

Metropolitan Library Service Agency Joint Trustee Board Meeting Minutes

Thursday, March 17, 2022

Virtual Meeting via Teams

11:30am – 1:30pm

Trustee Members Present:

Anoka:	Robyn West	Ramsey:	MaryJo McGuire
Carver:	not present	Saint Paul:	not present
Dakota:	Laurie Halverson	Scott:	Barb Weckman Brekke
Hennepin:	Debbie Goettel	Washington:	Wayne Johnson

Advisory Board Members/Representatives Present:

Anoka:	Colleen Haubner	Ramsey:	Jake Grussing
Carver:	Heidi Hoks	Saint Paul:	not present
Dakota:	Margaret Stone	Scott:	vacant
Hennepin:	Johannah Genett, Amy McNally	Washington:	Amy Stenftenagel

Staff Present:

Gina Goettl, Kathleen James, Mona Scott, and Scott Vrieze.

I. Call to order

Chair Weckman Brekke called the meeting to order at 11:36am. A quorum was not met at that time, so a few items were discussed that did not require a vote. Section VI of the agenda was covered and then the discussion portion of V.b was also covered.

II. Public Comment

No public comment.

III. Approval of Agenda

As there were no additions to the agenda, Chair Weckman Brekke approved the agenda.

IV. Consent Agenda

- a) Approval of meeting minutes from the January 2022 meeting
- b) Approval of bills and financial statements

Motion to approve the meeting minutes and bills/financial statements by McGuire.
Second by Halverson.

Roll call vote:

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

Motion carried.

V. Discussion/Action Items

a) Request for Phase Funds Distribution (WCL, ACL)

Motion to approve the following requests for distribution of Phase funds: Washington County Library in the amount of \$66,453 and Anoka County Library in the amount of \$131,998. Motion by West. Second by Johnson.

Roll call vote:

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

Motion carried.

b) Fund Balance Assignments: Finance Committee Recommendation

While waiting for a quorum, this item was moved forward, since part of this item was a discussion and did not require action. Vrieze explained that an error had occurred between State Library Services, the Department of Education, and the Department of Revenue, and MELSA now has \$330,000 less in their RLBSS grant award. Vrieze is checking with these agencies now to see where the error happened so this will not happen in the future. Adjustments were made with the budget to cover for this shortage.

West joined the meeting at 12:00pm. Goettel joined the meeting at 12:11pm.

Motion to authorize the recommended assignments of the 12/31/21 fund balance by Johnson. Second by West.

Roll call vote:

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

Motion carried.

c) 2021 Annual Report to State Library Services

Each year all libraries in Minnesota, including regional library system administrative offices, are required to submit a state annual report to State Library Services by April 1. This report collects statistics and financial data related to facilities, services, programs, collections, staffing, hours of operation, and income and expenditures.

Motion to authorize the submission of the 2021 MELSA Report to State Library Services at the Minnesota Department of Education by Halverson. Second by Goettel.

Roll call vote:

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

Motion carried.

d) Consideration of MELSA Strategic Plan: Outcomes and Initiatives

Following our Strategic Planning working session on February 18th, our Strategic Plan Outcomes and Initiatives documents were revised, incorporating the feedback provided during that work session.

The current proposal includes five overarching outcomes, along with the initiatives that support each of those outcomes. Following the decisions made by the Trustees at the March 17th meeting, the Executive Director and MELSA staff, in collaboration with the Advisory Board and member library staff, will add proposed activities to support the selected outcomes and initiatives. We expect that over the time period covered by this plan (approximately 2022 – end of 2025) additional activities may develop in support of the overall plan.

Motion to approve the proposed Strategic Plan Outcomes and Initiatives for 2022 – 2025 by West. Second by McGuire. Chair Weckman Brekke added that this strategic plan will be reviewed two times a year by the trustees.

Roll call vote:

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

Motion carried.

VI. Reports

a) Executive Director/Staff Reports

Vrieze provided updates on legislative advocacy and is hopeful that the RLBSS increase, bonding/capital investment, and capital projects fund initiatives will be

successful. The trustees and library directors are willing to testify or make calls if necessary, when the time arrives. Interviews were conducted this week for the Project Manager position and will hopefully be filled soon.

b) 2021 Benefits to MELSA member libraries

2021 Benefits were distributed to the trustees and the advisory board.

The next meeting is in May and will be held in person at the MCIT building. The schedule will be examined at that time to determine if meetings will be held virtually or in person in the future.

Weckman Brekke adjourned the meeting at 12:37pm.