Metropolitan Library Service Agency  
Joint Trustee Board Meeting Minutes  
Thursday, September 21, 2017  
Rice Street Library  
12:00 pm – 2:00 pm

Trustee Members Present:
Anoka:       Ramsey:  
Carver: Gayle Degler  Saint Paul: Beth Burns  
Dakota: Liz Workman  Scott: Barb Weckman Brekke  
Hennepin: Debbie Goettel  Washington: Gary Kriesel

Advisory Members Present:
Anoka:  Maggie Snow  Ramsey:  Jill Boldenow  
Carver:  
Dakota: Margaret Stone  Scott: Jake Grussing  
Hennepin: Johanna Gennet  Washington: Keith Ryskoski

Staff Present: Ken Behringer, Kate Brown and Mona Scott

I. CALL TO ORDER
Chair Workman called the meeting to order at 12:08 PM.

II. INTRODUCTIONS

III. PUBLIC COMMENT

IV. CONSENT AGENDA
A. Approval of Agenda
B. Approval of Meeting Minutes (May 18, 2017)
C. Approval of Bills and Financial Statements
   Motion by Degler to approve the Consent Agenda. Second by Kriesel. Motion carried.

V. DISCUSSION/ACTION ITEMS
A. Approval of FY 2017 Regional Library Basic System Support (RLBSS) Report of 
   Results & Expenditures (July 1, 2016 – June 30, 2017)
   Motion by Weckman Brekke to approve the RLBSS Report of Results and 

B. Discussion of Changes within Regional Library Basic System Support (RLBSS) 
   Payments to MELSA
   Behringer provided graphs and charts to show the trajectory of equalization funds on a 
   downward trend. The Board discussed the possible implications on future MELSA revenue.
C. Action Items from the September 11, 2017 meeting of the MELSA Finance Committee

i. Review of adjustments for 2017 MELSA budget
Behringer reviewed the adjustments made to the 2017 MELSA budget that were recommended by the MELSA Finance Committee on September 11, 2017.
Motion by Gottel to accept the adjustments to the 2017 MELSA Budget. Second by Degler. Motion carried.

ii. Results of Request for Proposals Process to Select an Audit Firm for MELSA
Behringer presented the results of the RFP released by MELSA that the Finance Committee reviewed on September 11, 2017.
Motion by Kriesel to accept the proposal from MMKR to perform audit services with the understanding that at least one new auditor assigned to the fieldwork will be involved in the review annually. Second by Burns. Motion carried.

D. Consideration of the Factors and Weighting Used in Formula Payments
The Advisory Board recently reviewed the formula used to distribute funds to the member libraries. The Advisory Board came to the conclusion that there were probably better factors but not necessarily countable. The Board of Trustees encouraged the Directors to continue the work of reviewing the factors used in the formula.
Motion by Degler to adopt the recommendation of the MELSA Advisory Board that no changes to MELSA Formula Factors or Weighting be made at this time. Second by Weckman Brekke.
Upon further discussion, the motion was amended.
Motion by Degler to adopt the recommendation of the MELSA Advisory Board that no changes to MELSA Formula Factors or Weighting be made at this time in the distribution of 2017 Formula dollars. Second by Weckman Brekke. Motion carried.

E. Consideration Eligible Use Policy for Phase Funds
The eligible uses for Phase Funds have not been reconsidered for more than 10 years.
Motion by Degler to adopt the MELSA Capital Automation Program (Phase Funds) Eligible Use Policy. Second by Kriesel. Motion carried.

F. Approval of FY2017 Regional Library Telecommunication Aid (RLTA) Report
Motion by Goettel to approve the submission of the FY2017 RLTA Final Report to State Library Services.

G. Consideration of Arts and Cultural Heritage Fund (ACHF) FY2016 Completion Report – Executive Summary
Motion by Burns to approve the submission of the FY2016 Legacy Completion Report to State Library Services. Second by Degler. Motion carried.
H. Consideration of Arts and Cultural Heritage Fund (ACHF) FY 2018 Application for Legacy Funds
   Motion by Degler to approve the submission of the FY 2018 Application for the Arts and Cultural Heritage Fund Allocation to State Library Services of Minnesota Department of Education. Second by Goettel. Motion carried.

I. Other

VI. REPORTS
   A. Executive Director’s Report
      - Behringer presented current numbers of passes used through the smARTpass program.
      - Behringer informed the Board that MELSA has purchased NICHE Academy, an online video tutorial product, for member libraries.

   B. Other

VII. ADJOURNMENT
   Motion to adjourn by Weckman Brekke.
   Second by Degler.
   Motion carried.
   The meeting was adjourned at 1:20 PM.