

Board of Trustees Meeting Minutes

Wednesday, June 8, 2011

MELSA Office

12:00 - 2:00 p.m.

Trustee Members Present:

Anoka: Jim Kordiak	Ramsey: David Norrgard
Carver: Gayle Degler	St. Paul:
Dakota: Liz Workman	Scott: Barbara Marschall
Hennepin: Jan Callison	Washington: Autumn Lehrke

Staff Present: Chris Olson, Sally Lederer, Mona Scott, and Judy Todd

Others Present: Melissa Brechon (CCL), Pat Conley (WCL) and Emil Angelica and Linda Hoskins from Community Consulting Group

I. CALL TO ORDER

President Kordiak called the meeting to order at 12:05 pm.

II. PUBLIC COMMENT

III. CONSENT AGENDA

A. Approval of Agenda

B. Approval of Meeting Minutes (May 11, 2011)

C. Approval of Bills

Motion by Degler to approve the Consent Agenda. Second by Norrgard. Motion carried.

IV. FEATURED STAFF REPORT

Museum Adventure Pass: Year Six (Sally Lederer)

Lederer announced this would be the final year for the Museum Adventure Pass Program beginning September 2011 and ending Labor Day September 2012. Lederer hopes all of the current museums continue to participate. In addition, some of the museums that did not participate every year may decide to come back for the final year. MELSA will be holding several appreciation events for the organizations involved and

Macy's will host a thank-you event as well. MAP started out with 24 museums and in its fifth year has 18 museums participating.

Macy's \$35,000 sponsorship will pay for this year's program collateral, website updates, and for running the video on public television. MELSA sends a thank you to Macy's and to all the cultural organizations involved every year, emphasizing how valuable the program is. Monthly statistics showing how many times people have visited their website from the MAP website and how long they spend on it besides the usual pass count are sent to each museum. Lederer stated 150,000 passes are checked out annually.

V. ACTION ITEMS

A. Distribution of Phase Funds

Olson explained MELSA annually puts \$500,000 into the Phase fund which the libraries can use for technology purposes. MELSA allows the libraries to request funds in January and July. The three libraries requesting dollars in July were:

- Anoka County Library - \$48,300.00 – to use for support of the system's ILS maintenance agreement
- Carver County Library - \$57,522.00 – to use for support of public access technology infrastructure
- Ramsey County Library - \$175,000 – to use for support of the New Brighton Library technology and to replace a portable laptop lab

Motion by Degler to release Phase funds of \$48,300 to Anoka County, \$57,522 to Carver County, and \$175,000 to Ramsey County Libraries. Second by Marschall. Motion carried.

B. 2012 RLBSS Application

As part of this application, MELSA reports the local dollars provided for local library support by each member library during the previous year. The State uses this information to determine Maintenance of Effort requirements. Brechon announced Carver County's MOE's figures during this meeting - \$3,044,580. The last six months of this calendar year and the first six months of next year are reflected in MELSA's budget for the application. The Report of Results Accomplished will be due in October for the previous fiscal year which explains where MELSA spent its dollars.

Motion by Workman to accept the 2012 Regional Library Basic System Support application. Second by Degler. Motion carried.

C. 2011 – 2014 Strategic Plan

Melissa Brechon explained that the Advisory Board, Olson, and the Community Consulting Group met on Friday, May 13 at the

Southdale Library to tighten up the language in the current draft of the strategic plan.

Changes suggested during this meeting were:

Goal 2: first bullet should read – Identify non-traditional venues/partnerships to strengthen funding **for** service priorities.

Goal 3: change goal to read – Create greater understanding among stakeholders of the value of member libraries' services.

The question was raised if a current program does not fit within any of the four goals, would it continue as a MELSA program. Olson explained all the programs will be evaluated under Goal 4 and would need further discussion by the Board if it does not match the focused goals.

**Motion by Lehrke to approve the 2011 – 2014 Strategic Plan.
Second by Degler. Motion carried.**

D. Finance Committee Report

Kordiak announced the Finance Committee reviewed the preliminary revenue and expense projection document for MELSA CY2012. Brain fitness dollars are one-time LSTA dollars. MELSA will not know until the end of July/early August what the RLBS dollars will be for the next fiscal year. Olson added the projection document currently shows a deficit budget based on not knowing what the Equalization dollars and Legacy dollars are going to be.

The Finance Committee will meet August 15th and Olson hopes to have information from the State about what MELSA's actual appropriation will be for FY2012.

The fund balance is 35% and is listed as "undesignated for working capital."

As part of the concern of a state government shutdown, Olson has discussed paying monthly/quarterly payments to three large database vendors without changing the price. He would offer recommendations to the Finance Committee for additional reductions if the shutdown moves to a longer length of time.

E. Other

None.

VI. REPORTS

A. Executive Director's Report

i. Legislative Report

Olson stated if there was a government shutdown, MELSA would continue to provide services. At the end of the session, MELSA's regular state funding was exactly the same. Legacy dollars have fallen to \$3M per year for the next two years and being distributed through the same manner – the Department of Education.

Conley added Bill DeJohn was hoping he would have two weeks of funding so that he could continue the state-wide delivery contract. They have notified their contracts that there may not be any payments after July 1.

ii. Other

B. Other

VII. OTHER

A. MELSA Staff Reports

MELSA staff reports will now regularly be included with the Trustee board packet when available. Minutes are taken for these five teams – Circulation, e Resources, Promotions, Technology and Youth Services.

VIII. ADJOURNMENT

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