company is moving from self hosting to being a reseller and the transition has not been smooth.

Pam asked what vendor Bayliss is using. Victor Beeker didn't know the vendor, but said they had a lot of problems with static, calls ending suddenly and downtime.

Bruce said that PWPL is looking at Solutions, which Merit is reselling.

## **New business**

Budget Revision: Pam reported on a few revisions in fees. One school district dropped out. We are doing well, there has been less to pay in salaries, insurance expenses are up. The Executive Council will need to approve the revisions at the General Meeting.

This was approved on a motion by Amanda Winnicki, seconded by Megan Buck.

ALS Bylaws Committee: Pam reported that the UPRLC Bylaws have had a major revision. The new bylaws were approved by the Executive Council and need to be approved by the Annual Meeting. The attorney approved the wording. The new bylaws require that users' councils have bylaws. ALS is a users' council, and so needs bylaws. Pam couldn't find if there were ever any. She will send out a call to be on a committee write them. Megan Buck, Amanda Winnicki, Amy Salminen and Pam Malmsten volunteered.

Bruce MacDonald asked if people have star on name tag to represent voting members at the annual meeting. Pam said that would probably be done again.

## **News**

Pam Malmsten said that Superiorland is excited about getting a director. He will start 27 Sept. The contract isn't finalized yet.

Bruce commented that all staff are worn out and we need to take care of our mental health.

**Next meeting Date:** –Thursday, 18 Nov., 2021 at 11 am ET, 10 CT.

**Adjournment:** Bruce closed the meeting at 11:45, after unanimous approval of a motion to adjourn by Amy, seconded by Megan.