

**TRAVERSE DES SIOUX LIBRARY COOPERATIVE
BOARD OF DIRECTORS**

Minutes of Meeting - FINAL

February 16, 2017, 9:00 am

Traverse des Sioux Conference Room

- Board Members Present: Julie Trebelhorn, Sibley County – Board President
Les Tlougan, Waseca County - Board Vice-President
Tim Hayes, Public Library Representative – Board Secretary
Holly Postel, Brown County
Sue Sonnek, Faribault County
Larry Wild, Blue Earth County (Alternate)
Carol Freid, Le Sueur County
Leslie Peterson, Academic Library Representative
- Board Members Absent: Amy Lorenz, School Representative
Jack Kolars, Nicollet County – Board Treasurer
Steve Flohrs, Martin County
Dorie Cummins, Watonwan County
Vance Stuehrenberg, Blue Earth County
- TdS Staff Present: Ann Hokanson, Executive Director
Connie Haugen, Recorder (HR Generalist/Administrative Specialist)
Casie Reiner, Technical Services Librarian
Angie Mason, Interlibrary Loan Specialist
Seth Erickson, Automation/Systems Librarian
- Guests: Linda Kramer, Academic Library Representative (Alternate)

I. Call to Order

President Julie Trebelhorn called the meeting to order at 9:00 am.

II. Approval of Agenda

MOTION: Les Tlougan made a motion, seconded by Tim Hayes, to approve the agenda as presented. The motion passed unanimously.

III. Approval of Minutes

MOTION: Holly Postel made a motion, seconded by Sue Sonnek, to approve both meeting minutes from the January 19 meeting, with the changes to add Linda Kramer to the attendees and to change Tim Hayes' nomination to continue as Secretary, not President, on the first meeting minutes. The motion passed unanimously.

IV. Correspondence - None

V. Financial Reports

Executive Director, Ann Hokanson, presented the financial reports.

- A. Ann Hokanson explained that we are presenting reports we print directly from QuickBooks, rather than importing the reports into Excel and editing the reports. There is a new report titled Bills Payable. There is also no Income/Expense/Budget Analysis report this month. We did not enter the budget into QuickBooks, as we intend to seek the Board's approval to purchase a fund accounting software from Banyon, and we did not want to enter all the information twice.
- B. A question arose about whether to cash in the CD that is coming due in March. Ann Hokanson stated that we would like to put off that decision for a month. We are hoping that the e-rate funding will come through and we might have some credits from Socrates, rather than have to pay another month of fees. In addition, if the Board approves the purchase of the Banyon software, we hope to have a better understanding of our funding pots and can better respond to that question.

MOTION: Les Tlougan made a motion, seconded by Tim Hayes to approve Bills Payable for the month. The motion passed unanimously

VI. President's Report

President Julie Trebelhorn had no report.

VII. Executive Director's Report

Ann Hokanson provided a written report in the board packet. Her priorities have been learning the state funding, TdS budget, and Socrates contract.

- A. The Board wanted to know which member agreement/contracts have been signed and returned to TdS and whether there were any cross-outs or revisions in them. Connie Haugen reported that TdS has received signed contracts from Comfrey, Elmore, Muir, Springfield, Blue Earth County, and New Ulm Libraries; and none have cross-outs. The Board would like a similar report on the contracts each month until we have received all the contracts.
- B. Casie Reiner presented the Action Plan developed for the Strategic Plan. The TdS staff met on Friday, February 10, to develop the Action Plan. Ann Hokanson stated that staff is setting up individual timelines based on their job descriptions and the parts and tasks each contributes to the plan. Discussion followed. Ann Hokanson explained that this is a living document and will be reviewed and updated regularly. The plan has been sent to staff to review and edit and will be sent to the Board as well after this meeting.
- C. Department Reports. Written reports were submitted with the Board report. The Board likes the written reports and then would like the staff to talk about any highlights they want the Board to know.
 - 1. Seth Erickson, Automation/Systems Librarian has been helping libraries get the data they need for the annual reports. We had a problem with the training server.
 - 2. Cataloging has started doing all our own authority control work (making sure our headings and coding are consistent), which will save us money in not having to hire someone else to do it. Cataloging has seen a significant increase in the number of books libraries are sending to TdS for cataloging.

The Board thanked the staff for all the work they do and said they are tremendous!

VIII. Member Library Directors Report

Tim Hayes reported that the group met in January. The Minnesota Loves Libraries Campaign was a huge success. The number of responses received surprised many librarians.

