

Metropolitan Library Service Agency Advisory Board Meeting Minutes

Friday, April 14, 2023

Shoreview Library, 4560 Victoria St N, Shoreview, MN

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, Sally Lederer, Mona Scott, and Scott Vrieze

I. Call to order

Chair Grussing called the meeting to order at 10:07am.

II. Introductions and Public Comment

III. Consent Agenda

- a) Approval of Agenda
- b) Approval of Meeting Minutes (March 10, 2023)

Motion to approve the agenda and meeting minutes by Stone. 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.

IV. Discussion/Action Items

- a) Advocacy status report/legislative update

Included in the Advisory Board packet is the report from Sam Walseth, MLA lobbyist on the status of our various legislative activities. As of this writing, the legislature is in recess until April 11th. Our advice from the MLA lobbyist at this point is to wait until late April / early May for a final push – especially with Committee chairs. In the metro area, Representative Cheryl Youakim and Senator Mary Kunesh, the respective chairs of the Education Committees, will be key in getting our regional library legislation across the finish line.

Final deals are hammered out in conference committees that will include members of the respective legislative committees and the governor's office. Currently the Senate is including a \$4M increase to RLBSS, whereas the House still only has a \$2M increase on their side. We will be pushing for the \$4M increase to have an appreciable effect on the metro area. Library Legacy funding in the bill is \$2.75M.

Genett mentioned that it could be helpful to have the lobbyist (Sam Walseth) come to an Advisory Board meeting after the session is over, possibly during the summer. McNally suggested MELSA have a more unified message by doing more preparation ahead of time to discuss priorities and what we would like the message to be. Some discussion took place about MLA membership and how to boost membership in the metro area. One method could be organizational sponsorship of MLA memberships, so all library employees would be members through this sponsorship.

b) Discussion of Accessibility Group scope

As briefly discussed at previous Advisory Board meetings, there may be interest in expanding the directive for the MELSA Accessibility Task Force. The current description of this group is:

The Accessibility Task Force was appointed in April 2018 to work with MELSA staff to maintain and enhance the Disability Resources site. Originally developed by a previous iteration of this group, the Assistive Technology Interest Group, this site offers disability awareness and training resources for library staff and users.

Members of the Task Force also use meetings to collaborate and discuss other accessibility issues at their library system.

Further discussion is needed to determine if systems support new or expanded goals for a MELSA Accessibility group.

HCL has an interest in providing more in-person training for staff regarding accessibility, and the MELSA Accessibility group could facilitate this training. MELSA could be helpful in seeking out community disability groups to learn about what resources would be most useful to library users with various disabilities. A focus beyond technology and

expanding the scope of the Accessibility group could benefit all the member libraries. Further discussion will need to take place between senior leadership and library directors to help determine the definition of accessibility and the scope of this group, as well as what support is needed on a broad scale (metro-wide). Training could include discussion with community disability organizations. Directors will meet with their senior leadership to discuss what the accessibility needs are of the library, and what is being done currently to address these needs. At the next advisory board meeting, the directors will discuss the scope of the group and start with smaller, specific goals and opportunities.

c) Revision of acceptable uses of Phase Funds

At the March 16th Joint Board of Trustees / Advisory Board meeting, Commissioner Weckman Brekke recommended that we review the guidelines associated with the distribution of Phase Funds. Library Director Margaret Stone worked with Business Manager Mona Scott in updating the document. The revised document was included in the meeting packet. Changes include adding eligibility for technology or equipment supporting extended access, as well as external project management costs on major IT projects.

Motion to recommend the revisions of the MELSA Capital Automation Program (Phase) guidelines to the MELSA Board of Trustees for consideration at the May 18th meeting. Motion by Gennet. Second by Haubner.

Grussing suggested some follow-up with these Phase Fund requests – once the money is distributed, there should be follow-up in the future to ensure these funds were spent the way they were intended. Grussing would like to revisit this topic at a future meeting (including improvements to the current formula).

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.

d) Work sessions with Trustees – Discussion topics

The Trustees found the discussion around extended access to be very helpful. Are there any other topics that would be helpful to discuss with the Trustees? Vrieze suggested having a plan for the additional money if the bill is passed. Hartman would like to further discuss social services partners. Gennet would like to discuss the need for physical libraries (capital investments/facilities plans). Haubner said that accessibility is another topic that would be helpful. Hartman would like to

discuss books, literacy, and education and similarities/differences between different member libraries. Another topic is library cards in school districts and helping kids have access to library cards. Hartman would like to discuss strategies to bring people back to buildings (through programming, services, and materials). Grussing would like to discuss maintaining a regional perspective on library services and MELSA's role. Vrieze would like to discuss facilities planning and a regional approach to capital planning and building improvements.

e) Round table sharing

HCL is rolling out new self-checks (MK Solutions) and is transitioning e-cards to full card access. Kanopy will be launched on June 1st. They also just hired a Division Manager for Library Services and another Library Services Manager. The Osseo Library is close to being ready for extended access for their pilot program.

DCL has continued to receive more applications for after-hours access to the Farmington Library. Stone will be going to the board to ask to move the project forward after this successful pilot. Construction is progressing with the new South St Paul Library.

ACL's recent hires have been very successful. They will be using Patron Point for their patron engagement platform. They have had some issues with their self-check. They have also had some issues with their strategic plan and are still in that process.

WCL is also in the middle of strategic planning process, and they it has been a difficult process. They are also working on the budget and will be hiring a deputy director sometime soon.

CCL recently migrated to Microsoft Teams. There will be a lot of road/bridge construction in Chaska that will affect library building access. They have had the 2nd round of director interviews, so that hire should be happening soon.

SPPL had a successful Iftar celebration this week at the Rondo Library with 200 participants. Chromebooks and hotspots were distributed recently to community members. They have been waiting for a new Bookmobile, and there have been disappointing delays. They recently had a sub budget approved (they have not had this in the past) and has helped a little with staff morale.

SCL is launching their next expanded access at the New Prague Library on June 1st. Belle Plaine is scheduled for September 1st. There are further plans for other libraries in December and in early 2024. The Savage Library will add more space and will be used for social services (family resource center). Belle Plaine will also have an expansion in the future to include social services. They recently learned that they will need to move their ILS to a cloud-based service. This will most

likely be an expensive process and possibly move to a different vendor.

V. Reports

a) Executive Director/Staff Reports

Updates will be provided by email.

b) Cataloging Interest Group

Goettl will be the facilitator of this new group.

Motion to adjourn meeting at 12:09pm by Haubner. Second by McNally.

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.