

MEMO Board Meeting
Kahler Hotel, Rochester, MN
October 4, 2001
Minutes

- 1) The meeting was called to order at 8:10 a.m. by Co president Sue Meyers. The following were in attendance:
 - Douglas Howard MEMO secretary
 - Becky Beck, Co-president elect
 - Gay Gales, Co-president elect
 - Heather Hoernemann, Administrative Assistant
 - Lisa Finsness, Co-chair of the Tech. SID
 - Doug Johnson, Communications
 - Kathy Wortel, Southcentral Region
 - Sue Krohn, Past President
 - Patrick Plant, Co-chair of the Tech. SID
 - Kelly Sharkey, Treasurer
 - Joan B. Larson, Co-Chair of the West Central Region
 - Lars Steltzner, Intellectual Freedom
 - Nancy Evans, Co-president
 - Susan Meyers, Co-president

- 2) Adoption of the agenda.
The agenda was adopted as presented.

- 3) Approval of the minutes of the July 18, 2001 and the July 20, 2001 meetings.
The minutes were approved as presented.

- 4) The treasurer's report.
 - a) Wortel moved, Larson seconded a motion that the executive committee be authorized to use existing resources to cover short-term cash flow issues and to revise the 2001-02 budget.
Passed.
 - b) Steltzner moved, Beck seconded a motion that MEMO cancel or renegotiate the Leadership Conference reservation at Riverwood and look for a new venue. Passed.

- 5) Co-presidents' report: None.

- 6) Past Co-presidents' report: Sue Krohn briefed the board members on Fran McDonald's health. Krohn called for the names of good candidates for president.

- 7) Report of Co-presidents-elect: The co-presidents discussed policy changes with the Red Fund and changing the beginning and end of the fiscal year to a time more convenient.

- 8) Committee reports.
 - a) Awards and professional development: There was some confusion about the amount of the award given for_____
 - b) Communications: Johnson reported on the September, 20001 issue of Memorandum. Steltzner suggested publishing Memorandum digitally to save money.

- c) Intellectual Freedom Committee: Finsness reported on the ALA position on intellectual freedom.
- d) Legislative Committee: Steltzner reported on the part of the platform pertinent to MEMO and TARP funding.
- e) Mid-winter Conference Committee: Joan Larson reported on plans for the mid-winter conference to be held in Alexandria, MN. The theme is "We are the strongest link." The keynote speaker will be Will Weaver. Rooms at the Alexandria Holiday Inn are \$52.00/night and will accommodate up to 4 persons.
- f) Membership Committee: Galles reported that 120 memberships had come in with conference registration, and there were 35 new memberships. Galles also reported that she will be leaving the membership committee to become president. She has been trying to locate copies of the old MEMO membership brochures.
- g) Nominations Committee: It was reported that the committee is seeking suggestions for candidates for board offices.
- h) Policies and Procedures Committee: No report.
- i) Red Fund Committee: Red Fund money will be used to fund production of a video. Johnson complimented Steltzner on how much better the MEMO website has looked while under Steltzner's control.

9) SIDs.

- a) Information Technology SID: Plant reported on a Sept 21, 2001 meeting of the SID. A schedule of meetings was adopted. He reported that he is writing a document to define what the state should be doing to promote the use of technology. This document should be ready by November 2001
 - Standards campaign video.
 - Organizational needs.
 - Lobbyist.
- a) Commercial SID: No report.
- b) Literature SID.

10) Region Reports.

- a) Northwest: On Oct. 15 Steltzner will make a presentation on the library standards.
- b) Northeast: no report.
- c) West Central: The region will meet on Nov. 1 in Park Rapids.
- d) East Central: The region will meet in November with author L Landvik as speaker.
- e) Metro: no report.
- f) Southwest: no report.
- g) South Central: The September 26 meeting was well attended. A meeting in January will focus on meeting with legislators.
- h) Southeast: no report.

11) Unfinished Business.

- a) Treasurer's Report: Sharkey reported that there were various financial problems due to the fact that revenue has been down, an appropriate computer and software have not been available to track funds and a proper audit needs to be completed. Beck moved, Howard seconded a motion to accept the treasurer's report.
- b) Membership drive: Membership is down. There is a need to build up the membership to increase income, among other things. Finsness, Galles, and Plant volunteered to form a

- committee to recruit members at the November TIES Conference. Steltzner will investigate the possibility of making part of the MEMOWeb accessible to members only.
- c) Standards Task Force: The task force in meeting October 4, 2001 evening. The task force is looking for an announcer with a recognizable voice to narrate the video.
 - d) LDS Study: The committee, under the leadership of Susan Baxter, met on Sept. 27, 2001. The intent of the study is to get a snapshot of media centers in the state. There is a need to get as many buildings as possible to participate.
 - e) Endowments: Sharkey will seek out volunteers to fill out a finance committee.
 - i) The committee will investigate moving Certificates of Deposit into a diversified investment portfolio.
 - ii) The committee will investigate the possibility belonging to a credit union, along with advantages and disadvantages.
 - f) Legislative action: Beck moved, Larson seconded a motion that MEMO/MLA propose the establishment of a grant program to strengthen school library and technology programs by allocating an amount equivalent to the cost of one book per student. Passed.
 - g) Board vacancies.

12) New Business.

- a) Board of Teaching: Plant moved, Beck seconded a motion that MEMO asks for a hearing on the recommendation of the Board of Teaching concerning key boarding. Passed
- b) Filtering: A request was tabled.
- c) A list of items that need to be brought up at the general membership meeting was discussed.

13) Adjournment: The meeting was adjourned at 1:10 p.m.

Respectfully submitted,
Douglas Howard
Secretary

Approved at the February 4, 2002 MEMO Board Meeting