**Central Minnesota Libraries Exchange**

**Draft - Governing Board Meeting Minutes**

September 11, 2019, 12:30 – 2:30 pm

cmERDC Classroom

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

**Vision**: We partner with our members to help them provide quality service to the communities they serve, using research, advocacy, education and network building.

**Governing Board Members Present**: Bob Jensen, Carla Lydon, Jessie Storlien, Bethany Kauffman, Leigh Lenzmeier, Mary Eberley, Wendy Kafka, Jayne Dietz, Gloria Palmer

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

**Visitor Present:** Marie Schmitz from BerganKDV to present audit

1. **Call to order:** President Lydon called meeting to order at 12:30
2. **Welcome to new members:** None
3. **Election of FY20 Board Officers:**

**President:** Lydon nominated to be President by Dietz, seconded by Eberley. Vote passed.

**Vice President:** Jensen nominated to be Vice President by Eberley, seconded by Storlien. Vote passed.

**Treasurer:** Bergquist nominated to be Treasurer by Jenson, Dietz seconded. Vote passed.

**Secretary:** Storlien nominated to be Secretary by Jensen, Eberley seconded. Vote passed.

1. **Acknowledge visitors:** Marie Schmitz from KDV here to discuss audit.
2. **Petitions to the chair:** None
3. **Adopt/amend agenda:** Kafka moved to adopt agenda, Eberley seconded. Agenda adopted.
4. **Approval of previous minutes:** Jenseon moved to approve minutes, Eberley seconded. No discussion. Minutes approved.
5. **Discussion of audit results with BerganKDV representative:** Schmitz discussed findings from the CMLE Audit FY2019. CMLE received a clean audit report which is the best type possible. Significant deficiency is that there isn’t enough segregation of accounting duties due to the size of the organization. This is the same critique CMLE has received in years past, and has not grown in severity. Recommends CMLE review the way financial assets are designated to make sure they are still relevant.
   1. **Accept the FY2019 Audit:** Jensen moved to accept the audit, Eberley seconded. No discussion. Audit accepted.
   2. **Approve submission of the 990EZ form:** Kauffman moved and Dietz seconded. Submission approved.
6. **Acceptance of financial reports:**
   1. Financial reports from current quarter: Dietz made a motion to accept financial statements and Eberley seconded. Discussion regarding need to publish meetings. Minutes from previous meetings and meeting dates are always available on our website. Financial reports accepted.
   2. Question: Will check with State Library Services to see if we need to get an additional quote to have on file to go along with state statues regarding purchases over $25,000. Per Leah at State Library Services: not necessary.
7. **President’s report:** None
8. **CMLE director’s report:** Discussion regarding CMLE’s activities since the previous board meeting. Discussion regarding inclusion of digital citizenship in school curriculums.
9. **Communications:** None
10. **Old Business**
    1. **LSTA grant for VR/AR headsets report:** Allowed members to try out the headsets and do the Shark Experience or explore the re-loaded adventures.
11. **New Business** 
    1. **Review of multitype library system funding for FY20:** This information was included with the financial reports.
    2. **Build orientation program for new Board members:** **Suggestions included:** share bylaws, difference between CMLE and public libraries, have an in-person meeting to answer questions explain budgets, what is expected as a board member, share CMLE mission and vision statements, how board members can contribute their skills to help CMLE, share strategic plan. Will bring a written package to the December meeting to present and review.
    3. **Approval of FY19 report to state:** Eberley moved to approve the report and Lenzmeier seconded to submit the report.
12. **Adjournment:** Lenzmeier moved to adjourn, Eberley seconded. Adjourned at 2:11pm.
    1. Next meetings:
       1. December 11, 2019
       2. March 11, 2020
       3. June 10, 2020

Angie Gentile-Jordan

CMLE Information Technologist

Jessie Storlien, CMLE Secretary