

# MEMO Board Meeting

Dean's Conference Room - Learning Resource Center - SCSU, St. Cloud, MN

Saturday, April 28, 2001-Minutes

1. The meeting was called to order at 11:30 a.m. by chair Sue Krohn.

2. Introductions.

Sue Krohn - Co-President

Charlie Lindberg - Co-President

Nanct Evans - Co-President elect

Susan Meyer - Co-President elect

Leslie Erickson - Past president/Metro co-chair

Kelley Sharkey - Treasurer

Douglas Howard - Secretary

Heather Hoernemann - Administrative Assistant

Kathy T. Wortel - South Central Region

Margaret Meyer - East Central Region

Gay Galles - West Central

Ken Corens - IT-SID (proxy)

Ken Pengelly - Program Comm. Co-Chair

Lars Steltzner - Webmaster/Intellectual Freedom.

3. Adoption of the agenda.

Meyer moved, Sharkey seconded that the agenda be adopted without changes. Passed

4. Approval of the minutes of the February 4, 2001 meeting.

Steltzner moved, Erickson second, a motion that the minutes of the February 4, 2001 meeting be approved as presented. Passed.

5. Treasurer's report.

Sharkey reported. A copy of the treasurer's report is included. Following a discussion of how to increase memberships, checking account charges, tax preparation charges, and advertisements to pay for the directory, Wortel moved, Erickson seconded a motion to accept the treasurer's report. Passed.

6. Co presidents' reports. - none.

7. Past presidents' reports. - none.

8. Committee reports.

a. Awards and professional Development Committee.

Is there a need for an award in the area of technology? A discussion will be held at the summer conference.

b. By laws Committee.

The changes in the by-laws are being published in the May issue of *Memorandum*.

c. Collaboration Committee.

Erickson reported that she is unsure what the committee should be doing. The committee should ascertain contact persons for all related organizations so that MEMO can send them mailings.

d. Intellectual Freedom Committee.

Steltzner reported. He asked for direction on filtering issue. The subject will be discussed at the summer conference. Barbara Rae of LDS would be willing to present at the summer conference.

MEMO web page update. Erickson asked for a link to MYRA.

The legislative forum will be held at St. Benedict's College, St. Joseph, MN on June 7 & 8, 2001.

e. Legislative Committee.

It was reported that funding for databases in pending legislation was low.

f. Fall Conference.

g. Membership Committee.

Galles reported there were 742 members. In 2000 there were 818

h. Nominations Committee.

It was reported that Gay Galles and Becky Beck were candidates for co-presidents. Sharkey is a candidate for treasurer.

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- i. Policies and Procedures Committee  
The administrative assistant will update the policies and procedures manual and send them to new officers.
  - j. Program Committee report.  
Pengelly reported that He had met with the manager of the Thunderbird Hotel in Bloomington, the site of the fall 2002 conference. He reported that the prices are good and so are the facilities. See attached list of conference sites. Pengelly spoke of a need for an endowment and suggested a goal of \$250,000. A discussion ideas about how to build the endowment will be on the agenda of the summer leadership conference. Pengelly spoke of the need for evaluations of conferences by conference chairs.
  - k. Red Fund Committee.
9. SID Reports.
- a. Information Technology / Red Fund SID  
Corens reported that Patrick Plant and Lisa Finsness were elected co-chairs of the SID. They hope to make a presentation at the summer conference. Concerning the Red Fund, Corens suggested a review at the summer conference.
  - b. Commercial SID-no report.
  - c. Literature SID.  
Erickson reported a reading list will be published for next year.
10. Region reports.
- a. Northwest. Meeting was held at Kittson Central High School.
  - b. Northeast. No report.
  - c. North Central. Inactive.
  - d. East Central. Meeting of the region was held in Foley, MN. Budget cuts in various school districts became the main topic of discussion.
  - e. Metro. An architect will talk to the group at the next meeting.
  - f. Southwest. No report.
  - g. South Central. Jim Norwood talked to group about his Atomic Learning website. Kathleen of Capstone Press will sponsor the fall meeting.
  - h. Southeast. No report..
11. Unfinished business
- a. Media Center Standards.  
Meyers handed out copies of Standards for Effective School Library Media Programs 2000 with a cover letter from Christine Jax.
12. New business.
- a. Administrative assistant.  
In creating a job description for the administrative assistant, Evans asked officers to look at duties that they would like the administrative assistant to take on. MEMO will be purchasing a Dell computer for the administrative assistant.
  - b. Bonding for administrative assistant H. Hoernemann, treasurer K. Sharkey, and M. Childs. Sharkey and Hoernemann will work on filling out forms.
  - c. Money account. See Pengelly's report in item 8/K.
  - d. Technology group. See Corens' report in item 9/A.
  - e. Summer Leadership Conference Update.  
Evans reported she had been in touch with the Riverwood Inn and Conference Center. The theme of the conference is "You are the needed link".

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f. AASL Affiliate Assembly Appointment.

Evans will represent MEMO at the AASL conference in November 2001.

g. Web Page updates.

Secretary was reminded to send minutes of the meetings to Steltzner for posting on the MEMO website.

13. Adjournment.

Sharkey moved, Meyer seconded, that there being no further business the meeting be adjourned. Passed

Respectfully submitted

Douglas Howard

Please send additions or correction to dhoward@newulmtelnet.

Approved at the July 18, 2001 meeting of the MEMO Board of Directors