**Central Minnesota Libraries Exchange**

**DRAFT Governing Board Meeting Minutes**

**March 10, 2020, 12:30 – 2:30 pm**

**Online Zoom meeting**

Zoom: <https://simmons.zoom.us/j/93525115965>

**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, Rhonda Huisman, Jayne Dietz, Jessie Storlien, Wendy Kafka, Karen Lee (leaving at 1:45pm), Bethany Kauffman NOT PRESENT: Ed Popp, Leigh Lenzmeier, Mary Eberley, Karlyn Forner (recently vacated her position)

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

1. **Call to order:** Due to technical difficulties, Lydon called meeting to order at 12:43pm. Roll call.
2. **Acknowledge visitors:** None
3. **Petitions to the chair:** None
4. **Adopt/amend agenda:** Lee moved to approve agenda, Kafka seconded. All in favor agenda approved.
5. **Approval of previous minutes**
   1. October special meeting <https://tinyurl.com/7ztfrpcc>
   2. December meeting <https://tinyurl.com/2w22bpew>
   3. Lee moved to approve both minutes in one motion. Kafka seconded. All in favor, both sets of minutes approved.
6. **Approval of financial reports:** CMLE has been working with cmERDC CFO Nancy Ramler, now will work with Korynn at cmERDC regarding checks and financial reports. Question regarding “ERDC bank” line on the CMLE balance sheet. Jordan will clarify with cmERDC and report back to Board. Treasurer Storlien reports no issues and discusses financials with Jordan on a monthly if not biweekly basis. Lee moves to accept financials and Kafka seconded. All in favor. Financials accepted.
7. **President’s report:** cmERDC HR staff could potentially assist with putting together annual review for Jordan. Huisman questioned whether another multitype system has an existing rubric. Jordan will discuss with cmERDC HR. Personnel Committee established: Dietz, Huisman, and Lydon. Personnel Committee will work with cmERDC HR Kelsey to plan upcoming CMLE Director Review.
8. **CMLE director’s report:** Currently podcasting, will begin work setting up corresponding classes, potentially online zoom conferences over the summer with Prairieland System. Extended Mini Grants for members is successful and ongoing. The contractor position is unfilled. Suggestion to offer this position again during months of June/August then allowing contractor to perform other work during after-school hours or offer position again next year as COVID challenges will be ongoing. Suggestions for expanding search for candidates outside CMLE member area.
9. **Communications:** N/A
10. **Old Business**
    1. **Review of Extended Mini-Grant Program:** Committee meets monthly, participants vary, Storlien and Dietz have attended as well as school library members and Jenny Hill from SCSU. Committee discusses applications and makes final award decisions. Hill has helped members strengthen applications and perform equity audits on their collections. Currently $6,650 has not been allocated.

11. **New Business**

1. **Board Communications:** None

12. **Strategic Planning Workshopping**

1. Vision/Mission statement thoughts: <https://tinyurl.com/tpvp3vv>
2. SOAR planning <https://guides.masslibsystem.org/ld.php?content_id=25623640>
   1. Additional potential template for thinking about plans: Appreciative Inquiry Worksheet (not sent out in advance; just an optional thought template) <https://maeeval.org/resources/Pictures/AI%20Worksheet.pdf>
3. Plan to offer small focus groups and interviews with members and stakeholders and Needs Assessment survey. Jordan will share draft in May to allow time to incorporate Board feedback for June meeting. Board agreed with this plan for moving forward.
4. Discussion regarding Mission/Vision statements.
5. Discussion of functions of CMLE: information sharing, educational opportunities, providing networking opportunities, and offering/encouraging grants. Could have one sentence that combines all those, along with identifying the geographic area served (Central Minnesota). Clarified this is a three-year statement. Clarification that CMLE is educating school library people about how to advocate for themselves and their school libraries.
6. Clarified Jordan will include Mission/Vision in draft sent out on May 1.
7. SOAR exercise: Meeting will allow some sharing and Jordan will reach out to everyone again while drafting to collect feedback, will clarify this is a sticky note exercise of quick things that come first to mind.
8. **Strengths:** strong staff, easily consummable info delivery, podcasts, virtual education, technological expertise, approachable and flexible in meeting needs of our members/stakeholders; innovative and always looking for new opportunities
9. **Opportunities:** Exploring new/emerging services, programming, and professional support, identifying outreach and support to underrepresented groups/schools, somehow send school library ppl to national school library/library conferences, underfunded schools, schools without librarians since students need library services
10. **Aspirations:** help public schools connect with public library teen librarians, long-term viability, networking among schools/publics, widely communicate the benefits of CMLE (not just in schools)—how do we leverage parent groups or other constituents to help us in networking, advocacy for librarians and their expertise, easier to meet through zoom or discord when you’ve taught all day or been in the library all day. More connection with higher ed partners (pre-service teachers and aspiring library/media specialists). Offer annual meetings. Virtual networking and feedback on what school library people are currently encountering.
11. **Results:** Grant recipients now record # of students reached, track of how many school librarian interactions, member interactions. Benchmark any of the outcomes/objectives? (Do we set goals for increases, numbers of interactions, etc.?) This is tricky and doesn’t have to happen with exactly everything we do, could focus on one specific area wanting to improve. In the “newsletter” do we offer a featured person (librarian/media specialist)? For future issues, we might be good to feature the grant recipients for the last few years…
12. Should the same survey be sent to all types of libraries in regards to putting together the strategic plan?
13. Clarified would like Board feedback submitted by April 15th for the Strategic Plan draft to be ready to share by May 1st. Jordan will send email to Board members not in attendance and request they submit information as well.

13. **Adjournment: Adjourned at 2:22pm by Lydon.**

* 1. **Next meeting:** 
     1. June 9, 2021