

METROPOLITAN LIBRARY SERVICE AGENCY

**Joint Board of Trustees & Advisory Board Meeting Minutes**

**Wednesday, September 14, 2011**

**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: Liz Workman	Scott:
Hennepin: Jan Callison	Washington: Autumn Lehrke

**Advisory Members Present:**

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

**Staff Present:** Chris Olson, Kathleen James, Sally Lederer, Melinda Ludwiczak, Mona Scott and Judy Todd

**Others Present:** Judith Friedrich (HCL), and Alice Neve and John Larson (SPL)

**I. CALL TO ORDER**

President Kordiak called the meeting to order at 12:05 p.m. Introductions were made by all.

**II. PUBLIC COMMENT**

**III. CONSENT AGENDA**

**A. Approval of Agenda**

**B. Approval of Meeting Minutes (June 8, 2011)**

**Motion by Pearson to approve the June 8, 2011 meeting minutes.  
Second by Callison. Motion carried.**

**C. Approval of Bills**

**Motion by Callison to approve the bills and financial statements.  
Second by Workman. Motion carried.**

## VI. FEATURED REPORT

### **Mobile Application (Boopsie), John Larson, Saint Paul Public Library**

John Larson, Digital Library Manager for Saint Paul Public Library, gave a demonstration on the new mobile application called Boopsie which has been purchased for each of the library systems. At this time Saint Paul Public, Hennepin and Ramsey have the app working correctly in their libraries. While passing around various devices for everyone to use, he explained the app allows mobile users access to library services at home, such as the library catalog, geo location function for the nearest library, booklists, library information, calendar, etc. All libraries can use the shared set of icons but each system has a different look because they have their own ILS. They have three months of stats and will continue to monitor the growth of this product.

## VII. ACTION ITEMS

### **A. Approval of Applications and Reports to State Library Services**

#### **1. FY2012 Legacy Funding Application**

Olson reported the FY2012 Legacy Application is due to State Library Services on September 15, 2011. MELSA anticipates receiving about \$960,000 each year of the biennium. The State requires MELSA must submit the application before the funds are released. The allocation has changed this year from a recommendation by the Advisory Board: 10% to statewide projects; 30% to metro-wide projects (including the 2.5% administration fee); and 60% to local projects. Olson said there was about a 30% decrease in funds from last year.

**Motion by Degler to approve submission of the FY2012 Legacy Funding Application to the State Library Services. Second by Lehrke. Motion carried.**

#### **2. FY2011 Legacy Funding Report**

Olson explained the board packet contained the Executive Summary for every Legacy project which needs to be reported to the State. MELSA had 554 programs in Year One and Year Two had 1,115 programs. Attendance was 46,721 in Year One and 84,000 in Year Two. There were 125 local partnerships in Year One compared to 345 in the second year.

**Motion by Degler to approve the Executive Summary for the FY2011 Legacy Results Report due at the State Library Services. Second by Lehrke. Motion carried.**

Olson passed around the book *Carnegie Libraries of Minnesota* as a result of funding for one of the state-wide projects. A kickoff for this book will be held at the Saint Anthony Park Library on Monday, September 27 at 7:00 pm. An invitation will be sent out to both Boards shortly.

#### **3. FY2011 RLBSS Results Accomplished (Regional Library Basic System Support)**

Because MELSA received the new RLBSS forms the day of this meeting (9-14), Olson used forms from previous years to prepare the information for the Trustees' packet. He found the new form received today has a small change in the format and, therefore, offered the Trustees the opportunity to review the updated RLBSS Report and approve via email.

The change is under #4-Population Served. The State Library Services decided to eliminate this question for each category and just ask for this information on the first page. The Trustees decided to review the FY2011 RLBS Results Accomplished Report and will vote via email within the week. This report is due October 3, 2011.

**4. FY2011 RLTA Final Report  
(Regional Library Telecommunication Aid)**

The State reimburses libraries for some of its telecommunication costs each year through RLTA. MELSA receives 55% of the pro-rated amount that is sent back to the regions.

**Motion by Degler to approve the submission of the FY2011 RLTA Final Report to the State Library Services. Second by Workman. Motion carried.**

**5. LSTA Final Report: Brain Fitness Report  
(Library Services and Technology Act)**

Olson included the LSTA Final Report: Brain Fitness Report for the Trustees to review. This report has been submitted to the State Library Services. Olson encouraged the Advisory Board to think about what LSTA grants they would like MELSA to apply for in 2012. This discussion should happen in November with applications being taken in January.

**B. Personnel Committee Report (Marschall)**

Lehrke reported the Personnel Committee looked at HCL's mobility assignment for Melinda Ludwiczak which is up for renewal after two years. The choices are to extend the renewal of the position for another two years or fill the position outside. The Committee agreed it was in the best interest to extend an offer to Ludwiczak but at a lower salary level to match other MELSA staff in similar positions. Olson will post the position within the MELSA office.

**Motion by Lehrke to approve the Project Manager position and salary. Second by Degler. Motion carried.**

**C. Finance Committee Report (Pearson)**

**1. CY2011 Budget Adjustments**

Pearson reminded the Boards that MELSA is on a calendar year and the majority of the funding is on a fiscal year. This creates adjustments in the last six months when the Legislature finishes and budgets are set. A few key revisions noted were:

- Macy's – The Macy's grant was not included initially (was not confirmed MELSA would receive this) but is now included and zeroes out.
- LSTA Grant – This was not included initially (was not confirmed MELSA would receive this) but is now included and zeros out with revenues and expenses.
- Legacy – A greater amount will be included by the end of this calendar year than was budgeted. There will also be additional payments made.

