

**DES SIOUX LIBRARY COOPERTIVE
BOARD OF DIRECTORS**

Minutes of Meeting – FINAL

July 20, 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
Holly Postel, Brown County
Sue Sonnek, Faribault County
Diane Rabe, Watonwan County (Alternate)
Steve Flohrs, Martin County
Leslie Peterson, Academic Library Representative
Cindy Pischner, School Representative (Alternate)
Carol Freid, Le Sueur County
Les Tlougan, Waseca County – Board Vice-President

Board Members Absent: Vance Stuehrenberg, Blue Earth County
Amy Lorenz, School Representative

TdS Staff Present: Ann Hokanson, Executive Director
Mitzi Roberts, Office Manager (Recorder)
Seth Erickson, Automation/Systems Librarian

I. Call to Order

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

II. Approval of Agenda

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

III. Approval of Minutes

The minutes presented were dated May. We will review the correct June minutes in August, along with the July minutes.

IV. Correspondence

None.

V. **Financial Reports**

Connie Haugen enclosed financial notes in the board packet, as she was unable to attend the meeting. She outlined the progress of implementing the Banyon accounting software. Executive Director, Ann Hokanson, presented the financial reports.

MOTION: Jack Kolars moved to approve the financial reports, including the Bills Payable Report. Les Tlougan seconded the motion. The motion passed unanimously.

VI. **President's Report.**

President Julie Trebelhorn recognized the efforts of Linda Kramer for the stability and her knowledge that she shared with the Board. The Board was appreciative.

Diane Rabe, the new Watonwan County Alternate, was introduced. She is teacher and a former librarian at Butterfield. She is also active on the Watonwan Library Board.

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 two items.

1. Ms. Hokanson met with all the Multitype and Multicounty Directors and if they would want to discuss these reports and in January with the state to discuss what will be going on application and reports that the state can use to get it into the Governor's budget next year. Move forward to get the Multitype and CRPSLA groups together.
2. TdS Membership Contract and Service Agreements were sent out to the Board and members for review. The contracts will be brought to the Board in September for approval.

B. TdS Department Reports

1. **Technology Department** - Seth Erickson

- a. **Patron Record Purge.** Nearly 20,000 expired patron records were purged. This included patrons who were 2+ years expired with \$20 or less in overdue fines. Most of these expired records migrated over from Sirsi, and some were 20 years old. Reminder: On the 2017 Annual Report, Libraries may need to add a comment stating why their patron counts have declined.
- b. **Elysian Library Automation.** The target date for Elysian Library to join our Sierra Automation System is August 1. Elysian had internet connection through Consolidated Communications through July.
- c. The **Network RFP** was approved by TdS's lawyer, so we can move forward.
- d. **Wi-Fi statistics** are being reported with the other statistics, and libraries are excited to be able to see the stats.
- e. **Tech Support Ticketing** is going great. Julie Trebelhorn stated that it was nice to see John Miller back, as he has been out.

2. **Cataloging Department.** Executive Director, Ann Hokanson, stated that Casie Reiner's report was included in the Board packet.
3. **ACHF Legacy Report.** Executive Director, Ann Hokanson, reported as follows.
 - a. ACHF programs are going very well this summer. However, the people from the Minnesota Center for Book Arts have been so difficult to work with this year that TdS will not contract with them again, unless personnel changes are made.
 - b. The pilot project Tween Battle of the Books for kids 9-12 has been very successful and will be expanded next year. You can see one of the events in action at Saint Peter Public Library, Thursday, July 27. We expect the success will also rejuvenate the Teen Battle.
 - c. Kris Wiley, New Ulm Library Director, led public librarians and school media specialists through a successful planning process that created the Camp Read-a-Lot event scheduled for Thursday, August 3. There are 40+ registrations from around the state. Most are from our own region and are a mix of school and public library staff. Over 15 regional staff are volunteering at the event, presenting sessions, leading discussions, and managing logistics. MSU Library is providing the space, which is critical to keeping the registration fee low.

VIII. Member Library Directors' Report

- A. Directors met in July. Andy Kelton from Dyckman (Sleepy Eye) and Tim Hayes, from Blue Earth County Library, will co-chair the group for the next year. One issue that was addressed was the inconsistency of records being entered outside of the TdS Office. The Cataloging Task Force will start be formed to address and standards for cataloging. When this has been approved, Casie Reiner, Technical Services Librarian, will be the gatekeeper of those standards. If standards are not being met, she will contact the library and help guide them in adhering to the standards.
- B. There will be no meeting in August for the Directors.

IX. Committee Reports

- A. **Bylaws and Policy Committee.** The committee sent the contracts to the company attorney. After changes were made, the contracts were sent to the member libraries for review. The Committee asked the libraries to feedback as soon as possible.
- B. **Finance and Budget Committee.** No meeting was held during the month, but the Committee will schedule one soon.
- C. **Personnel Committee.** The Personnel Committee met before the Board meeting as Ann Hokanson six months review is due. The next meeting will be held before the August Board meeting to go over the review with Ann Hokanson.

X. Old Business

None.

XI. New Business

- A. **Regional Library Basic System Support (RLBSS) and Multicounty Multitype (MCMT) Applications.** Executive Director, Ann Hokanson, reviewed the RLBSS and MCMT applications, which were sent out in the Board packet and asked for questions.

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

XII. Board Member Exchange

- A. Les Tlougan’s birthday is today. Happy Birthday Les.
- B. Tim Hayes stated that the Blue Earth County Library had over 2,800 kids sign up for the Summer Reading Program.
- C. Leslie Peterson distributed flyers from the Blue Earth County Historical for their display of the Saint John’s Bible. It is the first handwritten, illuminated Bible commissioned by a Benedictine monastery in 500 years. The reproduction and artwork will be on display from July 8 through September 1, 2017

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

Tim Hayes, Board Secretary Date

Minutes prepared by Mitzi Roberts,
Office Manager