Joint Board of Trustees & Advisory Board Meeting Minutes

Thursday, March 20, 2014
MCIT Building
12:00 p.m. – 2:00 p.m.

Trustee Members Present:

- Anoka: Julie Braastad
- Carver: Gayle Degler
- Dakota: Liz Workman
- Hennepin: Jeff Johnson
- Ramsey: Janice Rettman
- Saint Paul: Chris Tolbert
- Scott: Barbara Marschall
- Washington: Autumn Lehrke

Advisory Members Present:

- Anoka: Marlene Moulton Janssen
- Carver: Nick Dimassis
- Dakota: Ken Behringer
- Hennepin: Lois Thompson
- Ramsey: Susan Nemitz
- Saint Paul: Kit Hadley
- Scott: Jacob Grussing
- Washington: Pat Conley

Staff Present: Chris Olson, Melinda Ludwiczak, and Judy Todd

Others Present:

I. CALL TO ORDER
President Degler called the meeting to order at 12:05 p.m.

II. INTRODUCTIONS
Councilmember Chris Tolbert and Director Jacob Grussing were introduced to the group at this time. This was the first joint meeting for both members.

III. PUBLIC COMMENT

IV. CONSENT AGENDA
A. Approval of Agenda
B. Approval of January 16, 2014 Meeting Minutes
C. Approval of Bills
Motion by Workman to approve the Consent Agenda. Second by Johnson. Motion carried.

IV. STAFF PRESENTATION: MELSA e-Government Initiative
Melinda Ludwiczak MELSA Project Manager
Olson explained MELSA is calling together representatives from each library to assess what each library is doing with e-Government issues and then to find a focus area that MELSA can help to make that area stronger. Melinda Ludwiczak is MELSA’s staff person responsible for leading this group. Pat Conley and Susan Nemitz are also serving on this Task Force.
Results from a literature study were used along with a staff survey from the MELSA libraries to discover some common discussion areas.

- Courts – Pro se litigants, people who are filing legal documents on their own without legal representation. The courts are looking at e-filing these legal documents by 2015. MELSA will provide staff training in May to understand how this affects the libraries and the public, etc.
- Additional Collaboration –
  - How can we suggest more website improvements?
  - How can we help the public with tax filing and MnSure?
  - Looking at county, city and federal websites – how can we add value to what your jurisdiction is doing?

The Task Force is in the process of creating a list of recommendations. Nemitz added the libraries may not have the staff to handle these types of requests but the public is turning to the libraries more and more for assistance. Concern was voiced that the Task Force would be creating more work for the libraries that would be an unfunded mandate. Olson expects this Task Force could be in place for a couple of years. The current budget includes $50,000 under a line item that covers digital initiatives as a part of MELSA’s Strategic Plan. Updates will be given to both Boards on a regular basis.

VI. DISCUSSION / ACTION ITEMS

A. Election of New Treasurer

Julie Braastad agreed to accept the appointment of Treasurer for the MELSA Board of Trustees for 2014. She was also named the chair of the Finance Committee and designated as a check-signer to meet the requirements of the annual audit.

Motion by Lehrke to approve the election of Julie Braastad as Treasurer for CY2014. Second by Johnson. Motion carried.

B. Designation of Check Signer and Chair of Finance Committee

Motion by Lehrke to approve Julie Braastad to be added to the list of check signers for the organization in CY2014 and to serve as Chair of the MELSA Finance Committee. Second by Johnson. Motion carried.

C. 2013 Annual Report

The Boards were given a copy of the 2013 MELSA Annual Report to review which included the budget and any activities/programs for that year.

Motion by Rettman to authorize the submission of the 2013 MELSA Report to State Library Services in the Minnesota Department of Education. Second by Marschall. Motion carried.

D. Fund Balance Assignments

Olson reported MELSA is not making any recommendation for any changes. The contingency funds and the assignments for the cash flow and working capital would remain the same.

Assignments - $3,520,488

- $71,209 – Long term liabilities: Compensated absences
- $649,037 – FY14 RLBSS Equalization received in CY13; to be spent in CY14
- $129,807 – Difference between Cash/Accrual FY14 RLBSS Equalization carry-forward (incl. as revenue in CY2014 budget)
- $180,000 – E-Book Collaborative Project (2014 and 2015 platform fees for systems: $80,000/yr + 2 systems unpaid in 2013)
- $90,993 – BookLens Collaborative Project ($100,000 approved less $9,007 spent in 2013)
• $1,411,811 – Assigned for Contingencies
• $987,632 – Assigned for Cash Flow / Working Capital

Motion by Johnson to authorize the assignments for inclusion in the 2013 audit report. Second by Braastad. Motion carried.

E. Personnel Study 2014: RFP Discussion
The last MELSA personnel study was prepared in 2005. Olson explained a few of the Regional Library Systems in Minnesota have used a local firm to assist them with their personnel study. The Trustees directed Olson to bring a RFP draft back to their May meeting.

F. Other
None.

VII. REPORTS
A. Executive Director’s Report
B. Member Library Staff Training Report
C. 2013 Benefits to MELSA Member Libraries
   Olson noted Mona Scott sent an email detailing the 2013 benefits of belonging to the organization.

D. Other Staff, Team and MELSA Group Updates
E. Other

VII. ADJOURN
The meeting was adjourned at 12:50 pm.