

Metropolitan Library Service Agency  
Advisory Board Meeting Minutes  
Friday, January 11th, 2019  
MELSA  
9:00AM – 11:00AM

Members Present:

|           |                |             |                   |
|-----------|----------------|-------------|-------------------|
| Anoka:    | Maggie Snow    | Ramsey:     | Jill Boldenow     |
| Carver:   |                | Saint Paul: | Catherine Penkert |
| Dakota:   | Margaret Stone | Scott:      | Cindy Purser      |
| Hennepin: | Janet Mills    | Washington: | Keith Ryskoski    |

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

**I. CALL TO ORDER**

Chair Snow called the meeting to order at 9:00AM.

**II. CONSENT AGENDA**

**A. Approval of Agenda**

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

**Motion by Stone to approve the Consent Agenda. Second by Boldenow. Motion carried.**

**III. 2019 MELSA ADVISORY BOARD ANNUAL MEETING**

**A. MELSA Advisory Board Officers for 2019**

**Motion by Ryskoski to elect Maggie Snow as Chair and Heidi Hoks for Vice-Chair in 2019. Second by Boldenow. Motion carried.**

**B. Confirm 2019 Meeting Dates and Locations**

Brown will send out Outlook calendar requests for the 2019 meeting dates.

Stone will be the Advisory Board representative at the January Trustee meeting and Snow will be the representative at the June Trustee meeting.

**Motion by Stone to accept the 2019 Meeting Dates and Locations as presented. Second by Boldenow. Motion carried.**

**C. Review of Advisory Board By-Laws**

Behringer will update the language of the by-laws to accurately reflect the role of the Advisory Board to the MELSA Executive Director and discuss proposed language with Chair Snow. The revised Advisory Board By-Laws will be added to the agenda of the February Advisory Board meeting.

**D. Review of MELSA Groups**

Ryskoski will bring the draft of a charge for a possible facilities Interest Group to the February meeting.

MELSA staff who facilitate MELSA groups will ask their groups to discuss the patron user experience at their future meetings.

The Directors will contact Brown with changes that need to be made to the MELSA Group list that was shared at the meeting.

#### **IV. DISCUSSION/ACTION ITEMS**

##### **A. Phase Fund Requests**

**Motion by Stone to recommend the MELSA Board of Trustees accept the following requests for Phase Funds:**

|                                  |                 |
|----------------------------------|-----------------|
| <b>Anoka County Library</b>      | <b>\$49,658</b> |
| <b>Carver County Library</b>     | <b>\$20,000</b> |
| <b>Saint Paul Public Library</b> | <b>\$54,445</b> |

**Second by Boldenow. Motion carried.**

##### **B. Library Card Registration Task Force Follow-up**

The Directors who were present all agreed to move forward with an electronic solution to the paper MELSA application. Behringer will reach out to Hoks in order to discuss. More than one MELSA group will have to be involved in the process. Behringer will talk to Sirsi and Innovative about possible options.

##### **C. Update on Library Issues for the 2019 Legislative Session**

Legislative Day is February 26<sup>th</sup>, 2019. Behringer will send out a list of Legislative committees and their members to all of the Directors.

##### **D. MELSA Executive Director Search Process**

The Directors agreed that they would like the Advisory Board to be involved in the MELSA Director search process. They also would like to review the job description.

#### **V. REPORTS**

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

- MELSA will be participating in Pride Day this year.
- Ramsey County Library is moving to Bibliocommons.
- Saint Paul Public Library is now fine free.
- Dakota County Library is changing their hours.

#### **VI. ADJOURN**

**Motion to adjourn by Boldenow. Second by Stone. Motion carried.**

**Meeting adjourned at 10:50AM**