



**Structures Study Committee**  
March 24, 2008 - 5:30 P.M.  
SELCO Building, Rochester, MN  
**Meeting Notes**

Structure Study Committee in Attendance:

Don Regelman  
Teri Hill  
Arlene Compton  
Lorin Pohlman  
Allan Nilson  
Gretchen Schade  
Bonnie Williams  
Marcy Irby  
Fran Johnson

Structure Study Team in Attendance:

Ann Hutton  
Michael Scott  
Aimee Lake  
Donovan Lambright  
Aurora Jacobsen  
Angela Taylor

Absent: Jane Ryan

Motion by Gretchen Schade, second by Arlene Compton, to accept the agenda as distributed.  
Motion carried.

Motion by Arlene Compton, second by Don Regelman, to accept meeting notes from the previous meeting as distributed. Motion carried.

Work Analysis Data and Financial Study:

Aimee Lake reviewed the following documents:

- Goals and Timeline
- Charts by Category: Administration and Automation
  - Prior Year Total Comparison for Administration and Automation
- Site Visit Results By Task and Library Type
- Recommendations

Ann discussed the Community Information Librarian vacancy and the slight changes that were made to the job description. As of today, there are 6 applicants for the position. Ann also fielded questions about projects Mary Beth Sancomb-Moran was responsible for and how those responsibilities have been redistributed.

Financial Discussion:

Aimee discussed budget handouts including current budgets and combined budget projection.

The estimated net adjusted cost savings in a combined budget would be approximately \$4000. When discussing a flow chart of the current SELCO/SELS accounting structure, it was noted that a merger would also result in significant in-house savings of the accountant's bookkeeping time. Staff will calculate.

Governance Discussion:

Charts included:

- All possible models discussed

- Membership guidelines
- Draft governance recommendation
  - Status Quo
  - County Appointment & Community Representative
- Advisory Committee and ILS Operations Committee

Other suggestions from Committee members include:

- Keeping board representation as is but ask more of members – placing members on committees sooner – thus, one's investment would potentially increase commitment and understanding of the organization
- Reinstating 'pleasantries' such as the Welcoming Committee
- Rotating committee members while keeping a balance of experience and longevity
- Revisiting the trustee job description
- Ensuring monthly exposure
- Providing a mentor at the local level

After a lengthy and very thorough deliberation process, the Committee recommended the following:

- Motion by Don Regelman, second by Arlene Compton, for the continuance of current board structure. Motion carried.
- Motion by Fran Johnson, second by Allan Nilson, to merge the organizations of SELCO and SELS. Motion carried.
- Motion by Lorin Pohlman, second by Don Regelman, to accept combined budget recommendation. Motion carried.
- Motion by Arlene Compton, second by Gretchen Schade, to accept membership guidelines as presented. Motion carried.
- Motion by Don Regelman, second by Allan Nilson, to accept recommendation to leave the ILS Operations Committee structure intact. Motion carried.
- Motion by Allan Nilson, second by Arlene Compton, to accept recommendation of Advisory Committee structure as outlined, with the addition of an elected or appointed board liaison attending the committee meetings in a non-voting position. The Advisory group would also have a member in attendance at board meetings in a non-voting role. Eight affirmative, one negative. Motion carried.

The Structures Study Committee will forward these recommendations at the Quarterly Board meeting in April. As this is only a recommendation, changes are possible after it is presented for public comment. Ann will set up a possible schedule for public meetings and bring this to the April Board meeting. The recommendation will also be posted to the webpage for public comment as well as on the agenda for the SELCO Advisory Committee meeting in June.

As the meeting drew to a close, Ann thanked everyone for their hard work and thoughtful deliberation on this project.

Marcy Irby made the motion to adjourn.

Next meeting – TBD after the April Board meeting.