

SAINT LOUIS REGIONAL LIBRARY NETWORK

MINUTES MAY 12, 2011

Meeting Called to order at 1:05 p.m.

In attendance: Tom Cooper, Betty Murr, Barb Edwards, Beth Wakely, Ellen Eliceiri, Chabha Tepe, Keith Gaertner, Bernyce Christiansen, Jim Pakala.

Chabha stated that there will be one major item on the agenda and that's discussing the transition of the organization's management from Bernyce to MLNC.

Bernyce provided information to the council to answer questions. Informational packet included:

Agenda- March 24 minutes- Certification of rescission nonprofit corporation, membership dues ending June 30, 2011, money market account statement, MNLN & workshops ideas, proposed budget for fiscal year ending: June 30, 2012, administrative tasks, bookkeeping tasks, and various financial reports.

Bernyce discussed the following items:

1. Minutes: Bernyce provided minutes from March 24 meeting
Motion to approve: Beth second: Barb
Minutes were approved.

Minutes from April 24 meeting were presented and reviewed.
Motion to approve: Barb second: Tom
Minutes were approved.
2. State of Missouri –Certificate of Rescission- is in good standing. SLRLN doesn't owe any taxes.
Action item: Members need to find out when to file for next year to keep document and status with the State of Missouri current and up to date.
3. Tax Exempt document was renewed; current one is good two years: due 2014.
4. Bernyce stated that
 - a. MLNC proposal is not adequate for the institution based on its needs and tasks
 - b. The budget proposed by Bernyce is not adequate since council changed management.
5. Bernyce Financial report is up to date:
 - a. Report was provided.
 - b. SLRLN will receive interests from money market for May and June, will receive \$50 from info passes, and outstanding memberships.
 - c. Both accounts (checking & money market) are with US Bank.
 - d. Checks for the Annual dinner did not clear.
 - e. Membership payments will be turned in to MLNC.
 - f. SLRLN needs to update address and contact information to facilitate the transfer to MLNC.
6. Billing and Invoicing the membership:
Discussion:

Chabha expressed the concern of sending invoices and contacting the members. Ellen said that it would be hard to have the treasurer do all the work. Tom doesn't have time to do the invoicing, and contacting the membership. MLNC will handle this task.

Bernyce said there are a number of things that SLRLN council members need to do because they are not listed in the MLNC proposal. The council will meet and discuss these items.

Tom suggested that council members focus on communication and outreach.

Barb said that the contract is for one year; some adjustments can be made as we go. Bernyce requested to have a copy of the letter of intent. Bernyce said she didn't have one.

Motion to have MNLNC handle the memberships billing: Beth Second: Barb.

Motion approved.

7. Bookkeeping task:

Bernyce stated that based on the MLNC proposal and what this task requires really; it seems that SLRLN will be paying a lot of money for a little service.

There is no need for a 550 form. Get an Ecard in July for taxes: July 1st and July 30th that states that we are tax exempt.

8. Administrative Tasks: a box of InfoPass is printed that it is usually sent to the membership. It is in the contract but MLNC listed it as "to be determined". SLRLN receives 8 to 10 orders a year. InfoPass needs to be kept updated and that information is also added to the webpage. Once a year, something is sent out, and waits to get responses. Consider finding out about "cooperative purchasing discount" will be an item for discussion in the near future with MLNC.

9. Directory: this is a time consuming task. Free for members. Someone has to send the new password to the new members. Those in the listing are not members. Jim did a count: main heading 270 –directory- and less than a 100 are paying members. The directory is the most time consuming task and needs to be updated. Beth can do the schools.

Motion to discuss the future of the Directory: Chabha Second: Beth.

Motion approved.

10. There was a discussion about the Webpage: Cheri and Mathew will be working on the webpage. Other libraries can also volunteer staff that has the ability to assist.

11. Audit: Bernyce wants to have the audit done by Maryville CPA auditing class and clear her name. Council wants audit to be done by professionals. All documents should be transferred to MLNC by June 30.

Motion to have MLNC send out the bid to get the Audit done with 4 and 5 other CPAs: Beth second: Beth. Motion approved.

Bernyce confirmed that all documents will be transferred to MLNC by June 15, 2011.

12. Bernyce expressed her concerns with MLNC contract, form: "MLNC will do great with workshop management and ideas." With regard to items such as: send out invoices to attend workshops, vendors to be paid 60 days, tax forms, loading financial data, etc.. see documents of concerns. MLNC is not well informed about how SLRLN functions and therefore some of these items will not provide a good service for the cost.

Tasks in the contract should be revised based on the needs of the organization.

13. SLRLN bank accounts: council members were wondering if we need to remain with the same bank. Bernyce wants to remove her name from the signature card. Three people are needed: Tom, Tracy, and Chabha. Bernyce commented that checks need to go out quickly: for audit. Set up an online account, with Commerce Bank.

Motion to have Tom coordinate the signature change at US bank: Jim second: Betty

Motion to explore the transfer of account to Commerce Bank as soon as possible: Jim

Second: Beth. Motion approved.

Other items discussed:

- Phone line:

Phone will be cancelled on June 30, 2011. MNLC number will be used for SLRLN, update information.

- Vice-president: Cherie Lemay was voted as the Vice President of SLRLN
- Council members insurance: bid for insurance for council members: MLNC \$150 for council members, motion: American family – directors and council members Insurance.

Motion to accept bid from American Insurance – up to 300: Beth second: Barb.

Motion approved.

- Beth: looking ahead: change bylaws, renegotiate fees and contract with MLNC – based on new information provided by Bernyce
- Free workshop: October. Next meeting: Mid July.

Motion to adjourn: Beth Second: Ellen

Motion approved, meeting was adjourned at 2:45 p.m.

Respectfully submitted

Chabha Tepe, president