

# **Metropolitan Library Service Agency Joint Trustee Board Meeting Minutes**

Thursday, May 16, 2024  
Augsburg Park Library, Richfield  
11:30am – 1:30pm

## **Trustee Members Present:**

Anoka:	Julie Jeppson	Ramsey:	Victoria Reinhardt
Carver:	Matt Udermann	Saint Paul:	Beth Burns (virtual)
Dakota:	Laurie Halverson	Scott:	Jody Brennan
Hennepin:	Debbie Goettel	Washington:	Karla Bigham

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

Anoka:	not present	Ramsey:	Pang Yang
Carver:	Jodi Edstrom	Saint Paul:	Josh Schaffer (representative)
Dakota:	not present	Scott:	Jen Schultz
Hennepin:	Scott Duimstra	Washington:	Jacque Kramer

**Staff Present:** Abigail Dillon, Gina Goettl, Kathleen James, Mona Scott, and Susan Marschalk

### **I. Call to order**

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

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

Susan Marschalk from Strategic Consulting & Coaching was introduced as the new interim executive director for MELSA.

### **III. Approval of Agenda**

Motion to approve the agenda by Jeppson. 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 - not eligible	

Motion carried.

### **IV. Consent Agenda**

- a) Approval of meeting minutes (March 14 and April 15, 2024)
- b) Approval of checks and financials

Motion to approve the meeting minutes and checks and financials by Bigham. Second by Brennan.

All in favor signified by saying aye.

ACL - aye	HCL - aye	SCL – aye
CCL - aye	RCL - aye	WCL – aye
DCL - aye	SPL - not eligible	

Motion carried.

**V. Discussion/Action Items**

- a) MELSA Board governance discussion

Udermann has decided to step down as MELSA Chair/President.

Motion to have Vice President Halverson take over as Chair/President by Udermann. 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 - not eligible	

Motion carried.

Motion for Jeppson to become next Vice President and Personnel Committee Chair by Udermann. 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 - not eligible	

Motion carried.

- b) 2023 audit presentation – Bill Lauer, MMKR

Bill Lauer of Malloy, Montague, Karnowski, Radosevich & Co. presented the final 2023 audit reports. Audit reports were distributed in the meeting packet.

Overall, the audit was clean. A couple of weaknesses found are typical with smaller organizations: limited segregation of duties in some areas and the fact that an outside firm prepares our annual financial statements. There are no instances of noncompliance

required to be reported under *Government Auditing Standards*. There were no findings related to MELSA's compliance with Minnesota laws and regulations.

Motion to accept the 2023 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 Udermann. Second by Reinhardt.

All in favor signified by saying aye.

ACL - aye	HCL - aye	SCL – aye
CCL - aye	RCL - aye	WCL – aye
DCL - aye	SPL - not eligible	

Motion carried.

c) Phase fund request

A request for distribution of Phase Funds has been received from Anoka County Library in the amount of \$78,794 for partial payment of the SirsiDynix service agreement. Phase funds are set aside for technology expenditures for each member library system until they make a request to draw the funds.

At their May 10, 2024 meeting, the MELSA Advisory Board voted to recommend the request for distribution to Anoka County Library. The request letter was included in the meeting packet.

Motion to approve the request of Phase Funds in the amount of \$78,794 for Anoka County Library. Motion by Udermann. 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 - not eligible	

Motion carried.

d) Revised contract with Strategic Consulting & Coaching

As directed by the Board of Trustees, MELSA entered into a contract in March with Strategic Consulting and Coaching (SCC) for services related to the executive director search process. In April, the Trustees also contracted with SCC to provide interim executive director services until a permanent MELSA executive director is hired.

A revised contract including both services has been issued and fully executed and was distributed in the meeting packet for informational purposes. No action is required.

e) Add check signer – Susan Marschalk, Strategic Consulting & Coaching

Each year, the MELSA auditor requests the Board of Trustees designate the authorized check signers for the organization. At the January meeting, the Executive Committee members (President, Vice President, and Treasurer) and the Executive Director were designated with the authority to sign checks on behalf of MELSA. (Note: MELSA checks exceeding \$7,500 require two signatures.)

While serving as MELSA interim executive director, Susan Marschalk, Strategic Consulting and Coaching, will be added as a check signer for the U.S. Bank checking account, with access to the 4M Fund accounts.

In addition, Marschalk will assume financial responsibility for signing contracts and approving purchase requests as submitted by MELSA staff. (All purchases over \$1,000 require prior approval.)

