

# **Metropolitan Library Service Agency Advisory Board Meeting Minutes**

Friday, September 8, 2023  
Park Grove Library, Cottage Grove  
10:00am-12:00pm

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

Anoka: Colleen Haubner                      Ramsey: Pang Yang  
Carver: Jodi Edstrom                      Saint Paul: Maureen Hartman  
Dakota: Russ Cogar                      Scott: Jake Grussing, Jen Schultz  
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**

Chair Grussing called the meeting to order at 10:03am.

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

Jen Schultz is the new library director at Scott County.

## **III. Consent Agenda**

- a) Approval of agenda
- b) Approval of meeting minutes (August 4, 2023)

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

## **IV. Discussion/Action Items**

- a) Consideration of Phase Fund requests from Carver, Hennepin and Ramsey

Requests for distribution of Phase Funds have been received from Carver, Hennepin and Ramsey County libraries. With the recommendation of the Advisory Board, this request for funds will be presented to the MELSA Board of Trustees for approval at the October 9<sup>th</sup> joint meeting. The letters from the requesting libraries were distributed in the meeting packet.

Motion to recommend that the MELSA Board of Trustees accept the following requests for Phase Funds:

Carver County \$3,200

Hennepin County \$200,000

Ramsey County \$67,000

Motion by Kramer. Second by Haubner.

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 release of Fund Balance Assignment for E-content

In March of this year, the MELSA Board of Trustees approved a fund balance assignment of \$150,000 for additional Overdrive content, pending approval by the MELSA Advisory Board later in 2023. It is our recommendation that the Advisory Board approve the release of the \$150,000 for additional Overdrive content, to be expended by the end of 2023.

Motion to approve the release of the \$150,000 fund balance assignment funds to be used for the purchase of additional e-content in 2023. Motion by Haubner. 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)    Approval of Legacy System Allocations and Regional Spending Plan

Motion to approve Legacy application to State Library Services by McNally (final approval will go to Trustees). 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.

d) Discussion of potential legislative options to address E-book pricing

A background report was distributed in the meeting packet. MLA has had some discussion about a legislative approach. It may be necessary in this situation to prioritize the metro area’s needs and have MELSA drive legislative advocacy regarding e-book pricing. A subcommittee (made up of library directors and commissioners) could be helpful to assist the MELSA Director in these efforts.

Yang entered the meeting at 10:21am.

The following motion was made: In 2023-24, MELSA will lead in pursuing Minnesota state legislation that will ensure public libraries receive fair pricing for digital materials, in line with consumer pricing. MELSA will engage key stakeholders including but not limited to Minnesota Library Association and their lobbyist, Council of Regional Public Library System Administrators, MELSA member libraries, and League of Minnesota Cities and Association of Minnesota Counties. MELSA Director will report back on progress at regular meetings with the advisory board, board of trustees, and join meetings between the two parties. Motion by Genett. Second by Hartman.

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.

This item will be added to the agenda at the Trustees’ meeting in October.  
Genett would like to be on the subcommittee.

e) Round table sharing (including Mandated Reporter discussion)

RCL: All staff (including librarians) are considered Mandated Reporters. All staff will receive Mandated Reporter training. This is new as of last year.

HCL: They are offering Mandated Reporter training in the fall to staff who work directly with youth in a programmatic setting.

Osseo Library will be launching its extended hours (all self-service) on Monday.

SCL: Does not have a current Mandated Reporter policy for the library. Their attorneys said there is a strong case to argue that library staff are not considered Mandated Reporters.

SCL is also opening extended access hours at Belle Plaine.

SPPL: All staff are considered Mandated Reporters and will be receiving training. They are also focusing on follow-up after an incident.

Hartman brought up the new report released by the Office of Broadband Development and would like MELSA to respond to this report by raising the issue of metro broadband access (the report prioritizes rural access, which is important, but there should also be a focus on urban access). Hartman will put together a summary and talking points and distribute to the advisory board.

CCL: Does not have a policy or training in place for mandated reporting.

ACL: Also does not have a policy yet, but they are in conversations with their attorney.

WCL: Also does not have a policy, but they are working with their attorney.

WCL will doing an extended hours pilot at Valley Library in 2024.

DCL: They have had some issues with Google Analytics since switching from 5.1 to 5.2. Cogar received some contact names from the other member libraries for follow-up. South St. Paul Library will be opening in February and March, and things are on schedule. They will be adding 3 more branches with self-service hours by the end of the year.

## V. Reports

- a) Executive Director/Staff Reports
- b) Preview of proposed 2023 budget adjustments

In the fall of each year, the MELSA Board of Trustees adopts adjustments to the original MELSA budget for the current year. This year the Finance Committee will meet on Monday, September 11th to discuss proposed adjustments. The Finance Committee will make a recommendation to the MELSA Board of Trustees for their review at the joint Board of Trustees/Advisory Board meeting on Monday, October 9<sup>th</sup>.

In creating a budget proposal for the Finance Committee and Trustees, we have incorporated the feedback received thus far from the Advisory Board and various MELSA teams. Because the Advisory Board has proposed that new funds be invested in three “buckets” – distributions, collections, and training – we’ve added funds to those lines in the adjusted budget. The investments in collections and training are more limited, whereas we’ve taken a large sum (\$500,000) and proposed a direct distribution through the existing MELSA formula.

- c) Program review updates

Four program reviews are happening currently: smARTpass, promotions & marketing, eResources, and MN Writes MN Reads. They are hoping to have more

information for the advisory board and trustees in November for smARTpass and eResources. The trustees will also be updated about Teen Lit Con at the October meeting.

Motion to adjourn the meeting at 11:45am by Hartman. Second by McNally.