

## Joint Board of Trustees & Advisory Board Meeting Minutes

Wednesday, November 10, 2010  
MCIT Office  
12:00 p.m. – 2:00 p.m.

### Trustee Members Present:

Anoka: Jim Kordiak	Ramsey: David Norrgard
Carver: Gayle Degler	St. Paul: Peter Pearson
Dakota:	Scott:
Hennepin: Jan Callison	Washington: Myra Peterson

### Advisory Members Present:

Anoka: Marlene Moulton Janssen	Ramsey: Susan Nemitz
Carver: Melissa Brechon	St. Paul: Kit Hadley
Dakota: Ken Behringer	Scott: Cindy Purser
Hennepin: Lois Langer Thompson	Washington: Pat Conley

**Staff Present:** Chris Olson, Melinda Ludwiczak, and Judy Todd

**Others Present:** Judith Friedrich (HCL)

**I. CALL TO ORDER**

Treasurer Kordiak called the meeting to order at 12:05 p.m. in the absence of President Marschall.

**II. INTRODUCTIONS**

**III. PUBLIC COMMENT**

**IV. APPROVAL OF AGENDA**

Motion by Peterson to approve the Agenda. Second by Pearson. Motion carried.

**V. CONSENT AGENDA FOR BOARD OF TRUSTEES**

**A. Approval of September 8, 2010 Minutes**

**B. Approval of Bills and Financial Statements**

Motion by Peterson to approve the Consent Agenda. Second by Callison. Motion carried.

## VI. ACTION/DISCUSSION ITEMS (All actions to be taken by Trustees)

### A. Personnel Committee Report

MELSA's Personnel Committee (Marschall, Callison, Workman) met last week to discuss the staff's personnel costs. The budget passed in May 2010 for 2011 included a 3% placeholder increase to include annual salary and health insurance increases, which are received from Dakota County later in the year. MELSA takes the Dakota County recommendation forward to the MELSA Trustees for consideration. For 2011, Dakota County is recommending that non-union staff receive a 1% merit increase. They are also encouraging their staff to move from the current insurance plan to a new plan, offering an incentive of \$400 for a single plan. There is a \$500 deductible but the County will be paying \$250. The Committee had a discussion regarding the 1% merit pay vs. 0% merit pay and recommended that the Trustees discuss which scenario they prefer. Callison shared concern about going back to county staff and saying we approved an increase for MELSA staff but we could not approve an increase for county staff. Kordiak felt the MELSA Trustees had voted previously to follow the Dakota County model and the Trustees should continue to do so here.

**Motion by Callison to adopt a 0% merit increase and a \$400 per employee annual medical plan incentive (as per Dakota County). Second by Peterson. Those in favor: Degler (CCL), Callison – 2 votes (HCL), Peterson (WCL). Those opposed: Kordiak (ACL), Norrgard (RCL), Pearson (SPL). Motion carried.**

### B. Mobile App Project

Olson explained the Technology Team made a recommendation of Boopsie to the Advisory Board after participating in a webinar demonstration of this product. After discussing with other staff, the Advisory Board has approved the purchase. Boopsie works on different mobile phones to provide additional images or viewing of items, such as a library's catalog and other information from a library's website and the calendar of events.

Boopsie would be paid for with funds marked for Technology Measures 2010. Olson does not see those funds being used before the end of the year so Boopsie fits into that category. MELSA will have Equalization Dollars in 2011 which can be used for Technology Measures at that time.

A joint purchase of Boopsie would include a \$2400 implementation process that would be waived if MELSA agreed to purchase before the end of the year. Behringer confirmed this was something he heard was valuable coming from his representative for the Technology Team. Peterson added that MELSA is devising a uniformity between the library systems and that is the most important issue.

**Motion by Peterson to approve the purchase by MELSA of the Boopsie mobile application for all interested MELSA systems. Second by Norrgard. Motion carried.**

### C. Equalization Funds

Olson reported farm values have remained steady for the past several years but property value in the urban areas has been reduced. This is one of the reasons why MELSA is receiving extra dollars through the Equalization portion of the state RLBSS formula. In FY2011 (starting in July 2010 through June 2011), MELSA will earn \$840,000 (Anoka County - \$370,958, Dakota County - \$2,349, and Saint Paul - \$466,666).

After a discussion during their earlier board meeting, the Advisory Board recommended to distribute the dollars with the same percentages used in 2010: 65%

to Phase, 10% to the Earning Agencies and 25% to MELSA one-time collaborative projects. One-time projects are usually spread throughout the year and Phase dollars are distributed in December 2011. Olson explained that this cycle of expending the funds might be useful if there are budget cuts made to RLBSS in the Legislature. After discussion, the Trustees felt the 25% for one-time projects should also be held, in addition to the Phase dollars, until the end of the Legislative session. **Motion by Peterson to approve the distribution of the FY2011 equalization funds: 65% to Phase, 10% to the Earning Agencies, and 25% to Designated Equalization Projects. Second by Callison. Motion carried.**

Behringer questioned if the 65% into Phase could be moved into operations. Olson explained the 65% could be moved to Formula if the Board desired. Phase dollars are distributed by request in January and July of each year. Formula funds are distributed to the systems annually, usually in October. Phase dollars are used for technology purposes. Formula dollars can be used in a broader sense for library operations, such as inter-library loan or delivery costs.

