

**Central Minnesota Libraries Exchange  
DRAFT Meeting Minutes March 2, 2022**

March 2, 2022, noon – 2:00 pm

Zoom: <https://simmons.zoom.us/j/99227996418>

Zoom link publicly accessible to all

Publicly accessible in-person locations to be announced as available

**BOARD MEMBERS PRESENT:** Dorothy Kersten, Rhonda Huisman, Jessie Storlien, Mary Eberley, Wendy Kafka, Jayne Dietz, Bethany Kauffman, Karen Punsack

**CMLE STAFF PRESENT:** Mary Jordan, CMLE Executive Director; Angie Gentile-Jordan  
Information Technologist

1. **Call to order:** Huisman called to order at 12:04
2. **Acknowledge visitors:** Will acknowledge expected visitors when they arrive
3. **Petitions to the chair:** None
4. **Adopt/amend agenda:** Dietz moved to adopt, Eberley seconded. Vote, all in favor.  
Agenda adopted.
5. **Approval of previous minutes:**
  - a. December meeting <https://tinyurl.com/uahbmzujm>
  - b. Kafka moved to approve, Kersten seconded. Vote to approve, all in favor, minutes approved.
6. **Approval of financial reports:** Jordan gave explanations regarding the new CFO at cmERDC, Dawn, who will now be running reports and handling CMLE financials. Dawn runs month-end reports which is slightly different from the previous CFO's process. Clarified these financial reports are from July 2021 - end of January 2022. With CFO Dawn, CMLE now has a new process for reimbursing cmERDC which is much simpler - Dawn bills CMLE once a month.  
REQUEST MADE for Check Register to be included in CMLE financial Board reports.

**Dawn (CFO) and Lowell (Executive Director) at cmERDC arrived at 12:15.**

**Financial Reports continued:** Storlien moved to approve financials, Kauffman seconded. Discussion: Clarification on financials with extended mini grants:

Some of the grant recipients from last fiscal year have only just now turned in receipts for reimbursement and that money we have paid back is technically from last fiscal year.

In FY 22 we have an additional 25K.

Total amount from reserves is 40K.

In FY 22 CMLE has only spent about 6K.

Discussion: spending down CMLE reserves per auditor's instructions.

Eberley will email Jordan who will share with Dawn at cmERDC with thoughts regarding format of future financial reports to make them less confusing.

REQUEST: A summary of a schedule where grant money decisions were made/promised with a timeline up to present day as a preface to the Google Sheet of grant recipients and amounts. REQUEST to please send out that Google Sheet again.

Dietz asked about approving previous meeting's financials. The financial statements shared for this meeting do include the dates of the previous meeting up until the end of January 2022. Clarification that these financial reports are the most up to date and include the full picture of financials. Kafka's motion amendment: added to approve financial statements are from July 2021 - January 31st 2022. Vote, all in favor. Financials approved.

7. **President's report:** None
8. **CMLE director's report:** Report included in mailing, contained stats and updates.
9. **Communications:** CMLE received a letter from the superintendent of St. Cloud School district and one additional thanking us for the grants to schools.

## 10. Old Business

- a. **Review of RFI applications:** Huisman shared a summary from the committee: previous board mtg ok'd RFI to send out and Physical Location committee formed. 3 organizations declined, one did not respond, and Cambridge ECRL filled out a proposal and returned to CMLE. Committee found this location is not feasible at this time due to financial constraints and limited number of CMLE employees. ERDC expressed interest in signing a new lease agreement for another 3 years. Physical location committee recommends CMLE renew lease with ERDC, along with the stipulation that the RFI should be completed for Board consideration and include any questions discussed in today's meeting. Lowell, Executive Director at ERDC, is available for questions and discussion. ERDC does own the building and is no longer for sale - now looking at ways to better utilize the existing space. Planning upgrades which include loading facilities and handicap accessibility. ERDC does have language in our lease agreement

regarding if the lease needs to be dissolved. ERDC is also open to working with other state library multitypes for physical location or financial services.

**Karen Pundsack entered meeting at 1pm.**

**Kauffman departed at 1:02pm**

**Lowell and Dawn departed at 1:06pm.**

- i. **Decision on location:** Discussion regarding how we want to proceed. Could vote conditional on completion of the RFI within a specific time frame (to be tabled until June is too long to wait). Kafka made motion to sign a new 3 year lease with cmERDC (beginning in August 2022) with the same specifications as previous lease, with stipulation that Lowell fills out the RFI and returns to CMLE within 30 days. Eberley seconded. A copy will be sent to the entire board. Physical Location committee will stay together until June meeting. Vote. All in favor, motion passed.
- b. **Review of Extended Mini-Grant Program:** Discussed earlier but summarized: Have promised approx 20k to members, only paid out currently 6k. Member reports are put onto CMLE website and shared in weekly newsletter. No urgency to continue Extended Mini Grant program in this fiscal year (worth discussing in the next fiscal year). In June, could review the themes of CMLE grants given out - professional development, materials, programming, etc and look at Return On Investment. Could ask past recipients what else would you like to do? What other investments can we make to help you - pay for professional development, etc. Also could designate half the money to materials, half to professional development.

## 11. New Business

- a. **Committees:** CMLE will reach out in the next several weeks to the committees formed at the Dec 2021 meeting.
- b. **Bylaws committee:** Adjustment needed on the bylaws regarding fewer public library Board members. Prefer progress on this is made before the June meeting in order to present it to the Board at the June meeting. Would like to review bylaws at the June meeting and have them posted online by July 1 2022.
- c. **Kimball library:** New and has a meeting room available, could potentially meet there in person for the June meeting! (Which will be Bethany Kauffman and Mary Eberley's last meeting). CMLE will also have an online option available. Could potentially tour Kimball school libraries as well.

12. **Adjournment:** Eberley moved to adjourn, Storlien seconded. Meeting adjourned at 1:34pm

a. Next meeting:

i. June 1, 2022