**Central Minnesota Libraries Exchange**

**Minutes of Executive Committee Zoom Meeting**

**March 6, 2023**

The meeting was called to order by Jayne Dietz, Acting Chair, at 2:30 p.m. on Monday, March 6, 2023.

Executive Committee in Attendance at Great River Regional Library: Jayne Dietz, Karen Pundsack, Wendy Kafka, and Kathy Parker in person. (Kathy Parker has replaced Rhonda Huisman.)

Others: Susan Dege (CMLE attorney) and Barbara Zierden also attended via zoom.

*Approval of Agenda*. Wendy Kafka motioned to approve the Agenda, and Karen Pundsack seconded the motion. All voted in favor, and the motion was carried.

*Approval of 2/27/23 Executive Committee Minutes*. An amendment was requested to change Jayne’s title from “chair” to “acting chair”. Wendy Kafka motioned to approve the minutes with the amended change, and Karen Pundsack seconded the motion. All voted in favor, and the motion was carried.

*Relocation Issues/CMLE Property*: Jayne visited the CMERDC site to view the office furnishings and equipment currently located at the facility, and with approval from Lowell Haagenson took photographs. Discussion ensued as to what furnishings, equipment, and supplies are to be included in the move. Of note, the malfunctioning VR kits and podcast equipment is yet to be located.

Susan Dege recommended that any computers should be scrubbed down before disposal and a receipt obtained of the donated equipment. Karen will take the old computers to her IT department for proper scrubbing and disposal. Lowell was agreeable to taking over or disposing whatever furnishings and equipment are left behind after the move.

*Review SCSU contract proposal*: The committee reviewed and commented on the proposed Sponsored Service Agreement received from Rhonda Huisman. Discussion revolved with regard to specific items of the contract, including, but not limited to, the term, budget items, specific services provided by SCSU, the payment schedule, and equipment provided by SCSU.

Susan will provide Rhonda with an updated draft of the agreement outlining the changes recommended by the executive committee.

*CMERDC termination agreement:* The committee requested that Susan draw up a termination agreement to present to Lowell. The intent would be to have some overlap between CMERDC and SCSU until SCSU is up and running on the service agreement.

The committee requested that Susan attend the Board meeting on March 15th.

Adjournment: Meeting was adjourned at 3.33 p.m.

Respectfully submitted,

Barbara Zierden