IX. Committee Reports

A. **Finance/Budget Committee Report.** Ann Hokanson submitted a request to the Finance/Budget Committee to review her recommendation for approval to purchase a new fund accounting software from Banyon at a cost of \$6,475, which includes the fund accounting software, the payroll module, training, and annual support. We plan to put all of 2017 data into the system, so that we can have a full year of data in the new system and reports.

Motion: Les Tlougan made a motion, seconded by Holly Postel, to approve the purchase of the Banyon fund accounting software. The motion passed unanimously.

B. Ann Hokanson asked the Board how they liked to do business, whether they want most business first going to a committee and then brought to the Board through the Committee or just bring them to the Board as a whole. The Board seemed to want to be involved through committees whenever there is a need to have a group look at something.

The Board liked the way Ann Hokanson handled the proposal for the Banyon software by sending information to the Finance and Budget Committee, getting their input, and answering questions. A short meeting could be scheduled before the board meeting to allow the committee to prepare their recommendation for the Board.

The Bylaws and Policy Committee needs to look at the Board Policy Manual, but that is not something that needs to be done right away.

The Board agreed to try to set up most committee meetings right after the monthly board meetings. However, in cases where extra time might be needed, a separate meeting could be scheduled.

X. Old Business

A. **Update of Contract Status.** President Julie Trebelhorn forwarded the Blue Earth County proposed contract to the TdS attorney, Cory Genelin. He is really busy right now, so he won't be looking at it until April. President Julie Trebelhorn proposed that the Bylaws and Policy Committee meet before the TdS attorney has an opportunity to review the contract. The Board needs to decide whether to have one contract that includes everything or a contract that goes for a set number of years, with a fee schedule that is approved every year. The Bylaws and Policy Committee will schedule a meeting date in March.

B. **Legislative Advocacy.** Ann Hokanson reported that the Legislative Open House on January 27 was a success with two legislators in attendance—Jack Considine and Nick Frentz. As a result of this meeting, Senator Frentz signed on as a co-author to the bill supporting the funding increase for libraries. Leslie Peterson stated that next year we would like to find an existing event and try to piggyback our event on theirs.

Preparations are ongoing for Library Legislative Day on February 22. The various groups, Council of Regional Public Library System Administrators (CRPLSA), the multitypes, and Minnesota Library Association have put together some talking points.

The legislators who didn't attend TdS's legislative event will receive a packet of information from TdS, along with the Minnesota Loves Libraries cards from their districts.

The people going up to St. Paul from TdS's board and libraries will meet on Wednesday morning at a breakfast training and divide into small groups to visit with legislators. Leslie Peterson encouraged everybody to find at least one item that resonates with them so they can speak from the heart.

- C. **Staff Development Training.** Ann Hokanson informed the Board that she wants to have regular staff training that will lead TdS to be a cohesive group. Connie Haugen contacted Bonnie Bennett, who did last year's Board training, about conducting a staff development training in March. Money is budgeted for staff training, so no need for Board approval.

XI. New Business

XII. Board Members' Exchange

- A. Carol Freid brought a poster to share about the Edible Book Festival fundraiser to be held on April 23 for the Waseca-Le Sueur Regional Library.
- B. Blue Earth Community Library is doing a fundraiser of a quilt top designed like a bookshelf with books. People can purchase a book on the quilt shelf to be a Friend of the Library.
- C. Les Tlougan stated that the Waseca-Le Sueur Library Board is meeting at TdS in March and will take a tour of TdS after the meeting and meet staff. The Board holds half of their meetings in Waseca County and half in Le Sueur County.
- D. Seth Erickson reported that tomorrow, February 17, is the Day of Facts. The Day of Facts is a social media campaign dedicated to reminding the public that *facts matter* and that libraries, museums, archives, and other cultural institutions are still trusted sources for truth and knowledge.
- E. MSU has a bowling team that has for several years been a winner for the BENCHES fundraiser. People can send money to Leslie Peterson for the bowling team by next Friday.
- F. Leslie Peterson also reported that it is Disaster Preparedness Week at MSU this week. Having had a shooter in her library, Leslie advises libraries and TdS to have disaster preparedness training. If the organization does it monthly, everyone learns how to prepare for disasters before they happen.

MOTION: Tim Hayes moved to adjourn the meeting, and Sue Sonnek seconded the motion. The motion passed unanimously, and the meeting was adjourned at 10:34 am.

TdS Board Secretary

Date

Minutes prepared by Connie Haugen
HR Generalist/Bookkeeper