

Metropolitan Library Service Agency
Trustee Board Meeting Minutes
Tuesday, June 21, 2018
MELSA Office
12:00 pm – 2:00 PM
Members Present:

Anoka:		Ramsey:	Janice Rettman
Carver:	Gayle Degler	Saint Paul:	
Dakota:	Liz Workman	Scott:	Barb Weckman - Brekke
Hennepin:	Debbie Goettel	Washington:	Gary Kriesel

Staff Present: Ken Behringer, Kate Brown, Andrea McKennan and Mona Scott

I. CALL TO ORDER

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

II. INTRODUCTION

III. PUBLIC COMMENT

IV. CONSENT AGENDA

A. Approval of Meeting Minutes (May 17, 2018)

B. Approval of Bills

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

V. DISCUSSION/ACTION ITEMS

A. MELSA Finance Committee Report

i. Consideration of the 2019 MELSA Preliminary Budget

Behringer reviewed the revenue and expense sides of the 2019 MELSA Preliminary Budget proposal. He noted that, if adopted, \$200,000 from the Fund Balance assets would be used to offset RLBSS reductions.

Behringer will invite the lobbyist who represents the Minnesota Library Association (MLA), ITEM, Multi-type systems and MELSA to the September meeting in order to discuss options and strategies used at the State Legislature.

Behringer will also send out the published MLA legislative agenda to the Trustees.

Motion by Weckman Brekke to accept the Finance Committee recommendation to adopt the 2019 MELSA Preliminary Budget for approval. Second by Degler. Motion carried.

B. Consideration of Request for Phase Funds

Motion by Goettel to release Phase Funds of \$43,036 to Washington County Library. Second by Weckman Brekke. Motion carried.

C. Consideration of Recommended Provider for *Club Book Services*

McKenna presented the results from the RFQ for Club Book Services. There was one response from Library Strategies.

Motion by Degler to confirm the staff recommendation that Library Strategies be considered the preferred vendor based upon evaluation of responses received in the Club Book RFQ process. The Board of Trustees further authorizes MELSA staff to engage in negotiations with the preferred vendor to complete a contract for Club Book Services based upon the vendor's RFQ response. Second by Kriesel. Motion carried.

D. Consideration of RLBSS Application for FY 2019

Motion by Goettel to approve the submission of the FY2019 application for Regional Library Basic System Support to State Library Services of the Minnesota Department of Education. Second by Degler. Motion carried.

E. Consideration of Arts and Cultural Heritage Fund (ACHF) Application for FY2019

McKenna presented the application for Arts and Cultural Heritage Fund Application for FY2019. MELSA and member libraries comply with State statute and policy in the distribution of the funds.

A request was made for a separate board action at a future meeting in the event that not all funds are expended or reserved for future use as budgeted.

Motion by Kriesel to approve the submission of the FY 2019 Application for the Arts and Cultural Heritage Fund Allocation to State Library Services of the Minnesota Department of Education. Second by Workman. Motion carried.

F. Consideration of Lease Extension for MELSA/Metronet Offices

Motion by Degler to authorize staff to enter into negotiations with the Terrace Group to determine terms of an extension to the current lease. Second by Goettel. Motion carried.

VI. REPORTS

A. Executive Director's Report

Behringer is working with State Library Services to assemble a possible state-wide symposium with Regional Library Systems and Member Libraries to determine additional eligible uses for Regional Library Telecommunications Aid.

VII. ADJOURN

The meeting was adjourned at 1:06 pm.