Central Minnesota Libraries Exchange

Governing Board Meeting Minutes – approved at Sept 2018 mtg

cmERDC Classroom, 570 1st St SE, St Cloud, MN 56304

Wednesday, June 6, 2018

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

**Governing Board Members Present**: Vi Bergquist, Mary Eberleyy, Bob Jensen, Laura Hayes, Wendy Kafka, Carla Lydon (Chair), Gloria Palmer, Kathy Parker, Susan Schleper

**CMLE Staff Present:** Mary Jordan, Executive Director

1. Meeting was called to order at 1:00 BY Carla Lydon, Chair. The current secretary for the board, Gail McCarty, was not present, so Wendy Kafka volunteered to take the minutes.
2. No visitors present.
3. No petitions to the chair
4. Motion by Jensen, seconded by Eberley, to adopt the agenda. Motion carried.
5. Motion by Bergquist, seconded by Palmer, to accept the minutes of the previous meeting. Motion carried.
6. Financial Reports:
7. Jordan and Bergquist reminded the board that the credit card statements are checked and signed each month by Vi Bergquist, Treasurer.
8. In discussing the financial reports, it was pointed out that two of them are mis-dated 2017. In addition, while the annual financial reports have been approved in June in the past, the financial year is not over until June 30. Motion by Eberley, seconded by Jensen, to table the approval of the financial reports. Motion carried. Discussion followed as to whether we might change the meeting date to July next year so the meeting occurs after the financial year is over, but before the audit in August.
9. President’s Report – none
10. Director’s Report:
11. Jordan thanked Susan Schleper for her service to CMLE. This is Susan’s final meeting; she will now be the Treasurer for the Health Science Libraries group.
12. Jordan thanked Gail McCarty for her service to CMLE. Gail has resigned effective 6/6/18. We wish her well in her family caregiving responsibilities.
13. Jordan welcomed Laura Hayes to her first meeting. Laura is representing Great River Regional Library. She is a citizen representative from Stearns County on the GRRL board.
14. In presenting her written report, Jordan stated that she and Angie will be presenting at the Wisconsin public library forum, as well as presenting “Building Community” at the MN Library Association annual meeting. They are also doing leadership training, “Training Through Listening.” At the Wisconsin Annual Library Association meeting. Lydon asked about the podcast. Jordan stated each podcast episode usually reaches about 70-100 people, and that number is growing after switching to a new hosting site. Jordan can track the locations of the website users, and her report lists 15 countries where they are located. Jordan also stated she has been approached by Penguin/Random House to advertise on the CMLE podcast.
15. Communications: Jordan shared a nice note about CMLE that she received from the Kimball HS librarian after visiting there.
16. Old Business:
17. Motion: Adjustment to CMLE Bylaws re Term Expiration Date: CMLE represents many different organizations which have varying annual schedules. Motion by Eberley, seconded by Bergquist, to have board terms run in conjunction with CMLE’s FY, July 1 to June 30.

Motion carried.

1. Motion: Adjustment to CMLE Bylaws re Board election date: Motion by Eberley, seconded by Schleper, to move the election of CMLE Board officers to July. Motion carried.
2. No other Old Business
3. New Business:
4. FY’19 Draft Budget approval: Budget came from the Finance Committee (Lydon, Jensen, and Bergquist). Discussion of scholarships and mini-grants was followed by a motion by Bergquist, seconded by Palmer, to approve. Motion carried.
5. FY’19 Salaries approval: Motion by Jensen, seconded by Eberley, to approve a 2.5% salary increase for both the Director and the Information Technologist; and to refer the salary range and steps for employees to the Personnel Committee. The PC will report their proposed salary and steps to the board for approval at the next board meeting. Motion carried.
6. Motion by Palmer, seconded by Bergquist to approve the FY’19 State Library Services Grant Request approval. Motion carried.
7. Discussion of upcoming end of lease time period was referred to the Finance Committee.
8. FY Meeting dates: {All meetings will be 12:30 p.m. to 2:30 p.m.}

* September 19, 2018
* December 12, 2018
* March 30, 2019
* June 5, 2019

1. Committees for FY’19: Finance: Treasurer, President, and Jensen

Personnel: Lydon, Eberley, Berquist,Parker.

Policy/Procedures: Tabled until the next meeting.

1. Adjournment: Meeting adjourned at 3:06 p.m.

Respectfully submitted,

Wendy Kafka

CMLE Board Secretary