

Upper Peninsula Region of Library Cooperation, Inc.

Meeting of the Board of Trustees
Minutes of the Meeting of September 26, 2024

CALL TO ORDER: The Board of Trustees of the Upper Peninsula Region of Library Cooperation met at the Joseph Heirman University Center; Bay College; Escanaba, Michigan. The meeting was held in conjunction with the 2024 UPRLC Annual Conference. The Chair, Megan Buck, called the meeting to order at 3:03 PM Central/4:03 PM Eastern.

ROLL CALL:

Trustees Present:

Chair: Megan Buck

Vice-chair: Lisa Waskin

Secretary: Erin Matas

Treasurer: Lynne Wiercinski

Other Trustees Present: Mariel Carter, Dillon Geshel, Jenn Donner, and Sharon Crotser

Trustee Absent: None

Others Present: Katrina Linde-Moriarity (FY 2024/2025 board member), Leslie Moore (FY 2024/2025 board member), and Pamela Malmsten

APPROVAL OF THE AGENDA: There was one addition to the agenda: Under “New Business”, item “E” add “Election of FY 2024/2025 Officers”

A motion was made to approve the amended agenda (MSC Mariel Carter/Sharon Crotser). Motion carried unanimously.

APPROVAL OF THE MINUTES:

June 3, 2024 Minutes of the Executive Council Regular Meeting: **A motion was made to approve the minutes of the June 3, 2024 Executive Council regular meeting as presented** (MSC Mariel Carter/Lynne Wiercinski). Motion carried unanimously.

FINANCIAL REPORT: Pam Malmsten presented the financial report.

May 2024 Cash Disbursements: The May disbursement of \$473 to West Bend Mutual Insurance Company (account 3-910) was for UPRLC’s directors and officers insurance premium.

Total May disbursements: \$473.

July 2024 Cash Disbursements: July disbursement of \$20 to the State of Michigan was for UPRLC’s annual corporate filing fee.

Year to Date Report as of 08/31/2024: The total of General Fund revenues as of 08/31/2024 was \$8,231. The total of General Fund expenses was \$4,830. The total of revenues (all funds) as of 08/31/2024 was \$364,022 and the total of expenses (all funds) was \$323,643, with a net income of \$40,379. General Fund net income was \$3,401 and ALS User Council net income was \$36,978.

Balance Sheet as of 08/31/2024: As of 08/31/2024, UPRLC assets totaled \$493,809.32 and liabilities plus fund balances totaled \$493,809.32.

A motion was made to approve general fund cash disbursements of \$473 for May 2024; \$20 for July 2024, the year-to-date report [with total revenues of \$364,022 and total expenses of \$323,643] **and the balance sheet as of August 31, 2024** [with total assets of \$493,809.32 and total liabilities plus fund balances of \$493,809.32] (MSC Lisa Waskin/Jenn Donner). Motion carried unanimously.

COMMITTEE AND OTHER REPORTS:

UPRLC Annual Conference Committee Update: Lisa Waskin, the Chair of the Annual Conference Committee, reported that the conference has been successful with no serious issues.

Unexpected Partnerships: Megan Buck reported that the committee took the year off and hoped to restart the program in January 2025.

Awards Nominating Committee Report: Megan Buck reported that, due to a late start, the “Librarian of the Year” award is the only award that will be presented this year. There were three outstanding nominees for the Librarian of the Year award; Megan said that two of the candidates would have been a better fit for another award and she hoped that they would be re-nominated for next year’s awards.

OLD BUSINESS: No items were discussed.

NEW BUSINESS:

FY 2023/2024 UPRLC Combined Budget Revision: Pam Malmsten reported.

General Fund and Continuing Education Funds: The UPRLC Annual Conference revenues line item was increased from \$4,500 to \$5,555.60 due to higher than anticipated conference registrations. The Continuing Education/Conferences expense line item was increased from \$4,500 to \$6,340 to reflect additional conference expenses. There is a projected net loss of \$784.40, which will be covered by the continuing education fund balance, which currently has a balance of \$8,677. Pam noted that the conference committee will need to consider adjusting registration fees for future conferences. General fund adjustments include slight increases to the professional and contractual (3-801) and insurance (3-910) expense line items; the general fund is also projecting a slight loss of \$133, which will be covered by the general fund balance. The current balance of the general fund balance is \$5,870.

