

# **Metropolitan Library Service Agency Joint Trustee Board Meeting Minutes**

Thursday, May 19, 2022  
MCIT Building, Room 220  
11:30am – 1:30pm

## **Trustee Members Present:**

Anoka:	Robyn West	Ramsey:	not present
Carver:	Matt Udermann	Saint Paul:	Beth Burns
Dakota:	Laurie Halverson	Scott:	Barb Weckman Brekke
Hennepin:	Debbie Goettel	Washington:	Wayne Johnson

## **Advisory Board Members/Representatives Present:**

Anoka:	not present	Ramsey:	Jake Grussing
Carver:	Heidi Hoks	Saint Paul:	not present
Dakota:	Margaret Stone	Scott:	not present
Hennepin:	Johannah Gennet	Washington:	Amy Stenftenagel

## **Staff Present:**

Abigail Dillon, Gina Goettl, Kathleen James, Mona Scott, and Scott Vrieze

### **I. Call to order**

Chair Weckman Brekke called the meeting to order at 11:34am.

### **II. Public Comment**

No public comment at this time.

### **III. Approval of Agenda**

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

Roll call vote:

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

Motion carried.

### **IV. Consent Agenda**

- a) Approval of meeting minutes (March 17<sup>th</sup>, 2022)
- b) Approval of bills and financial statements

Motion to approve the meeting minutes and bills/financial statements by Johnson. Second by West.

Roll call vote:

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

Motion carried.

Goettel arrived at meeting at 11:41am.

## V. Discussion/Action Items

### a) Approval of Request for Phase Funds Distribution (Carver)

A request for a distribution of Phase funds has been received from Carver County Library. Following the recommendation of the Advisory Board on Friday, May 13<sup>th</sup>, this request for funds is being presented to the MELSA Board of Trustees for approval at the May 19<sup>th</sup> joint meeting.

Motion to approve the following requests for distribution of Phase funds: Carver County Library in the amount of \$32,370.00. Motion by Udermann. Second by Johnson.

Roll call vote:

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

Motion carried.

### b) 2021 MELSA Audit Presentation – Bill Lauer, MMKR

Mr. Lauer discussed the preliminary draft of this audit with MELSA Board President Barb Weckman Brekke, Finance Committee Chair Beth Burns, Commissioner Wayne Johnson, and Commissioner Debbie Goettel on Wednesday, May 11<sup>th</sup>. On a motion by Beth Burns, and a second by Commissioner Goettel, the Finance committee voted to recommend the 2021 audit report for approval by the MELSA Board of Trustees.

The audit consists of the Annual Financial Statement and the Executive Report. The audit went well, and there were no issues with financial reporting. Discussion involved a proposal to discuss fund balance at June meeting with input from the Advisory Board about their member library needs. Vrieze talked about the Strategic Plan and how it

relates to the budget. There are certain initiatives that could affect the budget, and that is something that will be discussed when the budget is planned in June.

Motion to accept the 2021 MELSA audit and authorize its submission to the State Library Agency of the Minnesota Department of Education and the Office of the State Auditor by Burns. Second by West.

Roll call vote:

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

Motion carried.

c) Approval of Selection of MELSA Delivery Vendor

On April 1<sup>st</sup>, 2022, MELSA released a Request for Quotes for a 24-Hour Sort and Delivery System for public library materials distributed through the Twin Cities area.

This service, currently provided through Alliance Courier, is nearing the end of its three-year contract. MELSA’s policy is to research the marketplace every three years for potential providers.

Three firms responded to MELSA’s Request For Information (RFI). Scott Vrieze and Gina Goettl (the MELSA staff member in charge of this daily service) reviewed the responses using the criteria included in the original RFI document. They recommend granting this contract once again to Alliance.

Motion to authorize the Executive Director to contract with Alliance Courier for the 24-hour sort and delivery system for a one-year period with the option to renew for an additional two years, subject to remedy within 30 days regarding outstanding issue with Washington County. Motion by Udermann. Second by Burns.

Discussion included engaging counsel to get their input on contract language.

Roll call vote:

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

Motion carried.

## VI. Reports

a) Executive Director/Staff Reports

i. Guidelines for Open Meeting Law/Remote Attendance

MELSA sought out the opinion of Dakota County Attorney, and they arrived at a stricter interpretation of Open Meeting Law. This includes having remote attendees attend in a publicly accessible location (and provide that address in the agenda), and cameras should be on for the entirety of the meeting. Votes must be conducted by roll call. The posting on the MELSA website must include that some members may participate by interactive technology and this notice must be posted at least ten days before the meeting. Vrieze will follow up with the Dakota County Attorney to ask about risk if we decide to diverge from the attorney's opinion and if the current federal state of emergency applies in this situation.

ii. Update of MELSA office space evaluation

Vrieze presented the information included in the meeting packet, which outlined our current square footage and costs. MELSA is considering reducing square footage in our current space and merging with Metronet. The office would be available with touchdown spaces for staff when they come to the office. MELSA is also looking at digitizing all the paper files that we have in several filing cabinets in the office. Burns shared that the Friends are going through a similar issue right now and searching for a new space. She stated that studies have been done to show that personal space is important among staff and it is important to get staff input in this process. She also suggested having a specific work from home policy. Burns suggested holding board meetings at different libraries; the advisory board could be consulted to see which libraries have large meeting rooms for these meetings and establish a rotation.

Agenda items for next time:

Strategic plan updates

Fund balance and investments

Update on open meeting law

Delivery vendor updates

Office space

Approval of preliminary budget

The meeting in June will run from 11:30am-2:00pm due to the number of action items.

Udermann made a motion to adjourn the meeting at 1:28pm. Johnson seconded.

Roll call vote:

ACL - aye

HCL - aye

SCL – aye

CCL - aye

RCL - not present

WCL – aye

DCL - aye

SPL - aye

Motion carried.