

Metropolitan Library Service Agency Trustee Board Meeting Minutes

Thursday, June 15th, 2023
Rondo Community Library, Multipurpose Room
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

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 11:31am.

II. Introductions and Public Comment

No public comment at this time.

III. Approval of Agenda

Addition of agenda item: LSTA grant proposal from Kathleen James.

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

All in favor signified by saying aye.

ACL – Not present HCL - Not present SCL – Aye

CCL - Aye RCL - Aye WCL – Aye

DCL - Aye SPL - Aye

Motion carried.

IV. Consent Agenda

a) Approval of meeting minutes (May 18th, 2023)

Motion to approve meeting minutes by Bigham. Second by Halverson.

All in favor signified by saying aye.

ACL – Not present HCL - Not present SCL – Aye

CCL - Aye RCL - Aye WCL – Aye

DCL - Aye SPL - Aye
Motion carried.

b) Approval of bills and financial statements

Motion to approve bills and financial statements by Weckman Brekke. Second by Udermann.

All in favor signified by saying aye.

ACL – Aye HCL - Not present SCL – Aye
CCL - Aye RCL - Aye WCL – Aye
DCL - Aye SPL - Aye

Motion carried.

Jeppson entered the meeting at 11:45am.

Weckman Brekke asked about vendors and how much overlap there is between the systems in coordinating the use of vendors. Dillon clarified that there is a MELSA contract that all the systems use. There is some coordination between the systems on vendors, and Grussing would like to discuss this further at tomorrow’s Advisory Board meeting, including the re-implementation of a performers’ database.

V. Discussion/Action Items

a) Summary of 2023 Legislative Session

Goettel entered the meeting at 11:55am.

This legislative session was particularly successful:

- Legacy Funding for Regional Public Library Systems - \$2.75 million (up from \$2.5 million)
- Regional Public Library Systems Funding - \$4 million increase
- MultiCounty MultiType Regional Library Systems - \$700K for operating and \$1 million one-time grants for media specialists
- Minitex – funding for online nursing and health databases

Burns suggested they hold an event for Senator Kunesh (the author of the bill) during the Minnesota Library Association conference coming up in St. Paul this summer. Thanking the legislators and our lobbyist at this point is very important. It is also important to demonstrate the impact of this additional money (outcomes). An op-ed from the library directors or the MELSA director to our local newspapers would be a good way to do this.

b) Approval of proposed preliminary 2024 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 30th.

A meeting of the MELSA Finance Committee was held on May 31st to discuss the preliminary MELSA 2024 budget. Present at the meeting were the following Trustees: Finance Chair Beth Burns, and Commissioners Debbie Goettel and Karla Bigham. The budget in the meeting packet was approved by Finance on that date.

There are three outstanding requests from the board that need to be evaluated: electronic resources, traditional programs (such as the smARTpass, Teen Lit Con, etc.), and promotion and communications. Vrieze plans to report back to the executive team in July after the Advisory Board meeting and will continue to gather information in August after that Advisory Board meeting, and provide a full report at the September trustees' meeting.

Motion to approve the preliminary 2024 MELSA budget as presented by Weckman Brekke. Second by Bigham.

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) Approval of FY2024 RLBSS application

Each July 1, regional public library systems are required to submit an application for Regional Library Basic System Support (RLBSS) funds for the next fiscal year. As part of that application, the regional system must:

- Submit an auditor's report for the previous year.
- Report progress on a system's overall goals and programs
- Identify proposed cost allocations
- Confirm that member libraries are in compliance with the statutory Maintenance of Effort guidelines

•Provide member library contact information for a subsequent Library Journal report on any new library construction.

Note: In addition, the RLBSS application budget does not match MELSA’s regular budget because the application budget is approximately half of two calendar years, plus it doesn’t include RLTA, Legacy, or all the fund balance assignments. It’s really an estimate only and doesn’t reflect actual expenditures as does the RLBSS Final Report (also half of two calendar years).

Motion to approve the submission of the FY2024 application for Regional Library Basic System Support to State Library Services of the Minnesota Department of Education.
Motion 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.

d) Next steps for evaluation of additional RLBSS revenue

This item was covered in a previous discussion earlier in the meeting. The Advisory Board is meeting tomorrow, and this will be a large part of the meeting.

e) LSTA grant application

The preliminary grant application was distributed via email from Kathleen James, and involves a podcast aimed at teens to encourage engagement with libraries and reading, as well as promoting Teen Lit Con.

Motion to approve submission of the grant 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.

VI. Reports

Executive Director/Staff Reports

Motion to adjourn the meeting at 1:21pm by Udermann. 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.