Total Revenues in the proposed revised budget: \$10,252.60

Total Expenses in the proposed revised budget: \$11,170.00

Projected Net Loss in the proposed revised budget: \$917.40.

ALS Fund: The ALS User Council approved its final budget revision at its September 19 meeting. The interest revenue line item was increased by \$6,000. The maintenance line item was increased by about \$1,300 due to a payment to SirsiDynix for custom programming for the Syndetics Unbound drop-down menu.

Total Revenues in the proposed revised budget: \$359,835.51

Total Expenses in the proposed revised budget: \$346,445.57

Projected Net Income in the proposed revised budget: \$13,389.94

UPRLC FY 2024 Combined Budget (all funds) Revision Summary:

Total Revenues in the proposed revised budget: \$370,088

Total Expenses in the proposed revised budget: \$357,616

Projected Net Income in the proposed revised budget: \$12,473

A **motion** was made to **approve the proposed FY 2023/2024 final budget revision** [with total revenues of \$370,088 and total expenses of \$357,616 **as presented** (MSC Sharon Crotser/Erin Matas). Motion carried unanimously.

FY 2024/2025 UPRLC Combined Budget Approval: Pam Malmsten reported.

General Fund and Continuing Education Funds: FY 2024/2025 General Fund and Continuing Education Fund revenues were based on FY 2024 revenues and expenses. The budget is balanced with revenues and expenses totaling \$10,575.

ALS User Council Fund: The ALS User Council approved its FY 2024/2025 budget on 02/08/2024; the UPRLC Executive Council approved the ALS FY 2025 budget on 02/14/2024.

Total ALS Revenues: \$346,931

Total ALS Expenses: \$314,849

Projected ALS Fund Net Income: \$32,082

UPRLC FY 2024/2025 Combined Budget (all funds) Summary:

Total Revenues (all funds) in Proposed FY 2025 Budget: \$357,506

Total Expenses (all funds) in Proposed FY 2025 Budget: \$325,424

Projected Net Income (all funds) in Proposed FY 2025 budget: \$32,082

A **motion** was made to **approve the proposed UPRLC FY 2024/2025 combined budget** [with total revenues of \$357,506 and total expenses of \$325,424] **as presented** (MSC Lynne Wiercinski/Lisa Waskin). Motion carried unanimously.

Conflict-of-Interest Policy: Pam Malmsten reminded everyone that UPRLC FY 2025 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, 2025.

E-rate Policies Annual Adoption: **A motion was made to approve the FY 2024/2025 E-Rate policies as presented** (MSC Mariel Carter/Erin Matas). **Motion carried unanimously.**

Election of FY 2024/2025 Officers: Lisa Waskin nominated Jenn Donner for the Chair position, Lisa Waskin self-nominated for Vice-chair, Lynn Wiercinski self-nominated for Treasurer, and Erin Matas self-nominated for Secretary. Megan called three times for additional nominations for each position and there were no additional nominations.

A motion was made to approve the nominated slate of officers (Jenn Donner, Chair; Lisa Waskin, Vice-chair; Erin Matas Secretary; and Lynne Wiercinski, Treasurer (MSC Dillon Geshel/Sharon Crotser). Motion carried unanimously.

SET NEXT MEETING DATE: It was agreed that a Doodle poll would be sent out to schedule the next meeting, which will likely be held in November.

LIBRARY NEWS: Library directors shared library news.

ADJOURNMENT: There being no further business, the meeting was adjourned at 3:33 PM Central/4:33 PM Eastern on a motion by Lynne Wiercinski, seconded by Mariel Carter.

Respectfully submitted,

Erin Matas, Secretary
Pamela Malmsten, Recorder