

Metronet Governing Board Meeting · Tuesday, May 19, 2009 · 3:00 p.m. · Suite 320

Present: Jeff Eide, Tim Johnson, Gina Light, Chris Madsen, Mary McGreevy, Melinda Stefanski, Ann Walker Smalley-Metronet, Deanna Sylte-Metronet

I. Call to order

The meeting was called to order at 3:01 p.m.

II. Approval of agenda

Gina Light moved to approve the agenda as amended; Melinda Stefanski seconded; approved unanimously.

III. Minutes of 3/17/09 meeting

Chris Madsen moved to approve the 3/17/09 minutes as written; Gina Light seconded; approved unanimously.

IV. Approval of March and April 09 Bills

Ann Walker Smalley noted that bills included expenses for printing and postage for Camp Read-A-Lot; Deanna Sylte noted that at the end of the project Metronet and MELSA will settle the final amount with each organization paying half since it is a co-sponsored program.

Mary McGreevy moved to approve the March-April 09 bills; Chris Madsen seconded; approved unanimously.

V. March-April 09 Financial Statements

Informational only. The board asked that the financial statements be changed to include a column showing the month-only expenditures. Deanna Sylte will work on customizing the report in Quickbooks.

VI. Old Business/Updates

A. Metronet Information Literacy Initiative (MILI)

Final meetings were held in Chaska last week and in Minneapolis this week. Participants are being asked to complete an evaluation form and results should be available for sharing at the next board meeting. Because of the uncertainty of the budget situation no promises have been made concerning this project for the 2009-10 school year, but both Chaska and Minneapolis are interested in continuing, and Spring Lake Park would like to join the program as well. Ann Walker Smalley and Karen Eidem are considering alternative methods of training to enable expansion of the project, possibly including webinars for the "lecture" portion and then holding face-to-face meetings for the hands-on portion.

At this year's Information Literacy Conference teachers and their students will present on tools they learned about and how they were used in the curriculum.

B. More Things On a Stick

Upon numerous requests, the multitypes decided to extend the completion deadline from May 20 to June 20. If participants finish 10 Things by the deadline they win a prize; if they complete all the Things they receive a bonus prize. The multitypes also decided not to offer a second round of More Things, but there is some possibility of reworking the project to include one Thing per month or some other structure.

C. Library Legislative Day

Both Chris Madsen and Gina Light attended Library Legislative Day along with Ann Walker Smalley. Along with other librarians the group met with 7-8 legislators and everyone agreed it was a successful turnout. Ann Walker Smalley noted that \$4+ million dollars of the legacy money for arts-related programming will be granted to the regional public library systems in each of the next two years, plus \$500,000 per year for two years to the Minnesota Digital Library.

D. 3rd Annual Information Literacy Conference

June 19 at the U of M Conference Center

Approximately 40 people have registered so far, including some principals taking us up on the offer of bringing their media specialists for free, as well as a few additional staff for \$20 each. Publicity will continue, and it was noted that Metronet Board members are welcome to attend at no charge. Ann Walker Smalley also noted that we are already looking ahead to year four with a possible focus on content creation including gaming, alternative learning, etc.

E. Camp Read-A-Lot

The session for grades 2-5 filled up very quickly, and grades 6-12 are coming along as well, as well as a good turnout for Virtual Camp (~20-25). Participants will use the Camp Read-A-Lot Ning to post their book reviews on their blogs, and Virtual Campers will also be required to participate in discussion forums. We're also offering two "tech camps" for those who wanted a little extra instruction on how to use the Ning for this project. They will be granted one CEU for these. Virtual Campers may earn up to 19 CEU's, and those attending the actual Camp Day will be eligible for up to 25.

VII. New Business

(Note: Because items A, B and C are all related, final motions were not made until discussion was over. For the purpose of these minutes, notes and motions are separated out by agenda item.)

