**Central Minnesota Libraries Exchange**

**Governing Board Meeting Minutes**

cmERDC Classroom, Wednesday March 21st, 2018, 1:00 – 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:** Mary Eberley, Carla Lydon, Bob Jensen, Wendy Kafka, Jessie Storlien (alternate for Susan Schleper), Maria Burnham, Gloria Palmer

**Governing Board Members Absent:** Seal Dwyer (no longer on Board, replacement is Laura Hayes who was unable to attend), Susan Schleper (alternate is Jessie Storlien), Bernice Berns, Gail McCarty, Vi Bergquist

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

1. **Call to order:** In lieu of other Board Members present, Mary Jordan called the meeting to order at 1pm.
2. **Acknowledge visitors:** No visitors. Introductions made.
3. **Petitions to the chair:** Jensen asked to amend the agenda to include the election of a new temporary chair through the end of FY18. Eberley seconded, motion carried.
4. **Adopt/amend agenda:** Eberley made the motion to elect Carla Lydon as the temporary chair through the end of the fiscal year. Jensen seconded. Asked for any more nominations two more times. Eberley moved to close nominations for the temporary chair through the end of the FY18 appointment. Burnham seconded. Burnham moved to adopt the amended agenda, Palmer seconded. Amended agenda adopted.
5. **Approval of previous minutes:** Lydon noted financials and audit reports are technically accepted, not approved. Clarified that the existing committees still need to meet to elect chairs. Jensen moved to approve Sept. minutes, Burnham seconded. Motion passed.

1. **Approval of financial reports:** Clarified that the Board treasurer goes over the credit card statements at the same time as getting checks signed. Jensen moved to accept the financials, Eberley seconded. Discussion about the process for accepting/processing scholarships and mini-grants. Lydon asked all in favor of accepting financials, financials accepted.
2. **President’s report:** N/A
3. **CMLE director’s report:** Jordan shared recent CMLE activities, including podcasting and statistics, recent presentation at the LibTech conference, upcoming presentation at ARLD day, and recent African American Read-In Day.
4. **Communications: No communications**
5. **Old Business**
	1. **Motion to adopt Mission Statement:** Three possible Mission Statements presented.Burnham moved to accept Mission Statement Option C. Storlien seconded. Kafka made friendly amendment to the motion for Option C to read: “Partnering with libraries for visioning, advocating, and educating.” Lydon called for a vote to accept amended motion for Option C. Motion passed.
	2. **Motion to adopt Vision Statement:** Eberley moved to adopt Option B. Palmer seconded. Eberley amended the motion for Option B to read: “We partner with our ….education, and network building.” Motion passed.
	3. **Motion to adopt Strategic Plan:** Burnham moved to adopt the Strategic Plan as presented, Storlien seconded. Under Advocacy section wording was changed to use the hashtag #LibrariesTransform to be consistent with other library advocacy efforts across the state. Under Goal Two, changed to “Conduct needs assessment survey.” Discussion regarding reaching out to stakeholders including school board members, administrators, and possibly attending the school board conference in January. Lydon called for vote to adopt the Strategic Plan, adopted with the discussed changes.
	4. **Motion: Adopt Job Description for Information Technologist position:** Burnham moved to adopt the job description, Palmer seconded. Discussion regarding: having an outside company look at the new job description to determine pay, existence of a personnel committee and lack of a salary schedule, similarities/differences to other multitypes and staffing structure. Note made to again include the multitype funding disbursement schedule in the upcoming budget. Amendment to make minor formatting changes. Lydon asked for vote to accept job description, motion passed.
	5. **Bob Jensen left at 2:32**
	6. **Motion: New Name for CMLE:** Burnham moved to table the motion of changing CMLE’s name. Palmer seconded. Lydon asked for a vote, motion tabled.
6. **New Business**
	1. **Motion: DRAFT: CMLE Member Agreement:** Burnham moved to approve the CMLE Member Agreement, Storlien seconded. Lydon called for vote to accept member agreement, motion passed.
	2. **Motion: Adjustment to CMLE Bylaws: Term Expiration Date:** (The next three motions will be discussed today and presented for voting at the next meeting in June.) CMLE would like guidelines written down and the public library appointments will continue to work in the best way for them.
	3. **Motion: Adjustment to CMLE Bylaws: Eliminate Board job of Secretary:** Discussed the necessity of having a Secretary position, even if the Information Technologist is the recorder of the minutes. This Motion will be dismissed.
	4. **Motion: Adjustment to CMLE Bylaws: Adjust Board election date:** This Motion will be brought back to vote on in June since this goes along with the Motion for Term Expiration Dates. Discussion regarding backup/alternates – if the Secretary is absent, could the Vice President sign off on the minutes.
7. **Adjournment: Eberley moved to adjourn, Palmer seconded. Meeting adjourned at 3PM.**