

Upper Peninsula Region of Library Cooperation, Inc.

Meeting of the Board of Trustees
Minutes of the Meeting of September 30, 2022

CALL TO ORDER: The Board of Trustees of the Upper Peninsula Region of Library Cooperation met in the Community Room of the Peter White Public Library; 217 N. Front St., Marquette. The meeting was held in conjunction with the 2022 UPRLC Annual Conference. The Chair, Andrea Ingmire, called the meeting to order at 4:57 PM Eastern.

ROLL CALL:

Trustees Present:

Chair: Andrea Ingmire

Secretary: Amanda Winnicki

Treasurer: Pamela Malmsten, Recorder

Deputy Treasurer: Jessica Holman

Other Trustees Present: Mariel Carter, Blair Nelson, Lisa Waskin, Dillon Geshel, Erin Matas, and Lynne Wiercinski

Trustee Absent: Megan Buck, Janis Lubenow, Leslie Warren, and Megan Clarke

APPROVAL OF THE AGENDA: A motion was made to approve the agenda as presented (MSC Dillon Geshel/Erin Matas). Motion carried unanimously.

APPROVAL OF THE MINUTES:

June 13, 2022 Minutes of the Executive Council Regular Meeting: A motion was made to approve the minutes of the June 13, 2022 Executive Council regular meeting as presented (MSC Dillon Geshel/Erin Matas). Motion carried unanimously.

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

July, and August 2022 Cash Disbursements (no disbursements in June):

The only July disbursement was a payment of \$850 to My Web Maestro. This was the balance due on UPRLC's new web page design. The total cost of the web site design was \$1,700; \$1,375 was charged to the general fund and \$525 was charged to the ALS fund. The only August cash disbursement was a payment of \$20 to the State of Michigan for UPRLC's annual corporate return filing fee.

Year to Date Report as of 08/31/2022: The total of General Fund revenues as of 8/31/2022 was \$4,742 and the total of General Fund expenses was \$4,521. The total of revenues (all funds) as of 08/31/2022 was \$348,577 and the total of expenses (all funds) was \$326,171.

Balance Sheet as of 08/31/2022: As of 08/31/2022, UPRLC assets totaled \$447,184.31 and liabilities plus fund balances totaled \$447,184.31.

A motion was made to approve general fund cash disbursements of \$850 for July and \$20 for August; the year-to-date report [with total revenues of \$348,577 and total expenses of \$326,171] and the balance sheet as of August 31, 2022 [with total assets of \$447,184.31 and total liabilities plus fund balances of \$447,184.31] (MSC Lisa Waskin/Jessica Holman). Motion carried unanimously.

COMMITTEE AND OTHER REPORTS:

UPRLC Annual Conference Committee Update: Everyone agreed that the 2022 Annual Conference was a success. Committee members will work on a post-conference evaluation survey to send out to attendees.

RIDES Committee Report: Dillon Geshel reported that the RIDES committee has been working with MCLS to advocate for more stability when it comes to U.P. delivery. Waltco, ProMed’s U.P. subcontractor, recently agreed to remove the 30-day termination notice option from their contract with ProMed, but in return, they wanted the ability to levy a possible inflationary increase if the economic situation got worse. MCLS ultimately decided that this could be an even bigger problem than the short, 30-day termination notice, so they've asked that no changes be made at this time. Several RIDES committee members met with MCLS Executive Director Scott Garrison to discuss this last night.

Unexpected Partnerships Mentoring Program Committee Report: Amanda Winnicki reported that the committee (Amanda, Marc Boucher, and Megan Buck) will be meeting soon to work on FY 2023 partnerships. Amanda noted that participant comments have been mostly positive.

Awards Nominating Committee Report: Since committee chair Sharon Crotser-Toy was not present, committee member Dillon Geshel reported. Dillon said that, due to a shorter timeline, the committee decided to offer only one award this year: Librarian of the Year. It was suggested that, while there were probably too many categories last year, perhaps the committee could consider offering a few additional awards next year.

OLD BUSINESS:

No items of old business were discussed.

NEW BUSINESS:

FY 2021/2022 UPRLC Final Budget Revision:

ALS Budget Revision

Pam Malmsten noted that the ALS Council approved its final FY 2021/2022 budget revision on 09/01/2022.

Revenues: Revenues were adjusted to reflect actual year-to-date revenues. Total revenues in the original budget were \$347,978 and total revenues in the revised budget are \$346,413.

Expenses: Line items were adjusted based on actual expenditures through 8/31/2022 and anticipated expenses through 9/30/2022. The insurance line item was increased by \$1,470 bringing the total to \$1,820. The communications line item was increased by \$500, and the final total is \$3,300. Although UPRLC is now using the VOIP system for most telephone services, the AT&T phone contract had to be renewed for another year since Phone Tree analog lines are still being used.