- RLBSS – The reimbursement formula changed to 60/40 by the State which equates to a \$240,072 loss in the fiscal year.
- Equalization Funds - \$360,000 will be set aside and will go into the 2012 budget.
- Collaborative Projects - \$187,000 has been eliminated (this was a placeholder in the budget). No projects were determined.
- Phase Funding – A reduction of \$30,000 is made to Phase, making the addition to Phase \$515,000.

**Motion by Pearson to adopt the adjustments to the CY2011 Budget. Second by Degler. Motion carried.**

## 2. CY2012 Budget Adoption

Pearson explained the CY2012 Budget will become effective January 1, 2012 through December 31, 2012. A few key revisions noted were:

- Macy's – This will be the last year for the Macy's grant.
- Legacy – There will have to be an adjustment as MELSA does not know what the last six months of Legacy will look like due to the payment schedule from the state.
- RLTA – There is a slight increase. Revenues and expenses will be the same.
- RLBSS – The budget reflects the 60/40 split and MELSA does have an estimate for funding starting in 7/1/2012.
- Equalization – MELSA knows what will be received in the first part of 2012 (\$360,000 Equalization Funds from CY2011 is being added). Equalization payments are coming from Anoka, Dakota and Saint Paul. 10% goes back to the libraries that earn it and the rest stays in the budget.
- Formula Payments – This will stay at \$1 million.
- Urban Library Council – Dues were paid by MELSA in 2011 (\$65,000) and the Advisory Board decided not to renew their membership. Another \$15,000 was added to the \$65,000 and will now be called "Professional Development Funds." Each member system will receive \$10,000 to use at their discretion for staff training.
- 3% Placeholder for MELSA Staff Salaries – This will be discussed at a later time by the Personnel Committee and brought forward to the full Board for further discussion.
- Phase - \$500,000 transfer into the Phase account, along with the \$20,000 for the NCIP maintenance for member libraries, and the \$551,000 (65% of the Equalization dollars).

Nemitz shared a concern for the Jobs and Small Business budget which showed \$50,000 planned for 2012. Olson felt as projects were developed, MELSA could use the Fund Balance for those projects with Board approval.

He plans to work with the member library staff on an evaluation process of the current programs, i.e. Homework Help, Boopsie, the Discovery Tool. Pearson confirmed it is clear MELSA wants the budget to reflect

what the Strategic Plan is but the Work Plan isn't in place yet to assist with that process.

**Motion by Pearson to adopt the CY2012 budget as presented.  
Second by Lehrke. Motion carried.**

**D. Distribution of CY2011 MELSA Formula Funds**

Olson explained these funds are a result of the \$1 million distributed through the Formula. The 4<sup>th</sup> payment of the RLBS grant for FY2011 has been received. Board approval is required for disbursement of the checks to the library systems. Conley noted after January 1, 2012 Washington County population would be reduced because they will not be associated with Lake Elmo.

**Motion by Workman to approve the release of funds for the 2011 Formula Distribution after the receipt of the 4<sup>th</sup> payment of the FY2011 RLBS. Second by Degler. Motion carried.**

**E. Other**

None.

**VIII. REPORTS**

**A. Report from Jobs and Small Business Task Force (Alice Neve)**

Alice Neve, Chair of Jobs and Small Business Task Force, reported it was in the spring of 2010 that the Jobs and Small Business Task Force began. The eight areas the Task Force will be working in with some highlights noted are:

- Establish Jobs and Small Business service as a MELSA and library system priority.
- Dedicate MELSA staff position to jobs and small business service.
- Public training. 260 classes offered through a contract with Science Museum of Minnesota. Small business programs with local partnerships.
- Web Resources. 6700 individuals have used JobNow.
- Library Staff Training.
- Community Partner Relations and Training.
- Promotion.
- Advocacy. A non-voting public library representative has been added to the Governor's Workforce Advisory Council. Applications are being taken at this time.

Some of the areas the Task Force is still working on are:

- Establish region-wide curriculum and certification.
- Tip sheets to be posted on MELSA websites to assist reference staff to make better referral when helping with job search.
- Develop a video and links for cross training for community partners.

Olson feels MELSA is being looked upon on a state level and nationally in how the Task Force is approaching its agenda. He believed it was important for both Boards to decide on focus areas for the Task Force as they move forward.

**B. Report from Community Relations Manager (Sally Lederer)**

Lederer explained Clear Channel's outdoor digital billboards are currently 70% sold which means MELSA would get bonus spots as do all their other clients. The message can be changed every time they are put up which would be provided by our Promotions Team. Lederer passed around the map which showed the 11 digital locations across the metro which Clear Channel feels are high travelled areas. The program will run from December 6, 2011 through September 23, 2012.

**C. Report from Electronic Resources Committee**

**1. Business & Company Database Evaluation**

Olson explained the e Resource Team looks at two to three databases every year and performs a due diligence process where they compare similar products and then make a recommendation. There have been times when the Team has decided to discontinue a database because the content was available in other places. This information has been available in the past in the form of Team minutes but Olson heard through the Strategic Planning process that many people were not aware this was being offered through the board packets. Therefore, Olson will offer these types of evaluations with explanations to the Board.

**D. Executive Director (Chris Olson)**

Lake Elmo's City Manager and President of the City Council have asked to meet with Olson tomorrow and the State Librarian will join them. No agreements or suggestions will be made at this time.

**IX. ADJOURN**

The meeting was adjourned at 2:10 p.m.