

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

Thursday, March 15, 2023

Shakopee Library Large Meeting Room, Shakopee, MN

11:30am-1:30pm

## **Trustee Members Present:**

Anoka:	Julie Jeppson	Ramsey:	Victoria Reinhardt
Carver:	Matt Udermann	Saint Paul:	Beth Burns
Dakota:	Laurie Halverson	Scott:	Barb Weckman Brekke
Hennepin:	Debbie Goettel	Washington:	Karla Bigham (virtual)

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

Anoka:	Colleen Haubner (virtual)	Ramsey:	Pang Yang (virtual)
Carver:	not present	Saint Paul:	Maureen Hartman
Dakota:	Margaret Stone	Scott:	not present
Hennepin:	Johannah Genett, Amy McNally		
Washington:	Jacquie Kramer		

**Staff Present:** Abigail Dillon, Gina Goettl, Kathleen James, Mona Scott (virtual), and Scott Vrieze

## **I. Call to order**

Chair Udermann called the meeting to order at 11:30am.

## **II. Introductions and Public Comment**

Bigham mentioned she is joining virtually from 6803 74<sup>th</sup> St S, Cottage Grove, MN.

## **III. Approval of Agenda**

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

All in favor signified by saying aye.

ACL - aye	HCL - aye	SCL – aye
CCL - aye	RCL - aye	WCL – aye
DCL - aye	SPL - aye	

Motion carried.

## **IV. Consent Agenda**

- a) Approval of meeting minutes (February 2<sup>nd</sup>, 2023)

Motion to approve the minutes and checks and financials by Goettel. Second by Weckman Brekke.

All in favor signified by saying aye.

ACL - aye	HCL - aye	SCL – aye
CCL - aye	RCL - aye	WCL – aye
DCL - aye	SPL - aye	

Motion carried.

- b) Approval of checks and financials

Motion to approve checks and financials by Reinhardt. Second by Goettel.

All in favor signified by saying aye.

ACL - aye	HCL - aye	SCL – aye
CCL - aye	RCL - aye	WCL – aye
DCL - aye	SPL - aye	

Motion carried.

## V. Discussion/Action Items

- a) Request for Phase Funds distribution for Anoka County Library

A request for Phase Funds distribution has been received from Anoka County Library System. Phase funds are set aside for technology expenditures for each member library system until they make a request to draw the funds.

At their March 10th, 2023 meeting, the MELSA Advisory Board voted to recommend the requests for distribution from Anoka County in the amount of \$115,000.

Weckman Brekke would like Advisory Board to review the policy for Phase Funds and decide if any changes need to be made, since it has not been updated for a while. Goettel mentioned that extended access/security costs could be covered using Phase Funds. Stone (and Grussing) will take the lead in looking into the Phase Funds policy.

Motion to accept the request for Phase Funds for Anoka County Library in the amount of \$115,000 by Jeppson. Second by Weckman Brekke.

All in favor signified by saying aye.

ACL - aye	HCL - aye	SCL – aye
CCL - aye	RCL - aye	WCL – aye
DCL - aye	SPL - aye	

Motion carried.

b) 2022 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 1st. This report collects statistics and financial data related to facilities, services, programs, collections, staffing, hours of operation, and income and expenditures. Approval by the Board of Trustees is required prior to submission.

Udermann brought up hot spots and asked what each of the systems were doing for distribution and if MELSA could help with this funding. Vrieze mentioned that they did use ARPA and RLTA funds earlier in the pandemic to help fund hot spots. After the initial purchase, counties took over the funding using CARES act and other federal funding. Weckman Brekke suggested the Advisory Board take another look at this funding and explore options, and present their findings at the June trustees meeting.

Motion to authorize the submission of the 2022 MELSA Report to State Library Services at the Minnesota Department of Education. Motion by Udermann. Second by Jeppson.

All in favor signified by saying aye.

ACL - aye	HCL - aye	SCL – aye
CCL - aye	RCL - aye	WCL – aye
DCL - aye	SPL - aye	

Motion carried.

c) Fund balance assignments: Finance Committee recommendation

The fieldwork portion of the 2022 MELSA audit is concluded and a statement projecting the year-end fund balance is now available. If approved at this meeting, any assignments of the fund balance can be included in the 2022 financial reports the auditors are currently preparing. The *final* audit report will be presented at the May 18th, 2023 Joint Board meeting and then submitted to State Library Services and the Office of the State Auditor.

