I. CALL TO ORDER
Chair Behringer called the meeting to order at 10:35 a.m.

II. CONSENT AGENDA
A. Approval of Agenda
B. Approval of Meeting Minutes (October 6, 2014)
Motion by Hoks to approve the amended Consent Agenda. Second by Conley. Motion carried.

III. DISCUSSION / ACTION ITEMS
A. Associate Library Policy
Conley clarified the city would have to reach an agreement with the county in which they are located. This is addressed in the policy. The original plan was created in 1976 and the Advisory Board approved the current Associate Library Policy during their September board meeting. They will recommend the Trustees approve during the Joint November meeting.

B. Executive Director Search Update & Interview Committee
Todd said the Executive Director posting began November 1 and will end November 30. There have been 941 hits but no one has applied at this time. The Advisory Board agreed it was appropriate to list the salary range for the position on the initial page.

Thompson and Grussing will represent the Advisory Board on the Interview Committee. James and Lederer will represent the MELSA staff.

C. MnLINK Gateway ILL Committee – MELSA Representative
Behringer reported the State and the University have required that MnLINK rebid the current software. A committee of 16 people has been meeting to work on this project and just released the RFP. The focus is centered around ILL. Behringer expects public demonstrations of the vendors coming out in February.

Priscilla LaBarge (RCL) was the representative on the MnLINK Gateway ILL committee but now is retired. Directors discussed requirements for the
position – procedural people who understand how the system functions rather than higher level people. The Advisory Board will discuss with staff and this topic will be placed on the December agenda.

D. 3M E-Book Holdings Data
All the MELSA systems do not have the same downloadable policy. October circulation stats for the 3M e-Books were distributed during the meeting. Several Directors mentioned they are not getting the circulation from the 3M collection compared to OverDrive. DCL has 3M e-Books in its catalog and is trying to make this the place for people to go with great success.

Nemitz suggested “download parties at the libraries” on Saturdays. Teen tech kids could assist.

The CY2015 budget holds $500,000 for content and $80,000 for platform expenses. The Advisory Board will discuss at their December meeting whether this project has been successful enough to recommend to the Governing Board the continuation.

E. EDGE Initiative
Conley explained Hadley will provide an explanation of MELSA’s involvement with the Edge Initiative to the Trustees during the Joint meeting. A recommendation was made to the Directors to create an Ad-hoc group of representatives from the systems. This group would review the systems’ interpretation of the indicators in the assessment so the data analyzed is comparable, and also determine if there are any other indicators needed that are not included in the assessment.

Motion by Hadley to appoint a tech measures task force to provide guidance on the terminology used in the EDGE indicators to ensure consistency for MELSA libraries’ participation in the next assessment. Second by Conley. Motion carried.

Senior administrative staff should be appointed to this tech measures task force. The Advisory Board will prepare a charge for the task force.

IV. OTHER
Nemitz will be unable to attend four 2015 Advisory Board meetings because of Minitex meetings but will send a staff member in her place.

V. REPORTS
A. Staff, Team and MELSA Group Updates
None.

B. Strategic Plan Tactics
Todd explained the Tactics Report will be prepared for the Advisory Board on a quarterly basis.

VI. ADJOURN
The meeting was adjourned at 11:45 a.m.