

Upper Peninsula Region of Library Cooperation, Inc.

Meeting of the Board of Trustees
Minutes of the Meeting of June 13, 2022

CALL TO ORDER: The Board of Trustees of the Upper Peninsula Region of Library Cooperation met via Zoom audio/video conferencing service. The Chair, Andrea Ingmire, called the meeting to order at 11:06 Eastern.

ROLL CALL:

Trustees Present:

Chair: Andrea Ingmire

Vice-Chair: Megan Buck

Secretary: Amanda Winnicki (joined the meeting at 11:25 AM)

Treasurer: Pamela Malmsten, Recorder

Other Trustees Present: Mariel Carter, Leslie Warren (had to leave at 11:30 AM), Blair Nelson, Dillon Geshel, and Megan Clarke

Others Present: None

Trustees Absent: Lisa Waskin, Janis Lubenow, Erin Matas, Jessica Holman, and Lynne Wiercinski

APPROVAL OF THE AGENDA: A motion was made to approve the agenda as presented (MSC Mariel Carter/Megan Clarke). Motion carried unanimously.

APPROVAL OF THE MINUTES:

February 15, 2022 Minutes of the Executive Council Regular Meeting: A motion was made to approve the minutes of the February 15, 2022 Executive Council regular meeting as presented (MSC Dillon Geshel/Leslie Warren). Motion carried unanimously.

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

March, April, and May 2022 Cash Disbursements: The only March disbursement was a payment of \$1,975 to Anderson, Tackman, and Company. This was the final payment for UPRLC's FY 2021 financial audit. The total cost of the audit and 990 tax return was \$4,725. The only April disbursement was a payment of \$908 for cyber insurance. In May, the \$850 payment to My Web Maestro was the 50% deposit payment for UPRLC's new Word Press web site. The total cost of the web site will be \$1,700; UPRLC will pay \$1,375 and ALS will contribute the balance of \$325. The \$473 payment to West Bend Mutual Insurance was for directors and officers insurance. The total of May disbursements was \$1,323.

Year to Date Report as of 05/31/2022. The total of General Fund revenues as of 5/31/2022 was \$4,535 and the total of General Fund expenses was \$3,651. The total of revenues (all funds) as of 05/31/2022 was \$281,948 and the total of expenses (all funds) was \$277,300.

Balance Sheet as of 05/31/2022: As of 05/31/2022, UPRLC assets totaled \$422,135.62 and liabilities plus fund balances totaled \$422,135.62.

A motion was made to approve general fund cash disbursements of \$1,975 for March 2022, \$908 for April 2022, \$1,323 for May 2022, the year-to-date report [with total revenues of \$281,948 and total expenses of \$277,300], and the balance sheet as of May 31, 2022 [with total assets of \$422,135.62 and total liabilities plus fund balances of \$422,135.62] (MSC Leslie Warren/ Megan Clarke). Motion carried unanimously.

COMMITTEE AND OTHER REPORTS:

UPRLC Web Site Committee Report: UPRLC formed a Web Site Committee that worked on planning a new UPRLC web site and designing an organizational logo. The web site will be moved from Joomla to a Word Press platform. Pam Malmsten reported that the new domain— www.uprlc.org --has been purchased. The new logo and a site template have been submitted to Nathan Lyle from My Web Maestro; Nathan is currently working on the coding for the new site.

UPRLC – SLC Management Contract Committee Report: See Dillon Geshel’s report in “New Business” below.

Annual Conference Committee Update: Dillon Geshel reported. The 2022 UPRLC Annual Conference will be held on Friday, September 30, 2022, with a pre-conference social event scheduled for the evening of September 29th. The main conference will take place at the Peter White Public Library in Marquette and the pre-conference social will be held at Northern Michigan University. The conference will feature 2 keynote speakers and 13 breakout sessions. The Michigan Library Association (MLA), the Midwest Collaborative for Library Services (MCLS), and the Library of Michigan (LM) will all contribute \$200 sponsorships to the event, but there will not be any other vendors this year. The conference fee has been set at \$45; lunch and morning snacks will be provided. The committee hopes to open registration by July 1st, or as soon as UPRLC’s new web site is live.

