

Metropolitan Library Service Agency Advisory Board Meeting Minutes

Friday, March 6, 2024
Chanhasen Library, Wilder Room
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:	Jen Schultz
Hennepin:	Scott Duimstra	Washington:	Jacque Kramer

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

I. Call to order

Chair Haubner called the meeting to order at 10:04am.

II. Introductions and Public Comment

III. Consent Agenda

- a) Approval of agenda
- b) Approval of meeting minutes (February 9, 2024)

Motion to approve the agenda and meeting minutes by Duimstra. Second by Hartman.

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.

IV. Discussion/Action Items

- a) Consideration of Phase Fund Requests from Carver and Dakota

Requests for distribution of Phase Funds have been received from Carver and Dakota 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 March 14th, 2024

joint meeting. The letters from the requesting libraries were distributed in the meeting packet.

Carver County	\$114,009.02	Envisionware Hardware, Software
Dakota County	\$71,590	Equipment and Music Licenses

Motion to recommend that the MELSA Board of Trustees accept the following requests for Phase Funds: Carver County \$114,009.02 and Dakota County \$71.590. Motion by Schultz. Second by Kramer.

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.

Stone entered the meeting at 10:07am.

b) Proposed Procedure for Unspent, Expiring Legacy Funds

The Arts and Cultural Heritage Grant, also known as Legacy, provides funds – via application – to MELSA on an annual, fiscal year basis. MELSA then distributes those funds to the eight metro library systems, the allotment based on population. MELSA must report on the use of these funds to the state on a regular basis.

Due to the pandemic, MELSA and its members libraries were close to not fully spending the FY21 funds by its 2023 grant deadline. Some libraries had spent their allocations early, while others were struggling. Fortunately, we were able to meet the deadline and did not have to return any money to the state.

However, MELSA is looking at another spending deadline in 2025, in which two years' worth of funds (FY22 and FY23) must be spent. Furthermore, MELSA wishes to be prepared for other, external factors – like the pandemic – that may make future spending difficult.

MELSA is proposing a process that will enable transferring of allocated Legacy funds between library systems. This is only for if/when libraries are struggling to spend Legacy funding by a grant deadline. This will ensure that the funding is used to benefit metro libraries and keeps any unspent funds from impacting our future Legacy allocations from the state. This draft was distributed in the meeting packet.

Motion to recommend the approval of the MELSA Process for Unspent, Expiring Legacy Funds by the MELSA Board of Trustees. Motion by Stone. 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.

c) Update on Library App Evaluation Process

The Tech Team met on Monday to discuss the library app and the RFI responses that have come in. The SirsiDynix app is up and running again so the libraries have made that available to their patrons. Regarding the RFI, the Tech Team is divided between two possible vendors. Both quotes are within budget, and it is possible that some member libraries will use one vendor and the other member libraries will use the other vendor.

d) Finance Committee recommendation regarding Formula Distribution

The MELSA Finance Committee met on Friday, February 16th to discuss the Advisory Board's recommendation regarding the new MELSA Distribution Formula. The Finance Committee was joined by additional MELSA Trustees to discuss the recommendation and the potential ramifications for each library system. After a great deal of deliberation, especially regarding the importance of crossover circulation, the committee passed the following resolution:

Motion to adopt the formula recommended in scenario 1 by the distribution formula committee to be established as the new formula with 2% annually removed from that total first and made available to the governing body on an annual basis at the discretion of the governing board. Motion by Burns. Friendly amendment and second by Udermann to allocate the 2% to Ramsey County this year.

The Board of Trustees will review this recommendation at the March 14th Board meeting.

e) Review and Discussion of Metro eLibrary (Libby) Consortium

Stone wanted to review the Libby consortium, since this has been in place for a few years. She mentioned that DCL is having a hard time keeping up with the holds and the hold wait time is too long for their patrons.

According to the Collection Development Team, weeding is a constant challenge to keep the collection up to date. Each library has established automatic weeding plans through OverDrive and manual weeding practices and has communicated those to others on the team. Additionally, in 2023, the team established shared weeding standards on topics such as business, finance, law, health, study aids, and travel guides. These plans, practices, and standards help clean up the collection for our patrons and allow us to put funding into newer editions or towards fulfilling other holds.

Stone proposed changing the length of loan for more popular titles, and Dillon will check into this. Vrieze proposed the member libraries contribute to an

OverDrive fund so that MELSA would own more of the OverDrive titles instead of the individual member libraries. Dillon thought there might be some pushback from the Collection Development Team. Kramer stated that it may be worth exploring shared weeding practices and shared collection development practices. Dillon clarified that MELSA's focus for purchases are holds (titles with many holds). Kramer is in favor of developing a collection development policy for the entire OverDrive collection, as well as developing talking points to explain the long hold times to patrons.

Kramer left the meeting at 11:24am.

f) MLA Library Legislative Day/Week Reports

Hartman brought 6 library staff with her to Legislative Day, and they met with 9 legislators. Topics discussed included the library construction grant, public safety bills, and two bonding bills for future library projects. Stone spent her time thanking legislators for the budget increase from last year. Edstrom took one library staffer with her, and they met with Rep. Rehm and thanked her for her efforts. Haubner took several library staff with her, and they were able to have 12 meetings. This was Duimstra's first Legislative Day, and he thought it was very successful. For next year, the directors can do more coordination to go together to see the legislators who have overlap.

g) Round Table Sharing

DCL opened the Kaposia Library in South St. Paul in February. SCL opened Belle Plaine extended access last week – this is their fourth location. ACL is considering extended access for one of their libraries that is being remodeled currently. HCL is working on a facility master plan with the help of a firm. They are also conducting a staff survey. SPPL is working on an ADA Transition Plan for the next 12-18 months. This includes facilities as well as services.

V. Reports

Executive Director/Staff Reports – Status Report on Executive Director Hiring Process

The Personnel/Transition Committee is working on making a change to the legislation to remove the MLS/MLIS requirement from the Executive Director job description. This change will be presented before the legislature on Monday.

Haubner adjourned the meeting at 11:51am.