

Upper Peninsula Region of Library Cooperation, Inc.

Meeting of the Board of Trustees
Minutes of the Meeting of November 19, 2024

CALL TO ORDER: The Board of Trustees of the Upper Peninsula Region of Library Cooperation met via Zoom conferencing service. Since the Chair, Jenn Donner, was unable to attend the meeting, Lisa Waskin, the Vice-chair, called the meeting to order at 9 AM Central/10 AM Eastern.

ROLL CALL:

Trustees Present:

Vice-chair: Lisa Waskin

Secretary: Erin Matas

Treasurer: Lynne Wiercinski

Other Trustees Present: Dillon Geshel, Mariel Carter, Leslie Moore, Katrina Lindemoriarity, Sharon Crotser

Others Present: Pamela Malmsten

Trustee Absent (Excused): Jenn Donner, Chair

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

APPROVAL OF THE MINUTES:

Minutes of the Executive Council Regular Meeting and the September 26, 2024: A motion was made to approve the minutes of the September 26, 2024 Executive Council regular meeting as presented (MSC Lynne Wiercinski/Mariel Carter). Motion carried unanimously.

Minutes of the Annual Membership Meeting of September 26, 2024: A motion was made to approve the minutes of the September 26, 2024 membership meeting as presented (MSC Dillon Geshel/ Lynne Wiercinski). Motion carried unanimously.

FINANCIAL REPORT: Pamela Malmsten presented the financial report.

FY 2023/2024 Financial Reports

September 2024 Expenses (no cash disbursements in September): September expenses were open accounts payable invoices related to the UPRLC Annual Conference. Bay College provided the food and venue and Rhonda McGinnis was the keynote speaker. The invoices were paid in October.

Total September disbursements: \$0; total expenses: \$6,177.80.

Year to Date Report as of 09/30/2024: The total of General Fund revenues as of 09/30/2024 was \$9,862. The total of General Fund expenses was \$11,008. The total of revenues (all funds) as of 09/30/2024 was \$366,640 and the total of expenses (all funds) was \$348,431, with a net income of \$18,209. The ALS User Council net income was \$19,355. The General Fund had a net loss of \$1,146; Since annual conference expenses exceeded conference revenues, the General Fund experienced a net loss of \$1,146. The loss will be covered by the Continuing Education fund balance.

Balance Sheet as of 09/30/2024: As of 09/30/2024, UPRLC assets totaled \$485,666.32 and liabilities plus fund balances totaled \$485,666.32.

A motion was made to approve the September general fund cash disbursement report, the year-to-date report as of 9/30/2024 [with total revenues of \$366,640 and total expenses of \$348,431] and the balance sheet as of September 30, 2024 [with total assets of \$535,388.15 and total liabilities plus fund balances of \$535,388.15] (MSC Katrina Linde-Moriarity/Lynne Wiercinski). Motion carried unanimously.

FY 2024/2025 Financial Reports

October 2024 Cash Disbursements: October disbursements were September accounts payable payments related to the UPRLC Annual Conference; there were no general fund October expenses.

Total disbursements: \$6,177.80.

Year to Date Report as of 10/31/2024: The total of General Fund revenues as of 10/31/2024 was \$75. The total of General Fund expenses was \$0. The total of revenues (all funds) as of 10/31/2024 was \$124,639 and the total of expenses (all funds) was \$55,409, with a net income of \$69,230. General Fund net income was \$75 and ALS User Council net income was \$69,155.

Balance Sheet as of 10/31/2024: As of 10/31/2024, UPRLC assets totaled \$535,388.15 and liabilities plus fund balances totaled \$535,388.15.

A motion was made to approve October general fund cash disbursements of \$6,177.80, the year-to-date report as of 10/31/2024 [with total revenues of \$124,639 and total expenses of \$55,409] and the balance sheet as of October 31, 2024 [with total assets of \$535,388.15 and total liabilities plus fund balances of \$535,388.15] (MSC Lynne Wiercinski/Katrina Linde-Moriarity). Motion carried unanimously.

COMMITTEE AND OTHER REPORTS:

UPRLC 2024 Annual Conference Committee Update: Committee Chair Lisa Waskin reported that the conference, which was held at Bay College in Escanaba, was successful and post-conference survey responses were mostly positive. Lisa noted that the Bay College events staff members were fantastic. The conference committee met recently and is considering holding the conference at the Bay College campus in Iron Mountain in September 2025. A “back to basics” theme that focuses on core services provided by front line staff was also discussed. [Note: it has now been confirmed that the 2025 conference will be held at Bay College Iron Mountain on September 17th and 18th.]

OLD BUSINESS:

Conflict of Interest Policy: Pam Malmsten reminded everyone to fill out, sign, and return conflict of interest forms before January 1, 2025.

NEW BUSINESS:

Establish FY 2025 Committees: Board members discussed FY 2025 committees and committee membership. Dillon said that he would send out an email requesting volunteers to serve on 2025 committees.

UPRLC Annual Conference Committee: Everyone on the FY 2024 committee agreed to continue to serve in FY 2025, although the 2024 chair, Lisa Waskin, is stepping down as Chair.

Unexpected Partnerships Mentoring Program Committee: FY 2024 members were Megan Buck and Marc Boucher. Dillon noted that the committee has been inactive for the past year and needs to be restructured.

Awards Nominating Committee: FY 2024 committee members were Dillon Geshel, Jessica Luther, Andrea Ingmire, and Megan Rose. Due to time constraints, only one award, "Librarian of the Year," was offered in FY 2024. Dillon said that more awards, including a "Program of the Year" award should be offered.

UPRLC Policy Committee: Pam Malmsten recommended that a Policy Committee be established to look at UPRLC's current policies. She said that the current policies are outdated and there may be some policies that are no longer needed and others that should be added. It was noted that UPRLC may be able to adapt some of the attorney-reviewed policies that were recently adopted by the Superiorland Library Cooperative board of directors. Dillon Geshel, Pam Malmsten, Leslie Moore, and Lynne Wiercinski agreed to serve on the committee.

SET NEXT MEETING DATE: Board members agreed that a Doodle Poll would be sent out to determine a February 2025 meeting date.

LIBRARY NEWS: Library directors shared library news. Lynne Wiercinski shared that the Ironwood Carnegie Public Library recently held a Carnegie birthday party as a kickoff event for a building renovation capital campaign. Sharon Crotser said that the St. Ignace Public Library is celebrating its 100th birthday and the public is invited to stop in on November 25th for a slice of cake. Katrina Linde-Moriarity reported that the Portage Lake District Library recently hosted a very successful Halloween party. Lisa Waskin reported that Drummond Island Public Library is planning a renovation that will add additional space to the library building; the library has received substantial donations that will be used to offset some of the project costs.

ADJOURNMENT: There being no further business, the Chair declared the meeting adjourned at 9:40 AM Central/10:40 AM Eastern.