Metropolitan Library Service Agency
Advisory Board Meeting Minutes
Tuesday, February 16, 2016
MELSA
1:30 pm – 3:30 pm

Members Present:

Anoka:    Maggie Snow    Ramsey:    Susan Nemitz
Carver:   Heidi Hoks     Saint Paul:  
Dakota:   Margaret Stone  Scott:    Jake Grussing
Hennepin: Lois Thompson   Washington: Keith Ryskoski

Staff Present: Ken Behringer, Kate Brown, Kathleen James, Sally Lederer, Melinda Ludwiczak, and Mona Scott.
Others Present: Maureen Gormley (DCL)

I. CALL TO ORDER
Chair Nemitz called the meeting to order at 1:31 PM.

II. CONSENT AGENDA
A. Approval of Agenda
B. Approval of Meeting Minutes (January 15, 2016)
   Motion by Grussing to approve the Consent Agenda. Second by Snow. Motion carried.

III. DISCUSSION/ACTION ITEMS
A. Follow up to Goals/Objectives Discussion
The directors discussed setting up goals and objectives for the future. A decision was made to wait on setting specific goals until the Board is ready to work on the next Strategic Plan and incorporate those goals. Behringer asked the Board if they would like to narrow the list of goals/objectives created at the last meeting and the decision was made to broaden the list. Behringer and MELSA staff will bring forward ideas for starting the Strategic planning process with the concept that county/city goals and priorities are the basis from which the Advisory Board starts their planning.

B. Review Team/Task Force charge/activities
   i. E-Resource Team
   Gormley and James came forward to explain and describe the basic purpose and functions of the E-Resource Team.
   - The Due Diligence process is being formalized.
   - All of the systems appreciate the purchasing power of MELSA versus purchasing databases individually.
   - It was discussed whether the Advisory Board should have an annual discussion about the eResource budget.
ii. Promotions Team
Lederer spoke about the Promotions budget and the role of the team within MELSA.

- A question about the direction for the Team came up. Should the Advisory Board members decide what the team should promote or should the team decide themselves?
- Lederer said the promotions should follow the investments the Advisory Board has made.
- How outcomes are measured was discussed.

It was decided to post-pone further conversations about the Promotions Team until the Board works on the Strategic Plan.

C. MELSA Strategic Plan – Internal Tactics Planning Document
Behringer said MELSA staff will fill in accomplishments and progress to date.

D. Blandin Foundation Broadband initiative – resolution
Motion by Ryskoski to approve supporting and bringing forward to the Governing Board the Blandin Foundation Broadband Initiative. Second by Hoks. Motion carried.

E. Planning for 2016 – 2019 Delivery RFI
A delivery survey has been sent out to each system in order to collect data for the upcoming RFI.

F. Other

IV. OTHER REPORTS
A. Executive Director’s Report
The $285,000 assigned for supplemental 3M content was not expended in 2015 – but will be reassigned for the expenditure in 2016.

Behringer also queried the group to determine support for a planned administrative recommendation to the Board of Trustees that a portion of the fund balance increase confirmed during the 2015 audit process be set aside to cover long-term Cloud Library platform fees for member libraries and to prepare for future RLBSS funding fluctuations associated with changes in the equalization shares paid to the respective systems. There was support express for both proposals.

B. Other staff, Team and MELSA Group Updates

V. ADJOURNMENT
Motion to adjourn by Thompson.
Second by Ryskoski.
Motion carried.
The meeting was adjourned at 3:22 PM.