Metropolitan Library Service Agency
Advisory Board Meeting Minutes
Friday, August 7, 2015
MELSA
9:00 am – 11:00 am
Members Present:

Anoka: Marlene Moulton-Janssen  Ramsey: Susan Nemitz
Carver: Heidi Hoks  Saint Paul: Kit Hadley
Dakota: Ken Behringer  Scott: Jake Grussing
Hennepin: Judith Friedrich  Washington: Joyce Schneider

Staff Present: Melissa Brechon, Kate Brown, Melinda Ludwiczak, Mona Scott
and Sarah Teske

I. CALL TO ORDER
Chair Nemitz called the meeting to order at 9:05 AM.

II. CONSENT AGENDA
A. Approval of Agenda
   Additions to agenda by Brechon. Ludwiczak will report on Legacy funding under V.
   C. and Scott will report on Smart Procure under VI. C.
B. Approval of Meeting Minutes (June 5, 2015)
   Motion by Nemitz to approve the Consent Agenda as amended. Motion carried.

III. WELCOME AND INTRODUCTION OF MELSA OFFICE MANAGER
Kate Brown introduced herself as the new office manager and introductions were made
around the table.

IV. DISCUSSION/ACTION ITEMS
A. LSTA Grant
   Brechon reported on the status of the LSTA Grant. Brechon and Behringer worked
together to develop a list of local and national marketing firms to contact about the
RFIQ. Brown emailed an invitation to view the RFIQ to about 20 firms locally and
nationally on Friday, July 24. Proposals are due on August 21. There was a
discussion about the intent of the survey and the intent should be considered when
deciding on questions. It was determined to be a community centric survey.

B. Analytics on Demand
   Hadley reported on Analytics on Demand, a software program from Gale that SPL
has purchased, and the reporting features it provides.
   A handout with detailed module reporting examples was provided.
C. Formula Fund Distribution – ACTION
Motion by Moulton-Janssen to approve CY2015 Formula Fund Distribution to the Board of Trustees that will go to their September meeting.
Second by Grussing. Motion carried.

D. Executive Director Search
Brechon reported on the Executive Director search. Seventeen applications were received and that number has been reduced to nine. Supplemental questions have been sent out to remaining candidates and once returned applicants from this list will be pared-down for ongoing screening. Interviews will be conducted sometime during the week of September 8th, 2015.

V. Reports
A. CRPLSA Summer Meeting (Brechon) Report and Action
Brechon reported on the CRPLSA meeting hosted by ALS on July 30 and 31. Major topics discussed include:

- The introduction of new regional directors Jim Trojanowski Plum Creek and Laurie Ortega, Pioneerland.
- Approval of CRPLSA 2016 budget
- The MLA budget and contract with Capitol Hill Associates
- Consistent library card registration throughout the state
- Possible sponsorship of Institute for Leadership Excellence (MILE)
- The continuation of CRPLSA Youth Services committee
  MELSA’s representative on this committee is Kathleen James.
- Legislative update—four issues came from the forum:
  o PR—a consistent message as we go to the legislature
  o After-school programming
  o eBooks
  o Library construction
- RLBSS formula
- Multi-type update—CMLE has moved out of its current location to an office with Education Research & Development Council (ERDC) in St. Cloud.
- State Park program update – Directors expressed concern about the lack of organization planning, use of Legacy funding and scalability among other issues. The interim Executive Director was asked to write a letter outlining these concerns.

Motion by Moulton-Janssen to write a letter to the CRPLSA Directors outlining MELSA’s concerns over lack of planning document, appropriate use of Legacy Funds for the Park Pass program, and scalability issues and offering MELSA’s assistance in the planning of the program. Letter will be signed by all Directors.
Second by Hadley. Motion carried.
B. Research Institute for Public Libraries (Moulton-Janssen)

Moulton-Janssen and Friedrich attended the RIPL conference and reported back to the board. The highlights included presentations by speakers, Lee Rainie from the Pew Research Center and George Needham and the role of public libraries. Moulton-Janssen would like to see MELSA get involved in the PLA survey, called Project Outcome, which focuses on many aspects of library services from children’s literacy to technology to adult services to senior services. Notes on the conference along with a link to Project Outcome will be provided by Moulton-Janssen.

C. Legacy Budget (Ludwiczak) Report and Action

Ludwiczak reported regional contributions to CRPLSA statewide Legacy initiatives were reduced from ten percent to eight percent in accordance with the reduction in Legacy funding as a whole. This results in an increase in what MELSA has to contribute locally. The following changes will be made to the MELSA Legacy program funding allocation:

- Support of History Day will continue at a local level, not statewide.
- Live at the Library funding will increase to support more live performance programming.
- Club Book, Teen Lit Con, smARTpass, and Once Upon a Reader support will continue.
- Podcast funding will be added to the budget based upon expressed desires of library staff.
- MELSA will discontinue participation in the State Fair and Twin Cities Book Festival.
- Also, touring photo exhibit funding will be eliminated from the MELSA budget.

The MELSA Legacy Budget Biennium 4 – FY16 and FY17, CRPLSA FY2016 Budget, and CRPLSA Statewide Legacy Programs FY16-FY17 were handed out. Motion by Behringer to approve proposed MELSA Legacy Budget. Second by Hoks. Motion carried.

VI. Other

A. Saint Paul Public Housing

Nemitz announced that the Saint Paul Public Housing will be opening their waiting list the week of September 7th and are expecting 35,000 people to sign up. Libraries should be aware that people may be coming in to use computers for that purpose.

B. Racial Equity Resource

SPL put together a racial equity resource on their website, based on crowd sourcing, in support of the city of Saint Paul’s racial equity initiative.
C. Smart Procure (Scott)
   MELSA has been contacted by Smart Procure, a for profit company that maintains a
database of government information, which has requested all purchase orders or
check registers from 2010 to present through the Freedom of Information Act.

D. EDGE Assessment Update
   Tech Measures Task Force will be meeting August 20 to review the results of the
second EDGE assessment. The report is planned for September and hopes to
finalize the additional metrics collected. These results will communicate terms used
in the EDGE Assessment and be more comparable across systems.

VII. Adjournment
   The meeting was adjourned at 10:56 AM.