

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

**Minutes of Meeting - FINAL**

**January 19, 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  
Jack Kolars, Nicollet County – Board Treasurer  
Tim Hayes, Public Library Representative – Board Secretary  
Holly Postel, Brown County  
Steve Flohrs, Martin County  
Sue Sonnek, Faribault County  
Larry Wild, Blue Earth County (Alternate)  
Carol Freid, Le Sueur County (Alternate)  
Dorie Cummins, Watonwan County  
Linda Kramer, Academic Library Representative (Alternate)

Board Members Absent: Leslie Peterson, Academic Library Representative  
Amy Lorenz, School Representative

TdS Staff Present: Ann Hokanson, Executive Director  
Connie Haugen, HR Generalist/Administrative Specialist  
Jessica Roschen, Legacy and Outreach Coordinator  
Seth Erickson, Automation/Systems Librarian

**I. Call to Order**

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

**II. Election of Officers**

- A. **President. MOTION:** Jack Kolars made a motion, seconded by Holly Postel, to nominate Julie Trebelhorn to continue as President. The motion passed unanimously.
- B. **Vice-President. MOTION:** Jack Kolars made a motion, seconded by Steve Flohrs, to nominate Les Tlougan to continue as Vice-President. The motion passed unanimously.
- C. **Treasurer. MOTION:** Tim Hayes made a motion, seconded by Holly Postel, to nominate Jack Kolars to continue as Treasurer. The motion passed unanimously.
- D. **Secretary. MOTION:** Les Tlougan made a motion, seconded by Jack Kolars, to nominate Tim Hayes to continue as Secretary. The motion passed unanimously.

**MOTION:** Tim Hayes made a motion, seconded by Steve Flohrs, to adjourn the meeting. The meeting was adjourned at 9:05 am.

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Jessica Roschen, Legacy and Outreach Coordinator  
Seth Erickson, Automation/Systems Librarian

**I. Call to Order**

President Julie Trebelhorn called the meeting to order at 9:05 am.

**II. Approval of Agenda**

**MOTION:** Tim Hayes made a motion, seconded by Jack Kolars, to approve the agenda with the addition under Financial Reports of Item C, Action to Add Ann Hokanson as Signatory on Bank Accounts; under TdS Department Reports, add Approval of RFP for New Computer Equipment; and under New Business, add Item D, Library Legislative Day. The motion passed unanimously.

**III. Approval of Minutes**

**MOTION:** Sue Sonnek made a motion, seconded by Tim Hayes, to approve the minutes of the December 15 meeting, with the clarification that the hot spots at New Ulm Public Library are available without a deposit, but do have a \$100 replacement cost. The motion passed unanimously.

**IV. Correspondence - None**

## V. Financial Reports

A. Connie Haugen, HR Generalist/Bookkeeper, presented the financial reports and answered questions.

1. Connie Haugen stated that on the Income-Expense-Budget Analysis, the date heading of the second column should be January through December 2016, rather than January through May.
2. A question arose about why website hosting was so far under budget. The only amount billed in 2016 was for the domain name. We expect a bill soon for a couple hundred dollars for actual website hosting. Also, training was budgeted for Mitzi Roberts to learn how to do some other parts of the website, which was not done during the year because of all that was going on.
3. Executive Director, Ann Hokanson, reported that she had talked with the auditor, and we have made changes they recommended last year. One thing he recommended was switching to a fund accounting software. Ann reported that TdS had contacted other library systems to find out what software they were using. The auditors recommended Banyon software. We are looking at options, but we are not ready to make a recommendation yet. Perhaps at the February or March meeting.
4. Discussion was held about RLTA funds. Significantly more money was budgeted to be received than we received, and board members had questions. Connie Haugen reminded the Board that there was \$163,000 that the state refused to pay. Socrates reduced their bill by \$100,000, and TdS was left to pay the \$63,000. At one time, the Board had discussed hiring the auditors to look into this, but it was never done. Connie Haugen distributed a sheet she compiled for Bob Boese regarding RLTA income and expenses since the beginning of the new Socrates contract. The Board directed Executive Director, Ann Hokanson to see what she can figure out over the next six months or so and then give the Board a recommendation on whether she thinks we should proceed with hiring the auditors to look at this.
5. A copy of the Cetera statement from December 2016 showing TdS's CDs was provided in the board packet. Discussion was held about the statement and the liquidity of these accounts. Ann Hokanson explained the information she had gathered from the banker on these CDs and how liquid the CDs were. All of our accounts are protected under FDIC. One CD for \$200,000 is coming due in March. We need to decide if we will need all or part of the money this year and whether to deposit it to our checking account or reinvest all or part of the money.
6. Per the Board's request from last meeting, Connie Haugen also included in the Board packet a sheet listing the interest rates TdS is earning on its CDs.