Motion to designate Susan Marschalk, Strategic Consulting & Coaching, with the authority to sign checks and contracts and to approve purchases as submitted by staff while serving as MELSA interim executive director, add Julie Jeppson as a check signer, and remove Udermann as a check signer. Motion by Bigham.  
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 - not eligible	

Motion carried.

f) Advisory Board mobile app recommendation

MELSA released an RFI in December 2023 for the purchase of a mobile application for the member library systems. Six responses were received from OCLC, Communico, BiblioCommons, SOLUS, SirsiDynix, and myLIBRO.

The MELSA Tech Team and other library staff have completed their evaluations of the six options. The evaluation process included review of the proposals, vendor demos, test site access, and discussions at a Team meeting in early March and via email. Each system completed a scoring sheet using the criteria listed in the RFI to identify their preferred selection.

Although most agreed that many of the apps offered appealing features, the unanticipated suspension of the current app from November 27—February 21 elevated continuity and minimal disruption for users as highly important considerations in their evaluation process. For five systems, SOLUS, as developer of the original BLUEcloud mobile app, offers the most seamless transition experience

for library users, plus some upgraded functionality. For the three other systems, BiblioApps provides consistency with the online catalog experience for users and allows for tighter integration and efficiencies with other components of BiblioCommons.

The Team recognizes the benefits of reaching a consensus on the purchase of a single app for the region, such as greater leverage for pricing, a similar patron experience, etc., but it was determined that two solutions were needed to meet systems' needs for compatibility with ILS/discovery layers and alignment with other system priorities and timelines.

Vendor selections for the systems are:

SOLUS

Anoka County Library

Carver County Library

Dakota County Library

Scott County Library

Washington County Library

BiblioApps

Hennepin County Library

Ramsey County Library

Saint Paul Public Library

Approximate pricing for the two options selected:

	BiblioApps	SOLUS	Total 8 Systems
Year 1	57,291.99	62,654.00	119,945.99
Year 2	48,780.65	64,560.00	113,340.65
Year 3	50,853.83	66,519.92	117,373.75
3 Years	156,926.47	193,733.92	350,660.39

BiblioApps implementation costs are included in year one; no implementation costs for SOLUS. Costs are also included for web services licenses required by SirsiDynix for connection with the SOLUS mobile app. Note: SOLUS has adjusted the original pricing provided in their proposal to absorb half of the annual costs imposed by SirsiDynix. Total costs are within the amount budgeted for the mobile app in MELSA's 2024 budget.

(Ramsey’s selection is pending renewal of BiblioCommons later in 2024; SOLUS is their 2<sup>nd</sup> choice. Total costs with SOLUS for three years are an additional \$18,276.39.)

At their meeting on May 10, the Advisory Board voted to recommend the MELSA Board of Trustees approve the above mobile app purchases for the systems. With approval, MELSA will begin formal contract discussions with the two vendors. Both will offer a one-year contract with the option for two renewals, or two- and three-year contracts. Tech Team representatives will review the technical aspects of the contract and MELSA will request legal assistance from the Dakota County Attorney.

Motion to approve the recommendation from the Advisory Board for the purchase of the BiblioApps and SOLUS mobile apps for the library systems and authorizes MELSA to enter into contract negotiations with the two vendors. Motion by Reinhardt. Second by Brennan.

All in favor signified by saying aye.

ACL - aye	HCL - aye	SCL – aye
CCL - aye	RCL - aye	WCL – aye
DCL - aye	SPL - not eligible	

Motion carried.

g) ACHF FY2025 application

The state legislature has awarded \$2.75 million annually in Arts & Cultural Heritage (ACHF or Legacy) funds to the regional public libraries for the FY2025/FY2026 biennium. MELSA would appreciate a review by the Advisory Board of the FY2025 preliminary budget for Legacy funds. The full application must ultimately be approved by electronic vote by the MELSA Board of Trustees prior to submission.

Pending the Official Grant Award Notification, State Library Services has estimated that MELSA will receive \$1,073,155.13 in Legacy funds for FY2025. The Advisory Board voted to approve this application at their May 10, 2024 meeting.

Motion to approve the FY2025 ACHF application for submission to State Library Services. Motion by Goettel. Second by Jeppson.

All in favor signified by saying aye.

ACL - aye	HCL - aye	SCL – aye
CCL - aye	RCL - aye	WCL – aye
DCL - aye	SPL - not eligible	

Motion carried.

h) Legislative update/Executive Director search update

The legislative session ends on Sunday. The education omnibus bill passed in the House yesterday, and it is on the way to the governor's desk. Once it is signed, the executive director job posting will be posted. The bill prohibiting book banning (based solely on content) just passed.

## **VI. Reports**

Executive Director/Staff Reports

Halverson adjourned the meeting at 12:52pm.