

Metropolitan Library Service Agency  
Joint Trustee Board Meeting Minutes  
Thursday, March 15, 2018  
MCIT  
12:00 pm – 2:00 pm  
Members Present:

**Trustee Members Present:**

Anoka:	Mike Gamache	Ramsey:	
Carver:	Gayle Degler	Saint Paul:	Beth Burns
Dakota:	Liz Workman	Scott:	
Hennepin:	Debbie Goettel	Washington:	Gary Kriesel

**Advisory Members Present:**

Anoka:	Maggie Snow	Ramsey:	Jill Boldenow
Carver:		Saint Paul:	Catherine Penkhert
Dakota:	Margaret Stone	Scott:	Jake Grussing
Hennepin:	Lois Langer Thompson	Washington:	Keith Ryskoski

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

**I. CALL TO ORDER**

Chair Workman called the meeting to order at 12:05 PM.

**II. INTRODUCTIONS**

**III. PUBLIC COMMENT**

**IV. CONSENT AGENDA**

**A. Approval of Agenda**

**B. Approval of Meeting Minutes (January 18, 2018)**

**C. Approval of Bills and Financial Statements**

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

**V. ACTION/DISCUSSION ITEMS**

**A. 2017 Annual Report**

**Motion by Goettel to authorize the submission of the 2017 MELSA Report to State Library Services in the Minnesota Department of Education. Second by Degler. Motion carried.**

**B. Consideration of Amendments to the MELSA Board of Trustee By-Laws**

Behringer reviewed the proposed amendments to the MELSA Board of Trustees By-Laws which include updates to the selection and duties of Officers and the appointment of the Metronet Governing Board.

**Motion by Degler to adopt the proposed changes to the MELSA Board of Trustee By-Laws. Second by Gamache. Motion carried.**

### **C. Report on Library Card Registration Task Force**

Behringer shared the results of the Library Card Registration Task Force. The Directors have agreed to implement Level 1 and support additional study for the creation of an online registration service, as outlined in Level 3.

### **D. Fund Balance Assignments**

After completing the 2017 audit fieldwork there were funds remaining that could be assigned. In addition to those assignments consistent with prior years, the following assignments were proposed by the Advisory Board at their March 9<sup>th</sup> meeting:

- *Dollars remaining in current fund balance assignments to existing programs (smARTpass, BookLens, SELfe, etc.) be retained into 2018.*
- *In addition:*
  - *assign \$80,000 in the fund balance (eight MELSA systems X \$10,000 each) for an additional year of platform fees. The discount will next be applied in January 2019 (on all 2018 purchases) and this action would permit us to show platform fees secured for 2019 and 2020.*
  - *assign \$100,000 within the fund balance for automating the library card registration process between member library systems to improve user services and simplify data exchanges for both home and visited library systems. This figure should permit software development and several years of follow-up support and maintenance.*
  - *Retain and supplement the existing fund balance reserve to offset reductions in Regional Library Basic System Support (RLBSS) from the State.*
    - *reauthorize the \$300,000 the currently remains in that assignment.*
    - *assign \$300,000 to reduce the effects of these RLBSS reductions in 2019; and an additional \$200,000 for the same purpose in 2020.*

**Motion by Gamache to authorize the recommended assignments. Second by Goettel. Motion carried.**

### **E. Update on Lease Extension for MELSA/Metronet Offices**

The Trustees were updated on the status of the MELSA/Metronet Office lease renewal. Conversations are continuing with the owners. MELSA staff will gather pricing comparisons for comparable office spaces with similar square footage.

## **VI. REPORTS**

### **A. Executive Director's Report**

Behringer reviewed the topics outlined in the Director's Report.

**B. 2016 Benefits to MELSA Member Libraries**

The first page of “Allocations/Distributions to Systems” has dollar amounts that are based on various formulas approved by the MELSA Trustee Board.

**VII. ADJOURNMENT**

The meeting was adjourned at 1:06 PM.

DRAFT