### Joint Board of Trustees & Advisory Board Meeting Minutes

#### Thursday, May 17 2012
MCIT Office
12:00 p.m. – 2:00 p.m.

<table>
<thead>
<tr>
<th>Trustee Members Present:</th>
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<tr>
<td>Anoka: Jim Kordiak</td>
<td>Ramsey: Jan Parker</td>
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<td>Carver: Gayle Degler</td>
<td>St. Paul: Russ Stark</td>
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<td>Dakota:</td>
<td>Scott: Barbara Marschall</td>
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<td>Hennepin: Jeff Johnson</td>
<td>Washington: Autumn Lehrke</td>
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<th>Advisory Members Present:</th>
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<tr>
<td>Anoka: Marlene Moulton</td>
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<td>Janssen</td>
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<td>Ramsey: Susan Nemitz</td>
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<td>Carver: Nick Dimassis</td>
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<td>St. Paul:</td>
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<td>Dakota: Ken Behringer</td>
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<td>Scott:</td>
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<td>Hennepin: Lois Thompson</td>
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<td>Washington: Pat Conley</td>
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- **Staff Present:** Chris Olson, Kathleen James, Mona Scott and Judy Todd
- **Others Present:** Bill Lauer of Malloy, Montague, Karnowski, Radoevich (MMKR)

#### I. CALL TO ORDER
President Kordiak called the meeting to order at 12:10 p.m.

#### II. INTRODUCTIONS
Introductions were made by all.

#### III. PUBLIC COMMENT
None.

#### IV. APPROVAL OF AGENDA

#### V. CONSENT AGENDA FOR BOARD OF TRUSTEES

- **A. Approval of Meeting Minutes (March 9, 2012)**
  - Motion by Degler to approve the March 9, 2012 minutes. Second by Johnson. Motion carried. Lehrke abstained.
B. Approval of Bills and Financial Statements
   Motion by Stark to approve the bills and financial statements. Second by Degler. Motion carried.

VI. PRESENTATION: 2011 MELSA AUDIT
Bill Lauer, Malloy Montague, Karnowski, Radosevich (MKR)
This is the fourth year Bill Lauer has addressed the MELSA Joint Trustees and Advisory Boards regarding MELSA’s annual financial audit. His firm has issued an unqualified opinion without exception regarding MELSA’s financial statements which is the highest opinion they are able to give. They are also able to issue a letter on compliance with Minnesota state laws and have noted that due to the size of our office, MELSA relies on MMKR for some services to complete various tasks. This is the first year MELSA has implemented Governmental Accounting Standards Board (GASB) Statement No. 54, “Fund Balance Reporting and Governmental Fund Type Definitions.”
Motion by Marschall to accept the 2011 audit and authorize its submission to the State Library Agency of the Minnesota Department of Education. Second by Lehrke. Motion carried.

Kordiak mentioned the Finance Committee will discuss appropriate levels for the fund balance and will bring suggestions to the June Trustee meeting.

VII. ACTION / DISCUSSION / UPDATE ITEMS
A. Homework Help Request for Proposals
   Olson reported the consensus among MELSA library systems is to continue to carry the Homework Help tutoring service in the libraries. The Advisory Board has requested the Trustees release the Request for Proposal immediately to allow response from vendors. The evaluation process will include staff from each library system who will offer a recommendation to be brought to the June 28 Trustee meeting.
   Motion by Marschall to authorize the Executive Director to release a Request for Proposal for a metro-wide Homework Help project. Second by Parker. Motion carried.

B. Foundation for Exhibition of Photography Contract
   Olson and Karen Shaffer from the Dakota County attorney’s office have met with staff from the Foundation for Exhibition of Photography to discuss the current contract. MELSA will finalize this contract.
   Motion by Parker to authorize the Executive Director to sign the agreement with the Foundation for the Exhibition of Photography on behalf of the regional public library systems. Second by Johnson. Motion carried.

C. LSTA 2012 Applications from MELSA
   Federal dollars passed down through the Department of Education were not received until early 2012 which delayed the announcement of the LSTA Grant Application Process. Therefore, the normal opportunity for the Advisory Board
to discuss opportunities was not put in place. Kathleen James worked with the Youth Services Team to draft two proposals.

- Talk-Sing-Read-Write-Play Together: Early Literacy for School Readiness
- Bookawocky: A Celebration of Summer Reading

James anticipates hiring a contractor to evaluate both programs. This grant process is held from October 1 through the end of September which makes it work perfectly for the summer reading program. **Motion by Degler to approve the submission of the Bookawocky: A Celebration of Summer Reading and Talk-Sing-Read-Write-Play Together: Early Literacy for School Readiness projects for LSTA funding in 2012. Second by Parker. Motion carried.**

D. Other

VIII. MEETING REPORTS

A. Executive Director’s Report

i. **Year 3, Quarter 3 Legacy Report to State Library Services**

Olson reported this summary showed numbers were higher than the first and second year.

B. Governor’s Task Force on Workforce

Moulton Janssen explained Minnesota is the first state that has recognized the valuable input libraries provide towards workforce development by appointing a library advisory member to that council. The original groundwork began with Kit Hadley, Susan Nemitz and Ann Hutton (Executive Director for SELCO) and continued with Moulton Janssen who works with the Workforce Center in Anoka County, Metro North Adult Basic Education and Project Compass.

The Governor’s Development Workforce Council is a federally mandated body and has a variety of appointees with a number of committees. Moulton Janssen will send out the URL to the publication called *All Hands on Deck* which will show the content for a report showing the skills gap. The report says very soon 70% of Minnesota’s available jobs will require post secondary education. Currently, 40% of Minnesota’s population meets those criteria. Moulton Janssen has been working on the K-12 post secondary options and readiness. This will be a two year term for her.

IX. ADJOURN

The meeting was adjourned at 1:30 p.m.