Metropolitan Library Service Agency  
Trustee Board Meeting Minutes  
Thursday, June 15, 2017  
MELSA Office  
12:00 pm – 2:00 PM  
Members Present:

Anoka: Mike Gamache  
Ramsey: Janice Rettman  
Carver: Gayle Degler  
Saint Paul: Beth Burns  
Dakota: Liz Workman  
Scott:  
Hennepin: Debbie Goettel  
Washington: Gary Kriesel  

Staff Present: Kate Brown and Mona Scott  
Others Present: Margaret Stone (DCL)  

I. CALL TO ORDER  
President Workman called the meeting to order at 12:01 pm.  

II. INTRODUCTION  

III. PUBLIC COMMENT  

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

V. DISCUSSION/ACTION ITEMS  
A. MELSA Finance Committee Report  
   i. Consideration of the 2018 MELSA Preliminary Budget  
      Behringer walked through the preliminary budget and provided more current numbers. Behringer recently heard from the state that there will be an increase Legacy funding for public libraries. More details should be public by next meeting.  
      Motion by Kriesel to accept the Finance Committee recommendation to adopt the 2018 MELSA Preliminary Budget for approval. Second by Degler. Motion carried.  
      Motion by Workman to accept the Finance Committee recommendation adopting the MELSA Financial Policies & Procedures Manual. Second by Gamache. Motion carried.  
   iii. Consideration of the Solicitation of Quotations to Select a Firm for the 2017 Audit  
      Motion by Degler to accept the Finance Committee recommendation that MELSA secure quotations from audit firms in the Twin Cities area qualified to perform governmental audits. In the event that the current firm provides the selected quote, MELSA will stipulate that some new audit staff would be included in the fieldwork. Second by Burns. Motion carried. Rettman voted no.
B. Consideration of Requests for Phase Funds
The Phase Funds program supports the member libraries’ infrastructure for computer equipment and technology. Funds come from MELSA’s general budget through funds received from the State. Requests by the Advisory Board may be made twice a year in December and June with payouts in January and July after approval by the Trustees. Funds may be carried over. Phase distribution requests have been made by Hennepin, Scott and Washington County Libraries. Burns requested to see a table of the remaining Phase funds for all libraries in the September Board packet. 

Motion by Burns to release Phase funds of $204,193 to Hennepin County Library, $55,884 to Scott County Library and $75,718 to Washington County Library. Second by Goettel. Motion carried.

C. Consideration of the RLBSS Application for FY2018
Behringer presented the Regional Library Basic System Support application to the Trustees for review. Workman requested a future report to demonstrate how the goals of the Strategic Plan have been met.

Motion by Degler to approve the submission of the FY2018 application for Regional Library Basic System support to State Library Services of the Minnesota Department of Education. Second by Kriesel. Motion carried.

VI. REPORTS
A. Executive Director’s Report
Behringer reported to the Trustees that the Advisory Board intends to recommend that the MLSA Board of Trustees not change the current MELSA formula factors or weighting. They have asked the MELSA Technology Team to review and recommend updates to the definitions and permissible uses for Phase Funds. The document with definitions and uses has not been reviewed since 2004-2005. These will be presented for Board of Trustee consideration at the September meeting.

The overarching Joint Powers Agreement with Dakota County has been signed. Behringer will continue the process of signing separate Joint Powers agreements for MELSA legal services and employee relations/human resources assistance from the relevant staff level departments in Dakota County.

VII. ADJOURN
The meeting was adjourned at 12:50 pm.