Board of Trustees Meeting Minutes

Thursday, January 16, 2014
MELSA Office
12:00 pm - 2:00 p.m.

Trustee Members Present:

<table>
<thead>
<tr>
<th>Anoka:</th>
<th>Ramsey:</th>
<th>Janice Rettman</th>
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<td>Carver:</td>
<td>Gayle Degler</td>
<td>Saint Paul:</td>
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<td>Dakota:</td>
<td>Liz Workman</td>
<td>Scott:</td>
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<td>Hennepin:</td>
<td>Jeff Johnson</td>
<td>Washington:</td>
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Staff Present: Chris Olson and Judy Todd

Others Present: Marlene Moulton Janssen (ACL)

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

II. INTRODUCTIONS

III. PUBLIC COMMENT

IV. CONSENT AGENDA
A. Approval of Agenda
B. Approval of Meeting Minutes (November 21, 2013)
C. Approval of Bills
   Motion by Johnson to approve the Consent Agenda. Second by Workman. Motion carried.

V. ANNUAL MEETING
A. Oath of Office / Conflict of Interest Statement
   Degler requested the Trustees fill out the Conflict of Interest and the Oath of Office statements. Both needed to be signed, dated and left with Todd after the meeting.

B. Election of Officers
   Motion by Johnson to approve the following slate of officers for CY2014:
   President: Gayle Degler (Carver)
   Vice-President Liz Workman (Dakota)
   Treasurer: Russ Stark (City of Saint Paul)
   Second by Workman. Motion carried.
The MELSA auditor requested the Board designate the authorized check signers for 2014. Board policy requires checks over $5,000 must have two authorized signatures.

Motion by Johnson to approve the following individuals to be check signers for the organization in CY2014: Gayle Degler, Liz Workman, Russ Stark, and Chris Olson. Second by Workman. Motion carried.

C. Appointment of Committees
The members of the Board of Trustees volunteered for the following committee appointments:

<table>
<thead>
<tr>
<th>Finance</th>
<th>Personnel</th>
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<tr>
<td>1. Stark – Chair</td>
<td>1. Workman – Chair</td>
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<tr>
<td>2. Rettman</td>
<td>2. Johnson</td>
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<td>3. Marschall</td>
<td>3. Lehrke</td>
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<td>4. Braastad</td>
<td>4. Degler – Ex officio</td>
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<td>5. Degler – Ex officio</td>
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Motion by Johnson to appoint the members, as indicated at the January meeting, to the Finance and Personnel committees for CY2014. Second by Rettman. Motion carried.

D. Meeting Dates
The Board of Trustees reviewed the 2014 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.

Motion by Workman to adopt the meeting dates as presented for CY2014. Second by Johnson. Motion carried.

VI. DISCUSSION / ACTION ITEMS
A. Cash-to-Accrual 2013 Budget Amendments
MELSA’s annual budget is prepared on a cash basis budget. The MELSA auditors prepare the budget on a modified accrual basis. MELSA’s Business Manager makes adjustments to the cash budget before the end of the year using the modified-accrual method.

Motion by Rettman to approve the draft budget document reflecting estimated year-end accruals. Second by Johnson. Motion carried.

B. Phase Distribution Requests
Phase distribution requests have been made by the Dakota, Hennepin and Ramsey County Libraries. Requests may be made in January and July.

Motion by Degler to release Phase funds of $240,000 to Dakota County Library, $122,675 to Hennepin County Library and $100,000 to Ramsey County Library. Second by Johnson. Motion carried.

C. Proposals for CY2014 Unassigned Collaborative Projects
i. Proposal for Additional Zinio Titles
ii. Proposal for BookFlix E-Resource
iii. STEM Programming Allocation
iv. Cultural Pass Project
v. Additional Funding for Public Computer / Technology Classes
The Trustees discussed the above projects with their directors and library boards. No additional discussion was necessary during this meeting. 

**Motion by Rettman to accept the recommendation of the Advisory Board to fund the suggested proposals from the line items of Unassigned Collaborative Projects in the CY2014 budget.** Second by Workman. Motion carried.

Workman suggested a policy should be written when spending MELSA unassigned dollars. Olson will bring a draft to a future meeting.

**D. Non-Resident Fee Based Library Card Policy**

Olson explained this card will be sold to people from Wisconsin, people visiting the Twin Cities for business reasons, and the six libraries in the state that do not belong to their regional public library system who want to use a MELSA library. This policy is stating you may only use this card in the county in which you purchased the card. 

**Motion by Rettman to adopt the Non-Resident Fee Based Library Card Policy.** Second by Johnson. Motion carried.

**E. Other**

None.

**VII. REPORTS**

**A. Executive Director's Report**

Olson noted the appointment of Jennifer Nelson as the new State Librarian. Jacob Grussing accepted the position of Scott County Library Director and attended his first Advisory Board meeting last week.

**B. Other Staff, Team and MELSA Group Updates**

**C. Other**

None.

**VIII. ADJOURN**

The meeting was adjourned at 12:50 p.m.