

Board Meeting
February 2, 2003
Holiday Inn, Alexandria

Minutes awaiting approval at the April meeting

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- I. **Call to Order.** The meeting was called to order at 10:05 by Becky Beck. Present were;
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| Doug Howard, secretary | Patrick Plant, MEMO IT SID |
| Kelly Sharkey, treasurer | Margaret Meyer, East Central co-chair |
| Nancy Evans, past co-president | Mary Garlie, Awards & Conf. Comm. |
| Susan Meyer, past co-president | Gay Galles, co-president |
| Laurie Conzemius, MN Media editor | Becky Beck, co-president |
| Doug Johnson, president-elect | Alice Hofstad, NW Region chair |
| Ann Walker Smalley, MEMO/MLC rep. | Deanna Sylte, admin. asst. |
| Lars Steltzner, MEMO/ MLC rep. | Gina Light, co-chair membership |
| Joan B. Larson, WC co-chair | |
- II. **Adoption of the agenda.**
- III. **Approval of the minutes of the October 3 board meeting.** The minutes were adopted with one change. Item 9a. Information Technology SID should read “Plant and Finsness pointed out the state contract for volume purchase program saved the state school districts \$750,000” (instead of “the state contract for online services (ELM) saved the state school districts \$750,000.”)
- IV. **Treasurer’s report.** Sharkey reported that the fall conference was a financial success. She presented her report and Meyer moved, Howard seconded a motion to accept the report as presented. Motion passed.
- V. **Co-Presidents’ report.** Beck reported that the Humanities Commission grant application was not finished yet she is looking for help in completing it. She reported that Library Lobby Day would be particularly important this year because of all the issues affecting media people, e. g. profiles of learning, school /library Internet access bill, SF 214 (salary freeze for state employees including school personnel, loss of funding for ELM). She encouraged MEMO members to apply to serve on the new standards committee.
- VI. **Past Co-Presidents’ report.** Meyer and Evans reported they have put together a slate of nominees.
- VII. **President-Elect report.** Johnson reported that he is reviewing by laws and conference report. He is looking to create a budget template. Johnson and Judith Rogers attended ALA Midwinter Conference. Johnson encouraged MEMO members to join AASL and attend AASL conferences.
- VIII. **Minnesota Library Council.** Steltzner reported on the activities of the MN Library Council. One concern had to do with the movement away from CFL. Will it be good or bad for libraries and media centers? MEMO membership on the board is still liquid. Smalley reported on the organization of the new citizen board. Part of the library collection at CFL was sent to the U of M. at St. Cloud. There was a discussion about trying to get someone in the department of Education who know something about school libraries. Smalley also reported on the school library census. Results showed a wide range of school library media programs. A report is about to go to the printer. 7000 copies will be printed. Copies will be available by lobby day. Copies will be sent out to school superintendents, principals, legislators and media people.
- IX. **Committee reports**
- A. **Awards and Professional Development.** Conzemius reported that no awards were being presented at the Midwinter conference.
- B. **Communications.**
1. Conzemius reported that the next issue of Minnesota Media is looking good. It should be in the mail by the end of February. The theme of the issue is the leadership role of the media specialist. The issue will also contain a registration form for the fall conference.
 2. Johnson reported that Memorandum is not as regular this year.
 3. Steltzner reported on the list-serve.

- C. **Conference Committee.** Conzemius reported on plans for the fall conference. They need some to be responsible for finding presenters for the conference. Beck volunteered. Registration fees are left in the hands of conference committee. The committee is looking into chartering busses to bring attendees to the conference.
- D. **Intellectual Freedom.** Steltzner reported on the MN Coalition Against Censorship.
- E. **Legislative.** Beck read a report sent by Judy Bull. She reported that the atmosphere in the legislature is partisan. CFL was cut \$1,043,55 in the first round of cuts, or about 40 positions. \$400,000 over the next 2 years is being requested for ELM. ELM has been funded for 5 years.
- F. **Membership.** Gina Light reported that there are 491 members. She shared with the board a membership form that vendors would be willing to hand out to prospective members. Johnson voiced a need for a membership directory. Not having one is hurting the organization. Administrative assistant Deanna Sylte asked for direction on how to handle requests for member information.
- G. **Nominations.** Evans reported that the committee had identified candidates for president-elect, Jane Prestebak, and Margaret Meyer for treasurer, but no candidate for program chair.
- H. **Policies, Procedures, Bylaws.** Johnson reported that he would be reviewing these.
- I. **Red Fund.** A book in the Hmong language has been distributed.
- J. **Program, Internal Auditing, Archives/History** (currently no chair) No report.

