Metropolitan Library Service Agency  
Advisory Board Meeting Minutes  
Friday, March 10th, 2017  
MELSA  
9:00 am – 11:00 am

Members Present:  
Anoka:  Maggie Snow  
Carver:  Heidi Hoks  
Dakota:  Margaret Stone  
Hennepin:  Lois Thompson  
Ramsey:  Jill Boldenow  
Saint Paul:  Tony Yang  
Scott:  
Washington:  Keith Ryskoski

Staff Present:  Ken Behringer, Kate Brown and Kathleen James  
Others Present:  Deb Grealy, Tom Molaro and Greg Steenson from St. Kate’s

I. CALL TO ORDER  
Vice-Chair Ryskoski called the meeting to order at 9:01 AM.

II. CONSENT AGENDA  
A. Approval of Agenda  
Motion to approve Agenda by Hoks. Second by Boldenow.  Motion carried.  

B. Approval of Meeting Minutes (January 13, 2017).  
Motion to approve Meeting Minutes by Thompson. Second by Stone.  Motion carried.

III. DISCUSSION/ACTION ITEMS  
A. Recommendation on Assignment of 2016 Fund Balance  
Behringer reviewed his suggestions for assignments of the 2016 Fund Balance. The goal for the assignments was to fund projects that were one-time expenditures with the option to continue.  
Motion by Thompson to recommend to the Trustees the Fund Balance Assignments as outlined by Behringer.  Second by Boldenow. Motion carried.

B. Continuation of the Formula/Phase Discussion  
Possible changes to the Formula/Phase distribution have been discussed at several meetings. At this time, no other option has been put forward that generated more support.  
Motion by Thompson that after review of the formula the Advisory Board recommends retaining the current Formula payments and associated formula factors. Second by Snow. Motion carried.

The Phase allocation was also discussed. Some Directors do not have the opportunity to bank funds for future technology uses and appreciate the Phase funds separated from the general fund. Agency accounts were put forward as an option to bank funds. Behringer will review the structure of those accounts. Behringer also will review reporting requirements.  
Motion by Thompson to direct the Tech Team to bring back to the August 2017 Advisory Board meeting a Phase Capital Automation Purpose statement that broadens the definition of technology and uses plain language. Second by Hoks. Motion carried.
C. Continuation of Discussion Regarding Development of Guidelines for ConnectEd-type School/Library Collaborations

HCL, RCL and SPL offered to send out summaries of the challenges and things they have learned from their respective ConnectEd-type collaborations. Behringer suggested he would ask to discuss this topic with the CRPSLA directors at the group’s March meeting. He will suggest they recommend some broader statewide discussion be held frameworks for on school/library relationships – perhaps as school re-starts in September. The topic was tabled until Behringer secures a response from CRPLSA. It will be added to the next agenda.

D. Review of Latest Draft of MELSA Strategic Plan

The Directors did not have edits or additions to the draft strategic plan. The final version will be presented to the Trustees at the March Joint Trustee/Advisory Board meeting.

E. Discussion of Partnership Offer from University of Saint Catherine

Representatives from St. Kate’s University presented the Directors with an opportunity to partner with St. Kate’s. The University is offering a 10% discount to employees of their partner organizations. The discount applies to students pursuing most graduate degrees and certificate programs. It also includes Continuing Ed and 12-15 hour advanced degrees. Employees pursuing undergraduate degrees are excluded from this program. Library Directors will contact St. Kate’s independently if interested in pursuing a partnership.

IV. REPORTS

A. Executive Director Report

Behringer updated the Directors on the status with SELF-e. A RFP for basic tech classes has been sent out. HCL and RCL will be contracting individually with the Science Museum of Minnesota for technology classes.

B. Staff, Team and MELSA Group Updates

V. ADJOURNMENT

Motion to adjourn by Thompson.
Second by Stone.
Motion carried.
Meeting adjourned at 11:01AM