

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

Thursday, January 16, 2025

Shakopee Library

11:30am-1:30pm

## **Trustee Members Present:**

Anoka:	Julie Jeppson	Ramsey:	Mary Jo McGuire (alternate)
Carver:	Matt Udermann	Saint Paul:	Beth Burns
Dakota:	Laurie Halverson	Scott:	Jody Brennan
Hennepin:	Debbie Goettel	Washington:	Karla Bigham

## **Staff Present:**

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

Chair Halverson called the meeting to order at 11:38am.

### **II. Introductions**

### **III. Public Comment**

### **IV. 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 present	

Motion carried.

### **V. Consent Agenda**

- a) Approval of meeting minutes (December 12, 2024)
- b) Approval of December disbursements

Motion to approve the meeting minutes and December disbursements by Udermann.  
Second by Brennan.

All in favor signified by saying aye.

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

## **VI. Annual Meeting**

### a) Oath of office/conflict of interest statement

The oath of office was taken verbally, and the commissioners physically signed the oath of office and conflict of interest statement documents.

Burns entered the meeting at 11:57am.

### b) Election of officers and approval of check signers

Motion to approve the following slate of officers for 2025: President – Laurie Halverson, Vice President – Julie Jeppson, Treasurer – Beth Burns. Motion by Goettel. Second by Udermann.

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.

Motion to approve the following individuals to be check signers for the organization in 2025: President – Laurie Halverson, Vice President – Julie Jeppson, Treasurer – Beth Burns, Executive Director – Sherry Wichitchu. Motion by Brennan. 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.

### c) Committee appointments

Based upon the by-laws for the organization, the following standing committee assignments for the calendar year are to be made by the MELSA Governing Board at the Annual Meeting in January. The Nominating Committee consists of three officers: President, Vice President, and Treasurer.

Finance:

1. Chair: Burns (Treasurer)
2. Goettel

3. Brennan
4. Udermann
5. Halverson

Personnel:

1. Chair: Jeppson (Vice President)
2. Clasen (Washington County representative)
3. Ramsey County representative
4. Halverson

Nominating:

1. Halverson
2. Jeppson
3. Burns

Motion to appoint the indicated members above to the Finance, Personnel, and Nominating Committees for calendar year 2025. Motion by Brennan. Second by McGuire.

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.

**d) Consideration and approval of Dakota County Legal Services agreement**

For several years, MELSA has secured legal services for general administrative and business items from Dakota County under the terms of this legal agreement (JPA) between the parties. This agreement has been very beneficial over the past few years for review of electronic resource contracts and other agreements such as the mobile apps purchased for member library systems in 2024. The JPA was distributed in the meeting packet.

Motion to approve the revised Joint Powers Agreement between Dakota County and MELSA for legal services. Motion by Bigham. Second by Burns.

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.

- e) Consideration and approval of the 2024 Pay Equity report

Every three years, MELSA is required by statute to submit a Pay Equity report to the State of Minnesota. With information from Dakota County Employee Relations, MELSA has completed the 2024 report for Board of Trustee consideration and approval (distributed in the meeting packet). If approved at this meeting, submission of the report will occur prior to the January 31, 2025 deadline.

Motion to approve the attached Pay Equity report for submission to the Minnesota Management and Budget Office of the State of Minnesota. Motion by Jeppson. Second by McGuire.

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.

## VII. Reports

- a) Bylaws revision planning

Halverson would like to revise the MELSA Board of Trustees Bylaws, since it has not been revised recently. She would like to put together a team to start looking at these bylaws. Burns, Jeppson, Brennan and Goettel are interested in being on this team, and the meetings can be virtual. Wichitchu will work with the board to provide a staff designee and two Advisory Board member designees.

- b) Club Book Fall 2024 report

The report was distributed in the meeting packet. Some of the highlights include: 253 author programs since its inception 10 years ago, 41 people on average per in-person event, and 65,000 total podcast downloads since 2014. Club Book is funded by Legacy.

- c) Executive Director report

MELSA’s auditing firm had a merger, and the combined firm will operate under the name LB Carlson.

There will be a delivery study coming up, due to an RFI happening later this year for courier services.

The Advisory Board will be working with MELSA staff to evaluate existing teams and interest groups.

Wichitchu was appointed to the MLA Intellectual Freedom Committee.

Wichitchu is also working with State Library Services to revise the Trustee handbook. CRPLSA has formed a State Standards workgroup and will be releasing an RFP. Wichitchu will be traveling with Tami Lee to Washington DC in March as part of the Voices for Libraries advocacy event. Most of the commissioners will be in Washington at that time, and Wichitchu will coordinate with them once she knows more. Library Legislative Day is on February 20<sup>th</sup>, and the member libraries have plans to be at the Capitol that day. Commissioners are encouraged to participate in this day if they are able and coordinate with their member library director.

Halverson adjourned the meeting at 12:52pm.