

MEMO Board of Directors ☺ MHC – St. Paul, MN ☺ Tuesday, July 16, 2002 ☺ 1:00 p.m.

Present: Susan Baxter, Joan Larson, Doug Johnson, Anne Hanson, Gina Light, Gay Galles, Sue Meyer, Nancy Evans, Ann Walker Smalley, Patrick Plant, Lisa Finsness, Becky Beck, Lars Steltzner, Deanna Sylte

1. Call to Order
Sue Meyer called the meeting to order at 1:03 p.m.
2. Adopt agenda
Becky Beck moved to adopt the agenda as written; Lisa Finsness seconded; approved unanimously.
3. Approve minutes from April 2002 Board meeting (St. Cloud)
Lars Steltzner moved to approve the minutes of the April 2002 Board Meeting; Becky Beck seconded; approved unanimously.
4. Treasurer's Report
(Kelly Sharkey, Treasurer, was unable to attend the meeting, so Becky Beck provided the Treasurer's Report.) Beck noted that the new Administrative Assistant had managed to recreate the FY01 financial records so that the taxes were completed on time without requiring another extension which the auditor said might result in a review by the IRS.
5. Co-Presidents Report (Evans and Meyer)
Meyer noted that she has attended a number of meetings regarding the recent cuts at Library Development and Services. Meetings are still being held to determine the plan for dealing with the situation so there is nothing concrete to report.
6. Past Co-Presidents Report (Krohn and Lindberg)
No one present to provide the report.
7. President-Elect Report (Beck and Galles)
Beck noted that there was some difficulty in finding a location for this year's Summer Leadership Retreat, but that Lars Steltzner stepped in to help and the Minnesota Humanities Commission was booked. Attendance at this year's retreat seems low, but other meetings have ranged from 30-40, so the 24 attendees this year is not particularly poor. Everyone agreed that the recent layoffs have most likely contributed to the lower attendance and that the decision by the Presidents-Elect to cancel the third day of the retreat was a good decision.
8. Committee Reports
 - A. Communications
MEMOrandom is still being published 9-10 times per year. In 2001-02 it was printed twice and published on the website only the rest of the time in order to cut costs. The membership is still debating the issue of print copies vs. a web version only, but the consensus seems to be that a print version is desirable. Access to the online version is currently free, although the possibility of limiting access to members only is being explored, as is delaying posting of the current issue to the web for some period of time.

Publication of Minnesota Media was dropped during this year to cut costs. This issue will be revisited at the budget meeting.

M/T News was published once this year.

Kudos to Lars Steltzner for his excellent work on memoweb.org. Steltzner asked about the value of posting job openings to the website, and it was suggested that a link to EdPost (?) be provided as that site includes information on all educational job opportunities. Steltzner also noted that all members and recent members have been added to the new MEMO-Mail electronic mail list.

- B. Collaborative
No report

- C. Legislative
Public libraries are currently in a crisis situation due to the staffing cuts at Library Development & Services. A non-librarian is now the state librarian, which is of some concern. MEMO needs to be vigilant about the need to continue the School Media Center Census and keeping LSTA funds available. Now is the time to keep school libraries in the spotlight.

TARP and RLTA funding is in serious jeopardy. Funding for school databases has been cut and Newspaper 5 is no longer available on the statewide contract.

Concerns were expressed about a lack of school input after the recent cuts. There is no school representation on the LSTA advisory committee and the current focus of that committee is very public library system oriented.

Ann Walker Smalley noted that schools need to be mentioned specifically in the LSTA plan currently being developed.

Other notes: Working with multitypes is also valuable, and to join the LSTA advisory committee, contact Sue Hall with the Milestone Group.

- D. Bylaws
No report.

- E. Policies and Procedures
There will be a vote at the Fall Conference to approve the changing of the fiscal year from September 1 – August 30 to July 1 – June 30, which would coincide with the school fiscal year.

- F. Awards and Professional Development
Nominations are needed for the administrative and paraprofessional awards for the 2002 Fall Conference.

It was noted that this year there would only be one media specialist award, and the question of who was in charge of this award arose. Everyone agreed to ask Laurie Conzemius and Mary Garlie if they would take charge along with the other awards.

- G. Intellectual Freedom
Steltzner noted that a copy of the previous selection policy is available on the website and that Roger Sween is working on a revision of the policy.

- H. Membership
Gay Galles reported that last year there were 667 active members at this time, and this year there are 609. She also noted that the membership database needs to be cleaned up as there are 1900 records (but only 600+ members).

