

Metropolitan Library Service Agency  
Advisory Board Meeting Minutes  
Friday, March 9th, 2018  
Carver County Library - Chanhassen  
9:00AM – 11:00AM

Members Present:

Anoka:	Maggie Snow	Ramsey:	Jill Boldenow
Carver:	Heidi Hoks	Saint Paul:	Catherine Penkert
Dakota:	Margaret Stone	Scott:	
Hennepin:	Lois Langer Thompson	Washington:	Keith Ryskoski

Staff Present: Ken Behringer, Kate Brown and Kathleen James

**I. CALL TO ORDER**

Chair Ryskoski called the meeting to order at 9:10AM.

**II. CONSENT AGENDA**

**A. Approval of Agenda**

**Motion by Hoks to approve Agenda. Second by Stone. Motion carried.**

**B. Approval of Meeting Minutes (February 9, 2018).**

**Motion by Hoks to approve the Minutes. Second by Boldenow. Motion carried.**

**III. DISCUSSION/ACTION ITEMS**

**A. Review of MELSA Activities and 2017 Expenditures**

- Youth and Teen Services

James reviewed the budget and allocations for 2018. The Directors see potential growth areas around the topic of teen advocacy training. Several systems are considering the “1000 Books for Kindergarten” campaign and would like to see potential growth in the early literacy budget.

**B. 2017 Benefits to MELSA Libraries**

The Benefits to MELSA Libraries summary can be used by Directors for budgeting purposes and for presentation to boards and stakeholders. Behringer will add the words “based on various formulas approved by the MELSA Trustee Board” under the description for *Allocations/Distributions to Systems*.

Behringer offered to visit member library’s boards and stakeholders with new members to describe how MELSA funding works.

**C. Follow-up to Discussion on Library Card Task Force**

The Directors expressed a desire to revisit the task force’s recommendation *Level 2: Adopt region-wide registration policy for permanent cards*.

The Advisory Board members are interested in continuing a conversation about removing barriers to cross-system registration of new library users. They intend to work to develop policies and practices that improve the inter-regional library card registration process.

James will email out the grid with each system's library card requirements to the Directors at least two weeks prior to the April meeting. Directors will also talk to their staff to see if they can get an idea of how many MELSA apps are processed by each system on a yearly basis.

**D. Preliminary Fund Balance Assignment Proposals**

The Directors support the prospect of assigning fund balance reserves as proposed by MELSA administration, including funds to address potential RLBSS reductions. As 2018 fund balance reserves are established, the Advisory Board also supports retaining the proposed funding (\$100,000) to complete technology and/or policy based improvements to cross-system registration of new library users with the understanding that triggering use of any fund balance reserves requires MELSA Board of Trustee consideration and approval.

**E. Update on CRPLSA Planning for Stephanie Gerding Workshop**

The date for the Stephanie Gerding workshop, Winning Library Grants, is set for November 9<sup>th</sup>, 2018. The location will be decided after the final number of attendees is determined.

Directors were asked to forward to Behringer the number of staff that plan on going. It was agreed as first come, first served basis until fifty spots have been filled.

**IV. REPORTS**

**A. Executive Director and MELSA Staff Updates**

Behringer thanked everyone who participated in Legislative Day on Tuesday, March 6th. Behringer will have a conference call with Niche Academy regarding ADA compliance. Three MELSA systems have now said they are waiting to use the product until the issue is resolved.

Penkert has asked that a conversation about library fines and fees be added to a future agenda.

**V. ADJOURNMENT**

**Motion to adjourn by Thompson. Second by Boldenow.**

**Motion carried.**

**Meeting adjourned at 10:59AM**