



**Southeastern Libraries Cooperating  
Southeast Library System**  
Executive Committee Meeting  
August 25, 2008 - 7:00 P.M.  
SELCO Building, Rochester, MN  
**MINUTES**

In Attendance:

Teri Hill, President  
Bonnie Williams  
Donald Regelman  
Gretchen Schade  
Arlene Compton  
Jane Ryan  
Fran Johnson

Appointed By:

Spring Valley Public Library  
Brownsdale Public Library  
Red Wing Public Library  
Rushford Public Library  
Winona Public Library  
St. Charles Public Library  
Dodge County

Also present: SELCO Staff: Ann Hutton, Donovan Lambright, Michael Scott, Mollie Pherson and Aimee Lake

Call to Order

President Teri Hill called the meeting to order.

Strengths

- Arlene Compton presented a letter she had received from a Winona Public Library staff member thanking the committee for its hard work and contributions to the SELCO region
- Ann Hutton gave the committee a positive health update on Noah Misselt, grandson of Barb Misselt

Approval of Agenda

Motion by Arlene Compton, second by Gretchen Schade, to approve the agenda with the addition of an action item under the Technology Policy report. Motion carried.

Approval of Minutes

Motion by Arlene Compton, second by Bonnie Williams, to approve previous minutes. Motion carried.

Approval of SELCO Treasurer's Report

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

Approval of SELS Treasurer's Report

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

Reports

Executive Director:

In addition to her printed report, Ann Hutton informed the committee of the unusually high number of adjustments that have been made to the FY2009 RLBSS application due to incorrect numbers reported on several 2007 public library annual reports.

Ann also informed the committee of some ventilation issues the SELCO building is having. Staff will be working with the building contractor and other building professionals to correct the problems.

#### Technology Policy Committee:

Don Regelman reported on the recent demonstration of Aquabrowser at the latest ILS Operations/Technology Policy Committee meeting. Donovan Lambright stated that Aquabrowser is a third party catalog that coordinates with any ILS. This is the third product that has been previewed. At the September joint meeting, all three products will be discussed and one will be chosen for further investigation. The committee is mainly focusing on looking for functions that the current catalog does not offer.

Envisionware has been approved by the joint ILS Operations and Technology Policy Committee for recommendation to the Executive Committee for purchase. Envisionware allows libraries to take online or kiosk fine and fee payments via credit card and payment information is transmitted to Horizon. Motion by the Technology Policy committee, second by Fran Johnson to approve the purchase and implementation of Envisionware. Motion carried.

#### Unfinished Business

##### Committee Appointments –

Teri Hill lead a discussion on the possibility of adding members to the Technology Policy Committee. Adding one more member might help to ensure a quorum at each meeting. The Personnel Committee currently has a good number of members. The Finance Committee lost two members at the beginning of the fiscal year. Two board members have been invited to join the committee. The PR Committee does not need new members. The members discussed the need to continue the PR committee as a standing committee or make it an ad hoc committee and the decision was made to leave it as a standing committee for the time being.

#### Personnel Update

Ann Hutton informed the committee of recent personnel changes, particularly new LSTA temporary staff.

#### Delivery Update

Michael Scott reported on the delivery count that was done today. The volume looked high but final numbers have not been counted yet.

Michael also discussed the increase in delivery days for public libraries. Libraries were polled asking whether or not they would like additional days of delivery per week. 16 libraries decided to add one or two additional delivery days. Additional days will start on Wednesday, September 3, 2008.

Next meeting date: September 22

Motion to adjourn was made by Gretchen Schade.

Respectfully submitted,

Don Regelman, Secretary-Treasurer

Transcribed by Aimee Lake, Finance Manager