

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

June 20, 2024  
MCIT, Room 220  
100 Empire Drive, St Paul MN  
11:30am-1:30pm

## **Trustee Members Present:**

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

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

Anoka:	Colleen Haubner	Ramsey:	
Carver:		Saint Paul:	
Dakota:	Margaret Stone	Scott:	
Hennepin:		Washington:	

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

## **I. Call to order**

Chair Halverson called the meeting to order at 11:34am.

## **II. Public Comment**

## **III. Approval of Agenda**

Motion to approve the agenda by Goettel. Second by Udermann.

All in favor signified by saying aye.

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

Motion carried.

## **IV. Consent Agenda**

- a) Approval of meeting minutes (May 16, 2024)
- b) Approval of bills and financial statements

Motion to approve the meeting minutes and bills/financial statements by Burns. Second by Bigham.

All in favor signified by saying aye.

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

Motion carried.

## V. Discussion/Action Items

### a) Update on MELSA Executive Director search

The executive director position has been posted on several websites; the complete list was distributed in the meeting packet.

Jeppson entered the meeting at 11:41am.

Final applicants will be interviewed on July 29<sup>th</sup>, and a reception will also be held to meet the finalists. A final hiring recommendation will be presented at the August trustees meeting, which is scheduled for August 14. A couple of board members said this date does not work for them, so Goettl will check with everyone via email to see if rescheduling is necessary. A July meeting is also needed for the personnel/transition committee.

### b) Approval of FY2025 Regional Library Basic System Support (RLBSS) Application

Each June 30, 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:

- 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.

Amounts provided by counties/cities for operations/library services in 2023 are included in the application narrative.

In completing the budget component of the application, MELSA is using the FY2025 RLBSS revenue calculations received March 1, 2024. Please note: the numbers in this

budget form are requested and presented for state FY2025, July 1, 2024—June 30, 2025. Since MELSA’s budget year is a calendar year, approximately half of each of the 2024 and preliminary 2025 budgets are used, excluding RLTA, Legacy, and most fund balance assignments. As a result, the estimated RLBSS application budget does not directly match either the 2024 or 2025 MELSA budgets.

Motion to approve the submission of the FY2025 application for Regional Library Basic System Support to State Library Services of the Minnesota Department of Education. Motion by Udermann. 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 - aye	

Motion carried.

- c) Finance Committee recommendations
  - i) Approval of combining Phase and Formula funds

The Finance Committee met on June 5<sup>th</sup>. Committee members reviewed calculations for Formula and Phase funds, current Phase balances, and recommendations from the Advisory Board and approved the following motions (in board packet) for consideration by the Board of Trustees. In addition, the Finance Committee requests the Advisory Board consider assigning a new title for the combined Formula and Phase allocations to avoid confusion and reflect usage changes for the new system allocations.

There was discussion between board members about future implications of using this formula. The new formula is meant to be used in perpetuity, which includes the 2 percent to be allocated annually by the Governing Board.

Combined motions:

Motion to combine Formula and Phase allocations into one annual allocation with no spending requirements using the 2024 Formula calculations and distribution method approved by the Board of Trustees in March.

Motion to use the MELSA fund balance to hold the Phase portion of the combined allocations to 2023 amounts for Dakota \$10,009, Hennepin \$10,089, and Ramsey \$18,648.

Motion to eliminate the technology spending requirement and request procedures for existing Phase balances and allow funds to be released to systems in 2024.

Motion by Reinhardt. 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 - aye	

Motion carried.

ii) Approval of proposed preliminary 2025 budget

At their June 5<sup>th</sup> meeting, the Finance Committee reviewed documents for the preliminary 2025 MELSA budget (found in the meeting packet). This budget is prepared in June so that member library systems have estimates for local budget planning; in addition, the 2025 preliminary budget information is used in preparation of MELSA’s FY2025 RLBSS application due June 30.

There are no significant changes in the 2025 budget as it is intended to provide stability and guidance during the transition period for the next MELSA executive director. This budget continues use of 2024 increased state revenues for additional support for member library systems with Formula allocations, Youth Services Programming, and Library Staff Professional Development. The revenue increases also allowed transfer of several expenditures previously supported by fund balance assignments to the annual budget, including platform fees and additional content for the shared e-collection and contributions to the statewide indie author project.

Many lines in the preliminary budget are placeholders only and will be updated as more information is received during the year. The 2025 budget will be reviewed and finalized in December of 2024.

Motion to approve the preliminary 2025 budget 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 - aye	

Motion carried.

**VI. Reports**

a) Interim Executive Director (Susan Marschalk)

The Executive Director’s report was distributed in the meeting packet. Marschalk met with Tami Lee, the State Library Services director in the interest of continuity. She also met with Maggie Snow, the director of Minitex. Her focus in her time with MELSA is to maintain continuity in all areas. Marschalk will be

attending the upcoming CRPLSA retreat. Marschalk would like the board to know more about drug usage at the library, which has been discussed frequently at Advisory Board meetings. Halverson asked the Advisory Board to present this issue at a future Trustees' meeting. She would also like to get general updates from the Advisory Board at future Trustees' meetings on a regular basis.

b) Teen Lit Con (Kathleen James)

A report was distributed to the board in the meeting packet. Teen Lit Con took place on April 27<sup>th</sup> at Edina High School. The attendance was about 800, a 33-percent increase from last year. Several national and local authors were at the event and there was a plenary session and many breakout sessions. They got a lot of helpful feedback from the attendees after the event.

c) MELSA participation in Twin Cities Pride Festival (Abigail Dillon)

MELSA will have a table at this year's Pride Festival, staffed by library staff from across the metro. They have bookmarks and buttons to distribute to attendees and the table is always a popular destination.

Halverson adjourned the meeting at 1:33pm.