**Central Minnesota Libraries Exchange  
DRAFT Governing Board Meeting Minutes  
September 9, 2020, 12:30 – 2:30 pm  
Online Zoom meeting**

Zoom link: <https://simmons.zoom.us/j/96982205960>

**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**: Wendy Kafka, Karen Lee, Jessie Storlien, Jayne Dietz, Mary Eberley, Karlyn Forner, Carla Lydon, Rhonda Huisman, Ed Popp **Joined at approx 1pm: Leigh Lenzmeier, Bethany Kauffman**

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

**Visitors:** Marie Primus from KDV to discuss audit, Ariel Kirst from GRRL to discuss current challenges facing school libraries

1. **Call to order:** President Carla Lydon called to order at 12:32pm and took roll call. Not currently present: Bethany Kauffman and Leigh Lenzmeier

2. **Welcome to new members:**

* Rhonda Huisman, Dean of the University Library at St. Cloud State University
* Ed Popp, from the Great River library board

3. Election of FY20 Board Officers

* President
* Vice President
* Treasurer
* Secretary
* Potentially establish Board committees:
  + Personnel
  + Finance
  + Other

Treasurer should live in the St. Cloud Area if possible. Nomination for Treasurer: Jessie Storlien. Nomination for Secretary: Wendy Kafka. Nomination for Vice President: Bethany Kauffman. Nomination for President: Carla Lydon. Eberley moved to nominate these candidates, Dietz seconded. Popp moved to unanimously accept these nominations, Eberley seconded. Officers elected.

4. **Acknowledge visitors:** Marie Primus from KDV to discuss audit, Ariel Kirst from GRRL to discuss current challenges facing school libraries

5. **Petitions to the chair:** NA

6. **Adopt/amend agenda:** Lee moved to adopt the agenda, Dietz seconded. Roll call and agenda adopted.

7. **Approval of previous minutes:** Lee moved to approve minutes, Dietz seconded. Roll call Popp and Huisman abstained since not present at past meeting.

8. **Discussion of audit results with BerganKDV representative:** Marie Primus reviewed audit results. Audit was done remotely. Working on Draft 990, due to funding increase from LSTA grant, CMLE needs to fill out the full 990 instead of the 990EZ. The one significant deficiency is the lack of separation of accounting duties because the organization is so small. CMLE received an Unmodified/Clean opinion which is the highest result possible. Suggestions from Primus included formalize some procedures, review designations of net assets. Reviewed a powerpoint of audit findings. Eberley moved to accept audit results, Dietz seconded. Roll Call, all in favor, audit accepted.

9. **Approval of financial report**

a. Financial reports from current quarter: Jordan reviewed financial statements. CMLE continues to work with cmERDC CFO to update financials, bookkeeping, and make checks.   
b. Review of multitype library system funding for FY21: Quick explanation how multitype funding works. Lee moved to approve financials, Dietz seconded. Roll Call. Motion passes and financials approved.

10. **President’s report:** Lydon, Jordan, and Kauffman have had some conversations with ECRL area broadband provider to support a program that helps provide accessibility for members in that area.

11. **CMLE director’s report:** Quick review of report, Jordan is assisting with SCTCC library—they were in need of a temporary librarian. Brought up potential to reduce Jordan’s hours in order to hire contract school library worker to assist with this year’s COVID related challenges. Lydon asked if there would be a potential conflict of interest with Jordan’s employment also at CMLE. Clarified SCTCC library staff would not apply for CMLE scholarships or mini grants. Jordan’s position at SCTCC is Part Time Temporary Librarian.

12. **Communications:** Shared a podcast compliment

13. **Old Business**

a. **Review orientation program for new Board members:** Kafka appreciated seeing the way CMLE’s financial funding works. Kauffman shared this information would have been helpful when she began on the board. Forner was the original member who mentioned a Board Orientation documents would be useful. Lenzmeier shared this document should be accessible to those outside the Board too, in order to answer common questions. The orientation doc could be shared on the website for easy accessibility.   
b. **Reclassify CMLE reserve funds, to provide support for members:** Jordan suggested saving $250k for CMLE operations, potentially designate a category for member funding, increasing mini grants, matching grants for schools, suggested $60K. Other member assistance such as an emergency loan for members. Lenzmeier shared we should take a look at the standard amount for reserves for CMLE’s type of organization. Establish a criteria for an appropriate reserve. Suggested asking auditors for their recommendations for their reserve percentage to have available. Huisman brought up the return on investment, what is the impact, what is the sustainability of the grants. Also to show how it aligns with CMLE’s mission and vision. For next meeting: Jordan will bring a recommendation of how much to have in reserves and also a recommendation of ways to measure the return on potential grants for schools. Popp moved to refer this to the Finance Committee. Lee seconded. Motion passed.   
 - **Review procedures for mini-grant/scholarship distribution:** Lydon suggested having more criteria to determine who receives the grants.

14. **New Business**

a. **Approval of FY20 report to state:** This is the report to State Library Services regarding the use of money awarded for FY20. Eberley moved to approve submission of this report, Dietz seconded. Roll call, motion passes and report approved.   
b. **Approval of new contract position: school library focus:** Jordan suggested temporarily reduce her hours from 40 to 30 hours. Money saved from that salary would be reallocated into a contract employee position, a person who is familiar with school libraries who could bring school experience to CMLE during this year when schools will require additional assistance. Kauffman suggested having the finance committee come up with recommendation for reserves and at that same time discuss ideas about the school library contract position and also have this happen in a shorter time frame. Kauffman moves to table this discussion until CMLE gets a recommendation from the Finance Committee on how to designate the reserves. Lydon summarized: finance committee meet within the next thirty days and brings a recommendation back to this group. Motion to table approved unanimously.   
c. **Approval of charging non-members for online classes:** Lydon recommends putting together a proposal to share next time.

15. **Adjournment:** Meeting adjourned at 2:29pm by Lydon

a. Next meeting: Popp may have a conflict once in person meetings begin again with the second Wednesday in the month. May need to schedule September meeting later in the month. **Will send out notice of upcoming special meeting to hear recommendations from Finance Committee.**

* December 9, 2020
* March 10, 2021
* June 9, 2021