

Metropolitan Library Service Agency  
Joint Trustee Board Meeting Minutes  
Thursday, June 17, 2021  
Virtual Meeting via Zoom  
12:00 pm – 2:00 pm

**Trustee Members Present:**

Anoka:	Robyn West	Ramsey:	Mary Jo McGuire
Carver:		Saint Paul:	Beth Burns
Dakota:	Laurie Halverson	Scott:	Barb Weckman Brekke
Hennepin:	Debbie Goettel	Washington:	

Advisory Board Members/representatives Present: none

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

**I. CALL TO ORDER**

Chair McGuire called the meeting to order at 12:07 pm.

**II. PUBLIC COMMENT**

None.

**III. APPROVAL OF AGENDA**

Motion to approve the agenda by Goettel. Second by Halverson.

Roll call vote:

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

Motion carried.

**IV. CONSENT AGENDA**

- A. Approval of Meeting Minutes from the May 20, 2021 meeting
- B. Approval of Bills and Financial Statements

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

Roll call vote:

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

Motion carried.

**V. DISCUSSION/ACTION ITEMS**

A. Consideration of Preliminary CY2022 Budget

The MELSA Finance Committee met virtually on June 3, 2021 to discuss the preliminary MELSA 2021 budget. Adjustments to this budget may result from the strategic planning process (to be completed by September 30, 2021) and/or changes to RLBSS, RLTA, or Legacy revenue. Changes can be made before final approval at the November 2021 meeting, as well as during the budget year as circumstances warrant.

West motioned that the Board of Trustees agree to adopt the 2022 MELSA Preliminary Budget for approval. Goettel seconded.

West asked about changing the budget up v down; Scott noted that the budget could go up only if there were increases in revenue streams or use of the fund balance.

Roll call vote:

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

Motion carried.

B. RLBSS Application for FY2022

Each July 1, regional public library systems are required to submit an application for Regional Library Basic System Support (RLBSS) funds for the next fiscal year. MELSA is using \$5,242,381, its FY2021 RLBSS formula share, as an estimate for FY2022. The numbers are for state FY2022 (July 1, 2021 – June 30, 2022), so they do not match MELSA’s calendar year 2021 budget or proposed 2022 budget.

Halverson motioned that the Board of Trustees approve the submission of the FY2022 application for RLBSS to State Library Services of the Minnesota Department of Education. Goettel seconded.

Roll call vote:

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

Motion carried.

C. Revised ACHF/Legacy Allocation

In September 2020, MELSA was notified that its FY2021 Arts & Cultural Heritage (ACHF or Legacy) allocation was reduced by approximately 14% due to the pandemic impact. But thanks to the improved February 2021 budget forecast, the total grant amount will now reflect the original award rather than the reduced amount, adding \$139,327 to MELSA’s FY2021 allocation. Hawkins reviewed how this money would be allocated: 4% for administrative costs, 26% for regional programs, including funding the ASL interpretation for the Youth Services Summer video series, and 70% for local system allocations.

Hawkins noted that ACHF grants are typically 3 or 4 year grants, so systems are able to carryover the funds beyond the funding year. Systems will have until June of 2023 to use this FY2021 allocation.

No action required on this informational item.

#### D. Consideration of MELSA Collection Development Policy

The MELSA Collection Development Team drafted a Collection Development Policy for the MELSA Twin Cities Metro eLibrary collection. The policy will serve as a guide for MELSA and member library staff, and as an information source for the public who uses the collection. It will be reviewed annually by the Team, which will recommend changes or revisions to the MELSA Boards.

At their June 11, 2021, meeting, the Advisory Board recommended the MELSA Collection Development policy for the Board of Trustees consideration.

Weckman Brekke motioned that the MELSA Board of Trustees adopt the MELSA Collection Development Policy as presented. West seconded.

McGuire asked whether systems have different policies from those for the shared collection. Hawkins, who facilitates the Collection Development Team, clarified that this policy governs only titles purchased by MELSA. This policy serves as a guide to purchasing and management of the MELSA collection, and is drawn from similar policies adopted for shared collections in other places using OverDrive.

Roll call vote:

ACL – aye

HCL – aye

SCL – aye

CCL – not present

RCL – aye

WCL – not present

DCL – aye

SPL – aye

Motion carried.

#### E. Consideration of ARPA Funding Opportunities

1. MELSA will receive \$298,283.60 from the American Rescue Plan Act (ARPA) funds being distributed by State Library Services. The MELSA Advisory Board recommended spending up to \$200,000 on an in-depth community survey to work toward greater digital inclusion and accessibility across the metro area. The remainder of the funds will be applied to additional ebook/e-audiobook purchases for the MELSA shared collection. Applications for these funds are due by the end of this month. (Note: after this meeting it was discovered that the applications didn't have to be submitted by the end of June after all.)

There was considerable discussion as to the purpose of the survey and to whom it would be directed. Burns felt it was very important to have an external report to go to legislators, the governor, and the public, rather than just an internal report to guide services, and others agreed. Though all agreed that better understanding digital

needs in the metro is critical, there were concerns about a survey possibly duplicating efforts going on in other jurisdictions. West inquired whether the funds might be used for community grants; Vrieze responded that it might be less impactful to divide the money among eight systems. Given that this is one-time funding, MELSA hopes to gain important insights that will serve the libraries and their communities in the coming years.

Initially, Weckman Brekke motioned that the Board of Trustees approve spending up to \$200,000 toward an outcome leading to greater digital access/inclusivity across the region. West seconded.

After further discussion of the Advisory Board's recommendation for a community survey, Weckman Brekke motioned that the Board of Trustees approve spending up to \$200,000 to conduct a community survey to work toward greater digital inclusion and accessibility across the metro area. Burns offered a friendly amendment to include a public report, which Weckman Brekke accepted. So the final motion was to approve spending up to \$200,000 to conduct a community survey, including a public report, to work toward greater digital inclusion and accessibility across the metro area. Goettel seconded.

Roll call vote:

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

Motion carried.

2. IMLS Direct Grants

The MELSA Advisory Board recommended applying for funds to support an additional model for ebook/e-audiobook purchases. Deadline: June 28<sup>th</sup>.

3. Emergency Connectivity Fund

This funding utilizes the e-rate program infrastructure. The MELSA Tech Team, facilitated by Scott, has discussed how this could replace FY2020 RLTA Category 3-funded hotspots expiring July 1 (and additional hotspots, if needed by the systems). This item is included on the agenda as it is part of the ARPA funded programs.

Burns moved that the trustees support application for ECF funding by interested systems. Halverson seconded.

Roll call vote:

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

Motion carried.

(Note: Udermann [CCL] arrived at 1:42 pm.)

## **VI. REPORTS**

Executive Director/Staff Report

Vrieze gave a brief legislative update.

Vrieze said that the Office Manager position had been posted and he'd started receiving applications. He anticipates that position will be filled in August.

Vrieze reported that the strategic planning process was moving forward, though scheduling the associated meetings was a challenge during the summer months. He and McGuire reminded everyone to be sure to fill out the surveys they'd recently received.

The meeting was adjourned at approximately 1:47 pm.