Total Revenues in the proposed revised budget: \$346,413

Total Expenses in the proposed revised budget: \$345,764

Total Projected Net Income in the proposed revised budget: \$649

General Fund FY 2021/2022 Final Budget Revision:

General fund revenues for membership dues and annual conference revenues were adjusted slightly. There were no changes to expense line items.

Total Revenues in original general fund budget: \$7,810

Total Revenues in the general fund proposed revised budget: \$8,070

Total Expenses in the general fund original and revised budgets: 7,751
Total Projected general fund Net Income in the original budget: \$59
Total Projected general fund Net Income in the proposed revised budget: \$648.75

Summary (all funds):

Total FY 2021/2022 Revenues (all funds): \$354,483
Total FY 2021/2022 Expenses (all funds): \$353,515
Total FY 2021/2022 Net Income (all funds): \$968

A motion was made to approve the proposed FY 2021/2022 final budget revision [with total revenues of \$354,483 and total expenses of \$353,515 **as presented** (MSC Lynne Wiercinski/Amanda Winnicki.) Motion carried unanimously.

FY 2022/2023 UPRLC Combined Budget: A FY 2022/2023 proposed combined budget was presented to the board for review. Pam Malmsten noted that the ALS FY 2023 budget was approved by the ALS Council on 02/09/2022 and by the UPRLC Board of Directors on 02/15/2022. The FY 2022/2023 general fund budget was presented to the board for approval.

Total General Fund Revenues in Proposed FY 2023 Budget: \$8,110
Total General Fund Expenses in Proposed FY 2023 Budget: \$7,956
Projected General Fund Net Income in Proposed Budget: \$154

Summary (all funds):

Total Revenues (all funds) in Proposed FY 2023 Budget: \$364,226
Total Expenses (all funds) in Proposed FY 2023 Budget: \$361,749
Total Projected Net Income (all funds) in Proposed FY 2023 budget: \$2,477

A motion was made to approve the proposed UPRLC FY 2022/2023 combined budget [with total revenues of \$364,226 and total expenses of \$361,749] **as presented** (MSC Jessica Holman/Mariel Carter). Motion carried unanimously.

Conflict-of-Interest Policy: Pam Malmsten reminded everyone that UPRLC FY 2023 board members need to fill out and return the Conflict-of-Interest forms. The forms need to be returned to Pam Malmsten by January 1, 2023.

E-rate Policies Annual Adoption: **A motion was made to approve the FY 2022/2023 E-Rate policies as presented** (MSC Dillon Geshel/Blair Nelson). **Motion carried unanimously.**

Election of Officers for FY 2022/2023:

Volunteers for officer positions included: Lisa Waskin, Vice-chair; Erin Matas, Secretary; Pam Malmsten, Treasurer, and Lynn Wiercinski, Deputy Treasurer. Andrea Ingmire asked for any other nominations for officer positions, especially for the board Chair. Dillon Geshel volunteered to be the Chair. Lisa Waskin **made a motion to elect the following slate of officers: Dillon Geshel, Chair; Lisa Waskin, Vice-chair, Erin Matas, Secretary, Pam Malmsten, Treasurer, and Lynne Wiercinski, Deputy Treasurer.**

Discussion: Board members discussed the board structure, officer positions and duties, and potential conflict of interest issues regarding UPRLC-SLC management contract staff serving as officers on the board or as voting board members, and whether the board Treasurer role could be separated from the duties. During this discussion,

Megan Buck confirmed that she would be willing to serve as board Chair. Since questions regarding the Treasurer position were not resolved, it was suggested that the Board defer the election of a treasurer until the next meeting and, in the meantime, board members should conduct more research on the issues that were raised. It was noted that a revision of the UPRLC bylaws may be necessary.

A **motion** was made **to rescind the previous motion and to present the following slate of officers for election: Megan Buck, Chair; Lisa Waskin, Vice-chair, Erin Matas, Secretary; and Lynne Wiercinski, Deputy Treasurer.** The motion was voted on and all members voted yes, except Pam Malmsten, who abstained from the vote. Motion carried.

SET NEXT MEETING DATE: It was agreed that the next meeting of the UPRLC Board of Trustees will be determined later.

ADJOURNMENT: There being no further business, the meeting was adjourned at 5:46 PM Eastern on a motion by Jessica Holman, seconded by Erin Matas.

Respectfully submitted,

Amanda Winnicki, Secretary

Pamela Malmsten, Recorder