

Central Minnesota Libraries Exchange
Governing Board Meeting
Wednesday, March 12, 2025 - 12:00 pm
Great River Regional Library
1300 W. St. Germain St., Bremer Room, St. Cloud, MN 56301

Zoom Meeting ID:

<https://zoom.us/j/91456383837?pwd=0oYxVyuryPWAjmVh4nYjG8i4PYJ6vA.1>

Meeting ID: 914 5638 3837 Passcode: 536158

Minutes

1. Call to Order and Roll Call 12:00
In Person: Karen Pundsack, Shelly Ash, Jayne Dietz, Karen Lee, Dorothy Kersten, Brendon Duffy, Rhonda Huisman, Mark Schmitz, Bonnie Hedlund, Vicky Molitor, Kaelan Nelson, Jen Nord;
Virtually: Melissa Brechon
1.1. Welcome Jackie MacMahon-Ricketson - New Board Member & ECRL Representative (absent)
2. Petitions to the Chair 12:02
3. Visitors Acknowledged 12:03
4. Adoption/Amendment of Agenda for March 12, 2025 Meeting 12:05
A motion was made by Doroth K., seconded by Jayne Dietz. to approve the agenda for the Board of Directors' meeting for March 12, 2025. Motion passed unanimously.
5. Minutes from December 11, 2024 Board Meeting 12:07
A motion was made by Shelly Ash, seconded by Karen Lee to approve the Board of Directors' meeting minutes from December 11, 2024, Motion passed unanimously.
6. Minutes from February 11, 2025 Executive Committee Meeting 12:10
A motion was made by Karen Lee, seconded by Dorothy Kersten to approve the Executive Committee meeting minutes from February 11, 2025. Motion passed unanimously.
7. Financial Report
7.1. Operational Costs 12:13
A motion was made by Brendon Duffy, seconded by Shelly Ash to approve the operational costs as presented for December 2024-February 2025. Motion passed unanimously.

Discussion was had about current bank balances. Recommendation was made to look into long term/permanent options such as CDs, bonding, and additional insurance for funds over \$250,000 as the consensus was we anticipate this to be an ongoing issue.
8. Reports/Presentations
8.1. President's Report 12:15
Karen thanked the Resource staff and Melissa Brechon for all their hard work in getting CMLE to where we're at now.

- 8.2. Director's Report
- 8.2.1. MCMT MN School Library Census Results 12:20
Discussion and concerns were voiced about results and what the action plan should be going forward. Mark will be attending the next MLA meeting next week and will bring some of the suggestions and concerns to that group.
- 8.2.2. MCMT Legislative Priorities 2025 were reviewed 12:25
- 8.3. Fund Balances Policy - First Read 12:30
Reviewed and will bring the final read and request for approval to the June board meeting.
- 8.4. Bonnie Hedlund - Update on Grants 12:35
Grant committee met in January and worked to better define some of the guidelines, timelines, and processes. New rubric is also being developed. Proposal to split grant/scholarship funds into quarters for next FY. Working on contact lists. Email blast to go out by the end of March to all libraries in our region about available grant/scholarship funds. Looking at meeting with the grant committee again in May.
- 8.4.1. Becker Friends of the Library Grant highlighted
- 8.5. Kaelan Nelson - Update on Website 12:45
Compared the old site with the new site. Plan to go live by the end of March and will be pushing out to social media in April. There will be ongoing improvements, additions, etc.
- 8.6. Jen Nord - Records and Retention Update 12:55
 - Project is complete. All records have been saved on a shared Google drive and are also still on the original drives from SCSU. They are accessible if there are any requests to view. Final payments were made to SCSU and Marlene Moulton-Jenssen for their work on this project.
- 8.7. Jen Nord - 2025 Board Member Representatives & Terms 1:00
 - Board book cover reflects the most current information for term end dates to date.
- 8.8. Jen Nord - Accounts Payable Process Update 1:05
 - Executive committee and the current check signers agreed we should look into a more streamlined process for signing accounts payable checks. We are still researching options and will coordinate with signers as soon as we identify the best one.
9. New Business 1:10
- 9.1. Approve the strategic plan consulting proposal from Library Strategies engage in the base and optional services for phase 1 through phase 4 with the possible exception of graphic design and dashboard creation as recommended by the CMLE Executive Committee
A motion was made by Karen Lee, seconded by Jayne Dietz to approve Library Strategies proposal for strategic planning consulting services. Motion approved unanimously.
- 9.2. Approve the Revised Social Media Policy
A motion was made by Dorothy Kersten, seconded by Shelly Ash to Approve the revised Social Media Policy as recommended by the CMLE Executive Committee. Motion approved unanimously.
10. Meeting Dates: 1:30
- 10.1. June 11, 2025 at St. Cloud State University
11. Meeting Adjourned at 1:30pm