

Metropolitan Library Service Agency  
Joint Trustee Board Meeting Minutes  
Thursday, January 21, 2021  
Virtual Meeting via Zoom  
12:00 pm – 2:00 pm

**Trustee Members Present:**

Anoka:		Ramsey:	Mary Jo McGuire
Carver:	Matt Udermann	Saint Paul:	Beth Burns
Dakota:	Laurie Halverson	Scott:	Barb Weckman Brekke
Hennepin:		Washington:	Wayne Johnson

Staff Present: Sarah Hawkins, Kathleen James, Sally Lederer, Mona Scott, and Scott Vrieze  
Guest: Liz Workman (Outgoing trustee for Dakota County)

**I. CALL TO ORDER**

Vice Chair McGuire called the meeting to order at 12:01 pm.

**II. INTRODUCTION OF NEW MEMBERS AND GUESTS**

The MELSA Board welcomed new members Matt Udermann for Carver County Library, Laurie Halverson for Dakota County Library, and Wayne Johnson for Washington County Library.

**III. PUBLIC COMMENT**

None.

**IV. APPROVAL OF AGENDA**

Motion to approve the agenda by Udermann. Second by Burns.

Vote was taken using verbal/gestured indicators:

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

Motion carried.

**V. CONSENT AGENDA**

A. Approval of Meeting Minutes from the November 20, 2020 meeting

B. Approval of Bills and Financial Statements

Motion to approve the consent agenda by Weckman Brekke. Second by Johnson.

Vote was taken using verbal/gestured indicators:

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

Motion carried.

## **VI. ANNUAL MEETING**

### **A. Oath of Office/Conflict of Interest Statement**

Vice Chair McGuire read the Oath of Office aloud and the trustees each raised their right hands and recited the oath. They will digitally sign the oath and return to Vrieze. Trustees who served in 2020 will complete the Conflict of Interest form included in the board packet and return to Mona Scott.

At this point Udermann made a motion to revote on approving the agenda and the consent agenda now that all trustees had taken the oath of office. Second by Burns.

Vote was taken using verbal/gestured indicators:

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

Motion carried.

### **B. Election of Officers**

On a motion by Weckman Brekke seconded by Burns, the MELSA Board of Trustees approved the following slate of officers for CY2021:

President:	Mary Jo McGuire (Ramsey)
Vice President:	Barb Weckman Brekke (Scott)
Treasurer	Robyn West (Anoka)

Vote was taken using verbal/gestured indicators:

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

Motion carried.

On a motion by Udermann seconded by Burns, the MELSA Board of Trustees approved the following individuals to be check signers for the organization in CY2021:

President:	Mary Jo McGuire (Ramsey)
Vice President:	Barb Weckman Brekke (Scott)
Treasurer	Robyn West (Anoka)

Vote was taken using verbal/gestured indicators:

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

Motion carried.

At this point McGuire was now chairing the meeting as official Chair.

C. Committee Appointments

On a motion by Udermann seconded by Halverson, the MELSA Board of Trustees appointed the following members to the Finance, Personnel and Nominating Committees for CY2021:

Finance:

Robyn West (Chair)  
Beth Burns  
Wayne Johnson  
Mary Jo McGuire (Ex officio)

Personnel:

Barb Weckman Brekke (Chair)  
Laurie Halverson  
Mary Jo McGuire (Ex officio)

Nominating:

Mary Jo McGuire (Chair)  
Matt Udermann

(Udermann and Goettel [not present] will participate on the Finance or Personnel Committees as well.)

Vote was taken using verbal/gestured indicators:

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

Motion carried.

D. Setting of Meeting Dates for 2021

The MELSA Trustees generally meet every other month on the third Thursday from 12:00-2:00 pm, which in 2021 would be:

January 21  
March 18  
May 20  
June 17  
September 16  
November 18

County board members noted a conflict on September 16, so Vrieze will send a Doodle poll to find another date for the September meeting. Burns noted that the January

meeting (underway) conflicted with the Statewide Library Leadership meeting, and requested that Vrieze work with State Library Services to ensure that this was avoided for future meetings. Johnson inquired about when and how often the committees meet, and was told that committees typically meet 3-4 times a year on dates determined by the respective committee members.

Johnson made a motion to accept the meeting dates with the specified change to the September 16 date. Seconded by Weckman Brekke.

Vote was taken using verbal/gestured indicators:

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

Motion carried.

## **VII. DISCUSSION/ACTION ITEMS**

- A. Vrieze transferred hosting to McGuire to begin the closed session discussion of the Executive Director’s Year-End Performance Review and Employee Compensation. All MELSA staff left the meeting.

(Closed discussion from approximately 1:05-1:45)

Vrieze and the rest of the MELSA staff rejoined the meeting.

McGuire motioned that the Executive Director receive the salary increase based on the rating of Meets Standards as defined on the Dakota County Employee Merit Matrix and that the Executive Director develop a workplan with measurable goals for 2021. Seconded by Weckman Brekke.

Vote was taken using verbal/gestured indicators:

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

Motion carried.

- B. Action on Personnel Committee Recommendation

Weckman Brekke motioned and Udermann seconded that the MELSA Board of Trustees approve the salary and benefits proposal as recommended by the Personnel Committee. This includes back paying staff to January 1, 2021 for approved salary increases and approving that MELSA continue to pay the cost of single coverage premium since Dakota County employees receive additional benefits not available to MELSA staff. Breckman Wekke noted that this is a good financial deal for MELSA as well as appreciated by the staff.

Vote was taken using verbal/gestured indicators:

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

Motion carried.

C. Action on Adoption of Revised CY2021 Budget, reflecting salary and benefits changes.

Weckman Brekke motioned and Johnson seconded that the MELSA Board of Trustees approve the updated CY2021 MELSA Budget, reflecting the changes to the salary and benefits calculations.

Vote was taken using verbal/gestured indicators:

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

Motion carried.

D. Proposed flexible approach to Advocacy for RLBS Funding Increase

Workman and others gave background on this to new board members, and McGuire suggested having a more in-depth discussion at a future meeting and inviting Sam Walseth of Capitol Hill Associates (lobbyist) to that meeting.

On a motion by Weckman Brekke seconded by Halverson, the MELSA Board of Trustees supports the following proposal: CRPLSA advocate at the legislature to increase the funding to the 12 regional public library systems, to be distributed through a formula that will stabilize the relative allocation of funds to each system, in a manner that holds each system harmless for their current allocations, and which advanced the ability of Minnesota’s regional public library systems to help meet the library needs of its citizens.

Vote was taken using verbal/gestured indicators:

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

Motion carried.

## **VIII. REPORTS**

### **A. Executive Director’s Report**

No additional reports.

## **IX. ADJOURN**

Motion by Udermann, second by Halverson, to adjourn.

Vote was taken using verbal/gestured indicators:

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

Motion carried.

The meeting was adjourned at 2:15 pm.