A. FY10 Personnel

Ann Walker Smalley informed the board that she would like approval to hire Karen Eidem, Program Manager, full-time. Karen currently works 20 hours per week, and Ann would like to increase that to 40. She noted that having Karen on staff full-time would allow for more programming opportunities and enable the expansion of the MILI project if desired. She also noted that Metronet's value is primarily in intellectual capital rather than direct services such as delivery, interlibrary loan, etc. The Board discussed the FY10 Budget and whether or not the salary being offered was in line with equivalent positions, with everyone agreeing that it falls in the mid-range of similar job descriptions. Deanna Sylte also noted that the Board may want to convene the Personnel Committee to conduct Ann Walker Smalley's annual performance evaluation since her one-year anniversary of being hired full-time passed in April.

Tim Johnson moved to approve increasing Karen Eidem to full-time status (40 hrs/wk) at the salary and benefit amounts included in the FY10 budget; to review and update the Program Manager's job description; and to conduct an annual review of the Metronet Director; Melinda Stefanski seconded; approved unanimously.

B. FY10 Grant application & revised strategic plan

The Board reviewed the FY10 budget and the breakdown included in the FY10 grant application, as well as the revised strategic plan. Ann Walker Smalley noted that a new strategic plan will be required for 2010-2012, but that the revisions to the current plan are acceptable for this year (with board approval).

Jeff Eide moved to approve the revised strategic plan; Melinda Stefanski seconded; approved unanimously.

Gina Light moved to approve the FY10 Grant Application as written; Jeff Eide seconded; approved unanimously.

C. FY10 Budget

The board expressed some concerns about developing a budget while the final grant amount and/or possibility of cuts or shifts are still unknown. After some discussion it was agreed to apply for the same amount as last year and to revisit the budget if there are changes. Ann Walker Smalley noted that we would need to use the designated reserve funds for Member Services since ongoing funds were needed to increase Karen Eidem's salary for making her a full-time employee. There was some discussion about whether to use reserve funds for the salary or for programming expenses, but everyone agreed that it was more important to use ongoing

funding for the personnel category and use reserves for other expenses. Changes in line items from FY09 to FY10 were reviewed and everyone agreed that the changes were in line with current spending trends.

Chris Madsen moved to approve the FY10 budget as written; Gina Light seconded; approved unanimously.

D. Board Position Applications

Brigid Shields is willing and eager to continue as the special library representative, and Tim Johnson is willing to continue as the academic library representative. Because this directly involves him, Tim Johnson recused himself and asked Jeff Eide, Vice-Chair, to lead this part of the meeting.

According to the by-laws, board members may serve three two-year terms and then must leave the board for two years. However, because there were no applicants for the special or academic library positions, and because there is a need for "institutional memory" which long-term members can provide, the board decided to waive the by-laws requirement in this case.

Chris Madsen moved to waive Subdivision 3 of Article 4 of the by-laws and renew Brigid Shields and Tim Johnson's terms for two more years (from July 1, 2009 through June 30, 2011); Gina Light seconded; approved unanimously.

After some discussion regarding the citizen vacancy the board concluded that there was not a substantial enough pool of applicants and that the deadline should be extended.

Tim Johnson moved to extend the deadline for applications to fill the citizen representative vacancy until June 15, after which the board will review applications electronically and will vote to fill the position; Chris Madsen seconded; approved unanimously.

E. State Plan

Tom Shaughnessy and Ann Walker Smalley were asked by the State Library Advisory Council to revise the State Plan for Libraries. The revised plan is available on the SLAC wiki for download and comments.

VIII. Director's Report

AWS gave overview of activities for past few months (written report provided to board).

IX. Other

X. Board Sharing

Tim Johnson invited everyone to attend the centennial celebration of Elmer Anderson on June 17, as well as to come view the accompanying exhibit this summer.

XI. Next Meeting – July 21, 2009

XII. Adjourn

The meeting adjourned at 5:02 p.m.