



**SELCO (Southeastern Libraries Cooperating)
SELS (Southeast Library System)
Annual Meeting of the Corporation
July 22, 2008
Minutes**

PRESENT

Grace Haukoos
Carol Gilbertson
Marcy Irby
Bonnie Williams
Pam Griffith
Carol Price
Fran Johnson
Jeff Johnson
Judy Webster
Shelley Jerviss
Lori Hopkins
Lorin Pohlman
Lester Dunn
Carrol Cartney
Don Overlie
Charlie Coons
Chris Henderson
Don Regelman
Deb Westerland
Gretchen Schade
Pat Falbo
Teri Hill
Cheryl Gustason
Judith Schotzko
Nan Babcock
Bill Babcock
Arlene Compton
Ann Goplen

APPOINTED BY

Albert Lea Public Library
Austin Public Library
Buckham Memorial Library
Brownsdale Public Library
Caledonia Public Library & Houston County
Cannon Falls Library
Dodge County
Grand Meadow Public Library
Harmony Public Library
Houston Public Library
Kasson Public Library
Kenyon Public Library & Goodhue County
Lanesboro Public Library
LeRoy Public Library
Owatonna Public Library
Pine Island Public Library
Plainview Public Library
Red Wing Public Library
Rochester Public Library
Rushford Public Library
Spring Grove Public Library
Spring Valley Public Library
Stewartville Public Library
Wabasha Public Library
West Concord Public Library
West Concord Public Library
Winona Public Library
Zumbrota Public Library

Absent: Jen Mast, Robin Yaffe Tschumper, Karen Cooper, Sharen Storhoff, Ila Mae Olstad, Leslie Redinger, Jane Ryan, Jayne Hager Dee, Kristen McGivern, Sara Chase

Also present: Ann Hutton, Michael Scott, Donovan Lambright, Mollie Pherson, Kirby Johnson, and Angela Taylor, SELCO Staff, and Bonnie Adams, SELS Advisory Committee representative

General Items

President Teri Hill called the meeting to order and welcomed the following:

- Ann Goplen, appointed by the Zumbrota Public Library
- Cheryl Gustason, appointed by the Stewartville Public Library
- Bill Babcock, appointed by the West Concord Public Library
- Grace Haukoos, appointed by the Albert Lea Public Library

Celebrating Strengths

- Teri Hill acknowledged retiring board members Nan Babcock, Jen Mast, Jayne Hager Dee and Kristen McGivern.

- Lorin Pohlman reported that the Kenyon Public Library recently hosted author John Koblas, the Jesse James expert. The City of Kenyon also has hired a new City Administrator.

Organizational Action Items

Approval of Agenda:

Motion by Marcy Irby, second by Don Regelman, to approve the agenda as amended to include an action item under the Technology Policy Committee report. Motion carried

Approval of Minutes:

Motion by Arlene Compton, second by Lorin Pohlman, to approve the minutes with noted change of the word *incur* to *occur* under Structures Study paragraph. Motion carried.

Approval of SELCO Treasurer's Report:

Motion by Don Regelman, second by Don Overlie, to approve the SELCO Treasurer's Report. Motion carried.

Approval of SELS Treasurer's Report:

Motion by Don Regelman, second by Fran Johnson, to approve the SELS Treasurer's Report. Motion carried.

Reports

Executive Director:

In addition to her report, Ann noted the following:

- With an increase to Regional Library Basic System Support (RLBSS), SELCO will be expanding delivery to those public libraries that have requested additional days.
- GoToMeeting software has been implemented and already used successfully for two meetings. This software allows one to participate in the meeting without traveling to Rochester.

Finance Committee:

- New program budgeting, which has been strongly recommended by Smith/Schaeffer auditing firm, will be implemented in FY2009.
- Comparable worth recommendations for SELCO staff were approved.

Personnel Committee:

The Personnel Committee recommended approval of the following reviewed/revised Personnel Policies:

- EEO Statement - second by Gretchen Schade. Motion carried.
- Resignation and Exit Interview – second by Judith Schotzko. Change termination check to termination paycheck on heading. Motion carried.
- Retirement Plan – second by Don Regelman. Motion carried.
- Staff Development and Training – second by Marcy Irby Motion carried.
- Travel – second by Don Regelman. Motion carried. It was suggested that the cell phone statement (one line) be moved to a different policy.

The Personnel Committee expressed their thanks to SELCO staff for their diligent work on the structures study.

Structures Study Committee:

Teri noted that summaries of the public discussions already conducted have been distributed. She also noted that all comments and concerns will be taken back to the Structures Committee. Ad hoc committee has been formed by public library directors. Their recommendation will be

presented to directors after the August roundtable. Buckham Memorial Library in Faribault has already passed this as a resolution. Teri went through each point on this recommendation. Various comments followed.

Technology Policy Committee:

Recommendation to add a member to the ILS Committee. It was suggested that the word *director* after Online Libraries in the first bullet under membership be added. Second by Judy Webster. Motion carried.

It was also suggested to strengthen the statement that elections will occur by type of library. The document will send back to ILS Operations Committee for reaffirmation.

Nominating Committee:

The Nominating Committee presented the following recommendation:

The Nominating Committee, Arlene Compton, Winona, Don Regelman, Red Wing, and, Robin Yaffe Tschumper, La Crescent, recommend the following slate of officers for the upcoming fiscal year:

President: Teri Hill

Vice President: Arlene Compton

Secretary/Treasurer: Don Regelman

Members at Large: Fran Johnson, Gretchen Schade, Jane Ryan and Bonnie Williams

Chris Henderson called three times for nominations from the floor. The call for nominations to cease was made by Lorin Pohlman. The recommendation by the Committee was seconded by Lorin Pohlman. Motion carried.

Trustee Job Description and Conflict of interest Policy:

This policy was included in the packet of handouts and needs to be signed by everyone annually. The Trustee job description was included as an information piece.

Motion to adjourn the meeting was made by Judith Schotzko, second by Don Regelman.

Next Meeting

Tuesday, October 28, 2008

Respectfully submitted,

Don Regelman, Secretary-Treasurer

Transcribed by Angela Taylor
Administrative Services Manager