I. CALL TO ORDER
President Workman called the meeting to order at 12:04 pm.

II. PUBLIC COMMENT

III. CONSENT AGENDA
A. Approval of Agenda
B. Approval of Meeting Minutes (November 21, 2017)
C. Approval of Bills
   Motion by Degler to approve the Consent Agenda. Second by Kriesel.

IV. ANNUAL MEETING
A. Oath of Office/Conflict of Interest Statement
   Workman asked the Trustees to recite the Oath of Office. Both the Conflict of Interest and Oath of Office statements were signed, dated and left with Brown at the end of the meeting.

B. Report of Nominating Committee: Election of Officers
   Motion by Weckman Brekke to approve the following slate of officers for CY2018:
   President:                Liz Workman (Dakota)
   Vice-President:           Debbie Goettel (Hennepin)
   Treasurer:               Gary Kriesel (Washington)
   Second by Burns. Motion carried.

   Motion by Weckman Brekke to approve the MELSA Board Officers; Workman, Goettel and Kriesel to be check signers for the organization in CY2018. Second by Burns. Motion carried.

C. Appointment of Committees
   The members of the Board of Trustees volunteered for the following committee appointments:

   Finance          Personnel          Nominating
   1. Kriesel – Chair 1. Goettel – Chair 1. Workman
   2. Degler          2. Gamache       2. Goettel
   4. Rettman        4. Workman – Ex officio
   5. Workman – Ex officio

   Motion by Degler to appoint the members, as indicated at the January meeting, to the Finance, Nominating and Personnel committees for CY2018. Second by Weckman Brekke. Motion carried.
D. Meeting Dates
The Board of Trustees reviewed the 2018 meeting schedule. Meetings are held every other month – the third Thursday of that month. The location for the Joint Trustee/Advisory Board meetings will be held at the MCIT Building and the Trustee meetings will be held at MELSA.

Brown will send out Outlook meeting requests to all Board members at the conclusion of the meeting.

Motion by Degler to adopt the meeting dates as presented for CY2018. Second by Kriesel. Motion carried.

V. DISCUSSION/ACTION ITEMS
A. Phase Distribution Requests
The Phase Funds program supports the member libraries’ infrastructure for computer equipment and technology. Funds come from MELSA’s general budget through funds received from the State. Requests by the Advisory Board may be made twice a year in December and June with payouts in January and July after approval by the Trustees. Funds may be carried over. Phase distribution requests have been made by the Anoka, Dakota, Hennepin, Saint Paul and Ramsey County Libraries.

Motion by Burns to release Phase funds of $52,000 to Anoka County Library $160,000 to Dakota County Library, $124,802 to Hennepin County Library, $115,000 to Saint Paul Public Library and $156,000 to Ramsey County Library. Second by Weckman Brekke. Motion carried.

B. Review of Legacy Fund and Related Expenditure Policies
Behringer provided information regarding how the Legacy funds are divided up between Minnesota’s regional public library systems and how MELSA’s share is internally divided within the region. For the benefit of the newer members on the Board he reviewed policies in place for Legacy Fund Contracting.

C. Review of the MELSA Board of Trustee By-Laws
The Board members agreed to that the most recent MELSA Board of Trustee By-Laws need to be updated with more current information. Behringer will update the By-Laws and bring them to the March Joint/Advisory Board meeting for approval.

VI. REPORTS
A. Executive Director’s Report
Behringer reported to the Trustees that the building that MELSA rents office space in is up for sale with a potential buyer.

B. Other Staff, Team and MELSA Group Updates

VII. ADJOURN
Motion to adjourn by Degler. Second by Weckman Brekke. Motion carried
The meeting was adjourned at 1:05 pm.