Metropolitan Library Service Agency
Advisory Board Meeting Minutes
Friday, October 13th, 2017
George Latimer Central – St. Paul Public Library
12:30 pm – 3:00 pm

Members Present:
- Anoka: Maggie Snow
- Ramsey: Jill Boldenow
- Carver: Heidi Hoks
- Saint Paul: Jane Eastwood
- Dakota: Margaret Stone
- Scott: Jake Grussing
- Hennepin: Lois Thompson
- Washington: Keith Ryskoski

Staff Present: Ken Behringer and Kate Brown

I. CALL TO ORDER
Chair Grussing called the meeting to order at 12:40 PM.

II. CONSENT AGENDA
A. Approval of Agenda
B. Approval of Meeting Minutes (September 8, 2017).
Motion by Hoks to approve the Consent Agenda. Second by Snow. Motion carried.

III. DISCUSSION/ACTION ITEMS
A. Budget Considerations for 2018
The Directors reviewed the current expenditures patterns in light of the recent RLBSS revenue losses. The promotion and database budgets were specifically discussed. They agreed to continue the budget discussion through 2018 so members better understood existing budget structures and how they might be adapted to protect operational priorities should revenues continue to decline.

Behringer will send out the formula used for distributing Jobs and Small Business funds to the library systems. The Directors will speak to their members on the Promotions Team about their budget. Behringer will invite Lederer to a future Advisory Board meeting to discuss the work of the Promotions Team.

Motion by Thompson to propose to the Governing Board that 100,000 of the set aside funds be used to offset some of the RLBSS revenue losses. Second by Boldenow. Motion carried.

B. Notice of Availability of Phase Funds
Behringer will send out all pertinent dates in the calendar year for the release of Phase Funds.

C. STAR: Request for Access to MELSA Delivery Systems
Motion by Thompson to direct Behringer to compose a letter to A System of Technology to Achieve Results (STAR) program denying their request to use MELSA’s delivery system for their device lending program. Second by Eastwood. Motion carried.
D. Follow-up Conversation to ULC Forum, if any
The Directors agreed to set aside a block of time at meetings every couple of months to discuss issues of equity, diversity and inclusion. A statement in the Urban Libraries Conference materials will be presented to the Board of Trustees to demonstrate what the Directors have been discussing the past few months.

IV. ADJOURNMENT
Motion to adjourn by Stone.
Second by Snow.
Motion carried.
Meeting adjourned at 2:17 PM