

# Upper Peninsula Region of Library Cooperation, Inc.

Meeting of the Board of Trustees  
Minutes of the Meeting of June 29, 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 3:03 p.m. EST.

## **ROLL CALL:**

### **Trustees Present:**

Chair: Lisa Waskin

Secretary: Shawn Andary

Treasurer: Pamela Malmsten, Recorder

Assistant Treasurer: Andrea Ingmire

Other Trustees Present: Jessica Holman, Erin Matas, Marc Boucher, Amanda Winnicki, and Lynne Wiercinski

**Library Directors/Staff Attending:** None

**Trustees Absent:** Janis Lubenow, Megan Buck, Leslie Warren, Lisa Cromell, Carolyn Stacey, Megan Clarke, and Dillon Geshel

**APPROVAL OF THE AGENDA:** A motion was made to approve the agenda as presented (MSC Amanda Winnicki/Jessica Holman). Motion carried unanimously.

## **APPROVAL OF THE MINUTES:**

February 12, 2021 Minutes of the Executive Council Regular Meeting: A motion was made to approve the minutes of the February 12, 2021 Executive Council regular meeting as presented (MSC Erin Matas/Lynne Wiercinski). Motion carried unanimously.

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

February, March, April, and May 2021 Cash Disbursements: March and April payments were to Anderson, Tackman, and Company (\$4,500 total) for the FY 2020 audit and 990 report. The April payment of \$500 to Frankenmuth Insurance Company was for UPRLC's property and liability insurance; the total cost was \$840 and the balance of \$340 was covered by ALS. The May payment of \$473 to West Bend Mutual Insurance Company was for Directors and Officers insurance.

Year to Date Report as of 05/31/2021: FY 2021 membership dues invoices were sent out in January. The insurance line item is slightly over the budgeted figure and will be adjusted with the budget revision that will be presented. As of 5/31/2021, the total of general fund revenues was \$2,565 and the total of expenses was \$1,973. The total of revenues (all funds) as of 05/31/2021 was \$279,375 and the total of expenses (all funds) was \$267,605.

Balance Sheet as of 05/31/2021: As of 05/31/2021, UPRLC assets totaled \$401,217.17 and liabilities plus fund balances totaled \$401,217.17.

A motion was made to approve cash disbursements of \$1,100 for February, \$3,400 for March, \$500 for April, and \$473 for May; the year-to date report [with total

revenues of \$279,354 and total expenses of \$267,604)] **and the balance sheet as of May 31, 2021** [with total assets of \$401,217.17 and total liabilities plus fund balances of \$401,217.17] (MSC Amanda Winnicki/Andrea Ingmire). Motion carried unanimously.

**FY 2020/2021 General Fund Budget Revision:** The general fund budget needs to be revised to include added expenses for web site development and attorney review of the bylaws revision.

REVENUES: Membership revenues were reduced slightly (from \$2,560 to \$2,480) to reflect actual payments.

**EXPENSES:**

1. Professional and Contractual Line Item:

A. Added \$850 to account 3-801.1; this is 50% of cost of the web site redesign. The balance of the cost will be covered by ALS.

B. Added \$750 to account 3-801.1; this is the estimated cost of the attorney review of the bylaws. Note: the invoice from the Foster, Swift, Collins attorney was received on 6/28/2021; the cost was \$451.

**SUMMARY** (Includes general fund and continuing education fund):

Total operating revenues in the proposed budget revision: \$5,980.

Total operating expenses in the proposed budget: \$7,573.

Net loss and fund balance (general fund) transfer in the proposed budget revision: (\$1,093).

**A motion was made to approve the proposed General Fund budget revision** [with total revenues of \$5,980 and total expenses of \$7,573] **as presented** (MSC Andrea Ingmire/Lynne Wiercinski). Motion carried unanimously.

**COMMITTEE AND OTHER REPORTS:**

**UPRLC Annual Conference Committee Update:** Lisa Waskin reported that the 2021 UPRLC Annual Conference will be held on September 27, 28, and 29 (Monday-Wednesday). An excellent program is planned and will include keynote speakers, breakout sessions, and vendors. The first day will feature half-day program--probably on diversity—and a social activity in the evening. The main conference and membership meeting will be held on Tuesday and Wednesday. Dillon Geshel is working on the conference brochure; the conference slogan is “Meeting in the Middle”.

**Bylaws Committee Update:** Amanda Winnicki reported that the Bylaws Committee completed its UPRLC bylaws revision and the draft revised bylaws were sent to SLC’s attorney for review. A Foster, Swift, Collins corporate attorney reviewed the bylaws and returned them with some suggested revisions. Committee members reviewed the bylaws, agreed to accept the revisions, and corrected some minor typographical errors. The proposed revised bylaws were then sent to the entire Board for review. The biggest change is a restructuring of the UPRLC Board of Directors; the total number of board members will eventually be reduced to nine.

The UPRLC board still needs to review the Management Agreement between UPRLC and the Superiorland Library Cooperative and develop grievance procedures for disagreements between users’ councils and the board. It was also noted that ALS group will need to form a committee to work on writing ALS Users Council bylaws. Board members thanked Amanda for her hard work and leadership role on the Bylaws Committee.

“Unexpected Partnerships” Mentoring Program Committee Update: Amanda Winnicki reported that the FY 2021 program now includes small group partnerships. She added that responses to the program survey have been positive and the committee hopes to continue the program in FY 2022.

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

**NEW BUSINESS:**

Approve UPRLC Bylaws Revision: A **motion** was made to **approve the UPRLC Bylaws revision as presented** (MSC Amanda Winnicki/Marc Boucher). Motion carried unanimously. The revised bylaws will be presented to the UPRLC membership at large for final approval; the UPRLC annual membership meeting will be held on September 28, 2021 in conjunction with the UPRLC Annual Conference.

UPRLC Web Site Committee: Pam Malmsten reported that UPRLC will be contracting with Nathan Lyle from My Web Maestro to re-design a new Word Press web site for UPRLC. Nathan recommended that it would be desirable for UPRLC to have a logo that would “tie everything together”. A majority of ALS and UPRLC members agreed that a logo would be desirable. It was agreed that UPRLC would form a Web Site Committee that would be responsible for designing or selecting a logo and also being a part of the web site development process. Jessica Holman, Pam Malmsten, Ali VanDoren (Lake Superior State University), and Andrea Ingmire agreed to serve on the committee.

**SET NEXT MEETING DATE:** The next meeting of the UPRLC Board of Trustees will be held on September 29, 2021.

**LIBRARY NEWS:** Lisa Waskin, Chair of the SLC Director Search Committee, reported that the Search Committee interviewed two candidates for the position, but ultimately decided that neither was right for the position. Committee members are now contacting search firms; it is hoped a consultant could help identify a list of qualified candidates.

**ADJOURNMENT:** There being no further business, the meeting was adjourned at 3:49 PM Eastern on a motion by Lisa Waskin, seconded by Andrea Ingmire.

Respectfully submitted,

Shawn Andary, Secretary

Pamela Malmsten, Recorder