**\*Governing Board Meeting**

**January 18, 2016**

**Minutes**

**Central Minnesota Libraries Exchange**

**GOVERNING BOARD MEETING MINUTES**

**Wednesday, January 18, 2017 in cmERDC Boardroom**

**1:00 pm to 3:00 pm**

**Mission:** CMLE serves as the Central Minnesota library hub, a clearinghouse of talent, materials, and expertise for all types of libraries. CMLE leads, supports, encourages, engages, and connects library personnel with the resources they need.

**Governing Board Members Present:** Maria Burnham, Mary Eberley, Vi Bergquist, Karen Pundsack, Gail McCarty, Bob Jensen, Wendy Kafka

**Governing Board Members Absent:**  Susan Schleper, Gloria Palmer, Bernice Burns, Seal Dwyer

**CMLE Staff Present:** Mary Jordan, Angie Gentile-Jordan

**1. Call to Order:** Called to order at: 1:01pm by Board President Maria Burnham

**2. Acknowledge Visitors:** None

**3. Petitions to the Chair:** None

**4. Adopt/Amend Agenda:** McCarty made the motion to adopt agenda, Eberley second. Motion passed.

**5. New Board Composition and Introductions:** Members went around the room for short introductions for the benefit of new members and also shared which branch (GRRL or ECRL) they are representing. New ECRL representatives include Bob Jensen and Wendy Kafka. The new GRRL representative is Bernice Berns who was not able to attend.

**6. Election of Officers and Oaths of Office:** The question was raised if anyone would be terming out.Burnham shared that she feels it is in the best interest of Board to no longer serve as Board President. Bergquist shared she is interested in continuing to hold the Treasurer position. Discussion on Secretary position. Burnham officially nominated McCarty for Secretary position. McCarty accepted nomination. Discussion on Vice President position, if Schleper wants to continue to serve that position. Discussion regarding the President position. Bergquist nominated Pundsack for President, Eberley seconded. Pundsack accepted nomination. Discussion on changing of names on bank accounts that will need to take place. Oaths of office were signed, then Jensen made the motion to elect the following four**:** Gail McCarty as Secretary, Vi Bergquist as Treasurer, Susan Schleper as Vice President and Karen Pundsack as President. Eberley seconded the motion to elect the officers. Motion passed.

**7. Approval of Previous Minutes (September 23, 2016):** Jordan shared that these Board materials will be available up on the website after this meeting and for the following meetings. Materials will still be sent out ahead of time to Board Members. Eberley moved to approve the minutes, Burnham seconded. Minutes approved.

**8. Approval of Financial Reports (July 2016 through Dec. 31, 2016)****:** Discussion on the financial P&L report and also Jordan’s plan for the budget. Jordan the budget is going to go over in the salary and benefits category, and the cost for health insurance is going up. However, other areas of the budget will come in much lower than projected. Jordan plans to send out RFPs for possible reduction in the costs of the annual audit. There was discussion how that seems very possible and a good idea. A balance sheet is the report that the Board would like to see at the next meetings. This shows each account and the money in the accounts. Eberley made the motion to accept what financial reports have been presented (with the expectation that the additional documents would be available next time and the treasurer would give a report on the financials) and Burnham seconded. Motion passed.

**7. President’s Report:** Pundsack thanked Burnham for serving as President last year, and also for her help with the transition to hiring Jordan as the new Executive Director. Pundsack thanked Jordan and Angie for their work and for visiting the St. Cloud Library and working well together.

**8. CMLE Director’s Report:** Jordan began with a few highlights: library visits have been taking place which have been very popular with members on the blog, meeting with St. Kate’s library school, featuring guest bloggers in different areas of expertise, and providing Continuing Education opportunities. Jordan shared the Monthly Topics sheet that was created based on information provided by the Needs Assessment survey sent to members this past fall.

Jordan has been attending conferences including the ITEM conference. At ITEM, 2 of the 4 award winners at were from CMLE member libraries, Maria Burnham and Angie Kalthoff!

CMLE has been working on setting up a survey to send to Destiny users that receive the discount. The discount is hosted by the Northstar system and makes it possible for CMLE to provide that to our members. Jordan isn’t sure if all the members that receive this discount are aware of the capabilities of this Destiny system. Jordan has shared that it’s a challenge in the ECRL district for the public library to help the workers in school libraries (especially those without a media specialist). The workers in schools need training but the public librarians aren’t able to facilitate all of it. CMLE wants to collect training materials to share with those working in schools in both ECRL and also GRRL regions. ECRL has shared that Ancestory, Mango, among other platforms are being used and they would appreciate some training materials on them. There can sometimes be a challenge getting those working in schools to use the training materials. CMLE would like to reach out to the schools that have already requested help from their public libraries. There was discussion regarding concern about who is cataloging and recording that information in the Destiny system. Discussion on the individual cataloging systems taking place in some school libraries. CMLE would like to work together with other libraries to provide services and training for these schools. Discussion on the need for library spaces in schools and CMLE hopes to provide some architectural information for members on the website. CMLE has access to information and wants to save time for members by sharing it with them, so they don’t have to spend valuable time searching for it.