**D. Strategic Planning Process (2011-2013)**

Olson will submit a three-year strategic plan with the Report of Results in June 2011 to the Minnesota Department of Education. As we begin to prepare for this plan, Olson asked the library directors to suggest potential planners to assist with the MELSA process. The Hennepin County Library Foundation recently used the Community Consulting Group and was very happy with the results. Olson and Callison had met earlier to discuss potential purposes in the plan, including the concept of redesigning MELSA in today's world. Olson posed that question to the consultants and asked how they might incorporate that question into the process. They have made some adjustments to the proposal and now will be working with both Boards. Kordiak asked the Board if there were any other firms which they would be interested in using for this process. After a brief discussion, the Board decided they would accept the proposal from Community Consulting Group to work with the current Boards as long as their terms will allow. The proposal will cost \$12,500 and Olson said the funds are available between the current and next year's budgets.

**Motion by Norrgard to agree to work with the Community Consulting Group to develop a strategic plan for 2011 – 2013. Second by Callison. Motion carried.**

Olson asked for volunteers to make up a design team who will be needed to work with the consulting firm:

Trustee:	David Norrgard
Advisory:	Melissa Brechon
Staff:	Olson

Olson invited anyone else who was interested to contact him. He'll come back to the January meeting with more information.

**E. Check Signing: 2<sup>nd</sup> Signatures**

During the last meeting, MELSA talked about increasing the second check signature requirement from \$5,000 to \$10,000. Mona Scott discussed this with MELSA's auditor and the State Auditor's office and found there weren't any set guidelines. At this point, Olson said MELSA will keep the current guidelines in place of \$5,000. He may bring it back for the Board's consideration at a later date if he continues to see an increase in the need for second check signatures.

**F. January 2011 Meeting Date**

January 12<sup>th</sup> from Noon to 2:00 pm will be the next Trustee Board meeting. Olson will present a full schedule of 2011 meetings to the Board during that meeting.

#### **G. MELSA Trustees' Nominating Committee**

Olson asked for two volunteers to work with him on the Nominating Committee in late December / early January. Degler offered his time and Olson will contact Marshall for her assistance.

#### **H. Other**

### **VII. REPORTS**

#### **A. Jobs and Small Business Task Force (Ludwiczak)**

Ludwiczak reported the Jobs and Small Business Task Force has added two Advisory Board members: Behringer and Moulton Janssen. The Task Force Recommendations are:

1. Establish Jobs and Small Business service as a MELSA and library system priority.
2. Dedicate MELSA staff position to jobs and small business service.
3. Public Training  
Convening a group in December from public training and technology to talk about how we serve people with region-wide curriculum and some basic services and classes. Looking at equipment at the public libraries and how that can be enhanced. Competition vs. collaboration – making sure the public libraries' relationships are working with the community programs. Discussion about certification – libraries may not be a certification point but they would be supportive of finding the path.
4. Web Resources  
Commitment has been made to JobNow to add service in January – similar to the Homework Rescue program by the same vendor. Looking at each system's web content for commonality for a baseline. MELSA will have a web portal with this information – each system can load info on their site or link to MELSA's site.
5. Library Staff Training  
Looking at Web Junction for webinars for staff training at no cost – can be archived – will be available nationally which allows for recognition for our work. Creating programs – Unemployment Insurance, Workforce Center Overview, Small Business Resources, and Best Library Practice and Social Service Aspects.
6. Community Partner Relations and Training
7. Promotion
8. Advocacy

Ludwiczak explained the Task Force is trying to stay within its budget and will be looking at additional revenue streams, such as LSTA and private foundations to support the project. Callison would like to see the Task Force promote the service, not the organization that is changing people's lives. Hadley added the Task Force is focusing on basic computer literacy and what role does the public library play. She feels this is a critical piece.

#### **B. Executive Director (Olson)**

Olson reported MELSA had 554 Legacy programs, 48,000 participants in nine months, and \$230,000 in-kind staff and community allocations to make the programs happen. He felt we showed a huge impact of Legacy dollars throughout the State. Several CRPLSA Directors will be compiling impact stories for every legislative district and then a summary document that will be ready to hand out during the Legislative session.

#### **C. Other Staff Reports**

None.

**VIII. OTHER**

Olson closed the meeting by thanking Myra Peterson for her many years of service to the Board. She started with the MELSA in 1994 and was Board President four times during her term.

**IX. ADJOURN**

The meeting was adjourned at 1:40 p.m.