

Central Minnesota Libraries Exchange Board Minutes

March 20, 2024 – 12:00 PM

Great River Regional Library, Bremer Community Room

Attendance:

Board: Karen Pundsack, Linda Boettcher, Brendon Duffy, Jayne Dietz, Karen Lee, Shelly Ash

Absent: Lynn Grewing, Dorothy Kersten

Staff: Melissa Brechon

Guests: Rhonda Huisman, St. Cloud State University; Pam Fry, ECRL Finance; Emma DeVera, State Library Services via Zoom; Tami Lee, State Library Services via Zoom

1. Dietz called the meeting to order at 12:03 PM.
2. Introductions were made.
3. Agenda – Lee made a motion to approve the agenda as presented. Ash seconded. Passed unanimous.
4. Approval of the minutes from December 13, 2023 – Ash made a motion to approve the minutes as presented. Duffy seconded. Passed unanimous.
5. Public Open Forum – no public were present.
6. Welcome new Board Member – Linda Boettcher is joining the CMLE Board as the representative from East Central Regional Library. She shared her background and excitement to be part of the Board.
7. Financials
 - 7.1&7.2 Bills/Financials:

Lee made a motion to approve the 12/31/23-02/29/2024 bills and accept the financials as presented.
Duffy seconded. Passed unanimous.
 - 7.3 Extension of contracts with Consultant and ECRL:

As CMLE continues to transition, it is important to continue these contracts at this time. After discussions, Lee made a motion to have legal counsel draw up an agreement to extend the contracts on a month to month basis with a 60-day notice to end.
Ash seconded. Passed unanimous.
 - 7.4 Approval for Legal Counsel:

Pundsack made a motion to approve the securing of legal counsel as needed during the CMLE transitions into the future. Lee seconded. Passed unanimous.

7.5 Revision to 2024 CMLE Grant Guidelines:

Discussion about the Grants/Scholarships to be given out to enhance professional development, library spaces, services, collections and programming. Also, if costs varies more than 10%, it must be reviewed by committee.

Ash made a motion to approve the revision to the 2024 Grant guidelines. Duffy seconded. Passed unanimous.

8. Grant Committee Report:

The Grant/Scholarship Committee has approved Grants for \$18,650.00 and Scholarships of \$12,000.00.

9. CMLE VR Kits:

Ash reported that after doing research and speaking with several technology experts including Jeremy Mikla from ECMECC, the VR Kits are obsolete due to their age and technology capabilities. It was discussed that since the software license expires in December, they can be used until the licensing expires.

10. Interim Director Report:

- June 19th the next scheduled meeting date is actually a holiday. It is rescheduled to June 18th at ECRL.
- Brechon joined GRR and ECRL Staff at MLA Legislative Day.
- Due to objection from one of the seven multi-types MLA was not able to bring a request for updated language regarding Multitype Board configuration forward.
- At the June meeting the Board will be asked to approve the application for FY25 State Aid. CMLE Budget for 2025 will be \$270,415.10 a slight increase from our current budget of \$269,767.10.
- The CMLE Needs Assessment was included in your Board packet. Please read this assessment. Brechon does plan to stay with the organization until a clear path is determined.

11. Unfinished Business

11.1 CMLE Needs Assessment & Future Discussion:

It is noted that CMLE will not be going away.

12. Resource Training and Solutions:

As a result of the CMLE Assessment & Future Discussion, Huisman from St. Cloud State, talked about the possibility of CMLE going back to St. Cloud State. There was much discussion and at the end of discussion, it was determined that RTS and SCSU would

come to the next meeting with detailed plans to show how CMLE would be part of their organizations and still be able to move forward with the Multitype goals. What would that Director's job description be?

Ash made a motion to ask RTS & SCSU for a Job Description of the person that would be the Director, what is the vision and goals based on the needs assessment. Lee seconded. Passed unanimous.

13. New Business

13.1 CMLE Records Retention Policy & Schedule:

Review of the many boxes of current records it is important to determine what to save and what can be destroyed. The CMLE Records Retention Policy was reviewed.

Ash made a motion to update the CMLE Records Retention Policy with the typos corrected. Boettcher seconded. Passed unanimous.

13.2 Board Meetings:

The next meeting is schedule on June 19th. That day is a holiday in the State of MN. Rescheduled the meeting for June 18th.

14. Dietz adjourned the meeting at 1:45 PM.

Recorder, Pam Fry

Secretary, Lynn Grewing

Minutes approved 6-18-24 Board Meeting