

Memo Board Meeting, Friday, July 18, 2003
Summer Leadership Retreat

Those attending the meeting were:

Doug Howard MEMO secretary
Melissa Weinand, Metro co-chair
Gina Light, Membership Comm.
Marsha Filipiak
Connie O'Sullivan, Eastview High School, Apple
Valley
Mert Thompson, St. Cloud State
Melanie Haugen, SE Region Co-Chair
Ann Smalley, MEMO MN Lib Council Rep.
Broon Berg, West Central Region Co-chair,
Wayne Hoistad, St. Michael/Albertville
Margaret Meyer, MEMO Treasurer
Patrick Plant, Anoka-Hennepin
Anne Hansen, Mankato Public Schools

Ruth Solie, Northern Lights Lib Network, NW
Region Collaboration
Sally K Mays, Plymouth Creek, Wayzata
Kelly Sharkey, Metro co-chair
Gay Galles, Past Co-president
Mary Alice Anderson, Memorandum
Deanna Sylte, Admin. Asst.
Lars Steltzner, Webmaster
Doug Johnson, President
Patricia Post, CMLE
Joan B Larson, WC Region
Jill Nysse, Awards and Prof. Development
Leslie Erickson, Lit. SID, MYRA
Laurie Conzemius, Fall Conference co-chair
Mary Garlie, Fall Conference co-chair

- I. Call to order. Johnson called the meeting to order at 9:10 a.m.
- II. Johnson introduced Susan Baxter who was in charge of the School Media Center Census and asked if the board would like to have Baxter present at the fall conference. Ann Walker Smalley was recognized for her part in the census. Recommendations were handed out and reviewed. A grant proposal has been written to do a follow up to the census.
- III. Johnson introduced Tom Ross who is chairing an "@ you library" campaign. Materials will be developed which will be available at the MEMO website.
- IV. Adopt agenda. The agenda was approved as presented.
- V. Approve minutes of the July 16, 2003 board meeting. The minutes were approved with corrections.
- VI. Treasurer's report. Meyer reviewed the proposed budget. The following line items were adjusted as follows:
 - A. item 7400 increased from \$1000 to \$3000
 - B. item 5500 increased from \$1000 to \$2000
 - C. item 5900 increased to \$650
 - D. item 7300 increased to \$7000
 - E. item 7400 increased to \$5000
 - F. item 9150 increased to \$300Tom Ross, chair of the public relations committee to estimate expenses and bring a budget to the fall conference board meeting. Light moved, Erickson seconded, that the treasurer's report be approved. Motion passed.
- VII. President's report. Johnson thanked those who attended the summer leadership conference.
- VIII. Past Co-Presidents' report (Beck and Galles) Galles thanked Johnson for bringing Gary Hartzell to the summer conference.
- IX. President-Elect report (Pretebak) No report.
- X. Committee Reports
 - A. Awards and Professional Development (Jill Nysse, Sally Mays) Discussed creation of an emerging leader and lifetime achievement awards.
 - B. Communications
 1. M.A. Anderson will take over MEMORandum
 2. Marc Johnson - MT News,
 3. Steltzner - Webmaster,
 4. Conzemius - MN Media

- C. Conference Committee (Conzemius, Garlie) Barb Thierl identifies conference chair as well as the location.
 - D. Intellectual Freedom. Linda Underwood volunteered to chair the committee, Steltzner will continue on the committee.
 - E. Legislative Committee. Connie O'Sullivan & Tom Ross volunteered to serve on the committee with Bull & Steltzner
 - F. Membership (Light, Meyer) Light reported. See handout.
 - G. Nominations (Beck, Galles)
 - H. Policies, Precedures, Bylaws (Prestebak) Prestebak and Plant will review the bylaws and present changes.
 - I. Red Fund (Beck, Galles) Conference auction netted \$462.50. Question was asked about renaming the fund.
 - J. Program (Theirl) No report.
 - K. Internal auditing. Sharkey volunteered to serve on the committee.
 - L. Archives/History. Hanson reported that she is gathering files and will be contacting regional chairs concerning minutes of meetings.
 - M. Liaisons
 - 1. AASL Affiliate Liaison (Marsha Filipiak)
 - 2. ISTE Affiliate Liaison (Tech SID will provide committee)
 - 3. Minnesota Library Council (Steltzner, Smalley)
 - 4. Library Digitization (Ruth Solie)
 - 5. Online Learning (Lisa Finsness)
 - 6. Education Minnesota.
 - 7. MN Board of Teaching.
- XI. SID Reports
- A. Information Technology (Hoistad) Hoistad reported that the calendar and the goals have been set, and will be sent out on MEMO-L and MEMO mail.
 - B. Commercial (Kuehl)
 - C. Literature (Erickson)
 - D. Regional Reports.
 - E. Southeast (Lisa Carlson, Melanie Haugen)
 - F. East-Central (Lilke, Bestick)
 - G. South-Central (Judy Krautbauer)
 - H. Southwest (Sue Halverson, Kurt Hokanson)
 - I. Metro (Sharkey, Weinand)
 - J. West Central
 - K. Northeast (Marie Kelsie)
 - L. Northwest
- XII. Unfinished Business
- A. Student Standards Task Force (Prestebak) No report.
 - B. MEMO database/Print membership directory. No Report.
 - C. Alliance for Student Achievement (Evans)
- XIII. New Business
- A. LSTA task force.
 - B. Emerging Leader awards
 - C. Lifetime achievement award
 - D. On-going issues?

Adjournment. The meeting was adjourned at 12:22 p.m.

Respectfully submitted,
 Douglas Howard
 MEMO Secretary