**Central Minnesota Libraries Exchange**

**Governing Board Meeting Minutes - unapproved**

**cmERDC Board Room, 570 1st St SE, St Cloud, MN 56304**

**September 19, 2018, 12:30 – 2:30 pm**

**Mission**: Partnering with libraries for visioning, advocating, and educating

**Governing Board Members Present**: Bob Jensen, Carla Lydon, Jessie Storlien, Bethany Kauffman, Leigh Lenzmeier, Vi Bergquist, Mary Eberley

**CMLE Staff Present:** Mary Jordan, Executive Director, Angie Gentile-Jordan, Information Technologist

1. Call to order: Acting Chair Carla Lydon called to order at 12:34.
2. Welcome to new members: Introductions made.
3. Election of FY19 Board Officers
   1. President: Carla Lydon was nominated to be President by Eberley, seconded by Jensen. Vote passed.
   2. Vice President: Bob Jensen was nominated to be Vice President by Eberley, seconded by Storlien. Vote passed.
   3. Treasurer: Vi Bergquist was nominated to be Treasurer by Jensen, seconded by Eberley. Vote passed.
   4. Secretary: Jessie Storlien was nominated to be Secretary by Bergquist, seconded by Jensen. Vote passed.
4. Acknowledge visitors: Ben Stalpes from KDV to review audit.
5. Petitions to the chair: None.
6. Adopt/amend agenda: Eberley moved to adopt agenda, Storlien seconded. Agenda adopted.
7. Approval of previous minutes: Jensen moved to approve minutes, Eberley seconded. Eberley’s name incorrectly spelled in the June minutes, will correct. Minutes approved.
8. Discussion of audit results with BerganKDV representative: Discussion of CMLE’s status as a 501c3 organization. Significant Deficiencies are the same as years past, which is lack of segregation of accounting duties which is common in organizations of similar staff size. Asked for recommendation of a monetary amount to have in reserves, Stalpes recommended a few years during which alternative sources of revenue could be found to keep the organization intact. Also recommended having a discussion of the designations of net assets since those categories haven’t changed in years. Eberley moved to accept the audit, Kauffman seconded. Audit accepted.
9. Approval of financial report
   1. Financial reports from June 2018 meeting: Clarified the changes made to the June financials were simply the dates to correctly show them as 2018. Bergquist moved to accept June 2018 financials, Jensen seconded. Financials from June 2018 accepted.
   2. Financial reports from current quarter: Discussion that Bergquist does review the credit card statements. For new members, discussion over CMLE procedures regarding finances. Bergquist moved to accept financial reports from current quarter, Jensen seconded. Financial reports accepted.
10. President’s report: None.
11. Committee reports
    1. Finance
       1. Motion to approve RFI for next CMLE lease: Suggestion for creating categories “Required” and “Optional.” After the fourth bullet point on the RFI, the services will be listed as “Optional.” Asked to clarify if dog visit is covered under our Travelers’ insurance. Discussion over whether worth moving unless getting improved service or cost savings. Jensen moved to accept the RFI with corrections, Lenzmeier seconded. RFI accepted.
    2. Personnel
       1. Motion: Approve update to Executive Director job description: Bergquist moved to approve Job Description, Storlien seconded. Motion carried.
       2. Motion: Approve hiring of consultant to analyze job descriptions, recommend salary structure for the two CMLE positions: Motion by Eberley, seconded by Bergquist, to approve the hiring. Motion carried.
12. CMLE director’s report: Discussion of podcast, creation of school templates, and hiring of contract employee Lydia.
13. Communications: None
14. Old Business
    1. Update name of organization: Brief discussion that this is still something to consider for the future.
15. New Business
    1. Review breakdown of FY19 state money across state multitype library systems
16. Adjournment: Jenson moved to adjourn, seconded by Eberley. Meeting adjourned at 2:30pm.

Angie Gentile-Jordan

CMLE Information Technologist

Jessie Storlien, CMLE Secretary