



**Governing Board Meeting
Wednesday, December 10 - 9:00 am
Resource Training & Solutions
137 23rd St S, Sartell, MN 56377**

Zoom Meeting ID:

<https://zoom.us/j/91280999956?pwd=6tdCpfc79zbbQECB9xBhMEHYwpigXF.1>

Meeting ID: 912 8099 9956 Passcode: 827210

MINUTES

1. Call to Order and Roll Call: Chair Person Rachel Howell called the meeting to order at 9:04am
Board members present in person - Brendon Duffy
Board members present via Zoom - Rachel Howell, Shelly Ash, Dorothy Kersten, Karen Lee, Tarryl Clark, and Holly Lammers;
2. Petitions to the Chair - There were no petitions to the chair
3. Visitors Acknowledged
Brandi Canter, new Executive Director for Great River Regional, was welcomed as an in person guest to the meeting.
Other guests present in person - Jen Nord
Guests present via Zoom - Mark Schmitz, Vicky Molitor, Shari Bishop, Melissa Brechon-Library Strategies, Marlene Moulton-Janssen-Library Strategies, David Kats-Library Strategies (joined at 9:30am)
4. Agenda for December 10, 2025 Meeting: A motion was made by Shelly Ash, seconded by Dorothy Kersten, to approve the agenda for the Board of Directors' meeting for December 10, 2025. Motion carried unanimously.
5. Minutes from September 12, 2025 Board Meeting: A motion was made by Karen Lee, seconded by Tarryl Clark, to approve the Board of Directors' meeting minutes from September 12, 2025. Motion carried unanimously.
6. Appointment of Grant Committee Members
 - Board Representative 1: Rhonda Huisman
 - Board Representative 2: Holly Lammers
 - Board Representative 3: Dorothy Kersten
 - Board Representative 4: Karen Lee
 - Alternate Board Representative 1: Shelly AshA motion was made by Karen Lee, seconded by Brendon Duffy, to approve the Grant Committee Members listed above for FY26. Motion carried unanimously.
7. Financial Report
 - 7.1. Operational Costs for September-November 2025: A motion was made by Brendon Duffy, seconded by Karen Lee, to approve the operational costs as presented. Motion carried unanimously.



8. Reports/Presentations

- 8.1. President's Report: Rachel Howell provided an update on legislative matters, noting that IMLS grants have been reinstated and two bills are being drafted for the upcoming legislative session, one regarding e-book costs and another increasing state construction grants to \$2 million.
- 8.2. Director's Report
 - 8.2.1. New Directors and Officers Insurance Policy was signed effective 10/15/25. This was budgeted for and approved in June 2025 as part of the FY26 Operating Aid Application
 - 8.2.2. CMLE Email Addresses for Board Members; Jen Nord will be working with IT to set up new CMLE email accounts for CMLE board members. More information will be sent out before the next board meeting in March.
 - 8.2.3. School Library Staffing In Minnesota Report from MDE, along with an article from the MN Star Tribune were discussed.
- 8.3. Shari Bishop - Update on Grants/Scholarships
 - 8.3.1. Grant/Scholarship Highlights were reviewed, including about \$7,000 in scholarships awarded to date and six current grant applications. There was also a recommendation from the grant committee to post the grant rubric on the website and allow unspent grant funds to roll over from one cycle to the next cycle if within the same fiscal year. Emails continue to be sent to contacts within our region reminding them of grant and scholarship availability. Shari has also been working with Kaelan Nelson to add additional links and resources to the CMLE website.

9. New Business

- 9.1. Reallocation of Funds from Assigned Fund for Member Funding
A motion was made by Karen Lee, seconded by Shelly Ash, to transfer \$40,000 from the Assigned Fund for Member Funding to the General Fund. Motion carried unanimously.

- 9.2. Strategic Plan for FY2026-FY2029
 - Mission, Vision, Goals
 - Board SOAR Executive Summary
 - Environmental Scan Analysis
 - Library Staff Survey
 - Focus Group Notes
 - 1:1 Interview Notes

A copy of all documents listed above were included in the board packet for the board to review. David Katz from Library Strategies provided an overview of the process leading to the strategic framework vote. The group discussed concerns about the vision statement's reference to libraries as community hubs, with questions being raised about how this might be perceived by those unfamiliar with libraries' roles. The team agreed to add the word "resource" to clarify that libraries serve as community resource hubs for education, information, and recreation, addressing concerns while maintaining a concise vision statement.

A motion was made by Tarryl Clark, seconded by Karen Lee, to approve the new Strategic Plan for FY2026-FY2029 as amended. Motion carried unanimously.



10. Meeting Dates and Times:
 - 10.1. March 11, 2026 - 10:00am at Resource Training & Solutions
 - 10.2. June 10, 2026 - 10:00am at Resource Training & SolutionsDiscussion was had about future meeting times. A motion was made by Shelly Ash, seconded by Karen Lee, to accept the meeting dates and locations for the remainder of FY26 as listed on the agenda but adjust the meeting time to a 10:00am start. Motion carried unanimously with the exception of Tarryl Clark who exited the meeting at 10:04am, prior to this agenda topic.

11. Rachel Howell adjourned the meeting at 10:23am.