

Upper Peninsula Region of Library Cooperation, Inc.

Meeting of the Board of Trustees
Minutes of the Meeting of September 18, 2025

CALL TO ORDER: The Board of Trustees of the Upper Peninsula Region of Library Cooperation met in Fornetti Hall at Bay College in Iron Mountain Michigan and via Zoom conferencing service. The meeting was held in conjunction with the 2025 UPRLC Annual Conference. Since the Chair and Vice-chair were unable to attend the meeting, the Treasurer, Lynn Wiercinski, ran the meeting. Lynn, called the meeting to order at 4:30 PM Central/5:30 PM Eastern.

ROLL CALL: (All attendees were present in-person except for Erin Matas and Mariel Carter)

Trustees Present:

Secretary: Erin Matas (attended via Zoom)

Treasurer: Lynne Wiercinski

Other Trustees Present: Mariel Carter (attended via Zoom), Leslie Moore, and Sharon Crotser

Trustees Absent (Excused): Jenn Donner, Chair and Lisa Waskin, Vice-chair

Others Present: Lynne Lesky, Evelyn Gathu, and Pamela Malmsten

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

APPROVAL OF THE MINUTES:

February 12, 2025 Minutes of the Board of Directors Regular Meeting: A motion was made to approve the minutes of February 12, 2025 regular meeting as presented (MSC Leslie Moore/Sharon Crotser). Motion carried unanimously.

FINANCIAL REPORT: Pam Malmsten presented the financial report.

(Note: There were no general fund cash disbursements in February, March, June, or July.)

April 2025 Cash Disbursements: The payment to Frankenmuth Mutual was for UPRLC's property and liability insurance. The payment to Anderson, Tackman, and Company was the final payment for the FY 2024 audit. The total audit cost was \$6,415; the general fund paid \$3,440 and the ALS User Council paid \$2,975.

May 2025 Cash Disbursements: The May disbursement of \$473 to West Bend Mutual Insurance Company (account 3-910) was for UPRLC's director's and officer's insurance premium.

August 2025 Cash Disbursements: The payment of \$30.89 to Superiorland Library Cooperative was reimbursement for conference name tags.

Year to Date Report as of 08/31/2025: Total revenues (all funds) were \$352,265 and total expenses (all funds) were \$294,912.

Balance Sheet as of 08/31/2025: As of 08/31/2025, UPRLC assets totaled \$530,176.05 and liabilities plus fund balances totaled \$530,176.05.

A motion was made to approve general fund cash disbursements of \$3,116 for April 2025; \$473 for May 2025, \$30.89 for August 2025, the year-to-date report [with total revenues of \$352,265 and total expenses of \$294,912] and the balance sheet as of August 31, 2025 [with total assets of \$530,176.05 and total liabilities plus fund balances of \$530,176.05] (MSC Sharon Crotser/Leslie Moore). Motion carried unanimously.

COMMITTEE AND OTHER REPORTS:

UPRLC Annual Conference Committee Update: Committee member Megan Rose reported that the conference was successful; the keynotes were great and the food was good. She encouraged people to consider joining the 2026 Conference Committee.

Unexpected Partnerships: Megan Rose reported that the committee has not met.

Awards Nominating Committee Report: Megan Rose reported that the committee received several nominations and presented three awards: Program of the Year (Superior District Library), Librarian of the Year (Evelyn Gathu, Crystal Falls District Library), and Community Champion (Fran Lukkarinen, patron of the Forsyth Township Library).

OLD BUSINESS:

UPRLC Policies: Pam Malmsten reported that UPRLC administrative policies need to be reviewed and edited. Superiorland Library Cooperative staff will begin working on revisions and share the draft document with Policy Committee members.

NEW BUSINESS:

Vote to Elect Lynne Lesky to the Board of Directors: Former UPRLC Board member Katrina Linde-Moriarty resigned from the UPRLC Board on June 30, 2025. Lynne Lesky, Director of the Alanson Area Public Library agreed to fill Katrina's board term, which expires on September 30, 2027.

A motion was made to appoint Lynne Lesky to fill the unexpired board term of former board member Katrina Linde-Moriarty [with a term expiration date of 9/30/2027] (MSC Sharon Crotser/Lynne Wiercinski). Motion carried unanimously.

FY 2024/2025 UPRLC Combined Budget Revision

General Fund and Continuing Education Funds: The UPRLC Annual Conference revenues and General Fund membership dues line items were increased slightly. The Continuing Education/Conferences expense line item was increased from \$6,000 to \$6,850 to reflect additional conference expenses. The CE fund is showing a projected net loss of \$831; the loss will be covered by the continuing education fund balance, which currently has a balance of \$7,664.31. The General Fund is also showing a projected net loss of \$364.

Total Revenues in the proposed revised budget: \$10,775.00

Total Expenses in the proposed revised budget: \$11,970.00

Projected Net Loss in the proposed revised budget: \$1,195.00

ALS Fund: The ALS User Council approved its final budget revision at its September 11th meeting. The professional and contractual line item was increased by \$2,800; ALS had an unanticipated expense of \$2,700 for Teletask message overages for the period 7/18/23 – 7/17/25.

Total Revenues in the proposed revised budget: \$348,296.51

Total Expenses in the proposed revised budget: \$318,060.39

Projected Net Income in the proposed revised budget: \$30,236.12

UPRLC FY 2025 Combined Budget (all funds) Revision Summary:

Total Revenues in the proposed revised budget: \$349,726

Total Expenses in the proposed revised budget: \$357,268

Projected Net Income in the proposed revised budget: \$22,558

A motion was made to approve the proposed FY 2024/2025 final budget revision as presented (MSC Erin Matas/Sharon Crotser). Motion carried unanimously.

FY 2025/2026 UPRLC Combined Budget Approval: Pam Malmsten reported.

General Fund and Continuing Education Funds: FY 2025/2026 General Fund and Continuing Education Fund revenues were based on FY 2025 revenues and expenses. The General Fund budget is balanced (\$4,624 revenues and expenses), and the Continuing Education Fund projects a net loss of \$1,500, which will be transferred from the Continuing Education Fund Balance.

ALS User Council Fund: The ALS User Council approved its FY 2025/2026 budget on 02/06/2025; the UPRLC Board of Trustees approved the ALS FY 2026 budget on 02/12/2025.

UPRLC FY 2025/2026 Combined Budget (all funds) Summary:

Total Revenues (all funds) in Proposed FY 2026 Budget: \$348,513

Total Expenses (all funds) in Proposed FY 2026 Budget: \$336,676

Projected Net Income (all funds) in Proposed FY 2026 budget: \$11,837

A motion was made to approve the proposed UPRLC FY 2025/2026 combined budget as presented (MSC Sharon Crotser/Leslie Moore). Motion carried unanimously.

Conflict-of-Interest Policy: Pam Malmsten reminded everyone that UPRLC FY 2026 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, 2026.

E-rate Policies Annual Adoption: **A motion was made to approve the FY 2025/2026 E-Rate policies as presented** (MSC Lynne Wiercinski/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,

ADJOURNMENT: There being no further business, the meeting was adjourned at 4:50 PM Central/5:50 PM Eastern on a motion by Lynne Wiercinski, seconded by Leslie Moore.

Respectfully submitted,



Pamela Malmsten, Recorder

