

Metropolitan Library Service Agency

Advisory Board Meeting Minutes

Friday, January 14, 2011

MELSA Office

9:00 am – 11:00 am

Members Present:

Anoka: Marlene Moulton Janssen	Ramsey: Lynn Wyman
Carver: Heidi Hoks	St. Paul:
Dakota: Ken Behringer	Scott: Vanessa Birdsey
Hennepin: Lois Langer Thompson	Washington:

Staff Present: Chris Olson, and Judy Todd

Others Present:

I. CALL TO ORDER

Vice Chair Moulton Janssen called the meeting to order at 9:10 am. as Chair Conley was not in attendance.

II. PUBLIC COMMENT

III. CONSENT AGENDA

A. Approval of Agenda

B. Approval of Meeting Minutes (December 10, 2010)

Motion by Langer Thompson to approve the Consent Agenda. Second by Behringer. Motion carried.

IV. DISCUSSION / ACTION ITEMS

A. Election of 2011 Officers

Motion by Behringer to adopt the slate of 2011 Officers: Pat Conley (Washington County) as chair and Marlene Moulton Janssen (Anoka County) as vice chair for the 2011 MELSA Advisory Board. Second by Langer Thompson. Motion carried.

B. 2011 MELSA Groups

Olson explained the Advisory Board reviews the MELSA groups annually. Last year the Board consolidated some of the groups. He felt the Homework Help Task Force may need to have the Advisory Board evaluate their duties if MELSA continues to provide this database to the libraries. Olson confirmed membership to the teams and interest groups is decided on by the director. Any changes should be sent to the MELSA staff liaison and Judy Todd who will note the change to the MELSA website.

C/D. Review of 2010 Work Plan and 2011 Work Plan Goals

- *Find measures on computer use that are benchmarkable cross all eight entities – all of the directors will be joining this subcommittee.*

Olson stated MELSA assigned some money to the group and held initial discussions. He felt this work should be brought forward to 2011. Behringer suggested MELSA involve MINITEX when discussing meaningful database statistics with vendors. Concerns were voiced how Aquabrowser interacts with some of the database vendors. Moulton Janssen explained Gale has a mobile app that searches the subscribed Gale databases in your area. These searches will change the statistics as well. Behringer feels MELSA needs to involve broader groups when we speak with database vendors. The vendors are responsible for structuring their statistics to show accurate information. Langer Thompson suggested several steps with additional staff, in addition to the Advisory Board to train/educate others in MELSA on what are we trying to do. This group could also strategize next steps. The Advisory Board suggested a number of staff members who might join this process:

The ultimate goal for this group will be to look at meaningful measures that show outcomes. Langer Thompson suggested working on output measures first and then defining the outcomes and how they achieved. Birdsey added it is important each system define what they are measuring, what they can measure so that they know the limitations and can expand if needed. Behringer added that MELSA and MINITEX need accurate statistics to demonstrate their value. Olson will draft a document for the Advisory Board to review. Langer Thompson suggested a facilitator should be used for the first meeting to assist the Advisory Board in creating a product/goal.

- *Formula – visionary outcome measurements.*
- *MnLINK.*

The Advisory Board has had several discussions during their board meetings and has a better understanding of how MnLINK works
- *Library structure – legislative audit.*

Olson believes the Strategic Planning process will involve library structure more in detail.
- *Urban Library Council – have MELSA pay eight individual memberships.*

Membership began January 1, 2011. Olson will ask ULC what kinds of personal contacts they are making with the MELSA member libraries. This will be added to the February agenda for follow up.
- *Legacy*

If funding continues, Olson would like the libraries to go through the same planning process as we did in the summer 2009 and discuss what went well and what needs improvement. This information would be provided to the State Library and to CRPLSA.
- *Work Force Development*

The Work Force Task Force is looking for a provider for public technology training that would supplement what is happening in the libraries at this time. The RFP for the provider is being released this week and will be reviewed in at the end of February.
- *Metro Legislative Platform – summer topic for July*

Nemitz and Hadley became involved with construction dollars program and Hadley pursued the work force development topic.

- *MELSA / Legislation / Advocacy*
- *National / International thinkers brought in for two days to talk about effective management now and how it's going to dovetail with the future.*
Ginnie Cooper was brought in to work with the Advisory Board. Langer Thompson suggested the Advisory Board firm up two to three names during the February meeting they would like to pursue for 2011.
- *Strategic Plan*
- *Associate Member Document*
This document was done in the late 1970s and needs to be reviewed.

E. 2011 Legislative Issues for MELSA

Olson reported MELSA is customizing a Legacy report sheet for each local legislator that will include the libraries, Legacy dollars and what happened in their specific district. This will be ready for Legislative Day for those who want to use it. Olson said other regional systems are planning on accomplishing the same task so he believes there will be a "handout" containing all of these reports.

There hasn't been any announcement regarding funding for RLBSS or RLTA.

F. Product Sales at Library Programs – Policy Discussion

Olson reported the MELSA policy for paid programs for Summer Reading Performers do not allow sales of CDs or other items. However, products from a Legacy program are allowed to be sold. As Olson explained, a performer would be at an SR event one week and not be able to sell his product but the next week he could sell something because he was paid with Legacy dollars. Concerns addressed were:

- Can sell at adult programs
- Can sell at all programs
- Staff involvement
- Who handles the money
- Where do teens fall

For the next Advisory Board meeting, Behringer and Todd will prepare a table of what the issues are and forward this to the Advisory Board. Langer Thompson suggested the Board bring a list of what their system allows at any program (sales of books, etc.).

G. Review of Agency Account Balances

Olson explained all MELSA systems have funds in the Agency Account at this time. Mona Scott will email the account balances to the Advisory Board. These funds may be requested at any time.

H. Other

1. Proctoring

Proctoring at member libraries was discussed. HCL has announced to the County Board that effective March 1st they will no longer offer proctoring and will refer people to other locations. Some systems are still offering proctoring. DCL is thinking about stopping, CCL and SCL still offer proctoring and ACL and RCL do not offer proctoring.

V. REPORTS

A. Report of the Chair

No report given.

B. Report of the Executive Director (Olson)

The Minnesota Library and Trustee Advocates Division of MLA have asked for a representative from each regional library system to be an information provider to local library boards. Olson asked the Advisory Board to notify him if they felt there was a local library board member from their system who might be interested to be the information receiver from MLTA.

Olson reminded the Advisory Board about the possibility of having Luke Erickson provide an assessment of art gallery space in their library.

C. Reports from MELSA Advisory Board Members on Other Library Groups

- 1) **MELSA Board of Trustees**
- 2) **MnLINK**
- 3) **MLA**
- 4) **MINITEX**

No reports were given.

D. Reports of Teams and Committees

The Advisory Board made the request to see the agendas for meetings of the teams, interest groups and task forces in the future.

VI. ADJOURNMENT

The meeting was adjourned at 11:00 a.m.