**MOTION:** Linda Kramer made a motion, seconded by Dorie Cummins, to approve the financial reports. The motion passed unanimously

B. Connie Haugen presented for approval an invoice from Socrates for \$67,546.39 for December charges.

**MOTION:** Les Tlougan made a motion, seconded by Steve Flohrs, to approve the Socrates invoice for payment. The motion passed unanimously.

- C. Discussion was held about adding Executive Director Ann Hokanson to the bank accounts for signature purposes. Two signatures are still needed on checks and all financial transactions.

**MOTION:** Tim Hayes made a motion to add Ann Hokanson, Executive Director, as a signatory to the bank and financial accounts. Les Tlougan seconded the motion, and the motion passed unanimously.

## **VI. President's Report and Administrative Reports**

- A. **President Julie Trebelhorn** had no report.
- B. **Ann Hokanson, new Executive Director**, added to her written report that was in the board packet.
  - 1. Ann Hokanson reported that she; Seth Erickson, Automation/Systems Librarian; and Jessica Roschen, Legacy/Outreach Coordinator, attended the DELTA meeting at South Central Service Cooperative. The meeting introduced some of the ways that the school students are getting information and what some of the school's needs are. It sparked ideas on ways that TdS might work with the schools. The TdS staff will generate some ideas and then take them out to the member libraries for additional input.
  - 2. Ann discussed her orientation and how she is learning about TdS, its workings, and needs.

## **VII. Report from the Member Library Directors and TdS Department Reports**

- A. **Library Directors.** Tim Hayes reported that the library directors met on January 12. Cheryl Bjoin, who had been the Watonwan County Library Director, passed away; and her memorial is Saturday. Mitzi Roberts at TdS is accepting donations for a memorial in her name to the library.
- B. **TdS Department Reports.** Technology and Cataloging Department reports were submitted in the Board packet. President Julie Trebelhorn complimented the staff on the detail of the staff reports.
  - 1. Casie Reiner, Technical Services Librarian, was available for questions. She has a full agenda of cataloging next steps to conduct extensive data base cleanup.
  - 2. Seth Erickson, Automation/Systems Librarian, is working on getting Sierra working 100 percent to do what we want it to. He is helping Casie Reiner with data base cleanup and junk files cleanup from previous migrations. He is working with the libraries to show them how to compile annual report numbers.
  - 3. Seth Erickson also presented for the Board's approval an RFP for Category 2 expenses of equipment, wiring, and installation to upgrade libraries for internet capabilities. The RFP will be sent to local providers who we believe have the capabilities to provide the services, but it is required to be on the federal government e-rate website and open to the public to bid. The cost of the project will be \$23,841, and we will get an e-rate discount of \$16,450, leaving \$7,391 to be paid from RLTA funds. This project is about half the size of the project we did last year. The goal is to have the RFP posted by the end of the month. The Board would like the TdS attorney to review the RFP before posting.

**MOTION:** Les Tlougan made a motion, seconded by Jack Kolars, to approve the RFP after it has been reviewed by the TdS attorney. The motion passed unanimously.

4. Jessica Roschen, Legacy/Outreach Coordinator, discussed additional information they had learned at the DELTA meeting and how we can begin to use it to learn from our school members. She also reported on other ideas she has learned from Arrowhead Library System on what they do with their school districts and how we can use that. Another idea presented was a Tech Camp during the summer of 2018.

**VIII. Committee Reports**

- A. **Strategic Planning Committee.** No business at this time.
- B. **Personnel Committee.** No business at this time.
- C. **Finance/Budget Committee.** No business at this time.
- D. **Legacy Funding Committee.** Jessica Roschen, Legacy Coordinator, reported that the committee met in January and approved 18 subgrants for just under \$15,000. The children’s librarians decided to conduct a Tween Battle of the Books. Le Sueur and St. Peter will compete at Le Sueur Library, but other libraries can do the same at their libraries. No statewide programs were provided this year. However, there are some statewide rollover funds of \$2,750 that are available to each region for author visits conducted by June 30. The group chose the book *It’s A Tiger* and there will be four author visits.
- E. **Bylaws and Policy Committee.** Linda Kramer read the minutes of the last committee meeting. The Committee recommended the following to clarify term expiration dates.

