Board of Trustees Meeting Minutes
Thursday, January 15, 2015
MELSA Office
12:00 pm - 2:00 p.m.

Trustee Members Present:

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<tr>
<td>Anoka</td>
<td>Julie Braastad</td>
<td>Ramsey:</td>
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<td>Janice Rettman</td>
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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>Barbara Marschall</td>
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<td>Hennepin</td>
<td>Linda Higgins</td>
<td>Washington:</td>
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<td>Gary Kriesel</td>
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Staff Present: Kathleen James, Sally Lederer, Melinda Ludwiczak, Mona Scott, and Judy Todd

Others Present: Lois Thompson (HCL), Pat Conley (WCL), and Jake Grussing (SCL)

I. CALL TO ORDER
President Degler called the meeting to order at 12:00 pm.

II. INTRODUCTIONS
President Degler welcomed Commissioner Linda Higgins and Commissioner Gary Kriesel to the Board.

III. PUBLIC COMMENT

IV. CONSENT AGENDA
A. Approval of Agenda
   VI.C. Room Space was added by Degler.
B. Approval of Meeting Minutes (November 20, 2014)
C. Approval of Bills
   Motion by Workman to approve the Consent Agenda as amended.
   Second by Braastad. 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 Rettman to approve the following slate of officers for CY2015:
President: Gayle Degler (Carver)
Vice-President Liz Workman (Dakota)
Treasurer: Julie Braastad (Anoka)
Second by Higgins. Motion carried.

The MELSA auditor requests the Board designate the authorized check signers for 2015. Board policy requires checks over $5,000 must have two authorized signatures.

Motion by Rettman to approve the following individuals to be check signers for the organization in CY2015: Gayle Degler, Liz Workman, and Julie Braastad. Second by Higgins. Motion carried.

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

Finance Personnel
1. Braastad – Chair 1. Workman – Chair
2. Marschall 2. Higgins
4. Tolbert 4. Degler – Ex officio
5. Degler – Ex officio

Motion by Marschall to appoint the members, as indicated at the January meeting, to the Finance and Personnel committees for CY2015. Second by Higgins. Motion carried.

D. Meeting Dates
The Board of Trustees reviewed the 2015 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 Marschall to adopt the meeting dates as presented for CY2015. Second by Workman. Motion carried.

VI. DISCUSSION / ACTION ITEMS
A. Phase Distribution Requests
The Phase Funds program began fifteen years ago to support the member libraries’ infrastructure for computer equipment and technology. Funds come from MELSA’s general budget through funds received from the State. Requests by the Advisory Board may be made twice a year in December and June with payouts in January and July after approval by the Trustees. Funds may be carried over. Phase distribution requests have been made by the Hennepin, Scott, and Washington County Libraries.

Motion by Braastad to release Phase funds of $120,000 to Hennepin County Library; $37,800 to Scott County Library; and $52,600 to Washington County Library. Second by Workman. Motion carried.

B. Executive Director Interview Update / Interim Director (Workman / Thompson / James)
The executive director search committee interviewed five applicants on December 29. Several strong candidates emerged, however, the panel felt that with only five candidates, it would be in the best interest of MELSA to re-open the position and hire an Interim Executive Director.
After a lengthy discussion, the Trustees decided the following:

- Contract with an interim director to handle day-to-day business as well as upcoming regional and state responsibilities for the organization.
  - Melissa Brechon, retired Carver County Library Director, has been contacted and is interested in the position.
- Meet with the Commissioner of Education to review the rule that requires a master’s degree in library science for an Executive Director position.
- To hire a search firm.

Motion by Kriesel to approve contracting with an Interim Director for an amount not to exceed $5,000 a month. Second by Workman.

A friendly amendment by Kriesel to approve contracting with an Interim Director for an amount not to exceed $4,000 a month. Second by Workman. Motion carried.

Motion by Higgins to seek a variance with the Commissioner of the Department of Education according to Statute 14.055 to Rule 3530.1000 for MELSA to allow the addition of “or a master’s degree in business, public administration or other related fields and allows for public administration or public library administration service.” Second by Workman. Motion carried. Rettman voted no.

Motion by Degler to approve the hiring of a search firm to be engaged immediately for the reopening of the Executive Director position. Second by Kriesel. Motion carried. Workman voted no.

The Interview Committee will review the proposals and make their recommendation to the Board.

C. Meeting Room Space
MELSA has allowed other library organizations to use the conference room when it’s available. The Board supported continuing this practice. Staff will create a policy explaining the priorities and limitations. A draft will be available at the March meeting.

Motion by Rettman to allow other library organizations to use the MELSA Conference Rooms when available, understanding that MELSA meetings have first priority. Second by Degler. Motion carried.

VII. REPORTS
A. Other Staff, Team and MELSA Group Updates
Sally Lederer brought Winter Jacket ice scrapers for the Board. Current advertising is happening at MPR, MinnPost, and the CW23. A new program on Twitter or Instagram called #ireadhere will show some Winter Jackets displays the libraries have submitted.

VIII. ADJOURN
The meeting was adjourned at 1:30 p.m.