RIDES Committee Update: Dillon Geshel reported. Dillon said that we need to form a new RIDES committee; he will reach out to past committee members and send out a message asking for additional volunteers. The RIDES U.P. subcontractor, Waltco, notified ProMed, the RIDES contractor, that, due to high gas prices and a shortage of drivers, service in the U.P. will continue on a “month to month” basis. Dillon has been talking to MCLS director Scott Garrison regarding the ProMed contract and back-up plans if Waltco discontinues service. Megan Clarke, the Bay Mills Community College library director, reported that there have been ongoing delivery issues in the Eastern U.P.

Unexpected Partnerships Mentoring Program Committee Update: Megan Buck reported. The committee (Megan, Amanda Winnicki, and Marc Boucher) sent out a survey to past participants. Megan said that survey responses indicated that people want to meet their partners in person; the committee also plans to form new partnerships quickly if matches don’t seem to be working. The committee plans to promote the program at the UPRLC Annual Conference.

UPRLC Awards Committee Update: Megan Buck reported that she recently sent out an email asking for committee volunteers. Dillon Geshel volunteered to serve on the committee. Megan noted that committee volunteers do not necessarily have to select the award winners. A committee meeting will be scheduled soon.

OLD BUSINESS: None

NEW BUSINESS:

UPRLC General Fund FY 2021/2022 Budget Revision: A General Fund budget revision was presented to the Board.

Revenues: Revenues were increased by \$1,830; this was a result of an increase in membership dues from \$40 to \$75. Total revenues increased from \$5,980 to \$7,810.

Expenses: The professional and contractual line item was increased by \$1,375— from \$1,420 to \$2,795; this increase is for UPRLC’s new web site. The insurance line item was increased by \$396 to cover the cost of cyber insurance for UPRLC.

Total revenues in original budget: \$5,980

Total revenues in proposed revised budget: \$7,810

Total expenses in original budget: \$5,980

Total expenses in proposed revised budget: \$7,751

Projected net income in original budget: \$0

Projected net income in proposed revised budget: \$59

A motion was made to approve the UPRLC General Fund FY 2021/2022 budget revision as presented (MSC Leslie Warren/Megan Buck). Motion carried unanimously.

Approve UPRLC – SLC Management Contract: The Management Contract Committee drafted a revised UPRLC – SLC management contract. The revised contract was approved by the ALS Users Council at its May 18, 2022 meeting. If the contract is approved by the UPRLC Board, it will be presented to the SLC Board of Directors for approval. Revisions included removing references to on-site ILS servers and adding a cyber insurance requirement for both entities.

A motion was made to approve the UPRLC – SLC Management Contract as presented (MSC Leslie Warren/Megan Buck). Motion carried unanimously.

SET NEXT MEETING DATE: The next meeting of the UPRLC Board of Trustees will be scheduled on September 30, the day of the UPRLC Annual Conference.

LIBRARY NEWS:

Megan Buck (Dickinson County Library) gave an update on DCL’s recent book challenge. She said that her staff worked very hard to move and re-label multiple collections; she added that she hoped that this was the end of the challenge. The Hancock School Public Library is also facing a challenge regarding a book display. Dillon Geshel said that he recently sent an email to the directors inquiring about display policies; he also consulted Library of Michigan attorney Clare Membiela regarding this issue.

Blair Nelson (Spies Public Library) reported that the Spies Friends Group recently held its first book sale in two years. He said that over 300 people attended the sale and that the event was extremely successful.

ADJOURNMENT: There being no further business, the meeting was adjourned at 12:06 PM Eastern on a motion by Dillon Geshel, seconded by Mariel Carter.

Respectfully submitted,

Pamela Malmsten, Acting Secretary

