

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

Minutes of Meeting – FINAL

June 15, 2017 – 9:00 am

Traverse des Sioux Conference Room

Board Members Present: Julie Trebelhorn, Sibley County – Board President
Tim Hayes, Public Library Representative – Board Secretary
Jack Kolars, Nicollet County – Board Treasurer
Larry Wild, Blue Earth County (Alternate)
Holly Postel, Brown County
Sue Sonnek, Faribault County
Dorie Cummins, Watonwan County
Steve Flohrs, Martin County
Leslie Peterson, Academic Library Representative
Cindy Pischner, School Representative (Alternate)
Mary Sack, Waseca County (Alternate)

Board Members Absent: Les Tlougan, Waseca County – Board Vice-President
Vance Stuehrenberg, Blue Earth County
Amy Lorenz, School Representative
Carol Freid, Le Sueur County

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

Guests: Linda Kramer, Martin Luther College Library

I. Call to Order

President Julie Trebelhorn called the meeting to order at 9:07 am. The Budget Committee meeting, held prior to the Board meeting ran long.

II. Approval of Agenda

MOTION: Steve Flohrs moved to approve the agenda as presented. Tim Hayes seconded the motion, and the motion passed unanimously.

III. Approval of Minutes

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

IV. Correspondence

None.

V. Financial Reports

Executive Director, Ann Hokanson, presented the financial reports.

MOTION: Jack Kolars moved to approve the financial reports, including the Bills Payable Report. Steve Flohrs 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 reports were sent in the board packet. Ms. Hokanson called the Board's attention to several items.

1. TdS was invited to participate in a teacher training that is being done at Fairmont, St. James, and St. Peter school districts. Teachers are getting ready to use technology in new ways. They want to can increase personalized learning in their lessons, so that their school curriculum is more student-centered and student-driven. As they do that, they want to include digital literacy. In the old days, they would turn to the media specialist. However, those positions are disappearing, so they aren't getting that help. TdS's strategy is to get information to the teachers, so the teachers can get that to the kids.

Metronet, our counterpart in the cities, has developed the Metronet Information Literacy Initiative, a nine-month course that teachers attend once a month for four hours each time, with a capstone project at the end.

Seth Erickson, Ann, and other staff created several modules for teachers, which they demonstrated to the Board. The module is set up to take approximately six hours of time, and teachers can complete it according to their personalized learning styles. Potentially, 140 teachers would enroll to participate this over the summer. Currently, 20 teachers are signed up. Some internet sites were selected for the lesson for the teachers to explore and learn. They then choose to do an activity that is effective and relevant

for them. The next section is learning a little more about the Electronic Library of MN (ELM). Then there is an opportunity to visit the library and complete a project to conclude the session. The teachers work with their school districts to gain credits for the courses.

TdS did a brief survey to find out what the teachers felt their students needed. TdS also wants to ask teachers what they need help with. We want to do something that is targeted to teachers' needs and to their available time. We don't want to create something they can get elsewhere.

School districts would need to sign an agreement with TdS. Fairmont currently does not have a signed agreement with us.

B. TdS Department Reports

1. **Cataloging Department.** Last month the Board heard that Cataloging took in more books than they could get out the door, but that trend did not continue. Materials turnaround from Cataloging is about two days.

2. **Technology Department - Seth Erickson**

a. At the last meeting, the Board indicated an interest in getting a telecom overview. Seth Erickson gave a presentation, which will be forwarded to the Board after this meeting. Seth's definition of telecom at TdS is essentially internet.

b. Seth also discussed that rather than continue with Socrates providing the internet service for public libraries, the Board previously approved to allow TdS to go out for bids for a new internet provider. We will be seeking one vendor to manage troubleshooting with all of the providers who may supply the fiber networks.

Because this will be a huge financial contract, there are rules to follow through the state and e-rate, including a rating system that awards points and weighting to various items.

The timeline will be to issue the RFP on October 2, with November 20 as the deadline for proposal submission. A Selection Committee, set up by the Board, will evaluate the proposals, document the decision-making process, and recommend the award winner to the Board in December.

c. The Technology User Group that was recently started will be creating a technology plan that will be submitted to the Board for approval.

VIII. Member Library Directors' Report

A. There was no Director's meeting in June.

IX. Committee Reports

- A. **Bylaws and Policy Committee.** The committee met last week and will be sending the contracts to the company attorney. Once the committee receives the attorney's comments, they will meet again and continue to refine the agreements. The goal is to have the new agreements ready for 2018.
- B. **The Finance and Budget Committee.**
 - 1. The committee met this morning before the Board meeting. Executive Director, Ann Hokanson stated that the next step is to develop a timeline for developing the 2018 budget, to have it ready by October.
 - 2. The Finance and Budget Committee is scheduled to meet at 8:30 am on Thursday, June 20, just before the next Board meeting.

X. Old Business

None

XI. New Business

- A. **Regional Library Basic System Support (RLBSS) and Multicounty Multitype (MCMT) Applications.** These two applications were in the Board packet sent out. The applications were reviewed at the Finance and Budget Committee meeting this morning, and the committee recommends approval.
MOTION: Jack Kolars made a motion, seconded by Leslie Peterson, to approve the applications. Julie Trebelhorn offered kudos to Executive Director Ann Hokanson, as the applications were well put together. The motion passed unanimously.

XII. Board Member Exchange

- A. Tim Hayes stated that the Blue Earth County Library had over 1,000 kids sign up for the Summer Reading Program.
- B. Leslie Peterson reported that MSU Library will celebrate its 50th anniversary on October 2. She would like TdS to have some representation at this party, because for many years in the past development of libraries in this area, the University, TdS, and PALS were very integrated. This would be an opportunity for us to talk about TdS today. The Open House will be from 2:00-4:00 pm on October 2.
- C. Leslie Peterson also stated that Minnesota State University will be celebrating its 150th anniversary from the fall of 2017 to December 2018.
- D. Jack Kolars stated that the Finance and Budget Committee will be moving into budget discussion with hopes to have the budget completed by September/October. There will be some challenges and new opportunities for the Board to look at.
- E. Julie Trebelhorn reported that she and her son attended the Everson Smithsonian Band presentation at the Winthrop Public Library, and the group taught her son how to play the harmonica. Only a few people attended.

MOTION: Tim Hayes moved to adjourn the meeting, and Holly Postel seconded the motion. The motion passed unanimously, and the meeting was adjourned at 10:07 am.

Tim Hayes, Board Secretary Date

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