Metropolitan Library Service Agency
Advisory Board Meeting Minutes
Friday, December 4, 2015
Scott County Library Administration
10:00 am – 11:00 am
Members Present:
Anoka: Marlene Moulton-Janssen
Ramsey: Susan Nemitz
Carver: Heidi Hoks
Saint Paul: Jane Eastwood
Dakota: 
Scott: Jake Grussing
Hennepin: Lois Thompson
Washington: Keith Ryskoski

Staff Present: Ken Behringer, Kate Brown, Kathleen James and Mona Scott.

I. CALL TO ORDER
Vice Chair Susan Nemitz called the meeting to order at 10:36 am.

II. CONSENT AGENDA
A. Approval of Agenda
B. Approval of Meeting Minutes (October 2, 2015)
   Motion by Grussing to approve the Consent Agenda. Second by Hoks.
   Motion carried.

III. DISCUSSION/ACTION ITEMS
A. Phase Funds
   Motion by Ryskoski to accept the following requests for Phase Funds: Carver County Library - $25,000, Hennepin County Library - $123,303, Saint Paul Public Library - $83,508, Scott County Library - $55,000 and Washington County Library - $55,000. Second by Hoks. Motion carried.

B. 2016 Advisory Board Leadership
   Motion by Eastwood to elect Susan Nemitz as Chair and Jane Eastwood as Vice-Chair in 2016. Second by Hoks. Motion carried.

C. Structure of Meetings for 2016
   For the upcoming year, the directors discussed thoughts and expectations concerning the Advisory Board meetings in 2016. Specific goals mentioned were:
   - Focus on work plans for achieving strategic goals and provide tactics for reaching those goals annually.
     o Creating a tactical plan annually will give structure but also flexibility to the Advisory Board.
     o Tactical plan will aid in directing teams, task force and interest groups
   - Board members should come to the meeting in January with their county’s/city’s initiatives/goals and how the libraries help achieve these goals.
     o Behringer and Nemitz will work together on formulating a message to send to the Advisory Board with specific ideas to bring back to the group before the January meeting.
   - The Advisory Board should discuss means for members to stay more involved with the ongoing work of teams, task force and interest groups. Behringer indicated that team planning will benefit if MELSA staff can operate with the
assumption that representatives on these groups hold positions generally consistent with their library administrators.

- Have discussions at the meetings about topics that are going on outside in the library world.
- A request for more informative and concisely written reports in order to avoid an additional oral report at the meeting.
- Continue to meet monthly with more appropriate scheduling to avoid meetings only two weeks apart.

D. **2016 Meeting Dates**
The following Advisory Board dates and locations were confirmed during this meeting.

- Friday, January 15, 1 – 4 pm at the MELSA Conference Room
- Friday, February 12, 1:30 – 3:30 pm location to be determined

The Advisory Board member who attends the Trustee meeting on January 14th will convey to the group that the Advisory Board meeting on January 15th, the Board will be compiling a list of objectives for the upcoming year.

E. **Orientation for Incoming Library Directors**
With a large recent turnover in Library Directors, it was brought up to create an orientation for Library Directors.

- It was suggested to create a MELSA Manual online.
- Build in 10 to 15 minutes at each Joint Trustee meeting with a tutorial on basic MELSA functions.
- Behringer offered to attend meetings with library boards and/or county boards to discuss what MELSA is, why it matters, where the money comes from and how libraries benefit from it.

IV. **REPORTS**

A. **Executive Director Report**
Behringer reported that the transition into the Executive Director role has been going well and progress is being made on the LSTA survey.

B. **Staff, Team and MELSA Group Updates**
Grussing discussed his experience at the Circulation Team meeting last October. The team requested that the Advisory Board give them goals or projects to achieve. One project discussed was to collaborate on ways to reduce barriers for patrons when crossing county lines. All Teams, Task Force Groups and Interest Groups will be re-evaluated at the January Advisory Board Meeting.

V. **ADJOURN**
Motion to adjourn by Hoks.
Second by Ryskoski.
Motion passed.
The meeting was adjourned at 11:44 AM

Next meeting: Advisory Board Meeting
MELSA
Friday, January 15, 2016
1:00-4:00 Advisory Board