<u>Terms Expiring in 2017</u>	<u>Terms Expiring in 2018</u>	<u>Terms Expiring in 2019</u>
Martin County	Blue Earth County	Le Sueur County
Nicollet County	Faribault County	Brown County
Sibley County	Watonwan County	Public Library Rep.
Waseca County	Academic Library Rep.	Special Library Rep.
School Library Rep.		

Representatives who come on to fill someone else’s term will maintain their same expiration date. No part of a year counts in fulfilling the limit of three terms in the bylaws.

**MOTION:** Dorie Cummins made a motion, seconded by Steve Flohrs, to accept the committee’s recommendation for terms as shown. The motion passed unanimously.

Connie Haugen reminded all the committees to send copies of their minutes to her for TdS records.

**IX. Old Business**

- A. Tim Hayes reported that the Blue Earth County attorney gave him the draft contract revision last night at 5:00 pm. The proposed contract went from 4-1/2 pages to 13 pages. The attorney took out the information on the joint powers set up of the TdS organization the contract and will be dealt with separately. Ann Hokanson will give the contract to the TdS attorney to review before it is distributed to directors and others for review.

The Board asked Ann Hokanson to please send out the Member Service Agreement (contract) by the end of January.

A break was called at 10:40 am.  
The meeting reconvened at 10:52 am.

**X. New Business**

- A. **Oaths of Office and Committee Assignments.** Oaths of Office and Board Member Signature Pages for Code of Ethics, Conflict of Interest, and Board Finance statements were distributed to all Board members' signatures. President Julie Trebelhorn asked if anyone wanted to be added or removed from a committee for 2017. Jack Kolars asked to be removed from the Strategic Planning Committee and Dorie Cummins was added to the ACHF Committee.
- B. **January 27 Legislative Open House.** Ann Hokanson met with Leslie Peterson, Mitzi Roberts, and Jessica Roschen regarding the Legislative Open House, which is scheduled for January 27 from 2:00-4:00 pm at the Blue Earth County Library auditorium. Leslie Peterson wants a party-like atmosphere. People will arrive and speak with various people. There will be a table with literature, a slide show playing, some items from assorted libraries to look at, and packets to take home, which includes the Minnesota Loves Libraries cards from their areas. These will be conversation starters. We have some talking points on cards that will be distributed. Then we will tell the legislators that we will see them on Library Legislative Day. Paper invitations were sent out for the event, then emails went out. Board members were asked to call their legislators and invite them, telling them you will be here and will look forward to seeing them. Mitzi Roberts played the slide show for the Board.
- C. **Classification Adjustment – Outreach Coordinator.** Ann Hokanson explained that the Board had approved the Outreach Coordinator position at a lower rate of pay initially. When Bob Boese prepared his salary schedule, he determined that the Legacy Coordinator and Outreach Coordinator were comparable jobs and should be paid the same rate. However, the Board never approved it. We are asking for that approval now.  
**MOTION:** Jack Kolars made a motion, seconded by Les Tlougan to approve the Outreach Coordinator position to be paid at the same rate as the Legacy Coordinator position effective retroactive to January 1, 2017. The motion passed unanimously.
- D. **Library Legislative Day.** Library Legislative Day is scheduled for Wednesday, February 22 in St. Paul. Appointments have been made to meet with legislators. There is a legislative briefing on Tuesday evening and Wednesday morning.

**XI. Board Member's Exchange**

- A. Les Tlougan brought a newsletter that is put out by the Waseca-Le Sueur Regional Library and was given to city council members and county commissioners.
- B. Carol Freid brought a poster for the Waseca-Le Sueur Regional Library fundraiser to be held on April 23. It is an Edible Book Fest that features desserts made around a book theme.
- C. Dorie Cummins announced that the Friends of the St. James Library is having their annual Chocolate Affair Fundraiser on February 12 from 2:00-4:00 pm.
- D. Steve Flohrs stated that the next meeting is scheduled on February 16, and there is a legislative conference that county commissioners might be attending.

**MOTION:** Tim Hayes moved to adjourn the meeting, and Les Tlougan seconded the motion. The motion passed unanimously, and the meeting was adjourned at 11:34 am.

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TdS Board Secretary

Date

Minutes prepared by Connie Haugen  
HR Generalist/Bookkeeper