

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

**Minutes of Meeting - FINAL**

**March 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  
Carol Freid, Le Sueur County  
Leslie Peterson, Academic Library Representative  
Amy Lorenz, School Representative  
Jack Kolars, Nicollet County – Board Treasurer  
Steve Flohrs, Martin County  
Dorie Cummins, Watonwan County  
Vance Stuehrenberg, Blue Earth County

Board Members Absent: None

TdS Staff Present: Ann Hokanson, Executive Director  
Connie Haugen, Recorder (HR Generalist/Administrative Specialist)

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 Jack Kolars, to approve the agenda with the addition of Item A – Returned Contract Status under Old Business. The motion passed unanimously.

**III. Approval of Minutes**

**MOTION:** Tim Hayes made a motion, seconded by Les Tlougan, to approve the minutes of the February 16 meeting, with the change to add Leslie Peterson to the attendees. The motion passed unanimously.

**IV. Correspondence** – Received a Christmas card from Bonnie Bennett. It did come earlier, but was misplaced before it got to Julie.

## **V. Financial Reports**

Executive Director, Ann Hokanson, presented the financial reports.

- A. Ann Hokanson reported that a charge for \$6,450 for the Minnesota Library Association lobbyist was not paid as shown on the monthly reports. That amount was just for our information of the total costs. TdS share of that cost was actually \$923.83. We caught the error before the check went out. The original check was voided, but not voided in QuickBooks. It has now been corrected.
- B. The Socrates bill for \$67,539.42 for January bill is scheduled to be paid this week. We still haven't gotten any credits. There is often a delay in receiving these funds. The federal agency that manages e-rates hasn't reimbursed libraries/schools yet either.
- C. A question arose about whether to cash in the CD for \$200,000 that is coming due on March 17.

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

**MOTION:** Jack Kolars made a motion, seconded by Tim Hayes, to cash out the CD for \$200,000 and put it into the money market account in case we need it. The motion passed unanimously.

## **VI. President's Report**

President Julie Trebelhorn reported that she attended Library Legislative Day, along with Ann Hokanson, Executive Director; Linda Kramer, Library Director from Martin Luther College; Stacy Lienemann from Waseca-Le Sueur Regional Library; and Vance Stuehrenberg, from Blue Earth County. It was a good experience, and Ms. Trebelhorn felt they got the message across.

## **VII. Executive Director's Report**

- A. Executive Director, Ann Hokanson, provided a written report in the board packet. In addition, Ms. Hokanson reported that Banyon Software has been ordered, and we will be getting it loaded and scheduling training. We have been working on developing a chart of accounts. We looking at whether to house the program on the server locally or have the data stored in the cloud offsite.
- B. Department Reports. Written reports were submitted with the Board report.
  1. Seth Erickson, Automation/Systems Librarian, provided a written report in the Board packet. He is attending the MacAlester Technology Conference, one of the top technology conferences in the state. There has been a confluence of information that Seth has been learning at the conference, with items that the regional directors have been talking about, and a webinar held after the recent directors' meeting regarding ConnectEd. ConnectEd is a nationwide initiative and in the state to strengthen the relationships between the schools and the libraries.
  2. Ann Hokanson, Seth Erickson, and John Miller have met with people at Socrates, individuals at the state, and with people who have knowledge about what is involved in the telecom bid. They recommend that TdS go out for bid on the telecom services. TdS believes believe that the only way to really know if we are paying a competitive price is to go out for bid. A lot of work goes into going out for bid, so we must start now, even though we have 15 months left on our Socrates contract. TdS is 40% of Socrates' business.

TdS went out for bid for Elysian, and Socrates, who had to follow their current contract, was higher than a different vendor, whom we selected.

TdS will begin writing the RFP in June and will post it in August, with bid opening in December. Les Tlougan requested that the bid opening be a shorter time period. If we leave it open too long, no one will submit a bid.

**MOTION:** Vance Stuehrenberg made a motion, seconded by Holly Postel, to give Socrates notice that TdS intends to go out for bid on its telecom services. The motion passed unanimously.

- C. Executive Director, Ann Hokanson, gave a brief legislative update about how the bills are moving through the legislature. She said she expects to be receiving an email that says we all need to call our legislators to advocate for specific things to help get the bills passed. When that happens, Ms. Hokanson will be contacting Board members to help with that. Ann reminded Board members that legislative advocacy never stops—that it is a year-long activity to keep legislators informed about libraries in their areas.

### **VIII. Member Library Directors Report**

Tim Hayes reported that the Library Directors met on March 9 and discussed hot topics.

- A. The Library Directors are concerned with patron privacy guidelines and the ability of our Sierra program to track patrons' reading lists. This will be researched and reviewed further at future meetings.
- B. A small group of Library Directors met to look at an LSTA (Library Systems Technology Act) initiative doing a relaunch of the Overdrive ebook program. It costs \$90 to get an ebook, which has a limited lifespan. The idea is to use an LSTA grant to buy more fiction books. This idea was not met with approval from the Library Directors. Some libraries worried that they don't have the money to sustain an ebook and library collection too. Therefore, the committee will look at new ideas.

### **IX. Committee Reports**

- A. **Bylaws and Policy Committee.** Ann Hokanson, Executive Director, reported that the committee met to talk about what would be fair for the libraries and what TdS needs to enter into the contract. We are looking at a membership agreement for everyone and then a separate contract for contracted services. The committee is not ready yet, but will continue to work on it. This process has been a well-thought-out process from the start, including reasoning why we are looking at things the way we are. The two agreements should open the way to add additional services that we can sell to other types of libraries.
- B. **Finance and Budget Committee.** A meeting of this committee was scheduled for 8:00 am on April 20 before the Board meeting. An agenda and information will be sent out to the committee before the meeting.
- C. Ann Hokanson reported that a Technology Committee is being formed with Library Directors, staff, and TdS staff. Les Tlougan volunteered to be on the committee, too.

**X. Old Business**

A. **Update of Signed Contract Status.** Connie Haugen, HR Generalist/Administrative Specialist, reported that all the contracts have been signed and submitted, except North Mankato, who is meeting on March 21 and will sign their contract at that time. Watonwan County has again refused to sign the agreement due to the wording making it too easy for libraries to opt out. However, they will continue to pay for their services.

**XI. New Business**

None

**XII. Board Members' Exchange**

- A. Carol Freid reported that Montgomery recently found out that this is the 80<sup>th</sup> anniversary of the library. Some activities will be planned. She is also looking for bookmarks to create a display.
- B. Vance Stuehrenberg stated that his wife showed him that Watonwan Library patrons can use their library cards to receive discounts in the city. He thought that was a good idea.
- C. Les Tlougan stated that the Waseca-Le Sueur Library Board held their board meeting at TdS, took a tour of TdS, and met staff.
- D. Jack Kolars thanked Ann Hokanson for providing updates of the legislative visits.
- E. Tim Hayes thanked Ann Hokanson for the great job she did in providing testimony to the legislature for the Arts and Cultural Heritage Fund.

**MOTION:** Tim Hayes moved to adjourn the meeting, and Vance Stuehrenberg seconded the motion. The motion passed unanimously, and the meeting was adjourned at 10:22 am.

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TdS Board Secretary

Date

Minutes prepared by Connie Haugen  
HR Generalist/Administrative Specialist