Metropolitan Library Service Agency
Joint Trustee Board Meeting Minutes
Thursday, March 21, 2019
MCIT
12:00 pm – 2:00 pm

Members Present:

Trustee Members Present:
Anoka: Rams
Carver: Gayle Degler
Dakota: Liz Workman
Hennepin: Mary Jo McGuire

Carver: Gayle Degler
Saint Paul: Beth Burns
Scott: Barb Weckman Brekke
Washington: Gary Kriesel

Advisory Members Present:
Anoka: Maggie Snow
Carver: Jill Boldenow
Dakota: Margaret Stone
Scott: Jake Grussing
Hennepin: Janet Mills
Hennepin: Keith Ryskoski

Staff Present: Ken Behringer, Kate Brown, Kathleen James, Sally Lederer and Mona Scott

I. CALL TO ORDER
Chair Workman called the meeting to order at 12:00 PM.

II. INTRODUCTIONS

III. PUBLIC COMMENT

IV. CONSENT AGENDA
A. Approval of Agenda
B. Approval of Meeting Minutes (January 17, 2019)
C. Approval of Bills and Financial Statements
   Motion by McGuire to approve the Consent Agenda. Second by Degler. Motion carried.

V. DISCUSSION/ACTION ITEMS
A. 2018 Annual Report
   Motion by Degler to authorize the submission of the 2018 MELSA Report to State Library Services in the Minnesota Department of Education. Second by McGuire. Motion carried.

B. Fund Balance Assignments
   After completing the 2018 audit fieldwork there were funds remaining that could be assigned. The recommendations proposed included the following:
Assignments – Programmatic: retaining dollars in 2018 fund balance assignments to protect existing programs from negative effects related to potential state funding reductions or pricing increases. These would include funds for cloudLibrary, smARTpass, the E-Book Collaborative Project, (SELF-e/Pressbooks), BookLens, and the Online Library Card registration Project, and atypical inflationary database renewal increases.

Assignments – Revenue and Long-term Liabilities: Given projections that MELSA’s RLBSS share will likely continue to decline barring legislative action, make further assignments to the fund balance – including retaining yet-unclaimed $100,000 set aside for 2019, $300,000 to reduce the effects of these RLBSS reductions in 2020, and 2021. (NOTE: This matter may be revisited by the Finance Committee and the Board of Trustees if actions taken during the 2019 legislative session significantly change the status of MELSA’s revenue projections.)

Remaining Fund Balance – Unassigned, Unrestricted: Once RLBSS-related actions of the 2019 legislative session are known, it may also be reasonable to review levels in the unassigned/unrestricted category. At the present, however, the dollars in this category are relatively modest and provide additional insurance allowing the organization and member libraries to plan in the event of unanticipated revenue reductions.

The Board was advised that any funds needed for the Executive Director search will come from the general fund.

Motion by McGuire to authorize the recommended Fund Balance assignments. Second by Degler. Motion carried.

C. Consideration of the smARTpass Software Update
Lederer discussed the need to rebuild the smARTpass website. Weckman Brekke inquired about MELSA’s expansion goals for smARTpass. The goal would be to double the amount of users and add 1/3 more partners.

Motion by Kriesel to authorize the MELSA Executive Director to complete a contract not to exceed $50,000 with Windmill Design Incorporated to update the smARTpass software code and to negotiate a companion agreement for ongoing software maintenance. Second by Weckman Brekke. Motion carried.

D. Library Card Task Force
Behringer withdrew the recommended action included with the Board packet and is now proposing the formation of a team made up of tech, circ and one or two Advisory Board members to formulate a plan in moving forward on this issue.

E. Consideration of a Pilot Project for Career Online High School Services
Behringer explained the Pilot Project for Career Online High School to the Trustees. At this time, Hennepin County Library is the only system using the available scholarships from Gale.
Halfway through the pilot project, Hennepin County Library will give a status report to the Board of Trustees. If any other member library systems decide they would like to use some of the scholarships, they have until June 1st, 2019.

**Motion by McGuire to authorize the MELSA Executive Director to execute a contract with Gale for an 18 month pilot of the Career Online High School program in the MELSA area of interested member library systems. Second by Weckman Brekke. Motion carried.**

F. **Authorization to Release a Request for Quotes for Delivery Services**
MELSA has a delivery system among the eight systems for a centralized 24-hour-turnaround five-day sort and delivery system. Behringer explained every three years a Request for Quotes is released. Summaries of the proposals stemming from this process would be presented to the Board for action resulting in the final selection of a vendor.

**Motion by Degler to approve the release of the Request for Quotes for a 24-Hour Sort and Delivery system for the MELSA area. Second by McGuire. Motion carried.**

G. **Update on the Executive Director Search Process**
Burns updated the Board on the status of the Executive Director search. The position was posted on February 28th and the search committee will get together to review applications on April 1st, 2019.

**VI. REPORTS**

A. **Executive Director’s Report**
Behringer reviewed the topics outlined in the Director’s Report.

B. **2018 Benefits to MELSA Member Libraries**

**VII. ADJOURNMENT**
The meeting was adjourned at 1:06 PM.