

Upper Peninsula Region of Library Cooperation, Inc.

Meeting of the Board of Trustees
Minutes of the Meeting of February 24, 2023

CALL TO ORDER: The Board of Trustees of the Upper Peninsula Region of Library Cooperation met via Zoom conferencing service. The Chair, Megan Buck, called the meeting to order at 12:10 PM Central/1:10 PM Eastern.

ROLL CALL:

Trustees Present:

Chair: Megan Buck

Vice-chair: Lisa Waskin

Secretary: Erin Matas

Treasurer: Pamela Malmsten

Deputy Treasurer: Lynne Wiercinski

Other Trustees Present: Janis Lubenow, Blair Nelson, and Dillon Geshel

Trustee Absent: Mariel Carter

APPROVAL OF THE AGENDA: It was agreed that there would be one addition to the agenda: under "New Business Item VII. D" add "MCLS and Membership in UPRLC".

A motion was made to approve the agenda as amended (MSC Lisa Waskin/Erin Matas). Motion carried unanimously.

APPROVAL OF THE MINUTES:

November 7, 2022 Minutes of the Executive Council Regular Meeting and the January 4, 2023 Special Meeting: **A motion was made to approve the minutes of the November 7, 2022 Executive Council regular meeting and the January 4, 2023 Special Meeting as presented** (MSC Lynn Wiercinski/Lisa Waskin). Motion carried unanimously.

FINANCIAL REPORT: Pam Malmsten presented the Financial Report.

October 2022, November 2022, and January 2023 Cash Disbursements (No disbursements in December):

October: All October disbursements were September accounts payable payments related to the Annual Conference.

Total October cash disbursements: \$1,202.24

November: The payment to Kristin Fontichiaro (\$358.20) was a September 2022 accounts payable payment; the payment was reimbursement for travel expenses. Kristen was an Annual Conference keynote speaker.

Total November disbursements: 358.20

January: The January cash disbursement to Anderson, Tackman, and Company was a progress payment for work on UPRLC's FY 2022 financial audit.

Total January disbursements: \$1,600.

Year to Date Report as of 01/31/2023: The total of General Fund revenues as of 01/31/2023 was \$75. The total of General Fund expenses was \$1,600. The total of

revenues (all funds) as of 01/31/2023 was \$198,896 and the total of expenses (all funds) was \$138,011, with a net income of \$60,885. ALS User Council net income was \$62,410 as of 01/31/2023.

Balance Sheet as of 01/31/2023: As of 01/31/2023, UPRLC assets totaled \$494,558.22 and liabilities plus fund balances totaled \$494,558.22.

A motion was made to approve general fund disbursements of \$1,202.24 for October 2022, \$358.20 for November 2022, \$1,600 for January 2023; the year-to-date report [with total revenues of 198,896 and total expenses of \$138,011] and the balance sheet as of January 31, 2023 [with total assets of \$494,558.22 and total liabilities plus fund balances of \$450,440.78] (MSC Lisa Waskin/Erin Matas). Motion carried unanimously.

COMMITTEE AND OTHER REPORTS:

UPRLC – SirsiDynix ILS Contract Update: Dillon Geshel reported that SirsiDynix has provided a final draft contract for review. After the review is completed, the final contract will need to be approved by the ALS User Council and the UPRLC Board of Trustees. The new contract will take effect on April 1, 2024.

UPRLC 2023 Annual Conference Committee: The 2023 UPRLC Annual Conference is scheduled for September 13-14, 2023 in Sault Ste. Marie. The first day will be one-half day at Bayliss Public Library and will include a keynote speaker and breakout sessions. The second day will be held at Lake Superior State University. Committee Chair Lisa Waskin reported that, due to difficulties locating an affordable venue, the committee decided not to organize a formal pre-conference reception. Instead, the committee will be exploring opportunities for casual after-hours activities in the Sault Ste. Marie area. The theme of the conference is “Charting the Course” and Katrina Linde-Moriarty designed a conference logo. Vendors will be invited and a call for proposals will be sent out soon.

RIDES Committee: Dillon Geshel reported that the RIDES Committee has spoken with MCLS director Scott Garrison regarding the need for MCLS to work with RIDES contractor ProMed to develop alternative options to Waltco, the Upper Peninsula delivery sub-contractor. Dillon noted that the RIDES Committee will be meeting again soon.

OLD BUSINESS:

Update on UPRLC Officer Roles and Conflict of Interest Discussion:
Megan Buck reported that the UPRLC Board held a special meeting on January 4th to discuss 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 treasurer duties. The board passed a motion at the January 4th meeting stating that “there is no conflict of interest for SLC employees or future User Group Contract Holders to serve on or hold officer positions for the UPRLC Board as the conflict of interest would be with the User Groups not the parent corporation, UPRLC. But, a bylaws committee should look into updates to ensure contract holders abstain from votes to enter into User Group Contacts with a potential conflict of interest.”

