**Central Minnesota Libraries Exchange**

**DRAFT Governing Board Meeting Minutes**

**December 9, 2020, 12:30 – 2:30 pm**

**Online Zoom meeting**

Zoom: <https://simmons.zoom.us/j/95327754896>

**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**: Carla Lydon, Ed Popp (leaving at 1pm) Rhonda Huisman, Jayne Dietz, Jessie Storlien, Karlyn Forner, Mary Eberley, Wendy Kafka, Karen Lee, Bethany Kauffman

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

1. **Call to order:** Lydon called meeting to order at 12:32

1. **Acknowledge visitors:** None
2. **Petitions to the chair**: None
3. **Adopt/amend agenda:** Kafka asked to amend the agenda by adding Board Communications to the New Business section under item number 2. Popp moved to amend the agenda, Lee seconded. Agenda amended.
4. **Approval of previous minutes:**
   1. **September minutes:** no comments or corrections. Lee moved to approve September minutes, Eberley seconded. No further discussion, September minutes approved.
   2. **Special Meeting October minutes:** delete the “employee” from the contract position. Amend the minutes to read the “contract position” instead of “contract employee position.” Jordan worked with board members to clarify minutes from Special Meeting. Will hold off approving Special Meeting October minutes and will bring to next meeting for approval. Will clarify them and resend them before the March meeting.
5. **Approval of financial reports:** Treasurer Storlien reported that checks and corresponding paperwork are all in order, and continues to review monthly credit card statements. Storlien moves to approve the financial reports, Dietz seconded. Roll call. Motion carries and financial reports approved.
6. **President’s report:** None
7. **CMLE director’s report:** Reviewed written report included in Board Packet.
8. **Communications:** None
9. **Old Business**
   1. **Review of Extended Mini-Grant Program:** Review committee has been formed and reviewing 14 applications, will be meeting Fri Dec. 11th to discuss. Evaluation chart is being used. Planning to hold Zoom meeting next month to discuss any questions potential grant applicants may have. Kauffman has been working to bring additional hotspots to members in Todd county.
   2. **Popp left meeting at 1pm**
   3. **Review of Contractor position:** Hope to hire by the end of the year but aware this is a stretch. Working with Lydon, Huisman, and more to make sure the position description is accurate.
   4. **Review of Strategic Plan progress:** will have longer discussion at March meeting
10. **New Business**
    1. **Approval of MN Organizational Annual Report:** Audit company KDV asked for Board approval on this report sent to the MN Attorney General each year. Lydon asked for clarification about the item “from Minnesota donors” from KDV. Next year, KDV can provide additional clarification. Lydon moved to approve the report, Eberley seconded. Roll call. All in favor, report approved.
    2. **Board Communications:** Kafka requested paper copies of Board paperwork. Dietz, Eberely also requested hard copies to mailed to them before each meeting. Discussion regarding providing minutes from Finance and Personnel Committee meetings. These committees should report back to the full Board if they met, and share what was discussed. Request for CMLE to send only one email (if possible) with Board packet material.

12. **Adjournment:** Lydon adjourned meeting at 1:25pm

* 1. Next meetings:
     + 1. March 10, 2021
       2. June 9, 2021