

Metropolitan Library Service Agency Advisory Board Meeting Minutes

Friday, April 12, 2024
Maplewood Library
10:00am-12:00pm

Advisory Board Members/Representatives Present:

Anoka:	Colleen Haubner	Ramsey:	Pang Yang
Carver:	Jodi Edstrom	Saint Paul:	Maureen Hartman
Dakota:	Margaret Stone	Scott:	Jen Schultz
Hennepin:	Scott Duimstra	Washington:	Jacquie 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 10:09am.

II. Introductions and Public Comment

III. Consent Agenda

- a) Approval of agenda
- b) Approval of meeting minutes (March 8, 2024)

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

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.

IV. Discussion/Action Items

- a) Discussion of Phase Funds calculations

As explained in the Eligible Uses of Phase Funds document, allocations to the library systems to support technology have been included in the MELSA annual budget since 1983. To determine a system's allocation of Phase Funds, the same

formula was used for both Phase and Formula allocations. As a result, the changes in the 2024 Formula factors will also impact the Phase program.

The directors were supportive of using the same formula for Phase and Formula.

Duimstra entered the meeting at 10:26am.

Hartman mentioned that the advisory board's recommendation should go to the Finance Committee before presenting it to the Board of Trustees. It was also suggested that if the same formula was used, the 2 percent should be taken off the top for the Board of Trustees to allocate. Most directors were in favor of combining Phase and Formula allocations and each system would have the option to create an agency fund for what would have been the Phase Fund allocation to keep funds separate for technology expenses.

Discussion issues:

- (i) Combining Phase and Formula allocations
- (ii) Separate Phase and Formula allocations
- (iii) 2024 hold harmless for three systems

Since the total allocation to Phase was not increased in 2024 as with Formula, three systems – Dakota, Ramsey, and Hennepin – will receive less than 2023. This is due to the elimination of crossover circulation and decrease in the population component in the new Formula. Since systems may already have factored Phase allocations into their budget planning for 2024, we suggest holding these three systems harmless to their 2023 Phase allocations for one year. It will take \$38,698 from either undesignated funds in the annual budget or the fund balance.

Motion to combine the Phase and Formula funds into one fund, using the new formula approved this year by the trustees, including the two percent taken off the top allocated at the trustees' discretion. Motion by Stone. Second by Schultz.

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 recommendation will be taken to the Finance Committee at their meeting in June.

b) Continued: Discussion of Metro eLibrary (Libby) Collection

The collection development team has been working with OverDrive to get more “bang for our buck” for our holds ratio, including “cost per circ” licenses to bring the holds ratio down. The advisory board had asked if the lending period could be changed for specific titles, but unfortunately the lending period can only be set on a consortium level. OverDrive has a “skip the line” or “lucky day” option where the lending period is 7 days. MELSA could choose to designate a certain number of copies as lucky day. In this scenario, the original hold does not get removed from the patron’s list, so it would not cut down on the holds ratio, which is concerning to the collection development team. Haubner proposed having an update from Dillon at each advisory board meeting to see how things are going with OverDrive holds and other collection development issues. Duimstra says they have been using the lucky day option at HCL and it has been very successful. The directors were in favor of exploring the lucky day option, but not having the expectation that it would cut down on the holds ratio at all. This would just be an added benefit to the eLibrary collection.

c) Legislative update

The bill to ban book bans is still moving forward (with support from Gov. Walz). MLA is still looking at the language with MDE. The MELSA request for an MLS exemption to the administrative rule passed in the Senate omnibus bill and is waiting for the House omnibus bill.

d) MELSA Executive Director search update

A consultant has been hired for the Executive Director search. They have not decided when they will post the job yet, but they will be hiring an interim director from within the consultancy firm.

e) Round table sharing

HCL’s CFO is leaving at the end of April.

DCL is getting started with their strategic plan.

The directors discussed some challenges with the new login process for MNLINK.

RCL had a successful staff day recently and they worked with Transforming Generations.

V. Reports

Executive Director/Staff Reports

Haubner adjourned the meeting at 12:01pm.