The Finance Committee met at the Merriam Park Library on March 8th with Trustee Burns (Chair) and Commissioners Goettel and Udermann present, along with Commissioner Bigham attending virtually. The fund balance assignments were reviewed and the Finance Committee voted to recommend the proposed assignments for consideration by the MELSA Trustees at the March 16th meeting.

The proposed assignments in the meeting packet are consistent with past MELSA practices and continue the prudent planning of past Board of Trustee actions to address uncertainties regarding potential revenues. If approved, discussion regarding expenditure of assigned funds will continue throughout 2023.

Motion to authorize the recommended assignments of the 12/31/22 fund balance. Motion by Burns. Second by Weckman Brekke.

All in favor signified by saying aye.

ACL - aye	HCL - aye	SCL – aye
CCL - aye	RCL - aye	WCL – aye
DCL - aye	SPL - aye	

Motion carried.

Halverson left the meeting at 12:15pm.

d) Extended access discussion with Library Directors

An emerging trend in library services is the efforts to offer extended access library services that increase access to library resources beyond the usual hours of library building availability. Metro area libraries offer a range “after-hours access” services, including holds lockers, holds pickup locations, extended access (Open +) services, and homegrown extended hours solutions.

At their meeting on Friday, March 10th, the Advisory Board provided feedback on the extended access concept, and shared where their various systems are regarding the idea. Metro area library directors wanted to emphasize that extended access, as currently defined, has a narrow scope that does not necessarily mean that the full range of library services are available. It is not the same as the range of services available when staff are present in the library, and so cannot be seen as a full replacement for the value added by the presence of library staff and library professionals. *It is one service among many the library offers, not a silver bullet to solve all library access issues.*

HCL has been looking at expanded hours with the Osseo Library as a pilot – they have also been offering hold pickup outside hours at Arvonne Fraser and Ridgedale. They also provide extended services to corrections, assisted living, and an at-home delivery service for those who are unable to come to the library. Security cameras and electronic access can get very expensive, and these are considerations involved with extended access. They have explored bringing county services into the library (such as public health and social workers).

SCL has a few locations with extended access from 6am-10pm for patrons who register their library card and go through a brief training. They have used ARPA funds to make the extended access hours possible.

RCL has struggled with open hours due to funding and staffing over the years. They are still in the process of looking at extended hours, and they have been very focused on e-resources as a form of extended access, as well as an at-home mail delivery service and a library van.

SPPL has 6 locations with hold lockers and used CARES funding to put these in place. They also have a Bookmobile and used federal funds to purchase this. They have also partnered with schools so all kids in the St Paul Public School system have a library card.

ACL has hold lockers at 4 locations, and they also have hold lockers at the YMCA and all of these lockers have been very successful. They also offer an at-home mail delivery service. The libraries are looking to integrate legal kiosks and virtual rooms into their locations. They have also been looking at expanding services to kids with various disabilities or special needs. A few of the libraries have teaching kitchens. WCL has express lockers and will be using ARPA money to expand these lockers. They may look into using their ARPA funds in other ways instead of just for lockers. There has been some discussion about extended hours at certain locations. DCL has offered extended access at a few locations. At the Farmington location, patrons can get card access once they go through training, and they call these extended hours self-service hours. They have also been focusing on community outreach (and they have a community outreach van). They offer an at-home mail delivery service, as well as partnerships with corrections and social workers.

Reinhardt left the meeting at 1:16pm.

## **VI. Reports**

### a) Executive Director/Staff Reports

Library Legislative Day was February 28<sup>th</sup>, and testimony was received well. More follow-up is needed with the legislators that library directors and commissioners met with earlier. The Legacy library funding meeting will occur tomorrow. We will know April 4<sup>th</sup> if these bills are advancing.

### b) MELSA Member Library Benefits

This document was distributed in the meeting packet, a financial record outlining the distributions to each of the member libraries and how these funds were spent.

### c) Approved Minutes from the February 10<sup>th</sup> Advisory Board Meeting

Motion to adjourn the meeting at 1:29pm by Udermann. Second by Jeppson.

All in favor signified by saying aye.

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

Motion carried.