

Metropolitan Library Service Agency
Trustee Board Meeting Minutes
Thursday, January 18, 2018
MELSA Office
12:00 pm – 2:00 PM
Members Present:

Anoka: Mike Gamache Ramsey: Janice Rettman
Carver: Gayle Degler Saint Paul: Beth Burns
Dakota: Liz Workman Scott: Barb Weckman Brekke
Hennepin: Washington: Gary Kriesel

Staff Present: Ken Behringer and Kate Brown

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

1. Kriesel – Chair

2. Degler

3. Burns

4. Rettman

5. Workman – Ex officio

Personnel

1. Goettel – Chair

2. Gamache

3. Weckman Brekke

4. Workman – Ex officio

Nominating

1. Workman

2. Goettel

3. Kriesel

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.