

St. Louis Regional Library Network Council Meeting
Agenda
March 12, 2015 1:30 pm
Eden Seminary

Attendees: Heidi Vix, Brian McFerron, Meredith McCarthy, Michael Boddy, Lynn Grimshaw Maitz, Tori Lyons, Christina Prucha, Kelly Mitchell, Christina Pryor, Angela Watson

Visitors: Tracy Byerly, Megan Bryant

- I. Welcome – Meeting was called to order 1:32 pm.
- II. Approval of minutes – Motion was made by Heidi to approve the amended minutes and Tori seconded. Motion carried
- III. Treasurer’s Report –
 - a. Changes to the budget were discussed. Anticipated expenses have been adjusted to be more in line with realistic figures developed from reviewing past expenses. Currently we are running a deficit with these changes in place. We have a strong funds reserve but this isn't a trend that Heidi recommends keeping past this year. Cost of dues and workshops will need to be reviewed in the fall to insure we are not running a deficit in the future.
 - b. The reserve funds were built up by members and are being used to benefit the membership. Tracy recommended possibly lowering reserves through a one-time special project in the future.
 - c. The spring workshop expenses have not registered on the current financials. They will show up in March.
 - d. Heidi moved to accept the Treasurers report and Chris seconded. Motion carried.
 - e. Lynn moved to approve the fiscal year 2016 budget as proposed, Christina seconded. Motion carried
- IV. Between Meetings
 - a. Tech Expo was a success.

- i. The evaluations showed several issues to address for future events – rooms too cold and to have more information online prior to the event regarding session content and presenters. We will have a Tech Expo section on the website for future events to address the need for more information concern.
- ii. Suggestion was made to remind presenters that the range of expertise in the audience can be varied. Christina proposed that the call for proposals give the presenter an option to have the presentation designated as for beginners, intermediate level, or experts.
- iii. There was discussion of possibly having a tech petting zoo as an alternate for people who don't have a particular session they wish to attend in a given time slot.
- iv. Christina put forward that Logan College's spring break is always mid-March and if we held the Tech Expo there at that time we would have option of using more classrooms to expand sessions.

b. Net News

- It was sent out this morning. Next one will be out in early May. It will include a write up of the spring speaker event.

V. Authorized Signers for Checking Account

- a. Signature cards need to be updated at the bank. Tracy will coordinate that with Heidi. Heidi, Lynn and Tracy are authorized signers. Tracy generally signs checks on behalf of SLRLN since she doesn't generally have a role in creating them.
- b. Treasurer, President, and Amigos are the three authorized signers for the checking account. Michael inquired where it was designated and Tracy noted that it would be a good idea to create a financial practices document for SLRLN as one doesn't currently exist.

VI. Bylaw possible changes

- a. Auditing

b. Auditing

- i. Michael brought up question at January meeting of when we were last audited. Heidi misspoke at that time in thinking auditing requirements weren't in the bylaws. Heidi has been in consultation with Keith and a CPA to review our current status. Since our income is so low it isn't advisable to do audits as often as the bylaws state. The recommendation from Keith is to do a review instead of an audit as a cost savings. Difference is that the review doesn't give an official recommendation. Reviews can be done remotely and audits generally require site visits. The CPA said that Missouri doesn't require a 501C3 organization to have an audit. It wouldn't be necessary unless we apply for a loan or accept donations in the future.
- ii. Heidi recommended updating the audit statement in the bylaws to better reflect current practices. Tracy suggested specifying a timeframe for our protection of three years. Chris suggested changing the wording to read audit or review for flexibility depending on the needs of the organization at that time. Chris made a motion to change the audit statement in Article 7 Section 9 to read "There shall be an audit of the Associations accounts by an auditor or CPA in accordance with governmental auditing standards and generally accepted accounting principles every three years." Meredith seconded. Motion carried.
- iii. Christina brought up a concern about terms served by Council members. Article 7 Section 3 does not specify the organizations unwritten rule about limiting consecutive term limits. Christina made a motion to add a new subsection to Article 7 Section 3 stating "Each council representative shall serve no more than two three year terms consecutively." Heidi seconded. Motion carried.

- iv. Heidi will prepare these changes to the bylaws to go before the membership for ratification.

