

Metropolitan Library Service Agency
Advisory Board Meeting Minutes
Friday, May 11th, 2018
MELSA
9:00AM – 11:00AM

Members Present:

Anoka:	Maggie Snow	Ramsey:	Jill Boldenow
Carver:	Heidi Hoks	Saint Paul:	Catherine Penkert
Dakota:	Margaret Stone	Scott:	Jake Grussing
Hennepin:	Lois Langer Thompson	Washington:	Tina Kaple

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

I. CALL TO ORDER

Vice Chair Snow called the meeting to order at 9:02AM.

II. CONSENT AGENDA

A. Approval of Agenda

B. Approval of Meeting Minutes (April 13, 2018).

C. Motion by Grussing to approve amended Agenda. Second by Hoks. Motion carried.

III. DISCUSSION/ACTION ITEMS

A. Review of MELSA Activities and Expenditures Related to Training Programs

The Directors all find value in the funds related to training programs and do not recommend any changes. Behringer requested that the Directors consider a dollar amount threshold before requesting reimbursement checks from MELSA.

Behringer will remind the Trustee Board that there are training funds available for them if they ever want to use them to attend conferences such as Minnesota Library Association (MLA).

B. Notice of Phase Funds Availability

Phase funds requests should be sent to MELSA by 5/31/18.

C. RFQ Process for Club Book Program Renewal

MELSA will be releasing a Request for Qualifications (RFQ) for the Club Book Program if approved by the MELSA Board of Trustees at their meeting on May, 17, 2018. By the end of June 2018 a new vendor will be selected.

D. Preliminary 2019 Budget considerations

Behringer shared the preliminary budget with the Advisory Board that will be presented to the MELSA Finance Committee in June. Several items were noted:

- A 3 year renewal contract with Homework Help was just signed.
- MELSA is still in contract negotiations with Lynda.com.
- A shared calendar among all 8 library systems in under review.

- In early 2019, the Directors will have to make a decision on whether to proceed with the EDGE initiative.

Motion by Langer Thompson to accept the preliminary 2019 budget considerations for presentation to the MELSA Finance Committee. Second by Stone. Motion carried.

E. Possibility for LSTA application (s)

The Directors expressed an interest in possibly pursuing a LSTA grant regarding world language cataloging and outreach.

Behringer has spoken with Bibliotheca about developing a product that would allow riders on public transportation to download one e-book/e-audiobook. After some discussion it was decided that Behringer would reach out to MTC about their rider surveys and a possible partnership. Grussing will also contact MVTA, transportation provider for Scott County, regarding their rider surveys. This topic will be added to the June agenda for further discussion.

IV. REPORTS

A. Executive Director and MELSA Staff Updates

Behringer asked the Directors to continue to apply for RLTA category 2 reimbursements until all the funds have been drawn down.

V. ADJOURNMENT

Motion to adjourn by Grussing. Second by Hoks. Motion carried.

Meeting adjourned at 10:42AM