X. **SID Reports**

- A. **Information Technology**--Plant reported that the SID had met on January 24, in St. Cloud. Forty members attended. He shared information about an online salary tool, volume purchase program and a program for recycling computers. Johnson raised the issue of providing an alternative to the Electronic Library for Minnesota in case funding is not renewed by the state legislature.
- B. **Commercial.** No report.
- C. **Literature.** A report from Leslie Erickson was read. A meeting was held on January 25 in St. Cloud. She announced that this year's winners and next year's division 1 and 2 selections are ready to be announced on April 25, Maud Hart Lovelace's birthday. The committee is contacting authors of MYRA winners to find an author for the MEMO fall conference. It will be announced at the conference that MYRA memberships next year will include a one-year deal where members will receive a free book talk video of the nominees for next year done by students. Memberships in MYRA continue to increase. Many book publishers are asking if they can send their books for perusal in the hope they will be considered for the awards.

XI. **Region Reports**

- A. **Southeast** - No activity. A February meeting is being planned at the Hubbell House restaurant.
- B. **South Central** - A meeting was held on January 28 at the Creative Education Publishing Warehouse in North Mankato. A business meeting was followed by a light supper provided by vendor member Jane DeGroot. Members were invited to shop for books before leaving.
- C. **Southwest** - No report.
- D. **Metro** - Leslie Erickson reported no activity in the Metro Region.
- E. **East Central** - Margaret Meyer reported a good turn out from smaller schools and districts.
- F. **West Central** - Joan Larson reported that 5 members turned out for a meeting.
- G. **Northeast**
- H. **Northwest** - Alice Hofstad reported no problem is attracting participants to a day-long workshop.

XII. **Unfinished Business**

- A. **Membership Drive.** No report.
- B. **Student Standards Task Force.** This was tabled. The work of the task force is very important and will be worked on this summer.
- C. **Lobbyist.** A contract has been signed.
- D. **MEMO Store.** Meyer moved, Sharkey seconded a motion that the board authorizes an effort to continue the MEMO store and enhance its offerings in an effort to both promote MEMO's existence, as well as to "rake in the bucks." Motion passed.

- E. **Humanities Grant.** Sue Meyer is writing a grant proposal for \$1,000 from the MN Humanities Commission to be used for publications.

XIII. New Business

- A. **Summer Leadership Conference.** Johnson reported on the Summer Leadership Conference scheduled to be held July 16, 17, and 18, 2003 at the Minnesota Humanities Commission building in St. Paul. A fee for the conference will be charged. Johnson suggested that as an inducement to get new members involved in the organization, that the fee be waived for previously inactive members, who would be willing to take on the responsibilities of a leadership role. Johnson asked for some guidance concerning the budget for the conference. A budget of \$4,000 was agreed upon.
- B. **Approve the ballot for spring elections.** It was moved and seconded that the board approve the slate of candidates proposed by the nominating committee. Motion passed. A ballot will be sent out to the membership.
- C. **Spring board meeting.** The spring board meeting will be held April 12th, in St. Cloud, starting at 10:00 a.m.
- D. **Budget (03-04)** - Tabled until the April 12th meeting. A subcommittee of Doug Johnson, Kelly Sharkey, and Margaret Meyer will meet to formulate a proposal.
- E. **Lobby Day.** Members were encouraged to attend Library Lobby Day at the state capitol on February 19. MEMO will pay for subs. Those attending were encouraged to take copies of the census report with to share with legislators.
- F. **Membership Directory.** In a discussion about the need for a membership directory, Steltzner moved, Light seconded, that a MEMO directory be available on MEMOweb in a password protected PDF form and that members be notified of its presence through MEMOmail. Motion passed.
- G. **Letter to the New Commissioner of Education.** After discussion, it was decided that it would be a good idea to send a letter to commissioner of education Cheri Yecke to acquaint her with the organization and to offer to work with her on issues of interest to MEMO members. Doug Johnson volunteered to draft a letter and send it out to members of the board for additions and corrections before sending it on to Commissioner Yecke.
- H. **Vendors.** Due to the lateness of the hour, it was decided to table a discussion on relationship with vendors.

Adjournment. The meeting was adjourned at 1:20 p.m.

Respectfully submitted,

Douglas Howard
MEMO Secretary