VII. Amigos Service Contract, edits

- a. Michael and Heidi went through the contract and made updates and eliminated redundancies. The maintenance of the website wasn't formally listed, as it had been done previously as a one-time addendum. The edits were given to Amigos to review. The updated document has been shared with the Council members.
- b. Michael inquired into the rationale behind the increase to the cost of the service agreement. Heidi noticed that the cost of the agreement has gone up yearly and the website coverage hadn't been formally included before so that the increase was more than reasonable. Tracy noted that the only major change was documenting the cost of the previously unbilled website maintenance.
- c. Michael noted that there has been language clarifying how changes can be made to the agreement in the future.
- d. Language has also been added also to clarify the points of contact between SLRLN and AMIGOS to make sure that there is clear channel of communication.
- e. Heidi moved to accept the "Management Services Agreement for St. Louis Regional Library Network FY2016" and Brian seconded. Motion carried.

VIII. Spring Speaker Series is on track.

- a. Catering and Fontbonne arrangements are in place. We are providing our own wine service.
- b. Lynn noted that the flier seems to have more information on it than the website. Megan will doublecheck to make sure the website information is complete and noted that if the user clicks on the picture then they don't go to ez register page with full information. Megan will add more information to the page linked to the picture.
- c. The proposed agenda for the event was discussed:

- i. Bylaws
- ii. Budget
- iii. New Members to Council – Christina and Michael are up for re-election and Michael has declined from running for re-election. Christina is willing to stand for election again.
 - 1. Council members have been pursuing possible candidates. Tracy stated that we need names of candidates by mid April to prepare ballots. We also need a short biography for each candidate.
 - 2. Tori came on to fill out Eric's expired term. She is interested in being up for election for a full term.
 - 3. There are three seats available and potentially four candidates that have been identified.
 - 4. Amigos has a spreadsheet of who has served on SLRN Council and their terms. It isn't complete though.

d. 2016 topics

- i. History Museum speakers bureau offerings were discussed. Topics of interest are listed below.
 - 1. Early treasures in the Collections of the Missouri History Museum
 - 2. Highlights of the Missouri History Museum's Library and Archives
 - 3. Interesting and Amusing Documents in the Missouri History Museum Archives
 - 4. The Literary Ladies of St. Louis
 - 5. Memory and Collecting: Why and How Do We Keep Our History
- ii. Pryor will talk to local author Sheridan about speaking about her book on life in public libraries.
- iii. Heidi will follow up on the History Museum possibilities.

- iv. McCarthy brought forward Missouri Humanities Council as a possible resource. The presentation on Carnegie libraries looked interesting. McCarthy also mentioned possibly considering authors on tour or storytelling presenters.
- v. Heidi asked the group to keep working on ideas and bringing those forward. Heidi is maintaining a spreadsheet of possibilities that have been mentioned.

IX. Summer Workshop 2015

a. Disaster Planning (Michael Boddy)

- i. Michael proposed having a smaller event as an assessment of interest in the area and an opportunity to get feedback on community interest. He has contacted Lisa Fox at the Missouri State Archives, and local representatives from the National Archives for possibly offering a general presentation and is waiting for feedback. Heidi recommended putting a time limit of two weeks for getting positive contact. Michael will email the Council with the result and if needed we will move forward with a History Museum presentation.

X. Fall Workshop 9/18/2015 = Free Legal Resources on the Internet, Lynn Hartke from SLU Law

- a. Contact has been made with the local chapter of the Special Libraries Association. They have shown interest in possibly co-hosting the Fall Workshop at the SLU Law library. SLU has offered a second speaker on free government resources online in the afternoon session. Both speakers from SLU would be free.
- b. Heidi recommended Tori and Kelly as members of a subcommittee for planning the fall workshop with Heidi as facilitator.
- c. SLA has expressed concerns about the timing of the event impacting their member's attendance. They haven't been successful with daytime events in the past. Christina suggested exploring the possibility of virtual attendance with live streaming from SLU.

- XI. Marketing Benefits brochure committee – The brochures were available at the Tech Expo and turned out very nice
 - a. Mailings – Megan has made the labels for the first mailing and will get them out soon. Megan is looking up contacts for the second round, the potential members. Heidi wrote a blurb for that mailing.
- XII. Website – Megan has added a whole new section for the website. Heidi expressed the Council's appreciation for her hard work. Heidi asked for members to share photos if they have them.
- XIII. Other business
 - a. Next meeting is May 7th at DeSmet at 1:30pm
- XIV. Adjourn - Chris moved to adjourn and Heidi seconded. Motion carried. Meeting adjourned at 3:30pm.