I. CALL TO ORDER
Chair Degler called the meeting to order at 12:05 PM.

II. INTRODUCTIONS

III. PUBLIC COMMENT

IV. APPROVAL OF AGENDA
Motion by Workman to approve Agenda. Second by Kriesel. Motion carried

V. CONSENT AGENDA
A. Approval of Meeting Minutes (September 17 and Trustee Special Meeting October 1, 2015)
B. Approval of Bills and Financial Statements
   Motion by Kriesel to approve the Consent Agenda. Second by Workman. Motion carried.

VI. ACTION/DISCUSSION ITEMS
A. Approval RLTA FY 2015 Distributions.
   MELSA receives grant funds from the State through Regional Library Telecommunication Aid (RLTA) program to help cover member library systems costs for Internet access and data transmission between branches. Behringer noted that the funding is determined by T-1 lines and after this year that formula will be changing.
   Motion by Braastad to approve the distribution of the FY2015 RLTA Funds to the member libraries. Second by Pearson. Motion carried.
B. Approval of RLTA 2016 Application
Behringer explained the FY2016 RLTA application reflects anticipated internet and data transmission costs for the MELSA libraries for July 1, 2015 to June 30, 2016.
Motion by Rettman to approve the submission of the FY2016 RLTA application to State Library Services. Second by Workman.
Motion carried.

C. Personnel Committee Report
The Personnel Committee met November 9 to discuss MELSA staff salaries for the 2016 budget. After a brief discussion, the Trustees approved the recommendations.
Motion by Workman to approve a permanent increase in base salaries for MELSA staff of 2% to reflect employment market changes. It further recommends a one-time lump-sum adjustment of up to 3% related to merit based considerations for work completed during the past year. Second by Kriesel.
Motion carried.

D. Approval of CY 2016 MELSA Budget Adoption
The preliminary budget was passed in June and a few adjustments are necessary since MELSA has learned what its FY16 revenue is from the State and the Personnel Committee has met to discuss 2016 salaries.
Motion by Workman to approve the CY 2016 Budget. Second by Pearson. Motion carried.

E. Approval of LSTA Contract Approval
Behringer reviewed the process of getting to the point of the contract before the Board. Behringer asked the Trustees for permission to sit down with NRC to discuss options in increasing the scope of the survey and determining those costs up to $120,000. A new team of MELSA Directors will be assembled to proceed with NRC
Motion by Kriesel to authorize the Board Chair, in collaboration with the MELSA Executive Director, to review requested revisions and amend the contract to include services that maximizes survey effectiveness and to review the requested revisions with the Dakota County Attorney and to complete a contract not to exceed $120,000. Second by Workman.
Motion carried.

F. 2016 Meeting Dates
The first meeting in 2016 will be January 14 in the MELSA Conference Room. The remaining dates for 2016 will be set during that meeting.
Motion by Braastad to accept January 14, 2016 as the Trustee meeting date. Second by Kriesel. Motion carried.

VII. REPORTS
A. Interim Director Report
Behringer thanked Interim Director, Brechon, for all of her work and aiding in a smooth transition.
B. Other Staff, Team and MELSA Group Updates
Ludwiczak spoke about a new Legacy Project recently launched in podcasting called “Noteworthy: Writers and History Makers at the Library.” Each library system gets four podcasts with region wide funds and can purchase more if they choose with the MELSA contract.

VIII. ADJOURNMENT
Motion to adjourn by Pearson.
Second by Thaden.
Motion passed.
The meeting was adjourned at 12:56 PM.