

Upper Peninsula Region of Library Cooperation, Inc.

Meeting of the Board of Trustees
Minutes of the Meeting of September 29, 2020

CALL TO ORDER: The Board of Trustees of the Upper Peninsula Region of Library Cooperation met via Zoom conferencing service. Since the Chair, Marc Boucher, was unable to attend the meeting, the Vice-chair, Megan Buck, called the meeting to order at 11:32 a.m. eastern/10:32 a.m. central.

ROLL CALL:

Trustees (FY 2020) Present:

Chair:

Vice-Chair: Megan Buck

Secretary: Shawn Andary

Treasurer: Pam Malmsten, Recorder

Assistant Treasurer: Andrea Ingmire

Lisa Waskin, Lisa Cromell, Carolyn Stacey, Amanda Winnicki, Jessica Holman, Leslie Warren, Megan Clarke, and Erin Matas

FY 2021 Trustee Present: Lynne Wiercinski

Library Directors/Staff Attending: Wanda Tessmer, Leslie Makela, Eric Magness-Eubank, and Barb Bartel

Trustees Absent: Marc Boucher, Dillon Geshel, Janis Lubenow, and Megan Clarke,

APPROVAL OF THE AGENDA: The agenda was unanimously approved as presented on a motion by Leslie Warren, seconded by Amanda Winnicki.

APPROVAL OF THE MINUTES:

Minutes of the Board of Directors of February 13, 2020: **A motion was made to approve the minutes of February 13, 2020 as presented** (MSC Amanda Winnicki /Leslie Warren). Motion carried unanimously

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

February, April, May, and August 2020 General Fund Cash Disbursements:

February: The \$50 payment to Anderson, Tackman, and Company was for the final payment on UPRLC's FY 2019 financial audit. April: The \$500 payment to Frankenmuth was for the General Fund (GF) share of UPRLC's property and liability insurance; the ALS group paid the remaining \$340. May: The \$450 payment to West Bend Mutual was for Directors and Officers insurance. August: The \$20 payment to the State of Michigan was the fee for filing the yearly Corporate Report.

Year to Date Report as of 08/31/2020: General Fund revenues as of 08/31/2020 were \$2,563 and expenses were \$1,970. Total revenues (all funds) as of 8/31/2020 were \$341,796 and total expenses were \$305,084.

Balance Sheet as of 08/31/2020: Total assets as of 08/31/2020 were \$402,993.93 and total liabilities plus fund balances were \$402,993.93.

A **motion** was made to **approve cash disbursements of \$50 for February 2020, \$500 for April 2020, \$450 for May 2020, and \$20 for August 2020, the year-to-date report as of August 31, 2020** [with total revenues of \$341,796 and total expenses of \$305,084], **and the balance sheet as of August 31, 2020** [with total assets of \$402,993.93 and total liabilities plus fund balances of \$402,993.93] **as presented** (MSC Erin Matas/Jessica Holman). Motion carried unanimously.

Approve FY 2019/2020 Budget Revision: The ALS Users Council approved its original budget on 2/14/2019 and the ALS budget was not amended during the year. The UPRLC Board of Directors approved the ALS budget on 2/26/2019 and the General Fund combined budgets on 9/19/2019. Due to the novel coronavirus pandemic, the UPRLC Annual Conference Committee decided to cancel this year's Annual Conference. Committee members discussed holding a virtual conference but decided instead to save the funds for an outstanding conference in 2021. As a result of the cancellation, Annual Conference revenues and expenditures were eliminated and the General Fund/Continuing Education budget was revised to reflect the changes.

Original (9/19/2019) UPRLC General Fund/Continuing Education revenues: \$6,060. Original GF/CE fund expenses: \$6,060. Original GF/CE net income: \$0.

Proposed revised (9/29/2020) UPRLC GF/CE budget revenues: \$2,560. Proposed revised GF/CE fund expenses: \$2,005. Proposed revised budget net income: \$555.

Original FY 2020 combined budget (9/19/2019) revenues: \$372,341

Original FY 2020 combined budget expenses: 369,151

Original FY 2020 combined budget net income: \$3,190

Revised FY 2020 combined budget (9/29/2020) revenues: \$368,841

Revised FY 2020 combined budget expenses: \$365,096

Revised FY 2020 combined budget net income: \$3,745

A **motion** was made **to approve the UPRLC FY 2019/2020 budget revision** [with total revenues of \$368,841 and total expenses of \$365,096] **as presented** (MSC Andrea Ingmire/ Carolyn Stacey). Motion carried unanimously.

