

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

Thursday, June 16, 2022  
Hosmer Library, Room L02  
11:30am – 2:00pm

## **Trustee Members Present:**

Anoka:	Robyn West	Ramsey:	Mary Jo McGuire (remote, out of state)
Carver:	Matt Udermann	Saint Paul:	Beth Burns (participating remotely)
Dakota:	Laurie Halverson	Scott:	Barb Weckman Brekke
Hennepin:	Debbie Goettel	Washington:	Wayne Johnson

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

Anoka:	Colleen Hauber	Ramsey:	not present
Carver:	Heidi Hoks	Saint Paul:	not present
Dakota:	not present	Scott:	not present
Hennepin:	Johannah Gennet	Washington:	Amy Stenftenagel

## **Staff Present:**

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

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

Chair Weckman Brekke called the meeting to order at 11:31am.

### **II. Public Comment**

No public comment at this time.

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

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

Roll call vote:

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

Motion carried.

### **IV. Consent Agenda**

- a) Approval of meeting minutes (May 19<sup>th</sup>, 2022)

- b) Approval of bills and financial statements

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

Roll call vote:

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

Motion carried.

## V. Discussion/Action Items

- a) MELSA office space needs discussion

MELSA was tasked by the Board to explore alternative office options, whether it is by moving, reducing its current footprint, or going entirely remote. The Board was given a packet with several different office space options. The Board was looking for a 40 percent savings over the next 5 years and had asked for staff needs and preferences.

Goettel arrived at the meeting at 11:45am.

Part of the recommendation is to eliminate the server room and move to cloud computing, as well as the conference room (320). Digitizing our paper files will be necessary as well. For September, a policy should be formalized for the retention schedule. The Board will need to approve the retention schedule.

Burns entered the meeting at 11:55am.

Vrieze will clarify with the current landlord about when notice needs to be given; it is not located in the lease.

The office options are: 1. Entirely remote office with use of storage facility, 2. 1619 Dayton Av smaller footprint and remote storage, 3. 1619 Dayton Av larger footprint, 4. Anoka County Library Support Services Building. Vrieze recommended option 4.

Motion to approve \$36,000 in budget for rent costs, which gives MELSA the latitude to negotiate with the current landlord and Anoka County. Motion by Udermann. Second by Goettel.

Johnson questioned the Board's role, and the Chair clarified that the Board's responsibility is to approve the budget.

Roll call vote:

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

Motion carried.

b) Approval of FY2023 RLBSS Application

An annual application for funding from the Regional Library Basic System Support is submitted at the end of June every year. This application has been affected by the new strategic plan, so this year’s application looks slightly different from previous years.

Motion to approve the FY2023 RLBSS application by Johnson. Second by Goettel.

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 Proposed CY2023 MELSA Budget

In June, the MELSA Board of Trustees approves a preliminary budget for the following calendar year. Early creation of this budget enables member library systems to plan for their own budget requests to their governing bodies, with the assurance that any MELSA funding, programs and services they depend on will not be dramatically altered in the subsequent budget year. This preliminary budget is also used as the basis for our state RLBSS application which is submitted by June 30<sup>th</sup>.

Additional factors that were considered in proposing this preliminary budget include: office space needs review, no change to state RLBSS funding, and impact of strategic plan priorities.

Motion to approve the preliminary 2023 MELSA Budget by Goettel. Second by Burns.

Roll call vote:

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

Motion carried.

d) Update on Strategic Plan implementation: next steps

Vrieze shared updates about the Strategic Plan. He suggested that a different aspect of the Strategic Plan be addressed at every Advisory Board meeting. Updates will be given to the Board of Trustees four times per year. One of the areas of focus will be a review of eResources' budget allocation, which will be completed by November 2022.

## VI. Reports

### a) Executive Director/Staff Reports

#### i. Fund Balance discussion timeline

A discussion of the Fund Balance will happen at the September meeting.

#### ii. Update on Delivery Vendor issue

After the last meeting, it was discovered that the issue with the vendor was not on a MELSA delivery, it was during an internal Washington County delivery and was already resolved. For this reason, MELSA was unable to follow the recommendation from the last meeting. MELSA did express concern to the vendor about this issue and elected to renew the contract with Alliance and review again in a year.

#### iii. Digital Inclusion Survey update (included in meeting packet)

#### iv. September meeting date

There is a significant conflict with the scheduled date of September 16<sup>th</sup>.

Motion to schedule a new date at a time to be determined by Goettl.

Second by Udermann.

Roll call vote:

ACL – aye

HCL - aye

SCL – aye

CCL - aye

RCL - not present

WCL – aye

DCL - aye

SPL - aye

Motion carried.

Goettl will send out a Doodle poll to find a September date.

Chair Weckman Brekke adjourned the meeting at 1:50pm.