I. CALL TO ORDER
President Degler called the meeting to order at 12:05 p.m.

II. INTRODUCTIONS

III. PUBLIC COMMENT

IV. GUEST SPEAKER – Barbara Strandell
An executive director search survey was previously sent via email to the Trustees, Advisory Board and Staff. Barbara Strandell reviewed the outcomes during this meeting.
The following changes were made.

• Page 3, Essential Job Duties at the Direction of the Board of Trustees
  Summary
• Page 3, D. Strategic Leadership with MELSA Boards
• Page 9, Add:
  o June: Thompson and Brechon will set aside time to meet with any interested candidates in order to answer questions in the Job Placement Center at ALA Annual Conference, San Francisco
  o July: Interview candidates
Comments made:

- The Executive Director is going to have to work very closely with both boards. The Trustees will always offer the direction.
- Strandell suggested MELSA take collaboration, vision about the future of public libraries and the foresight and put it in the mix.
- A good leader knows how and when to delegate.
- Biggest Challenges – funding formula, etc.
  - The list is not a hierarchical list.
- Brechon felt it was important MELSA promotes the community with a pamphlet/brochure when looking for a new Executive Director.

V. CONSENT AGENDA
A. Approval of Meeting Minutes (January 15, 2015)
B. Approval of Bills and Financial Statements
   Motion by Kriesel to approve the Consent Agenda. Second by Workman. Motion carried.

VI. DISCUSSION / ACTION ITEMS
A. 2014 Annual Report
   The Boards were given a copy of the 2014 MELSA Annual Report to review which included the budget and any activities/programs for that year.
   Motion by Workman to authorize the submission of the 2014 MELSA Report to State Library Services in the Minnesota Department of Education. Second by Kriesel. Motion carried.

B. Fund Balance Assignments
   Braastad reported the Finance Committee discussed several assignments for the unassigned fund balance on March 11. Scott added any assignments made today will be in the auditor’s report presented in May. After a brief discussion, the Trustees decided to spend down the fund balance using the second approach listed.

   Motion by Kriesel to authorize the assignments for inclusion in the 2014 audit report: additional contribution to Phase program for technology purchases, currently budgeted at $500,000/year, additional content purchases for MELSA E-book collaborative project, currently budgeted at $500,000/year, additional years of platform fees for MELSA E-book collaborative project; 2015 is the third year of a three year assignment of $240,000 ($10,000 X 8 systems X 3 years), and a collaborative purchase not to exceed $150,345/year for 8 systems; 1-3 years could be assigned. Second by Marschall.

   Thompson, as Advisory Board Chair, offered suggested allocations for the unassigned fund balance.

   A friendly amendment by Kriesel to authorize the assignments for inclusion in the 2014 audit report: additional contribution to Phase program of $400,000, additional content purchases for MELSA E-book collaborative project of $400,000, and $380,755 will remain unassigned. Second by Marschall. Motion carried.

C. FY2015 RLTA Application
   Brechon explained the FY2015 RLTA application reflects anticipated internet and data transmission costs for the MELSA libraries for July 1, 2014 to June 30, 2015.
Motion by Workman to approve the submission of the FY2015 RLTA application to the Minnesota Department of Education – State Library Services. Second by Degler. Motion carried.

D. Other
None.

VII. REPORTS
A. Interim Executive Director’s Report
Brechon reviewed each topic in the Director’s report. The Trustee and Advisory Boards held a lengthy discussion surrounding RLBSS.

B. 2014 Benefits to MELSA Member Libraries
Benefit notification was previously sent out to the individual libraries.

C. Other Staff, Team and MELSA Group Updates
None.

D. Other
It was noted this was Pat Conley’s last Joint Trustee/Advisory Board meeting. She will be retiring the end of April from Washington County Library but will still be on the MLA board.

Jill Joseph has been appointed as the new Hennepin County Trustee to the MELSA Board. She is the past president of the Hennepin Library Board.

VII. ADJOURN
The meeting was adjourned at 1:45 p.m.