I. CALL TO ORDER
President Degler called the meeting to order at 12:10 p.m.

II. INTRODUCTIONS

III. PUBLIC COMMENT

IV. APPROVAL OF AGENDA
Motion by Johnson to approve the Agenda. Second by Marschall. Motion carried.

V. CONSENT AGENDA FOR BOARD OF TRUSTEES
A. Approval of September 18 and October 22, 2014 Meeting Minutes
B. Approval of Bills and Financial Statements
   Motion by Workman to approve the Consent Agenda. Second by Degler. Motion carried.

VI. ACTION / DISCUSSION / UPDATE ITEMS
A. E Gov Task Force Presentation (Ludwiczak)
   The E Government Task Force has been in place for one year. Melinda Ludwiczak shared a report with the Boards which gave the charge,
background, scope and initiatives. Co-chairs for the team, Suzanne Hunt and Mary Freyberg gave a progress report on their successful meetings with various government partners.

B. Personnel Committee Report (Workman)
The Personnel Committee met November 12 to discuss MELSA staff position classifications and salaries for the 2015 budget. After a brief discussion, the Trustees approved the MELSA position classification study and recommended a 2.5% increase for MELSA staff using base salaries information as presented.

Motion by Workman to accept the results of the 2014 MELSA position classification study, and recommends an increase for MELSA staff of 2.5% using base salaries information as presented. Second by Johnson. Motion carried.

C. MELSA Executive Director Update (Degler and Todd)
Todd reported the Executive Director position will be posted from November 1 through the 30. To date we have received 941 hits but no applications. The salary range will be added to the main page to bring applicants to the site.

D. CY2015 MELSA Budget Adoption (Degler and Scott)
The preliminary budget was passed in June and a few adjustments are necessary since MELSA has learned what its FY15 revenue is from the State.

Motion by Johnson to adopt the CY2015 budget. Second by Lehrke. Motion carried.

E. RLTA FY2015 Distributions – Round Two (Scott)
The first two RLTA grant payments were made to the MELSA libraries in September. Scott explained today’s payments are three and four of the RLTA CY2014 distributions.

Motion by Johnson to approve the distribution of the FY2014 RLTA Funds (From Payments 3 and 4) to the Member Library Systems. Second by Marschall. Motion carried.

F. EDGE Initiative (Hadley)
The EDGE Initiative is a management and measurement tool around the use of technology in libraries. Hadley explained the Edge comes out of a national study of how people use technology in public libraries published in 2010. Three advantages to using the EDGE:
- Good measurement
- Community centric
- Allows for comparison

All the MELSA libraries have completed the assessment. The results are not comparable because everyone did not use the same definitions. A Tech Measures Task Force will be brought together to provide some guidance on how to define terms to get to data that is more comparable the next time the assessment is taken. This Task Force will also investigate any indicators the EDGE doesn’t acknowledge but that MELSA thinks is important.

G. Associate Library Policy (Thompson)
There are four associate libraries in the MELSA regional system. The Plan of Associate Libraries was created in 1975 and Thompson explained the
Advisory Board wanted to update the language and practices in the document. They adopted the policy in September.

**Motion by Johnson to approve the Policy for Associate Libraries.**  Second by Workman.  Motion carried.

**H. MELSA Trustees’ Nominating Committee (Degler)**
Each year the Executive Committee may rotate the position to allow other Trustees the opportunity to serve. Degler recommended the Executive Committee serve on the Nominating Committee. He further recommended the re-nomination of the Executive Committee for 2015 considering the vacant position of the MELSA Executive Director.

**Motion by Workman to approve the following slate of officers for CY2015:**
- President: Gayle Degler (Carver)
- Vice President: Liz Workman (Dakota)
- Treasurer: Julie Braastad (Anoka)

Second by Rettman.  Motion carried.

**I. 2015 Meeting Dates (Degler)**
The first meeting in 2015 will be January 15 in the MELSA Conference Room. The remaining dates for 2015 will be set during that meeting.

**Motion by Degler to accept January 15, 2015 as the Trustee meeting date.**  Second by Johnson. Motion carried.

**VII. MEETING REPORTS**

A. E-Resources Due Diligence Reports
   No additional report.

B. Other Reports
   The Boards thanked Commissioner Lehrke for her service to MELSA.

**VIII. OTHER**
None.

**VII. ADJOURN**
The meeting was adjourned at 1:25 p.m.