Board members continued to discuss the issues and it was agreed that the treasurer duties and other roles need to be audited to determine what responsibilities could be delegated.

NEW BUSINESS:

Approve FY 2022/2023 ALS Budget Revision (ALS Fund Only): Pam Malmsten reported that this budget revision was approved by the ALS User Council at its meeting of February 3, 2023.

Adjustments (Revenues): The interest line item was increased since investment interest rates have improved.

Adjustments (Expenses):

1. 4-801 (SLC expenses): The Superiorland Library Cooperative budget was revised on 1/11/2023; most of the SLC revisions were to personnel-related line items since SLC had recent staffing changes, all of which affected the ALS management contract expenses. Professional and contractual line items were adjusted to match the corresponding line item changes in the SLC budget.
2. 4-801 (other expenses): \$800 was added for SirsiDynix system administration training sessions for Jeremy Morelock.
3. 4-850 (communications): \$1,680 was added to the line item since UPRLC is still paying about \$135 a month to AT&T for the PhoneTree line.
4. 4-910 (insurance): \$1,450 was added to the line item to cover the cost of cyber insurance.

TOTAL REVENUES IN ALS PROPOSED REVISED BUDGET: \$359,016
 TOTAL REVENUES IN TOTAL COMBINED REVISED BUDGET: \$367,126
 TOTAL EXPENSES IN ALS PROPOSED REVISED BUDGET: \$353,530
 TOTAL EXPENSES IN TOTAL COMBINED REVISED BUDGET: \$361,486
 PROJECTED NET INCOME IN ALS PROPOSED REVISED BUDGET: \$5,485
 PROJECTED NET INCOME IN TOTAL COMBINED REVISED BUDGET: \$5,639

A motion was made to approve the FY 2022/2023 budget revision as presented (MSC Lynne Wiercinski/Lisa Waskin). Motion carried unanimously.

Approve FY 2023/2024 ALS Budget: Pam Malmsten reported that this budget (with a 1% fee decrease) was approved by the ALS User Council at its meeting of February 3, 2023.

Revenues: The FY 2024 budget report shows budget scenarios with both a 0% operating fee increase and a 1% operating fee decrease. The ALS User Council voted to adopt the budget with the 1% fee decrease.

Expenses:

1. The budget projects a 5% health insurance increase. The plan year is 7/1 – 6/30.
2. The budget projects a 3% COLA salary increase for SLC employees.
3. ALS pays 42% of most overhead costs: supplies, utilities, VOIP, workers compensation insurance, office equipment maintenance, snow plowing, lawn care, and cleaning.
4. The budget includes a 2.9% SirsiDynix maintenance increase for October 1, 2023 – March 31, 2024. The new SirsiDynix contract takes effect April 1, 2024 and costs will drop significantly. For this reason, it was recommended that fees be reduced for FY 2024.

TOTAL REVENUES IN RECOMMENDED FY 2024 BUDGET: \$352,901.65
 TOTAL EXPENSES IN RECOMMENDED FY 2024 BUDGET: \$333,994.55
 PROJECTED NET INCOME IN RECOMMENDED FY 2024 BUDGET: \$18,907.10

A motion was made to approve the FY 2023/2023 ALS User Council budget as presented (MSC Erin Matas/Blair Nelson). Motion carried unanimously.

Approve UPRLC Membership Dues for FY 2022/2023: Pam Malmsten recommended that FY 2022/2023 membership dues remain at \$75.

A motion was made that FY 2022/2023 UPRLC membership dues remain at \$75 (MSC Lisa Waskin/Lynne Wiercinski). Motion carried unanimously.

MCLS and Membership in UPRLC: Dillon Geshel reported that MCLS Director Scott Garrison had inquired whether MCLS could join UPRLC. It was noted that the UPRLC bylaws don't describe a way for non-library institutions to join. Board members agreed that a simple change to the UPRLC bylaws might be necessary.

SET NEXT MEETING DATE: The next meeting of the UPRLC Board of Directors was tentatively scheduled for Tuesday, May 30, 2023 at 12 PM Central/1 PM Eastern.

LIBRARY NEWS: Library directors shared news and updates.

ADJOURNMENT: There being no further business, the meeting was adjourned by consensus at 12:55 PM Central/1:55 PM Eastern.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Erin Matas", with a long horizontal flourish extending to the right.

Erin Matas, Secretary

Pamela Malmsten, Recorder