

MELSA ADVISORY BOARD MINUTES

Friday, June 11, 2021

9:00-11:00 am

Virtual Meeting via Teams

Members present:

Anoka:	Colleen Haubner and Jacquie Kramer	Ramsey:	Karen Saltis
Carver:	Heidi Hoks	Saint Paul:	Catherine Penkert
Dakota:	Margaret Stone	Scott:	Jake Grussing
Hennepin:	Chad Helton	Washington:	Amy Stenftenagel

Staff Present: Sarah Hawkins, Kathleen James, Sally Lederer, Mona Scott and Scott Vrieze

I. **CALL TO ORDER**

Stone called the meeting to order at 9:03 am.

II. **INTRODUCTIONS and WELCOME**

III. **CONSENT AGENDA**

A. Approval of Agenda

B. Approval of Meeting Minutes (April 9, 2021)

Motion by Grussing to approve the Consent Agenda. Second by Stenftenagel.

All in favor signified by saying/gesturing aye:

ACL – aye	CCL – aye	DCL – aye
HCL – aye	RCL – aye	SPL – aye
SCL – aye	WCL – aye	

Motion carried.

IV. **DISCUSSION/ACTION ITEMS**

A. Selection of MELSA representative to Minitex Policy Advisory Group

Stone described this opportunity; there were no volunteers, so this item is to be determined.

B. Consideration of MELSA Collection Development Policy

Vrieze asked Hawkins, who facilitates the Collection Development Team, to answer any questions about the team's draft Collection Development policy for eContent purchased with MELSA funds. Hawkins highlighted that the policy will be reviewed annually. Stone asked about the reconsideration component; Hawkins said this is still being developed, but the team will put together a flowchart to make this clear.

Grussing motioned that the Advisory Board recommend the MELSA Collection Development policy to the MELSA Board of Trustees. Seconded by Hoks.

All in favor signified by saying/gesturing aye:

ACL – aye	CCL – aye	DCL – aye
HCL – aye	RCL – aye	SPL – aye
SCL – aye	WCL – aye	

Motion carried.

C. Restoration of FY2021 MELSA ACHF (Legacy) Allocation

No formal action required; Hawkins noted that \$139,327 has been restored for FY2021 allocation.

D. LinkedIn Learning Services Terms

James, who facilitates the eResources team, reviewed the LinkedIn Learning for Library service terms, in particular the restriction for county employees who do not live in the county. Stenftenagel wasn't happy about this, given that many Washington County employees live in Wisconsin and would now be unable to access. In addition, Ramsey County Library has an authentication issue (to be addressed by SirsiDynix) that means that Ramsey County residents won't have access, even through other library systems. Stenftenagel expressed concern that Washington County might be in a similar situation in the future.

James noted that a one-year option costs \$16,000 more than a 3-year contract, but the one-year contract allows time to explore other options. Stone requested a roll call on a one-year contract v a three-year contract:

ACL – no preference	CCL – 1 year	DCL – 1 year
HCL – no preference	RCL – 1 year	SPL – no preference
SCL – 1 year	WCL – 1 year	

With a majority of the board in favor of proceeding with a one-year contract, Stenftenagel made the motion to recommend a one-year renewal of LinkedIn Learning for Library. Saltis seconded.

All in favor signified by saying/gesturing aye:

ACL – aye	CCL – aye	DCL – aye
HCL – aye	RCL – aye	SPL – aye
SCL – aye	WCL – aye	

Motion carried.

E. Discussion of ARPA-related Funding Opportunities

State Library Services is distributing American Rescue Plan Act (ARPA) funds to the state's regional library systems. The Council of Regional Public Library System Administrator (CRPLSA) met on June 8 to determine a distribution formula. MELSA will receive \$298,000 (22% of the \$1,357,000 available). There were questions about how this percentage was determined, as the metro represents 55% of the population. Vrieze explained that they also factored in the rate of unemployment claims and broadband access rates.

There was considerable discussion around options provided for consideration: 1) a digital inclusion survey similar to the one conducted in 2015, with a focus on reaching underserved communities; and 2) options related to the eCollection: a) cost per circ; b) streaming videos; and c) indigenous language content.

There was a lot of interest in the survey. Grussing offered to be involved in that process since Scott County contracts with the same firm MELSA would likely use, and he's worked closely with them/is familiar with their process.

It was also noted that while the proposals are due at the end of June (effectively June 22 for MELSA since they require director signature and Vrieze is on vacation from 6/22 through the end of the month), awarded funds don't need to be spent until September of 2022.

Penkert made the motion that MELSA allocate funds to a survey measuring digital equity in the MELSA service area, and use any remaining funds for one of the e-collection options. Stenftenagel offers a friendly amendment to make \$200,000 the ceiling for the survey. Penkert accepted this amendment. Haubner seconded.

All in favor signified by saying/gesturing aye:

ACL – aye	CCL – aye	DCL – aye
HCL – not present	RCL – aye	SPL – aye
SCL – aye	WCL – aye	

Motion carried.

For the e-collection, Hawkins pointed out that the indigenous language option potentially could be achieved through other grant options. Given the money available and the tight deadline, this option is not ideal. She also pointed out that the streaming video option fit the criteria well, and since systems receive a lot of requests for streaming, this option represents a response to a need. Penkert noted that streaming implied an ongoing service, and this would be one-time funding.

Haubner asked for more detail about the cost per circ option, and Hawkins explained how it would work: On titles made available via this model, MELSA is charged whenever someone checks out a title, eliminating holds. For example, using titles that cost less than \$3 per circ and have a hold ratio of more than 5:1, as of this week 1600 titles meet that threshold.

Stone requested a roll call for which of the e-collection options each board member preferred:

ACL – cost per circ	CCL – cost per circ	DCL – cost per circ
HCL – not present	RCL – cost per circ	SPL – cost per circ
SCL – cost per circ	WCL – cost per circ	

Based on this unanimous direction, Hawkins will prepare this proposal.

F. A discussion/action item was added for extending the expiring hotspots service.

In March, the MELSA Board of Trustees approved a \$175,000 assignment of the fund balance to address needs identified during the pandemic, and one possible use of these funds was for renewal of the hotspots purchased with FY2020 Category 3 funding that are expiring July 1. However, Emergency Connectivity Fund (ECF) dollars may be available to continue the hotspots. Due to the complexity of the ECF program and a short timeline for information gathering and the procurement process, MELSA recommends using up to \$10,000 of the fund balance to extend the current agreement with T-Mobile for one or two months to allow systems time to decide if they will apply for hotspots funding through ECF.

Saltis made a motion that the Advisory Board support the use of up to \$10,000 of the fund balance for a one or two month extension of the RLTA-funded hotspots service expiring July 1. Grussing seconded.

All in favor signified by saying/gesturing aye:

ACL – aye	CCL – aye	DCL – aye
HCL – not present	RCL – aye	SPL – aye

SCL – aye

WCL – aye

G. Update on MELSA strategic directions process

Vrieze briefly summarized the process, requesting that board members watch for a survey they would be receiving ahead of a July planning meeting.

H. Round Robin discussion

Stone suggested finding an alternate date for discussion since it was almost 11:00 and some board members had already had to leave for other meetings.

V. A. Executive Director and MELSA staff updates

Vrieze shared the good news that MELSA received the LSTA grant for ASL training for staff.

VI. Adjourn

Stone adjourned the meeting at 11:01.