Metropolitan Library Service Agency

Advisory Board Meeting Minutes
Friday, February 6, 2015
Highland Park Library
9:00 am – 11:00 am
Members Present:

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<th>Area</th>
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<tr>
<td>Anoka</td>
<td>Marlene Moulton</td>
<td>Ramsey</td>
<td>Susan Nemitz</td>
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<td>Janssen</td>
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<td>Carver</td>
<td>Heidi Hoks</td>
<td>Saint Paul</td>
<td>Kit Hadley</td>
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<td>Dakota</td>
<td>Ken Behringer</td>
<td>Scott</td>
<td>Jacob Grussing</td>
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<td>Hennepin</td>
<td>Lois Thompson</td>
<td>Washington</td>
<td>Pat Conley</td>
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Staff Present: Melissa Brechon, Kathleen James, Sarah Teske and Judy Todd

Others Present: Valerie Gross, MM, MLS, JD, President & CEO of Howard County Library System, Columbia, MD

I. CALL TO ORDER
Chair Thompson called the meeting to order at 9:00 am.

Valerie Gross, President & CEO of Howard County Library System, visited with the MELSA Advisory Board via Skype for an hour. Topics discussed included:
- “Choose Civility”: Creating a Culture, Leading the Way.
- Howard County’s customer service philosophy and how they implemented it with staff and achieved buy-in from their funding agents.
- Metrics: Howard County Library has used in evaluating their impact on the educational needs of their community.
- The education priorities of the library and how they have changed since the framework was adopted.

II. CONSENT AGENDA
A. Approval of Agenda
B. Approval of Meeting Minutes (January 5, 2015)
   Motion by Conley to approve the Consent Agenda. Second by Grussing. Motion carried.

III. DISCUSSION / ACTION ITEMS
A. Interim Executive Director – Welcome and Overview of Interim Responsibilities
   The Advisory Board officially welcomed Melissa Brechon as MELSA’s Interim Director. She will be working 60 to 80 hours a month for the next six months.

B. University of Minnesota – Legislative Request for a MN Electronic Health Library (MeHL) – MELSA Support
   The University of Minnesota is requesting the Legislature for funds for a MN Electronic Health Library. Conley reported MLA will be supporting MeHL. The Board understands this project is not opposed by the Mayo Clinic. The
University of Minnesota is asking public libraries to contact legislators with a letter of support for this project.

**Motion by Hadley for the Advisory Board to write a letter of support for the MN Electronic Health Library (MeHL). Second by Nemitz. Motion carried.**

Brechon will draft the letter of support and forward to the Advisory Board.

C. **Surveys in the MELSA Libraries**

Nemitz reported the subcommittee (Hadley, Moulton Janssen, Nemitz, Brechon (added today), and Behringer) has not met yet. She clarified this survey will relate to The Edge. An update will be given at the March meeting.

D. **Professional Development and Topics for 2015**

The Advisory Board agreed to revisit the model where a speaker is invited to talk for the first hour. Dates and potential speakers / topics are:

- Friday, June 5, 9 – 11 am at the White Bear Lake Library
- Monday, July 6, 2 – 4 pm at the Victoria Library
- Friday, August 7, 9 – 11 am at the Excelsior Library
- Friday, December 4, 9 – 11 am at the Scott County Library Admin Bldg.

Note: The MELSA Conference Room will be available for meeting if the speaker is unable to travel any distance.

- **Maker spacers** – Brechon will invite AnnMarie Thomas and Tony Molaro to separate meetings.
- **Career Pathways** – Moulton Janssen is working on this topic for October 2.

E. **Homework Help**

Kathleen James reported the Task Force met to discuss Homework Help’s overall performance. While the unique visits went down from 2010 to 2014, the actual one-on-one usage almost doubled. Ongoing promotion, staff training, targeted Google ad buying, and flash drives were suggested as welcome additions.

After a brief discussion, the Advisory Board decided the Homework Help Task Force would use the E Resource Team’s due diligence model in 2015 but disband after completing that process. James explained an RFP is not required per the Dakota County Attorney. Responsibility for Homework Help would transfer to the E Resource Team.

**Motion by Nemitz to continue to offer online tutoring service, to move from a RFP process to the E Resource Team’s Due Diligence Model, to request that the Homework Help Task Force conduct the 2015 Due Diligence and then discontinue the Task Force. Second by Hoks. Motion carried.**

F. **Lynda.com**

The Advisory Board requested the E Resource Team discuss Lynda.com as a consortial purchase and all agreed this was a worthwhile database for staff and patrons. The Advisory Board recommended MELSA Staff investigate the pricing structure. Funds for this purchase would not be defined until after the 2014 MELSA audit is complete.
G. MnLINK Gateway ILL Committee – MELSA Representative
Hadley will confirm if she has a staff member to represent MELSA on the MnLINK ILL Gateway Committee four times a year. Behringer will be notified if SPL doesn't have someone to serve.

H. 3M Selection Process Discussion for 2015
Currently, Behringer is receiving the monthly 3M list based on popularity, and he would forward it to his selectors to confirm it matches up with what they would request. The Advisory Board agreed to continue with this process.

I. CRPLSA
Behringer attended the CRPLSA conference call in January for MELSA and reported CRPLSA decided as a whole to ask the Youth Services Team of the various regions to pick a title for the next “Once Upon A Reader.” They are not going to move forward in terms of an RFP and some issues with the current vendor until they know the Legacy funding is approved.

The Northwest Regional Library System Director has been in contact with the State Dept. of State Parks regarding free passes provided through the library. The amount of passes and the promotion involved would generate too much confusion for the MELSA libraries. At this time Behringer declined on behalf of the MELSA libraries.

The Formula change was also brought up again.

IV. OTHER REPORTS
A. Other Staff, Team and MELSA Group Updates
None.

VI. ADJOURNMENT
The meeting was adjourned at 11:05 am.