

Metronet Governing Board Meeting –
Tuesday, Sept 17, 2019 – 3:00pm – Suite 317

Present: Tom Shaughnessy, Diane Wallace-Reid, Paul Ryberg, Jean Doolittle, Anne Rojas, Jennifer Reichert Simpson, Ann Walker Smalley, Olivia Moris, Marc Colin

I. Call to Order

The meeting was called to order at 3:00pm by Paul Ryberg

II. Approval of agenda Paul moved to accept and Tom approved Jean seconded.

III. Minutes of **6/18/19** Meeting – open to comments by Paul - unanimously approved.

IV. FY19 Audit – Marc Colin

Adjustments – most significant was library initiative future funds which Board moved last year to get off the books as liability so adjustment was made.

Everything else standard and accurate.

Based on small organization, systems in place such as Board here to make sure everything is above board. Assisted with notes which is also standard for small organizations.

Financial statements and audit report – no exceptions or notes – everything during the year accurate. Management discussion and analysis. Modest surplus due previous liabilities moved over. Overall expenses down since staff smaller. Shift from personnel expense to contract services was biggest change in expenses. Health of organization still good. Reserves 3-6 months which is what's recommended.

Everything else pretty standard “boiler plate” as far as audit. Good audit overall – nothing unusual, very transparent. Product same. Next fiscal year will have more changes which will no doubt be handled the same way.

Ann - Next year Pinkham will have entire year ... things will be well documented and as streamlined as possible. Mostly will be paperless. Google Drive based.

Tom asked if QuickBooks is a good system. Marc says for our size organization yes. Audit trail feature should be turned on in his opinion. Metronet no longer has QuickBooks because of the new accounting contract.

Paul asked about security at Pinkham.

Paul entertained motion to accept audit – Jean moved for acceptance, Anne seconded. Unanimously approved

V. Approval of June-August bills

Ann reviewed process of how things are working with Pinkham
Move to accept by Anne, seconded by Diane, unanimously approved

VI. August Financial Statement

Reviewed with no questions.

VII. Old Business / Updates

- A. MILI- wrapped up in June in Elk River and Minneapolis but Elk River didn't get the minimum for next year. Minneapolis has 25 over k-12. First session was Monday and intro last Saturday. Switched things up a little to fine-tune. Great group, variety of levels and some specialists. Patrick Henry well represented. Most are pro-pay and have to write an action research paper. Been going since 2004ish.
- B. ACCOUNTANT – covered already – Pinkham about \$350/month

VIII. New Business

- A. FY19 Report of Results - Paul entertain motion to accept – moved to accept by Tom seconded by Jean
- B. Selection of Special Library Representative – not everyone voted. Ann wanted to vote but will resend. If there is a tie then Ann will be the tie breaker
- C. Election of FY20 Officers – Tori took over as treasurer. Belle to Chair with Paul as Vice-Chair. Move to accept Belle as new Chair by Jennifer seconded by Diane. Ann will check with Belle to ensure it's ok with her. Passed unanimously.

IX. Director's Report distributed and reviewed- (see report)

Hired PT admin support primarily the jobline which is a lot of work. Also keeps up website and odds and ends projects. She has archived old wikis and Wordpress sites. Then will be able to let those subscriptions go. Interviewed six great candidates

Request to move for 3% raise and finish review process – Chair entertained motion to move to accept. Tom moved seconded by Jean unanimously approved. Paul to finish reviews.

X. Other/ Board members information sharing –

Ann's daughter got to go with a winner of a contest to eat their way through new foods at the MN State Fair ☺

Anne went to LOEX, got a tour of the Walker Library, and will be presenting at Internet Librarian in Monterey next month.

Paul had a thought on ... he serves on Lake Elmo friends of the library board and they are going around telling schools to ask for money so they can buy books. Possibly contact Minneapolis and St Paul Friends groups to see if something similar can be done in those communities.

Olivia – British Library on IG – curators on camera– take a look at it – short videos of the curators talking about their collections.

Jean – FB article about what's happening in Michigan – getting rid of librarians and it's hurting their literacy rates

XI. Next meeting – November 19, 2019

XII. Adjourned at 4:13