METROPOLITAN LIBRARY SERVICE AGENCY

Joint Board of Trustees & Advisory Board Meeting Minutes

Thursday, September 27, 2012
MCIT Office
12:00 p.m. – 2:00 p.m.

Trustee Members Present:

<table>
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<tr>
<th>Anoka: Jim Kordiak</th>
<th>Ramsey: Jan Parker</th>
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<tr>
<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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Advisory Members Present:

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<th>Anoka: Marlene Moulton Janssen</th>
<th>Ramsey: Susan Nemitz</th>
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<tr>
<td>Carver: Nick Dimassis</td>
<td>St. Paul: Kit Hadley</td>
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<td>Dakota: Ken Behringer</td>
<td>Scott:</td>
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<td>Hennepin: Judith Friedrich</td>
<td>Washington: Pat Conley</td>
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Staff Present: Chris Olson, Mona Scott, Sarah Teske and Judy Todd

Others Present:

I. CALL TO ORDER
President Kordiak called the meeting to order at 12:05 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 (June 28, 2012)
   Motion by Degler to approve the June 28, 2012 minutes. Second by Parker. Motion carried.

B. Approval of Bills and Financial Statements
   Motion by Parker to approve the bills and financial statements. Second by Stark. Motion carried.
VI. ACTION / DISCUSSION / UPDATE ITEMS
A. Approval of Applications and Reports to State Library Services
   1. FY2012 Legacy Funding Report
      MELSA had 908 Legacy sponsored programs in FY2012. Highlights and budget sheets for each system were included in this board packet.
      Motion by Degler to approve the submission of the FY2012 Legacy Funding Report to State Library Services. Second by Parker. Motion carried.

   2. FY2012 RLBSS Results Accomplished Report
      The FY2012 RLBSS Results Accomplished Report reflects the last 6 months of 2011 and the first 6 months of 2012. The report highlights the five learning areas within the MELSA Strategic Plan and how they relate to the regional activities.
      Motion by Degler to approve the submission of the FY2012 RLBSS Results Accomplished Report to State Library Services. Second by Lehrke. Motion carried.

   3. FY2012 RLTA Report
      Olson reported $2.3M is available from state funds to assist public libraries with telecommunication costs. RLTA works with the federal dollars that libraries receive from E-rate which is the federal program for telecommunications. In FY2012 the MELSA libraries are being reimbursed for an equivalent of a T-1 line, designated cost at MELSA’s office, and will distribute the remaining funds to the library systems based on their percentage of actual costs submitted on the annual RLTA report.
      Motion by Johnson to approve the submission of the FY2012 RLTA Report to State Library Services. Second by Parker. Motion carried.

   4. FY2013 RLTA Application
      MELSA will be submitting estimated costs for FY2013 for RLTA. Olson explained State Library Services and CRPLSA implemented changes to the FY2013 to allow covering as much of the true telecommunications costs as possible. It is expected that each system should receive approximately 52% of actual costs. Parker suggested the Advisory Board make recommendations how the formula should be distributed for future payments.
      Motion by Parker to approve the submission of the FY2013 RLTA Application to State Library Services. Second by Lehrke. Motion carried.

B. CY2012 MELSA Budget Revisions
   Olson reported the RLBSS payments are going to increase in the next year mainly due to increased Equalization dollars. The population factor in the formula decreased slightly for MELSA due to Lake Elmo no longer being a part of the regional system.
Motion by Parker to approve the adjustments to the CY2012 Budget. Second by Johnson. Motion carried.

C. Distribution of CY2012 Formula Funds
MELSA sets aside $1M each year to reimburse the member libraries to be used as they wish. The four categories for determining the Formula are: Population, Interlibrary Loan, Crossover Services and Basic Grant.
Motion by Parker to approve the release of funds for the 2012 Formula Distribution. Second by Johnson. Motion carried.

D. 3M Cloud E-Book Project: Letter of Interest
The Advisory Board formed a small subgroup to investigate the possibility of an E-Book Project. The 3M representative met with the Advisory Board to explain what is currently available and continued to work with the subgroup to consider future development. At this time, the 3M representatives would like MELSA to submit a letter of interest. This letter would also show publishers that a major group of libraries is interested in this development and in putting money towards the content in this collection. The Advisory Board drafted a letter which the Dakota County Attorney’s office reviewed and approved the language.

This project would move forward in 2013 if approved. Olson explained there would be a 3-year commitment for the $80,000 annual access fee for each system per year. A total of $240,000 would be funded from the Fund Balance. $500,000 would be used from the FY2013 Equalization Funds for the purchase of the collaborative collection of E-Books.
Motion by Stark to assign $240,000 of the Fund Balance to an E0Book Collaborative Project. The Board will release the Fund when established conditions are met by the vendor. Second by Johnson. Motion carried.

Motion by Parker to agree to allocate $500,000 of FY2013 Equalization Funds for the purchase of E-Books through a collaborative joint project among the MELSA member library systems. Second by Stark. Motion carried.

Motion by Stark to request the MELSA Executive Director to send the approved Letter of Interest to 3M encouraging the development of an E-Book interlibrary lending software system. Second by Parker. Motion carried.

E. Reallocation of Discovery Tool Funds
Olson explained the reallocation of the regionwide discovery tool project which started in December 2011 when the Advisory Board and Tech Team met. After the e Resource and Tech Teams viewed demos for several discovery tool projects in April, they recommended Syndetics Basic and NoveList Select.
Motion by Degler to redirect the funds allocated for Aquabrowser and Syndetrics ICE in the Discovery Tool Project in the 2012 and 2013 budgets towards the collaborative purchases of Syndetics Basic and NoveList Select. Second by Stark. Motion carried.
F. Legacy Fund Contracting Policy and Procedures
   Tabled to the November agenda.

G. Other
   None.

VII. MEETING REPORTS
   A. Executive Director’s Report
      Olson reported there has not been an announcement of LSTA grant awards
      at this time.

   B. Other Reports
      None.

VIII. OTHER
      None.

IX ADJOURN
      The meeting was adjourned at 1:40 p.m.