Another topic that was mentioned was advocacy. Pundsack shared the MN Loves Libraries pins and initiative. Jordan also mentioned the Grants topic in the month of January and how CMLE is continuing to visit libraries which has been very valuable, and will be an ongoing project.

Next was discussion about the website redo. The Board went through the website’s menu printout about what currently exists and the plans to add content. Jordan spoke about how many CMLE members work alone and CMLE can help provide them with information and support. The website also offers a form to fill out to request a CMLE representative (Jordan) to accompany members to meetings. That idea came from member meetings. Jordan also touched on other resources that will be available on the site – ELM, Web Junction, among others.

Jordan shared that CMLE is now an Amazon Affiliate! Website users just click our link first to connect to Amazon and CMLE can get money that way. Jordan has tested this out and it works – nothing extra is required of those making the purchase. CMLE chose to have the money directly deposited to our account. This is among several ideas to bring CMLE additional revenue. Discussion about the logistics of using the link.

There was a short discussion about the upcoming Library Legislative Day and talking points to bring up at that time to legislators. Agreement that asking for more money at that time would be a positive idea.

There was more discussion about the plans to create CMLE podcasts. Jordan talked a little about possible topics, and also that they would be looking for guests to come on. Discussion about sites to host the podcast. She also brought up the plans for setting up CMLE’s YouTube channel – a work in progress. Jordan would like to have members talking about what is taking place at their library to share with legislators and stakeholders. It would be helpful too for sharing short “how-to” videos and also sharing success stories.

Next, Jordan brought up the idea of subscription boxes. It would be a “library in a box” and people would choose a category of book to be sent: fiction, nonfiction, and some category of children’s books along with tea bags, buttons, stickers, bookmarks and other library propaganda. These boxes would be mailed on a monthly basis to those who subscribe to us through the CrateJoy website. Kafka brought up the idea of using the medium mailing rate. There was discussion around sending the box as a gift, maybe having a kid’s focus, and the necessity of the box being aesthetically pleasing.

Jordan passed around CMLE’s mascot Orville and shared how he attended the stuffed animal sleepover event at GRRL and how potentially as a money-making idea, people could send us their stuffed animals to tour around the CMLE area. This is a business that already exists in other places but requires further research to see if it’s useful for CMLE. CMLE is interested in getting a new logo – Orville is currently the logo on the website and some social media.

Work has been taking place on the member database – the database has been created by the SCSU intern but now requires updating and more information. Some of that information was found while sending out holiday postcards but is still incomplete.

Jordan shared the success of the bike desks after reading the article on academic libraries that had begun to use them. CMLE purchased one bike desk very inexpensively for the office with very positive results.

The question was raised about having a budget area for promotional or innovation materials. This budget area doesn’t currently exist. It would be something to consider adding during next year’s budget creation. More transparency would be appreciated. Returning to the subject of the subscription boxes, it might be helpful to have a separate project budget to track money spent and money making.

**9. Communications:** None

**10. Old Business:** None

**11. New Business**

1. **IMLS Proposal:** Jordan shared that she would like to apply for an IMLS grant to organize a plan for a national research project, helping small and rural libraries to serve ELL/emerging bilingual patrons. She shared the 2-page narrative for the grant application. CMLE is applying for a planning grant which is a 1 year long grant which allows the project to be put together. The results will be useful to those in CMLE’s areas, and across Minnesota – not just a look nationally. The current application would be for the one year project. That would include Angie working full-time and cmERDC has given a proposed budget for that cost. CMLE would need research assistants as well, hopefully coming from St. Kate’s. Bergquist clarified that cmERDC would act as a fiscal agent. There would be indirect costs that CMLE would be allowed to keep. This current application is due Feb 1st, and if accepted, the next phase is a much longer application. That is due in July, and is awarded in September with money being disbursed in October. Discussion on the time commitment needed to work on this project. Jordan shared that there will be more time available to devote to this project at that time, since it won’t begin until next fall. Additional time has been budgeted to work on this project. There was discussion on how the money would appear on the budget or if it would need to be separated. The money would appear likely in FY19 budget as revenue. The money could not be spent until it was received, and it may pay out in different ways. Eberley questioned: Assuming we are successful, we are prepared to track the extra time, and track the extra income? Angie would be able to track the time worked for IMLS grant differently, possibly using different pay codes. Bergquist brought up money that we would owe cmERDC to have to pay them for doing extra work with financials. There was discussion on CMLE’s chances to be awarded this grant, which are good, since not many IMLS grants come from MN and most are from academic libraries. Also, the focus would be on rural areas which is unique from most other studies. McCarty brought up using the State of MN along with GRRL resources while teaching ELL students. There were lots of resources needed to teach ELL students. Jordan shared she has visited libraries that are severely lacking in resources for other languages. People may not realize how many different languages are being spoken and there are resources available that need to be gathered and created to serve those populations. There was discussion regarding the challenge of providing literacy materials for adults that aren’t meant for kids. Question about using ELL people to help English speakers learn other languages. Eberley made the motion to approve the grant application and Bergquist seconded. Motion passed.
2. **Other**

**12. Reminder of next meeting dates in May and June – third Wednesday of each month from 1-3pm. May 17th, 2017 and June 21st, 2017**

**13. Adjournment:** At 3:05pm Eberley moved to adjourn, McCarty seconded. Meeting adjourned.