

St. Louis Regional Library Network Council Meeting Agenda  
February 4, 2016  
Webster Groves Public Library

Attendees: Lynn Grimshaw Maitz, Kelly Mitchell, Jamie Emery, Nina O'Daniels, Tori Lyons, Christa Van Herreweghe, Julie Portman, Heidi Vix, Meredith McCarthy

Guests: Tracy Byerly (Amigos), Megan Bryant (Amigos), Lee Braff (Mercantile Library volunteer)

Meeting was called to order at 1:05pm

I. Council Orientation

Heidi gave a brief history of SLRLN's founding, ongoing events and services. The relationship with Amigos and the SLRLN decision making processes for different areas of concern were also discussed. Lynn discussed the mission and goals of SLRLN. Feedback from the membership is a guiding force in determining services and events. Meredith shared her experiences as a new member who joined the group in recent years. Tracy shared the history of Amigos and the evolution of its management services relationship with SLRLN. The balance sheet and how to read it was also reviewed.

II. Approval of Minutes - Approved as submitted

III. Treasurer's Report - Tori

- a. Budget review – No activity in December. Review of January activity – we are receiving some income from Tech Expo registrations. Expenses include the speaking fee for the Spring Speaker Series and a miscellaneous fee for a checking account fee that Commerce Bank is now waiving.
- b. Proposed budget – Review of proposed budget figures for FY17 has begun. Membership dues revenue has been decreasing so that figure will be adjusted down. Workshop and Spring Speakers Series revenue figures will go up due to registration fee increases. Under expenses the marketing budget will be zeroed out. The Paypal fee and the Amigos fee are both remaining the same. Insurance fees are also anticipated to stay

the same. Workshop expenses will be reduced a little to be in line with actual expenses over the past several years. We will still be running a slight deficit overall.

- c. Quote on review – Tracy solicited a quote from Beard-Boehmer out of Columbia which came back at \$1200. This firm is familiar with Amigos reporting from doing work for them in the past. Lynn suggested attempting to negotiate that price lower if possible. Tracy suggested using the \$1200 as a placeholder for this service for FY17 budgeting purposes. It will be added to the legal fees line and that line will be changed to legal / audit fees.

IV. Council election for 2014-2017 open seat

Heidi opened up the nomination to consider Julie for the open 2014-2017 Council seat. Christa moved to appoint Julie to the open Council seat. Lynn seconded. Motion carried.

V. Tech Expo, March 9, 2016

a. Catering Choices

Logan College's food services will provide breakfast and beverages during the lunch break. Honey Baked Ham will be used for the lunch service again as we received very good feedback on it last year.

- b. The need for a backup plan for snow was discussed. If Logan opens on a snow schedule it will not open until 9am but that should still work with the event timing. Heidi will touch base with the food vendors to alert them to keep in mind the snow delay and or closing scenarios. Megan will send an email confirmation to all who have registered and it will include information for registrants to check to make sure Logan is open before heading out and to dress in layers. Refunds will be considered on a case by case basis.
- c. Things to include (evaluation online & on paper, teacher certification, swag)

Heidi will provide Megan with the text for both the online and paper evaluations. Megan will provide the teacher certification forms. Two sets of time cards will be needed to give time check warnings to presenters. Heidi asked if the agenda in chart form can be provided online and at the event. The room host signup sheet was circulated. Room hosts don't need to introduce the speakers, just monitor the time if the speaker wants it and make sure needing technology works.

VI. Spring Speaker Series, April 27, 2016

a. Catering Choices

The buffet will be provided by Webster University for \$15.19 per person. The speaking fee is \$150. The room cost is \$200. Wait staff \$100 for two workers. The recommendation for the registration fee is \$25 for members and \$35 for non-members based on these costs. Heidi moved to accept the subcommittee's recommendation. Tori seconded. Motion carried.

b. The speaker for the event is Emily Jaycox from the Missouri History Museum speakers bureau. Her talk is entitled "How Rude the Changing Forms of Polite Behavior."

c. Bylaws Committee

- Bylaws will be voted on at this event. Current and proposed wording for changes were distributed. Heidi moved to table the bylaws discussion until next meeting. Julie seconded. Motion carried.

- Suggestion was made to add a bylaws link to the text on the SLRLN homepage and also in the green navigation bar if possible. A link to the mission of SLRLN should also be added to the homepage. The bylaws link would then be removed from the minutes / membership page.

VII. Summer and Fall Workshop ideas

The topics on the shared google document were discussed. Heidi will send the list out the membership for comment soon. Timing for the workshops

were also discussed. A Summer Workshop subcommittee of Christa, Julie, and Jamie with Tracy as an adviser was created. A Fall Workshop subcommittee of Lynn, Nina and Heidi was created. Heidi has a document that details the workshop parameters that she will share with the subcommittees.

VIII. Net News

Heidi currently has no content for the scheduled issue in the end of February. She will wait until after Tech Expo to send out the winter issue. Heidi asked for updates from members to be sent her way.

IX. Old business

- a. Online payments – Can be accepted now for registration for events, ran through Paypal. Membership renewal can be paid via credit card, but new members cannot initiate membership online and pay at the same time. There are invoicing options/arrangements for new members to pay via credit card once Amigos has been notified of their interest. Lynn stressed the need for creating an easier method for new members to initiate registration via the website. Tracy asked for written documentation to clarify the changes requested. Lynn will work on developing the documentation. Meredith offered to assist if needed due to having experience in website design.
- b. Membership dues – Megan and Linda at Amigos did investigation on the numbers and that led us to consider three different scenarios. Scenario three was discarded because we would decrease in membership revenue to follow this plan. Much discussion ensued over what actually is our objective with the changes. Conclusion is to open the discussion up to the Council as a whole and Amigos will distribute some more membership based statistical information and run other base increase scenarios. Will continue membership dues discussion at next meeting.

c. Sunshine Laws – It is mentioned very specifically that we abide by it in our bylaws but doesn't technically apply to us as a non-governmental non-profit entity. Tracy noted that there is a PDF on the Attorney General's website detailing the Sunshine Law requirements.

X. New Business

- Membership - Angie, Kelly and Heidi have terms expiring this year. Kelly goes off the Council June 30<sup>th</sup>. Heidi is ready to commit to stay on another term. So we may need to fill up to two slots in the coming months.

Recommendation is for candidates to be from public libraries or school libraries to maintain diversity on the committee to best represent the membership. Requirement to be on the Council is being a member in good standing (dues paid.)

- **Next meeting will be at Webster Groves Public Library Thursday 4/7 at 1:30pm**

XI. Adjourn – Christa moved to adjourn. Tori seconded. Motion carried

Adjourned at 3:48pm

Respectfully submitted,

*Meredith McCarthy*

SLRLN Secretary