Approval of the UPRLC FY 2020/2021 Combined Budget:

ALS Budget for FY 2020/2021: The original ALS FY 2021 budget was approved on 2/13/2020 by both the ALS Users Council and the UPRLC Board of Directors. ALS Total Revenues: \$350,637; ALS Total Expenses: \$339,669. Projected ALS Net Income: \$10,968.

General Fund/Continuing Education Budget for FY 2020/2021: Total projected General Fund/Continuing Education Fund revenues are \$6,060 and total expenses are \$6,060. Total projected net income is \$0.

Total FY 2020/2021 revenues (all funds): \$356,697

Total FY 2020/2021 expenses (all funds): \$345,729

Total projected FY 2021 net income: \$10,968

A **motion** was made **to approve the UPRLC FY 2020/2021 budget** [with total revenues of \$356,697 and total expenses of \$345,729] **as presented** (MSC Andrea Ingmire/Lisa Waskin). Motion carried unanimously.

COMMITTEE AND OTHER REPORTS:

UPRLC Annual Conference Committee Update: Committee Chair Shawn Andary reported. She said that the Committee hopes to have a great conference in Sault Ste.

Marie next year. Andrea Ingmire commented that UPRLC should hold a virtual conference in 2021 if an in-person conference is still not safe.

Bylaws Committee Update: Megan Buck reported that the Committee's last meeting was March 5, 2020. Amanda Winnicki is the Committee Chair; Shawn Andary and Pam Malmsten are co-secretaries. Committee members also include Marc Boucher, Erin Matis, Megan Buck, and Leslie Warren. The committee began working on bylaws revision; an email will be sent out to rest of the Board so members can comment on the proposed changes. Megan added that anyone else interested in joining the committee should contact one of the current committee members.

UPRLC Librarian of the Year Nominating Committee Report: Committee Chair Lisa Waskin reported that she sent out a request for nominations for "Librarian of the Year". Lisa said committee members are considering expanding the nominations to "Trustee of the Year" and "Library Program of the Year". The committee will be developing guidelines for choosing award winners. Other committee members include Leslie Warren, Carolyn Stacey, Megan Buck, Lisa Cromell, and Andrea Ingmire. [Note: Lisa Waskin sent out UPRLC Leader of the Year award guidelines and a nomination form to the email Listserv on October 6 and October 14. Nominations are due by October 31, 2020.]

OLD BUSINESS:

UPRLC Mentoring Program: Megan Buck reported that the Committee sent out a survey to FY 2020 participants and 60% of respondents indicated that they would participate again. Survey suggestions included forming a Facebook group for everyone involved and organizing a competition (with an award) for "best partnership". Changes for FY 2021 include offering a small group partnership option. The deadline for submissions with guaranteed matches is September 30, 2020. Megan added that applications will be accepted after September 30, but a match cannot be guaranteed. Committee member Amanda Winnicki reminded directors to share the partnership information with their entire staff.

NEW BUSINESS:

Conflict of Interest Policy: FY 2021 Board members were reminded to return the signed FY 2020/2021 Conflict of Interest Policy forms as soon as possible; all forms must be received by January 1, 2021. Pam Malmsten said she would be sending the forms to all Board members in the next week or so.

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 Lisa Waskin/Shawn Andary). Motion carried unanimously.

Election of Officers for FY 2020/2021: Current Board Chair Marc Boucher indicated that he would be stepping down as Chair beginning October 1, 2020. Current officers Megan Buck (Vice-chair), Shawn Andary (Secretary), Pam Malmsten (Treasurer), and Andrea Ingmire (Deputy Treasurer) indicated that they would be willing to retain the positions in FY 2020. Megan Buck nominated Lisa Waskin for the Chair position and she accepted the nomination. Andrea Ingmire nominated Megan Buck as Vice-chair, Lisa Waskin nominated Shawn Andary as Secretary, Lisa Waskin nominated

Pam Malmsten as Treasurer, and Lisa Cromell nominated Andrea Ingmire as Deputy Treasurer. Megan Buck called three times for additional nominations from the floor; there were no additional nominations.

A motion was made **to elect the following nominated slate of officers for FY 2020/2021: Chair: Lisa Waskin, Vice-Chair: Megan Buck, Secretary: Shawn Andary, Treasurer: Pamela Malmsten, and Deputy Treasurer: Andrea Ingmire** (MSC Leslie Warren/Amanda Winnicki). Motion carried unanimously. It was noted that officers also serve on the Contract Review Committee.

NEXT MEETING: The next meeting of the UPRLC Board will be determined at a later date.

LIBRARY NEWS: Library directors shared news on staff positions, programming, and reopening plans.

ADJOURNMENT: There being no further business, the Vice-chair declared the meeting adjourned at 12:20 pm eastern.

Respectfully submitted,

Shawn Andary, Secretary

Pamela Malmsten, Recorder