

Traverse des Sioux Library System
Board of Trustees Meeting
MINUTES
Traverse des Sioux Conference Room
January 21, 2010

Board Members Present: Dave Haack, Nicollet County
Linda Kramer, Sibley County Alternate
Mary Loetscher, Brown County
Rick Morris, Waseca County
Janet Peterson, Faribault County
Bill Stangler, Le Sueur County
Linda Stowell, Blue Earth County Alternate
Roxann Wellman, Watonwan County

TdS/SMILE Staff Present: Dayle Zelenka, Regional Library System Director
Patty Biesterfeld, Assistant Director
Janelle Magelee, Administrative Specialist

Board Members Absent: Julia Bremer, Martin County
Will Purvis, Blue Earth County
Charlie Woehler, Sibley County

I. Call to Order and Introductions

Vice President Morris called to order a regular meeting of the TdS Board at 10 am and introductions were held.

II. Approval of Agenda

Addition to New Business - New Officers: and Committee Assignments

MOTION by Wellman and seconded by Kramer to approve the amended agenda. Motion carried unanimously.

III. Approval of December Minutes

MOTION by Stangler and seconded by Peterson to approve the minutes for December 2009 as written. Motion carried unanimously.

IV. Correspondence

An invitation was given for the North Mankato Taylor Library Open House for their Grand Re-Opening on Saturday, January 23 from 10 am-4 pm.

Zelenka gave an update on the dissolution of the Faribault County Library Service (TFA) and mentioned a recent article appearing in the Faribault County Register. It was reported that it will cost \$1,200 to remove TFA from the Sirsi System. The Board voiced concern about

setting precedence with their decision on who would be responsible for removal costs. It was pointed out that TdS is already taking on a lot of the cost, especially in terms of staff time. It is estimated that it will take about six weeks of Automation Coordinator Jeanne DeMars' time for the removal.

MOTION by Stangler and seconded by Wellman that TdS not assume Sirsi costs and to bill the removal costs to TFA. Motion carried unanimously.

V. Financial Reports

End of year reports were reviewed and discussed. Income for 2009 was considerably less due to the receipt of a FY2009 State payment in 2008. Another influencing factor was the shifting of percentages for State Aid. Expenses were under budget by approximately \$165,000. This can be attributed to almost all areas of operation being under spent. As a result of a discussion involving staff travel reimbursement, the Board directed administration to look into options for replacing the TdS van.

MOTION by Stangler and seconded by Wellman to approve the financial reports and bills. Motion carried unanimously.

VI. President's Report

No report.

VII. Administrative Report, Member Library Directors' Mtg. Minutes & TdS Dept. Reports

Online at: <http://www.tds.lib.mn.us/Staff/Meeting%20Information%20Combined.htm>

Zelenka stated that he would cover most items later throughout the agenda. Biesterfeld encouraged board members to help make it possible to send regional library staff to as many training opportunities as possible.

VIII. Committee Reports

a. Fee Structure Committee

The Fee Structure Committee met on January 12 and presented some of their findings and dilemmas to the member library directors on January 14. There are basically two parallel problems. The first problem is the fee structure or formula itself and the second problem is the current economic environment. A number of ideas were discussed and the group made several motions in an effort to reduce the volume of items going through interlibrary loan and delivery. These changes will take effect in mid-February.

b. Legacy Funding Committee

The first quarterly report was sent into the State on January 13 and was accepted. The Arts & Cultural Heritage Fund (ACHF) Committee met on January 14 and the ACHF Application Grant Review Committee met afterwards. Applications were reviewed with the majority receiving approval. A listing of approved programs will be available on the TdS website. The next committee meeting is set for February 3.

c. Strategic Planning Committee

No report for the month.

IX. Old Business

a. 2010 Service Contracts

Contracts from St. James, St. Peter, and Hanska were received.

Zelenka reported that Blue Earth County had requested an addendum to their contract that would include language for a 60 day notice of withdrawal. More information will be given to the Board in February.

Concern was expressed about making any changes to the contract for just one library and the importance of having the same contract for all libraries was stressed.

MOTION by Wellman and seconded by Kramer to approve 2010 Member Library Contracts for Services from St. James, St. Peter, and Hanska. Motion carried unanimously.

X. New Business

a. Director's Review

The Board Personnel Committee has met and gone through the written reviews for Executive Director Zelenka. A meeting with the committee and Zelenka will be set up once Board Chair Purvis is available.

b. Promotions

Zelenka announced that in recognition of the hard work and dedication that employees Mary Hoffman and Darla Sorenson have put forth, he awarded each a promotion and increase in pay effective January 1, 2010.

c. Personnel Policy Discussion

Zelenka asked clarification from the Board on how personnel policies should be carried out. Consensus agreed that when there is a policy in place, it needs to be carried out consistently. After further discussion, it was decided that Zelenka would review all policy documents and bring to the Board any recommendations. In addition, the grievance procedure, committee definitions, and by-laws would also be reviewed by the Board.

d. New Officers & Committee Assignments

Elections for 2010 officers were held with the following results:

President - Will Purvis	Vice-President - Rick Morris
Treasurer - Roxanne Wellman	Secretary - Mary Loetscher

Committee assignments for the year are as follows:

- Strategic Planning & Finance Committee - Haack, Morris, Purvis, Stangler, Wellman
- Fee Structure Committee - Loetscher, Morris, Purvis
- TdS/SMILE Merge Committee - Purvis, Stangler, Woehler
- Contracts Committee - Haack, Purvis, Stangler, Wellman
- Personnel Committee - Haack, Morris, Purvis
- ACHF Committee - Purvis

XI. Other

a. Closing Policy Notes

Zelenka mentioned that the TdS Office had a chance to try out the new Inclement Weather Policy on January 7. School District 77 closed mid-day due to bad weather and as a result, TdS closed as well. Some employees felt that since they were already at work, they didn't mind working the rest of the day. It was suggested that maybe TdS should only close if ISD 77 was closed from the beginning of the day but it was pointed out that often times there is a two-hour late start first. The policy will continue to be monitored.

XII. Board Member's Exchange

MOTION by Stangler and seconded by Haack to adjourn the meeting. Motion carried unanimously.

Meeting adjourned at 12:10 pm.

Next Meeting - February 18, 2010

TdS Board Secretary

Date