CENTRAL MINNESOTA
LIBRARIES EXCHANGE

Governing Board Meeting
Wednesday, June 10, 2026 - 10:00 am
Resource Training & Solutions
137 23rd St S, Sartell, MN 56377

***Zoom Meeting ID:**
https://zoom.us/launch/edl?muid=ed7e34ec-0c66-4d20-88fb-9eb9e7c9420c

Meeting ID: 964 2557 0427 **Passcode:** 074512

MINUTES

1. Call to Order and Roll Call - Chair Rachel Howell called the meeting to order at 10:00am
   Board members in person: Holly Lammers, Rachel Howell, Dorothy Kersten, Karen Lee, Shelly Ash (arrived in person at 10:10am)
   Board members via Zoom: Brendon Duffy, Tarryl Clark
   CMLE Staff Representatives: Mark Schmitz, Jen Nord, Shari Bishop, & Vicky Molitor

2. There were no petitions to the chair

3. Visitors Acknowledged - Welcome Brandi Canter, Executive Director of Great River Regional Library

4. Approve Agenda for June 10, 2026 Board Meeting
   Mark added item 7.2.4 under his Director's report after the agenda was already distributed.
   A motion was made by Dorothy Kersten, seconded by Karen Lee, to approve the amended agenda for the Board of Directors' meeting for June 10, 2026. Motion passed unanimously after a roll call vote.

5. Approval of Minutes from March 11, 2026 Board Meeting
   A motion was made by Holly Lammers, seconded by Karen Lee, to approve the Board of Directors' meeting minutes from March 11, 2026. Motion passed unanimously after a roll call vote.

   Shelly Ash joined the meeting at 10:10am

6. Financial Report
   6.1. Approve Operational Costs for March 2026 - May 2026
   A motion was made by Karen Lee, seconded by Holly Lammers, to approve the operational costs as presented. Motion passed unanimously after a roll call vote.

7. Reports/Presentations
   7.1. President's Report - Rachel Howell reported on updates from the most recent legislative session including $2 million that is available in the Mary C. Murphy Library Bonding grant for libraries across the state to use for various construction needs. Also, the e-book bill initially had good traction but did not pass.
   7.2. Director's Report
   7.2.1. FY27 State Funding Allocations were reviewed

*One or more board members may participate remotely.

7.2.2. Management Services Agreement with Resource Training & Solutions (RTS) was discussed.
The current contract with RTS expires on October 1, 2027. Mark proposed that the Executive Committee meet between the September and December Board meetings to review and discuss a potential future agreement between CMLE and RTS. The Executive Committee's recommendation would then be presented to the full Board for consideration at the December Board meeting.

7.2.3. Sartell School Board Presentation
Mark and Shari Bishop recently presented an overview of CMLE at a Sartell school board meeting

7.2.4. MCMT Tuition Support
Mark provided an update on the status of support available to library media specialists through the MCMT library system

7.3. Shari Bishop - Update on Grants/Scholarships

7.3.1. Grant/Scholarship Highlights

- The CMLE grant committee awarded 14 grants in April but another cycle was opened in May to spend down all remaining grant/scholarship funds, in addition to some extra. Anyone who was denied this last cycle was encouraged to reapply in the fall when the FY27 funds are available.
- Data on how funds were awarded and what they were awarded for in FY26 is being analyzed. The goal will be to use that information to better understand how to reach libraries and meet their needs going forward
- The school media specialist network is up and being advertised on our website now.
- An early literacy professional development opportunity is being worked on in partnership with staff from Resource Training & Solutions

7.4. Board Terms
The board discussed terms for a few board members.

- Karen Lee, one of the East Central Regional Libraries' citizen appointees, will complete her third term at the end of this month. Under the CMLE bylaws, she is not eligible for reappointment. Rachel will work with leadership at East Central Regional Library to identify and appoint a new representative to fill the vacancy. The Board expressed its appreciation to Karen for her dedicated service to the CMLE Board over the past several years.
- Brendon Duffy's second term as the Special Libraries Representative concludes June 30, 2026. Brendon indicated his interest in continuing to serve in the role. A motion was made by Shelly Ash, seconded by Dorothy Kersten, to reappoint Brendon Duffy to a third term as the Special Libraries Representative for CMLE, effective July 1, 2026. The motion passed unanimously following a roll call vote. Brendon's third term will run from July 1, 2026, through June 30, 2028.
- After reviewing past board meeting minutes, Shelly Ash's term end date was corrected to be 06/30/27 instead of 06/30/26.
- Rhonda Huisman's current term as the Academic Library Representative concludes at the end of this month. She is eligible for reappointment to another term. As Rhonda was absent from the meeting, Mark Schmitz will attempt to contact her to confirm her interest and availability to continue serving on the Board.

If Rhonda is unable or no longer interested in continuing, the Board discussed potential alternatives, including Jenny Hill of St. Cloud State University and Robin Slusher of Anoka-Ramsey Community College. Mark will follow up with Rachel regarding next steps, if necessary.

- It was noted that Jackie McMahon-Ricketson, an ECRL Citizen Representative, has been absent from the past four consecutive CMLE Governing Board meetings. Per the CMLE Bylaws, a Governing Board member who fails to attend at least three consecutive meetings shall have their position declared vacant unless an alternate member has attended in their place. For a citizen member, the Board President is responsible for notifying the appointing regional public library system board of the vacancy, which will appoint a replacement to serve until the next annual meeting. Rachel indicated that she will try to connect with Jackie to determine whether she wishes to continue serving as an ECRL Citizen Appointee to the CMLE Governing Board.

8. New Business

8.1. Approve the State FY 2027 Operating Grant Application
A motion was made by Karen Lee, seconded by Dorothy Kersten, to approve the State FY 2027 Operating Grant Application as presented. Motion passed unanimously after a roll call vote.

8.2. Appoint a Board Committee to Revisit and Re-establish Membership Criteria, Along With Benefits and Responsibilities of Membership.
A motion was made by Karen Lee, seconded by Tarryl Clark, to approve the appointment of the following board members to a committee who will revisit and re-establish membership criteria according to goal #1 of the strategic plan. Motion passed unanimously after a roll call vote.

- Board member #1 - Shelly Ash
- Board member #2 - Brendon Duffy
- Board member #3 - Holly Lammers

A committee meeting will be scheduled prior to the September board meeting and the committee will either report back or provide a recommendation for the full board's consideration at the next board meeting.

8.3. Approve FY 2027 Board Meeting Calendar
A motion was made by Shelly Ash, seconded by Dorothy Kersten, to approve the FY 2027 Board of Directors meeting calendar, with the September meeting start time changed to 9:30 a.m. The Board will discuss start times for future meetings at upcoming meetings. Motion passed unanimously after a roll call vote.

9. Meeting Dates and Times:

9.1. September 9, 2026 - 9:30am at Resource Training & Solutions
December 9, 2026 - 10:00am at Resource Training & Solutions
March 10, 2027 - 10:00am at Resource Training & Solutions
June 9, 2027 - 10:00am at Resource Training & Solutions

10. Adjourn - Rachel Howell adjourned the meeting at 10:59am

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