- I. Program
Volunteers are needed to help line up meeting sites and to chair various committees and regions.
- J. Nominations
No report.
- K. Fall Conference
Presenters are still being accepted – interested parties should be referred to Doug Johnson.

Questions/suggestions presented:

Consider holding more general sessions and less breakout sessions.

Are there other audiences to target than media and technology specialists, such as classroom teachers, principals, etc.? Would the focus of the conference be lost by expanding the audience? After some discussion it was agreed that an “administrative breakfast” that would target administrators was a consideration – possibly inviting administrators to the keynote speaker’s presentation, followed by an information session highlighting the skills video, the media center census, etc. Deanna Sylte and Lars Steltzner will work together to email administrators about the conference *after* the conference chairs are consulted about this idea.

Joan Larson noted the need to reach out to and welcome new attendees and to avoid cliques that might make newcomers feel unwelcome.

- L. RED Fund
No report.

9. SID Reports

- A. Information Technology
Lisa Finsness and Patrick Plant handed out a summary covering the meetings, goals, and accomplishments of this SID. (See attached summary.)
- B. Commercial
No report.
- C. Literature
MYRA now has a membership of over 300, has materials for sale, and has three openings for positions on the Board.

Mary Childs, who currently handles the MEMO store, would like to retire from the position. Decisions about continuing the store need to be addressed.

10. Region Reports

- A. Northwest – None
- B. Northeast – None
- C. West Central
A small Spring meeting was held, with about five people attending. Chairs Larson and Galles noted that it is difficult to plan meetings with such small attendance. Both chairs would like to step down and are seeking replacements.

- D. East Central
Spring meeting held at Becker Middle School, and question-and-answer meeting with a local legislator.
- E. Metro – None
- F. Southwest – None
- G. South Central
Three meetings held, all very well attended: Kathleen Baxter; legislative; and joint meeting with SMILE featuring author Lorna Landvik. A volunteer has also been found who is willing to take over as region chair.
- H. Southeast - None

11. Unfinished Business

- A. New membership structure
Will be discussed at the breakout session on Wednesday, July 17.
- B. Legislative Forum/Platform
Elaine Keefe will cover this information in her presentation later in the day.
- C. Fall Conference Contracts
The rotation of locations for the Fall Conference will continue. The possibility of a joint conference with TIES was discussed, but at this time TIES does not see any benefit to partnering with MEMO. It might be beneficial to invite TIES to a MEMO Conference in order to “court” them and show them the quality of our event.

It was also agreed that keeping a record of costs for the various conferences would be valuable in order to compare from year to year, location to location, etc. A specific format – budget forms, report, etc. – to be filed by the conference chair(s) would also be useful.

12. New Business

Relationship with lobbyist
Will be discussed at the breakout session on Wednesday, July 17.

LDS Layoffs
Will be discussed at the breakout session on Wednesday, July 17.

Fall Conference 2003
Volunteers should contact Laurie Conzemius and/or Mary Garlie.

13. Adjourn

Lars Steltzner moved to adjourn the meeting. Meeting adjourned at 3:02 p.m.

** Informational Attachment **

Instructional Media & Technology

Date: 7/16/02
To: MEMO
From: Lisa Finsness & Patrick Plant
Re: Tech MEMO SID

This year, the Tech MEMO SID organized meetings to include representative areas of Instruction, Administration, Network and Staff development. The group agreed that the mission for the SID is to balance the big picture – to keep the entire MEMO group in the know about the tech issues.

The group met four times this year and offered three breakout sessions at the conference in Alexandria.

The SID members agreed at their first meeting to balance the needs of the group by having an agenda at each meeting that would include an update by CDFL representatives and a prepared presentation that would provide some staff development, techniques, emerging technology or information to help us with our various roles.

One of the major goals for the SID was to create a funding source to further MEMO lobbyist efforts. A new membership fee structure has been proposed to facilitate this effort.

Another accomplishment included gathering information on the various job descriptions and salaries represented in the technology area of our school districts.

In the area of media program, a video “Building Skills For Tomorrow: MN School Library Media Programs Make a Difference” was created and distributed to schools and school districts to inform and promote library media instruction and program.

It is the goal of the co-chairs and the members of the Tech SID to continue finding a way to have a larger voice in the legislature and to bring the need for consistent funding for peopleware, hardware and infrastructure to the state.

We need to analyze the effect the “Leave No Child Behind” (or is it leave no child untested?) Act has on technology initiatives and ensure that our colleagues leverage available funding.

Respectfully submitted by:

L. Finsness and P. Plant
Co-Chairs, Tech SID