Metropolitan Library Service Agency
Joint Trustee Board Meeting Minutes

Thursday, May 18, 2023
Minnesota Counties Intergovernmental Trust, 100 Empire Dr, Room 220, St Paul
11:30am-1:30pm

Trustee Members Present:
Anoka: Julie Jeppson  Ramsey: not present
Carver: Matt Udermann  Saint Paul: not present
Dakota: Laurie Halverson  Scott: Barb Weckman Brekke
Hennepin: not present  Washington: Karla Bigham

Advisory Board Members/Representatives Present:
Anoka: not present  Ramsey: Pang Yang
Carver: Jodi Edstrom  Saint Paul: Maureen Hartman (virtual)
Dakota: Margaret Stone  Scott: Jake Grussing
Hennepin: Johannah Genett, Amy McNally
Washington: Jacque Kramer

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

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

II. Public Comment

III. Announcements: New Library Directors
Jodi Edstrom has accepted the position of Carver County Library Director. Maureen Hartman has accepted the position of St Paul Public Library Director.

IV. Approval of Agenda
Motion to approve the agenda by Halverson. Second by Jeppson.

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

a) Approval of meeting minutes (March 15th, 2023)

b) Approval of bills and financial statements

Motion to approve the meeting minutes and bills and financial statements by Bigham. Second by Weckman Brekke.

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

VI. Discussion/Action Items

a) Approval of Request for Phase Funds Distribution (Anoka, Dakota, Hennepin, Ramsey)

Requests for distributions of Phase funds have been received from the Anoka, Dakota, Hennepin, and Ramsey County Library systems. At the May 12th meeting, the MELSA Advisory Board voted to recommend approval of these requests for distribution of Phase Funds. The letters from each of the entities describing the items to be purchased with these funds were distributed in the meeting packet.

Motion to accept the following requests for Phase funds for Anoka, Dakota, Hennepin and Ramsey Counties:
Anoka County Library $11,400.14
Dakota County Library $55,175
Hennepin County Library $30,000
Ramsey County Library $25,000
Motion by Udermann. Second by Bigham.

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

Hartman entered the meeting at 12:01pm.
b) 2022 MELSA Audit Presentation – Bill Lauer, MMKR

Mr. Lauer discussed the preliminary draft of this audit with Finance Committee Chair Beth Burns, MELSA Board President Matt Udermann, Commissioner Karla Bigham, and Commissioner Debbie Goettel on Wednesday, May 3rd. By consensus, the Finance committee recommended the 2022 audit report for approval by the MELSA Board of Trustees. Electronic copies of the audit documents were distributed in the meeting packet.

No items of non-compliance to report; the audit was very clean overall. A couple of recommendations were made: deposit sweep accounts, and greater scrutiny on credit card usage (members of the Finance Committee will review credit card charge details).

Motion to accept the 2022 MELSA audit and authorize submission to the State Library Services Agency of the Minnesota Department of Education and the Office of the State Auditor. Motion by Jeppson. Second by Bigham.

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

VII. Reports

a) Executive Director/Staff Reports

A written report was distributed in the meeting packet.

b) Upcoming items

Vrieze has been working with Angie Robinson, a consultant, related to leadership and team building. That work will conclude in June, and the next item they would like to address is a personnel plan or staffing plan. Udermann would like to get dates on the calendar for the Personnel Committee for the rest of the year. Finance Committee
meetings have already been scheduled.
Halverson attended the Minnesota Book Awards and found it to be an inspiring event.
She also wanted to acknowledge that free access to information is at risk, and asked
the library directors what they need to make sure this access to information remains
available. Bigham suggested looking at other parts of the country to see how they are
dealing with this issue. Weckman Brekke shared that New Prague is the newest
library in Scott County to offer extended access.

Motion to adjourn the meeting at 12:45pm by Udermann. Second by Jeppson.

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