

Joint Board of Trustees & Advisory Board Meeting Minutes

Wednesday, September 8, 2010
MCIT Office
12:00 p.m. – 2:00 p.m.

Trustee Members Present:

Anoka: Jim Kordiak	Ramsey:
Carver Gayle Degler	St. Paul: Peter Pearson
Dakota:	Scott: Barbara Marschall
Hennepin: Jan Callison	Washington:

Advisory Members Present:

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

Staff Present: Chris Olson, Kathleen James, Mona Scott and Judy Todd

Others Present: Judith Friedrich (HCL)

I. CALL TO ORDER

President Marschall called the meeting to order at 12:10 p.m.

II. INTRODUCTIONS

III. PUBLIC COMMENT

IV. APPROVAL OF AGENDA

Motion by Degler to approve the Agenda. Second by Callison. Motion carried.

V. CONSENT AGENDA FOR BOARD OF TRUSTEES

A. Approval of June 9, 2010 Minutes

B. Approval of Bills and Financial Statements

Callison noted a word change on page 2, C. The first sentence should say "whether or not" instead of "where or not."

Motion by Degler to approve the Consent Agenda with the word change. Second by Pearson. Motion carried.

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

A. PMA Investment Account

MELSA uses the 4M account and their relationship with RBC for doing all of the CDs and government notes. PMA Network notified Olson that they will offer investment services to 4M members (no fee involved).

Motion by Degler to authorize MELSA to establish an investment account with PMA Network. Authorized personnel on the account will be the MELSA Board President and Treasurer, and the MELSA Executive Director and Business Manager (to initiate transactions approved by the Executive Director). Second by Callison. Motion carried.

B. Requirement for Second Signatures on Checks

At this time two signatures are required for all checks over \$5,000. Olson explained the MELSA Board approves who will be the check signers during their January meeting. He said the Legacy Grant program has increased not only the amount of checks but the dollar amount. Marschall reported Scott County has raised the dollar amount because of requests that came forward on a regular basis needing two signatures. Pearson's office has changed from \$5,000 to \$10,000 for two signatures as well. He often is the second signature for MELSA and confirmed that Scott's special trips to his office would save staff time if MELSA raised the signature requirement. Callison suggested Scott review standards the State Auditor may have in place. Scott will bring this information forward to the November meeting.

C. Legacy Funding Project – FY2010 Report

The Legacy Report brought before the Governing Board is the first version according to Olson. MELSA created a website that lists all of the programs and allows library staff to submit dollars spent and attendance for the performances.

Statewide – MELSA gave 10% to the statewide initiative which allowed us to partner with the Minnesota Historical Society during the first year, including several programs for History Day and a library book with the Minnesota Historical Society Press that will feature public libraries and essays by Minnesota authors. Olson said local Friends groups will be able to order this book in quantities at a discounted price and sell for a profit.

Metro-wide – The Legislature gave the Regional Systems permission to carry over unspent dollars. Any program happening before June 30th and charged before August 1st would be paid in Year 1.

Olson will send out a draft MLA language platform that the Advisory Board can use when visiting their Legislators. Pearson strongly suggested putting a dollar amount in the platform. Olson reiterated that public libraries have given the best access to the citizens of the state, metro public libraries have been using the dollars, and metro public libraries have proven the dollars have been used by the public. Many of the arts organizations are being supported by the MELSA Legacy Funds as well.

The FY2010 Legacy Results Report will include an executive summary page for each of the counties and Saint Paul. This will show a consistent message that will be sent out to both Boards.

Olson corrected the percentages allocated in the program: 10% to statewide cooperative projects; 50% to local libraries; and 40% to metro-wide projects.

Motion by Pearson to accept the submission of the FY2010 Legacy Results Report to State Library Services. Second by Degler. Motion carried.

D. 2010 Formula Distribution

Olson reported the Advisory Board reviewed the 2010 Formula Distribution at their last meeting. This will be the final year for the "hold harmless factor" to HCL. Olson clarified MELSA uses the Met Council statistics when calculating total population for this report.

Motion by Kordiak to approve the release of funds for the 2010 Formula Distribution. Second by Pearson. Motion carried.

**E. RLTA Final Report FY2010 and RLTA Application FY2011
(Regional Library Telecommunications Aid)**

Olson explained Scott works with each of the staff members from each of the MELSA systems and gathers information costs for telecommunication for the past fiscal year. MELSA and the other eleven regional systems will be submitting their RLTA Applications to the State Library Services which then forwards the reports to the State. Approximately \$1.3 million is used to reimburse systems on a prorated basis. MELSA will receive the state reimbursement check and then distribute dollars back to the eight systems. Olson said MELSA also is submitting an application to continue the process on the state level for next year.

Motion by Kordiak to approve the submission of the FY2010 RLTA Final Report and the FY2011 RLTA Application to State Library Services. Second by Degler. Motion carried.

Olson noted Langer Thompson has been appointed to the Governor's High Speed Broadband Task Force to represent libraries and counties.

**F. RLBSS Results Accomplished Report FY2011
(Regional Library Basic System Support)**

Olson explained this is a standard report form that is submitted to State Library Services every year. MELSA's Governing Board approves the application in May and then it's submitted at the end of the fiscal year. The report covers who works with MELSA, who is impacted and how it relates to the Strategic Plan. There are four basic components:

1. Operations and Library Support
2. Customer Services – representing programs and databases
3. Interlibrary Loan – delivery of materials
4. Other –

Olson will electronically send the expenditures of FY2010 RLBSS Funds form which was not included with the board packet. Marschall instructed the Governing Board to get back to Olson with any concerns within the week.

Motion by Pearson to accept the submission of the FY 2010 Regional Library Basic System Support of Results Accomplished to State Library Services contingent on concerns coming back. Second by Degler. Motion carried.

G. Other

Callison asked Olson for an update on the Strategic Planning process and what are the big changes MELSA needs to make. He responded by saying the Advisory Board has been suggesting steps for the process. He would like to see MELSA identify core services it provides and then define three to four strategies or priorities. He stated it was especially important to have both Boards involved in the process which should start this fall. Olson will bring the structure for the Strategic Plan to the Trustees during their next meeting in November.

VII. REPORTS

A. Executive Director (Olson)

Olson mentioned Lederer prepared a report on promotions, marketing and community relations. Olson pointed out the new Museum Adventure Pass Program's fifth year brochure includes the Foshay Museum and Observation Deck as an added museum to the group. This new brochure shows pictures highlighting each of the museums.

Olson reported MELSA has been notified of our actual RLBSS dollars for FY2011. Last year MELSA earned \$582,330.49 and we have increased to \$839,973.32 for FY2011. He explained these dollars are budgeted on a one-time basis because MELSA is not certain the dollars will continue. Olson said it appears Anoka, Saint Paul and Dakota will have earned dollars.

South St. Paul did not meet Maintenance of Effort in 2009 and has asked for recertification for their current year dollars according to Olson. Once that comes through from the State, the city will re-budget with the \$11,236 and make up the one-time payment.

Library Day at the State Fair was a huge success according to Olson. MELSA used some Legacy dollars to hire a few performers and highlighted Legacy programs at the Fair. There were several authors who came in who signed their books, including Blue Ribbon baker Marjorie Johnson who stayed for several hours after signing and continued to talk with the crowds.

Hadley mentioned Harvey MacKay's wonderful article on libraries in the Star Tribune and how valuable libraries are to small and medium businesses. Olson will send the electronic version out to both Boards.

VIII. OTHER

None.

IX. ADJOURN

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