

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

Minutes of Meeting – FINAL

May 18, 2017 – 9:00 am

Traverse des Sioux Conference Room

Board Members Present: Les Tlougan, Waseca County – Board Vice-President
Tim Hayes, Public Library Representative – Board Secretary
Jack Kolars, Nicollet County – Board Treasurer
Vance Stuehrenberg, Blue Earth County
Holly Postel, Brown County
Sue Sonnek, Faribault County
Dorie Cummins, Watonwan County
Amy Lorenz, School Representative
Leslie Peterson, Academic Library Representative

Board Members Absent: Julie Trebelhorn, Sibley County – Board President
Carol Freid, Le Sueur County
Steve Flohrs, Martin County

TdS Staff Present: Ann Hokanson, Executive Director
Connie Haugen, HR Generalist/Admin Specialist (Recorder)
Seth Erickson, Automation/Systems Librarian

I. Call to Order

Vice-President Les Tlougan called the meeting to order at 9:05 am.

II. Approval of Agenda

MOTION: Vance Stuehrenberg moved to approve the agenda as presented. Dorie Cummins seconded the motion, and the motion passed unanimously.

III. Approval of Minutes

MOTION: Holly Postel made a motion to approve the minutes of the April 20 meeting as presented. Tim Hayes seconded the motion, and the motion passed unanimously.

IV. Correspondence

None.

V. Financial Reports

Executive Director, Ann Hokanson, presented the financial reports.

MOTION: Tim Hayes moved to approve the financial reports, including the Bills Payable Report. Vance Stuehrenberg seconded the motion, and the motion passed unanimously.

VI. President's Report.

None

VII. Executive Director's Report

A. Executive Director's Report. Executive Director, Ann Hokanson's written report and the TdS department heads' reports were sent in the board packet. Ms. Hokanson called the Board's attention to several items.

1. **Library Automation Website.** Seth Erickson, Automation/Systems Librarian, created a website for internal use by the libraries and their staffs. It is a one-stop shop for technology and contains a collection of resources for training, including statistics, different user guides for Sierra procedures, and other items.
2. **Tech Support System.** Seth Erickson designed and developed the Tech Support System using free Google products. Seth demonstrated the system to the Board. He also showed the Work Completion Form that libraries fill out after John Miller, Technology Librarian, has been at their sites to do technology work for them. The form will allow Technology to track John's technology work for libraries. The Board indicated they would be interested in seeing the annual summary report of the hours that John works at the libraries.
3. **Cataloging Support.** Ann Hokanson reported that Casie Reiner, Technical Services Librarian, was invited to the Waseca Public Library to help with their cataloging workflow. Ann is pleased that Casie was considered and was able to provide recommendations for the library.
4. **Websites.** Mitzi Roberts has been working to develop a website template that we can offer the smaller libraries. Hanska is interested in a simple layout that Mitzi created. Mitzi showed the Hanska's website and a more advanced layout that she created for Springfield Public Library.
5. **TdS Cleanup.** Staff completed the TdS office and file clean up. Old, unused, or broken furniture, items, and outdated computer equipment were disposed of. Files were reviewed according to the Files Retention Schedule and were appropriately discarded. The remaining files were marked with destruction dates or save forever.

B. TdS Department Reports

1. **Technology Department - Seth Erickson**
 - a. A Sierra Users Group was established and met on May 3. They shared what they are doing within each library, what things they

want standardized within Sierra and which things they want to be individually determined.

- b. A Technology Advisory Group was created and met on May 11 to help steer the direction and purpose of IT support across TdS libraries. They plan to meet quarterly. They propose to develop a technology plan that will be updated annually.
 - c. Nearly all the wireless access points have been installed at the libraries, and they are collecting statistics. The Board will receive statistics on this information on the monthly report.
 - d. John Miller will be out on medical leave beginning May 19 for 2 to 6 weeks.
2. **Cataloging Department.** Ann Hokanson reported that last month was the first time since Casie Reiner has been at TdS that more items came in than went out for the month. Catalogers were able to stay caught up.

VIII. Member Library Directors' Report

- A. Tim Hayes stated that the March and May Director's Reports were sent out with the Board packet. He discussed that the Directors were okay with the fee structure that TdS sent out.
- B. The Sierra system currently tracks what items patrons check out. After discussion about maintaining patrons' privacy, the group decided to turn that setting off.

IX. Committee Reports

- A. **Bylaws and Policy Committee.** The committee has been putting in a lot of time and is still working on the new membership agreement and separate service agreement.
- B. **The Finance and Budget Committee.**
 1. The committee met this morning before the Board meeting. Executive Director, Ann Hokanson presented her thoughts on some options for the committee to think about when planning the TdS budget for the next few years. Discussion focused on where we want to be and what would it take to get there. Another meeting is scheduled before the June Board meeting.
 2. The fee schedule was sent to the directors, and it was accepted, contingent that there is no increase in funding from the state.
MOTION: Tim Hayes made a motion, seconded by Vance Stuehrenberg, to approve the fee structure that was sent to the Library Directors last month, contingent on no funding increase from the state. The motion passed unanimously.
 3. Ann Hokanson reminded the Board that they had discussed reviewing the fee structure formula for next year. However, the Library Directors' indicated they are happy with the formula and see no reason to revisit or change it.

- C. Upcoming Committee Meetings
 - 1. The Bylaws and Policy Committee is scheduled to meet on Friday, June 9, at 9:00 am at TdS.
 - 2. The Finance and Budget Committee is scheduled to meet at 8:30 am on Thursday, June 15, just before the next Board meeting.

X. Old Business.

None

XI. New Business

A. **Suggested Times Listed on Agenda.** Discussion was held about whether to keep the suggested times on the left side of the agenda. Some board members liked them and others didn't. It was decided to leave the suggested times on the agenda to help keep the meeting on track.

B. **LibraryThing Widget.** Ann Hokanson requested approval to purchase the LibraryThing widget for use in the whole TdS region, for a cost of \$1,400 annually. A widget is a little piece of coding that someone develops and gives or sells to use in websites. The carousel of books that Mitzi Roberts showed the Board on the website is the LibraryThing widget. Discussion was held about the value of the widget and about the creation of library websites.

MOTION: Tim Hayes made a motion, seconded by Dorie Cummins, to approve the purchase of the LibraryThing widget for \$1,400. The motion passed, with Tim Hayes voting nay.

C. **Honorarium Policy Revision – Draft.**

Executive Director, Ann Hokanson, distributed a draft of the honorarium policy revision as requested by the Board at the last meeting.

MOTION: Sue Sonnek made a motion, seconded by Vance Stuehrenberg, to add the supervisor's approval signature to the Honorarium Application and approve the revised policy as submitted.

XII. Board Member Exchange

A. Vance Stuehrenberg stated that he is so happy that we have such an amazing Board.

MOTION: Jack Kolars moved to adjourn the meeting, and Holly Postel seconded the motion. The motion passed unanimously, and the meeting was adjourned at 10:23 am.

Tim Hayes, Board Secretary

Date

Minutes prepared by Connie Haugen,
HR Generalist/Admin. Specialist