**Central Minnesota Libraries Exchange**

**DRAFT Governing Board Meeting Minutes - unapproved**

March 27, 2019, 12:30 – 2:30 pm

cmERDC Classroom

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

**Governing Board Members Present**: Bob Jensen, Rachel Howell, Jessie Storlien, Bethany Kauffman, Leigh Lenzmeier, Karlyn Forner, Mary Eberley, Kathy Parker, Wendy Kafka, Jayne Dietz, Patricia Grelson

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

1. **Call to order:** Vice President Bob Jensen called meeting to order at 12:32pm.
2. **Acknowledge visitors:** None
3. **Petitions to the chair:**
4. **Adopt/amend agenda:** Jensen proposed adding to New Business an option D for Board Members to share what they’d like to see in upcoming Board meeting agendas. Eberley made motion and Kafka seconded. Motion carried.
5. **Approval of previous minutes:** Eberley moved to approve minutes from September 2018 meeting, Kauffman seconded. Motion carried.
6. **Approval of financial reports**
   1. Approval of December financial reports: Kafka made motion to approve December financial reports that reviewed up to 11/30/2018. Kauffman seconded. Motion carried.
   2. Approval of March reports: Handed out updated P&L sheet. CMLE has spent 62% of total budget and are approx. 75% of the way through the FY. Discussion around amount being spent on audit. Suggested to put out proposal for cost of audit every 3 years. It is a state requirement that CMLE is audited every year. Parker made motion to accept March financial reports, Kafka seconded and motion carried.
7. **President’s report:** None
8. **CMLE director’s report:** Discussion around podcasting. Request for chart showing podcast stats for next meeting.
   1. Member events: upcoming includes member tea and camping
   2. LSTA grant application: partnering with 6 members for VR resource sharing
   3. Scholarships and mini-grants
   4. LibTech conference
9. **Communications:** None
10. **Old Business:**
    1. Lease: Options include: ECRL approx. $24,000 per year; GRRL approx. $29,000 per year; suggestion is to remain at cmERDC for $24,000 per year. Conducted this request for information by inquiring about space availability with several members. Discussion around length of lease. cmERDC director Pete Eigen came to the meeting and stated he would be comfortable with adding a clause that allowed for lease termination after 2 years with a 90 day notice.
    2. Motion: Eberley made motion to sign a 3 year lease with a clause that after 2 years there would be the availability to vacate with a 90 day notice. Kafka seconded. Motion carried.
    3. Salary scale proposal
       1. Motion: Kauffman made motion to accept the consultant’s report and salary range. Storlien seconded. Motion carried.
       2. Discussion regarding when to implement the salary range. Discussion regarding Information Technologist back pay. Decided that the Information Technologist job as of 1-1-2019 at step 5. As of July 1 2019 (the new FY) Executive Director will move to step 3 and Information Technologist will move to step 6. Lenzmeier made motion and Eberley seconded. Motion carries with Howell as a no.
    4. Update name of organization
       1. Discussion: Forner made motion to form a committee for a new name. Parker seconded. Motion passed with Eberley and Lenzmeier voting no. Kafka and Storlien volunteered to join Forner and Board Chair on the name change committee.
11. **New Business:** 
    1. Report Of Results And Expenditures Multicounty Multitype Library Systems
       1. Motion: Eberley made motion to accept report and Kafka seconded. Will submit signed by Vice President Bob Jensen. Motion passed.
    2. Change banks
       1. Discussion: CMLE currently has a checking account at Bremer and a savings account at TCF. CMLE has funds that are over the amount insured by FDIC at TCF. Will move more money to another account at Bremer. Suggested that treasurer or the finance committee make a recommendation. Kafka made motion to move money out of TCF account so as to be within the amount covered by the FDIC. Lenzmeier seconded. Motion carried.
       2. Discussion over forming a finance committee. This meeting can take place over the phone and will bring recommendation to the June meeting. Jensen, Kauffman, Bergquist as treasurer and Lydon as Board President will make up this committee.
    3. Multitype library system strategic planning
       1. Motion: Multitype systems want to work more closely together to provide more effective service. Want to potentially hire a strategic planning consultant to come up with a strategic plan. CMLE’s share of this would be allotted into next year’s budget. Forner made motion to approve allotting funds for this strategic planning consultant especially in regards to advocating for a financial increase for the multitype systems. Kauffman seconded. Motion carried.
    4. Future agenda items: Discussion over the deadline for adding an item to the Board meeting agenda. Discussion around it being acceptable to the bylaws that the Dec board meeting did not take place.
12. Adjournment
    1. Next meeting: Wednesday, June 5, 12:30 – 2:30: Lenzmeier made motion to adjourn, Eberley seconded. Motion passed. Meeting adjourned at 2:25pm.

Angie Gentile-Jordan

CMLE Information Technologist

Jessie Storlien, CMLE Secretary