Metropolitan Library Service Agency
Advisory Board Meeting Minutes

Friday, March 10, 2023
Virtual meeting via Teams
10:00am – 12:00pm

Advisory Board Members/Representatives Present:

Anoka:	Colleen Haubner	Ramsey:	not present
Carver:	Jodi Edstrom	Saint Paul:	Maureen Hartman
Dakota:	Margaret Stone	Scott:	Jacob Grussing
Hennepin:	Johannah Genett, Amy McNally		
Washington:	Jacquie Kramer		

Staff Present: Abigail Dillon, Gina Goettl, Kathleen James, Mona Scott, and Scott Vrieze

I. Call to order

Vice Chair Colleen Haubner called the meeting to order at 10:00am.

II. Introductions and Public Comment

III. Consent Agenda

a) Approval of Agenda

Motion to approve the agenda by Stone. Second by Edstrom.

All in favor signified by saying aye.

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

Motion carried.

b) Approval of Meeting Minutes (February 10th, 2023)

Motion to approve the minutes by Genett. Second by Grussing.

All in favor signified by saying aye.

ACL - aye	HCL - aye	SCL – aye

CCL - aye   RCL - not present   WCL – aye
DCL - aye   SPL - aye
Motion carried.

IV. Discussion/Action Items

a)   Consideration of Phase Fund Request from Anoka County Library

A request for distribution of Phase Funds has been received from Anoka County Library. With the recommendation of the Advisory Board, this request for funds will be presented to the MELSA Board of Trustees for approval at the March 16th, 2023 meeting.

Motion to recommend that the MELSA Board of Trustees accept the $115,000 request for Phase Funds for the Anoka County Library. Motion by Grussing. Second by Hartman.

All in favor signified by saying aye.
ACL - aye   HCL - aye   SCL – aye
CCL - aye   RCL - not present   WCL – aye
DCL - aye   SPL - aye
Motion carried.

b)   Digital Equity Planning

The state Office of Broadband Development is working on an implementation plan for the federal Digital Equity Act. The project is headed by Hannah Buckland, who previously worked at State Library Services, and is quite familiar with the work many libraries have done to address digital access and connectivity issue. The first phase of that project is a planning phase. As part of this planning process, OBD has proposed the formation of "Digital Connection Committees" to both receive and share information regarding the project, as well as potentially to provide feedback on the development of the state's digital equity implementation plan.
MELSA recommends that as a group we establish a MELSA Digital Connection Committee, per the state's guidelines on the link above. Establishment of the Committee is a light lift, and the obligations are very flexible. In our case, we could use regular Advisory Board meetings as "meetings" of this committee. Scott Vrieze will be the primary contact person for the creation of the committee. Deadline for registering a committee is March 15, 2023.

Motion to recommend forming a MELSA Digital Connection Committee, to be registered with the Office of Broadband Development. Motion by Stone. Second by Genett.

All in favor signified by saying aye.

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

c)   Library Legislative Day/Week Update and Next Steps

Library Legislative Day went well, and Vrieze reported that Sam (the lobbyist) observed a good energy, and he is feeling optimistic. Liz Lynch and Sarah Hawkins testified in the morning, and their testimony was well received, and they received good feedback from the representatives as well. There was some excellent testimony from the Senate. For next year, several directors expressed the preference for a greater diversity of testifiers to show the wide reach of libraries and the needs of all patrons. Most of the library directors have upcoming meetings set up with legislators to follow up and get the message out.

d)   E-Resources Evaluation – Direction for E-Resources Team

As part of our review of MELSA programs and services, we are reviewing our commitments to purchasing an array of E-resources for our member libraries. The group charged with overseeing that collection, the E-resources Team, has requested additional clarification from MELSA and from the Advisory Board regarding this review. The existing suite of e-Resources paid for by MELSA has been in place for multiple years, and there has been little tradition of experimentation with new resources, or with bold changes in the array of resources. The approach overall has been a relatively conservative one of maintaining a legacy e-collection. We'd like to see a more active approach to collection maintenance and deep reflection about the ongoing value of our e-resource commitments.

After considerable discussion, we are proposing the following directives for the E-Resources Team:

1. Develop a written plan, policy, and procedures for review of the e-resources collection, including various facets to guide reviews of existing resources, and proposed new resources (the team will bring recommendations back to the Advisory Board).

2. Develop an ongoing "wish list" or "potential new resources" list and compare existing e-resource commitments with need / demand for new or additional resources (e.g., Kanopy, crafts e-resources, etc.)

In addition, we see a strong need to coordinate e-resources purchases and marketing / promotions of those resources. This includes both reviewing regionwide (MELSA) marketing of e-resources but also enhancing discoverability and visibility on member library web sites and in library buildings.

There was discussion around advertising for e-resources, and that attempts have been unsuccessful in the past. It would be helpful to come up with a strategy that focuses on the services, not the specific e-resource, as patrons are more interested in what the service is (they do not care about the name of the e-resource or what company makes it). Kathleen James requested 2-3 months to start this process with the e-Resources Team. It may take several months for the e-Resources Team to come up with a full plan and recommendations for e-Resources, and James will present the team's reaction and their idea for the timeline at the April meeting.

e)   Extended Hours Discussion

Commissioner Matt Udermann has invited us to discuss the current state of extended hours projects in your libraries at the March 16th joint Board meeting. While originally, we had proposed adding 30 minutes to the beginning of that meeting, we've decided to incorporate the discussion into the regular Board of Trustees meeting. Directors will be encouraged to report directly on their projects and plans at that time.
Topics for discussion:

1. Current extended hours / extended services projects in your libraries.
SCL, HCL, DCL have all started extended hours projects. SPPL does not have a current plan for extended hours, but they do have a few locations with lockers. ACL is interested in looking at options, but they do have hold lockers. CCL does not have priorities set at this time for extended services outside of some express library locker locations. WCL has 3 library express sites with hold lockers.

2. Possible near-future implementations of extended hours services.

3. Feasibility of using MELSA funds to help initiate these projects. Options can include existing funding streams (e.g., Phase funds) or new funding devoted to innovative projects.

4. Your thoughts on how you'd like us to structure the discussion during the joint meeting with Board of Trustees.
The directors suggested talking about the entire range of extended hours and services (such as hold lockers) and what could look like for different systems and how that affects library staff. There should also be a discussion about whose needs are not being met with extended hours, and that there may be other options to explore such as public health nurses and social workers as a regional innovation.

f)   Round Table Sharing

SPPL expressed a desire for more coordination between MLA and library directors. The library directors have specific knowledge on how the libraries are run and they need to be able to share this knowledge to have a more unified message and bring the profession on the same page.

V. Reports

a)   Executive Director/Staff Reports

b)   CRPLSA meeting in the metro area – March 30th and 31st

CRPLSA would like to meet with the MELSA library directors, and through discussion it was established that Friday would be better for most people. Vrieze will check to see if breakfast or lunch on Friday would be an option.

Motion to adjourn the meeting by Grussing. Second by Stone.

All in favor signified by saying aye.
ACL - aye   HCL - aye   SCL – aye
CCL - aye   RCL - not present   WCL – aye
DCL - aye   SPL - aye
Motion carried.