SAINT LOUIS REGIONAL LIBRARY NETWORK

MINUTES SEPTEMBER 15, 2011

Saint Louis Regional Library Network Council Meeting minutes for Sept 15, 2011

Present: Tracy Byerly, Tom Cooper, Barb Edwards, Ellen Eliceiri, Keith Gaertner, Cherie LeMay (by phone/speaker connection), Betty Murr, Jim Pakala, Chabha Tepe, and Beth Wakely. [NOTE - Handouts distributed during the meeting: agenda (green); draft of Aug 5 minutes (gray); Aug 31 balance sheet (white); proposed budget (blue); 2-category list of "lost" members (purple).]

I - President Chabha Hocine Tepe called the meeting to order at 1:45 p.m.

II - Council adopted the agenda (green handout), with the addition of Bernyce Christiansen's concern under #6B of the agenda and the addition of the Tech Expo under #7.

III - Betty moved and Barb seconded that the August 5 minutes be approved. It was noted that Chabha will order the promotional items mentioned therein. (The "1:30 P.M." should be deleted from the top of the August 5 minutes, as the meeting was called to order at 9:38 that morning.)

IV - Treasurer's Report. Budget discussion. Tracy went over the proposed budget and offered to break out what's under the umbrella category of "Management"; but, by consensus the Council deemed the category to be fine as is. Tracy asked whether the $500 was enough for workshop costs. The Council after considerable discussion deemed the amount acceptable as is. Betty moved to approve the proposed budget with a change from $350 for the workshop to $500. Ellen seconded. Tracy and Keith reported on the reserve assets being in a money market account.

V - Management services

- Directors liability insurance went through, Tracy reported.

- Membership recruitment and retention were discussed. Beth reported that Ferguson-Florissant school district let their librarians go and Normandy seems not far behind. Ellen suggested SLA libraries may be more interested now with the changes in SLRLN. Betty suggested using relationships by contacting libraries of our own types. Cherie suggested once we have more to say we could reach out. Tracy said once the task force work is done we would know better. Ellen said we have apples and oranges, the one being drop-outs and the other delayed responses re invoice. Chabha suggested reminders. Tracy said all have been invoiced so MLNC could send reminders.

- Membership database discussion. Tracy reported it's being built and will be owned by the membership and be exportable (e.g. to Excel) if SLRLN ever chooses another entity to do what MLNC now does for the organization. Both individual and institutional memberships will be offered. This is not totally unprecedented, as Beth and Ellen mentioned Hugh Bergman had been given an individual membership in the past.

VI - President's Report. At the August 5 meeting task forces on the Directory (including its role as the record of what members are eligible for Info-Pass) and on the Bylaws were established. [NOTE: The August minutes show Edwards, LeMay and Murr on the bylaws task force and Cooper, Schmitt and Wakely on the membership/directory task force.] Nothing has been done so far, but discussion ensued re task force memberships and purposes. Betty asked whether, with the database being built, the directory still is needed, though it has earned money and has other purposes, such as identifying members to the

outside world. Discussion of what the task forces are for, what questions they need to address, how they will go about their work, etc.

- Directory: Purpose is to recommend the purposes, format, and content guidelines / data elements. Members are T. Cooper, E. Eliceiri, M. Schmitt and B. Wakely, with T. Byerly and C. Tepe as ex officio members.

- Bylaws: Tracy will type them and improve format. Task force purpose is primarily to spell out and/or clarify as needed the organization's purposes, the membership categories, the composition of the Council, and the lengths of terms for officers (to ensure continuity and appropriate expertise, organizational memory, etc.). Members are B. Edwards, E. Eliceiri, C. LeMay, and B. Murr, with C. Tepe and T. Byerly as ex officio members.

- Info-Pass and Coop purchasing: Betty asked what we are talking about when we discuss Info-Pass. Cherie suggested checking the boxes of archives. Tracy said they're now in the remote storage though in a location adjacent to MLNC's building, but heretofore they didn't seem to reveal much on Info-Pass. Coop purchasing—some vendors ask for the membership list; and, there's the membership updating. We want to help with member savings thru the Coop purchasing. The bridge is: by use of the membership database MLNC will be able to add an Info-Pass participation checkbox that will both do tracking and allow production of a report. It's important to permit the membership to have access so patrons aren't sent to non-Info-pass libraries. There's also a promotional aspect for SLRLN. Tracy will send a proposed amendment to the Council listserv to enact this.

VII – The fall Workshop. Chabha will contact Karen Robinson for the spring. For the fall nothing is yet decided. Tom suggested we need to maintain a calendar that shows what is happening with school districts, other library organizations, etc. so that planning can be better and others also will know what we're doing. Early to mid-November seems the best time this fall, and avoiding Monday and Friday seems prudent. Some Council members cannot attend on Tues. (or Wed. or Thurs.), but Tuesday does seem best this time.

- Cherie suggested a workshop with presentations of what makes each library unique or special. Chabha suggested presentations of 5-10 minutes each that also includes more information about the libraries. Ellen suggested the ice breaker and getting acquainted personally and as libraries. Cherie added that photos, description of a typical day, and other such features can help as well. Betty summarized this as an informational and social event with everyone bringing something that can be shared. An analogy is a speed-dating, or people in breakout groups can talk about their roles, using talking points. Show and tell items could be used, whether a brochure or photo, etc. and then these could be used to promote SLRLN.

- Betty suggested we need a program committee, just as we had an education committee last year. Cherie volunteered to do this if she had help. Tom said he's concerned giving people time off for such an event could be a problem, for events need to be perceived as timely, important, and educational. Chabha said presentation of what special libraries do could justify attendance. Tom also said a purpose is to gather info as to what people expect of SLRLN.

- Cherie sees it as an opportunity to get this info as to how to aid and serve our members. Barb suggested the breakout sessions with the pizza could elicit this with a Council member at each table. People come when there's food. Nov 8 at Logan at 4pm was decided by consensus. RSVP will be needed to plan the space and food. MLNC will handle the food ordering.

The Tech Expo in the spring. Betty reported it's usually late March during spring break. Betty [and someone else?] will be hosting at the Spencer Road branch library. Betty needs input, including suggested dates and people to help out. After discussion, Wed., March 21 was decided by consensus as the date. Sept 16 is the last date that the host (branch library) will be open until 2012, but it will be ready before March 21. Tech developments were discussed, and deciding how to manage digital content and how that process differs from managing print.

Date of next meeting was determined to be Tues., Nov 29 at 1:30 p.m. at MLNC.

The meeting adjourned at 3:25 p.m.

Respectfully submitted,

James C. Pakala, acting recording secretary