

Metropolitan Library Service Agency Joint Trustee Board Meeting Minutes

Thursday, March 20, 2025
Oxboro Library, Bloomington
11:30am-1:30pm

Trustee Members Present:

Anoka:	Julie Jeppson	Ramsey:	Garrison McMurtrey
Carver:	Matt Udermann	Saint Paul:	Beth Burns
Dakota:	Laurie Halverson	Scott:	Jody Brennan
Hennepin:	Debbie Goettel	Washington:	Michelle Clasen

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:	Drew Wylie

Staff Present: Abigail Dillon (virtual), Gina Goettl, Kathleen James, Mona Scott, and Sherry Wichitchu

I. Call to order

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

II. Introductions and Public Comment

III. Approval of Agenda

Motion to approve the agenda by Burns. 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 (January 16th, 2025)

- b) Approval of February checks, and December 2024, including a budget-to-actual financial statement (cash and accrual), and January and February 2025 financials

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

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

Motion carried.

V. Discussion/Action Items

- a) Presentation by Maggie Snow of Minitex

Maggie Snow provided an overview of Minitex and all the services they provide to libraries and residents of the state of Minnesota.

- (i) Resolution in support of the Minitex library services

This resolution was distributed in the meeting packet.

Motion to pass the proposed resolution by Udermann. Second by Goettel.

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

Motion carried.

- b) 2024 Annual Report to State Library Services

Each year all libraries in Minnesota, including regional library system administrative offices, are required to submit a state annual report to State Library Services by April 1. This report collects statistics and financial data related to facilities, services, programs, collections, staffing, hours of operation, and income and expenditures.

Because MELSA does not provide direct public services, many sections of the report are not applicable. Most of the programs and services provided by MELSA to the member library systems are included in the systems' state reports, not on MELSA's report.

Approval by the Board of Trustees is required prior to submission.

Motion to authorize the submission of the 2024 MELSA Annual Report to State Library Services by Udermann. Second by Clasen.

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.

c) Finance Committee Report

(i) Fund Balance assignments: Finance Committee recommendation

The fieldwork portion of the 2024 MELSA audit is concluded, and we have a tentative number for the year-end fund balance. If approved at this meeting, any assignments of the fund balance can be included in the 2024 financial reports the auditors are currently preparing. The final audit reports will be presented at the joint board meeting in May and submitted to State Library Services and the Office of the State Auditor in June.

The spreadsheet in the meeting packet contains the proposed dollar amounts for each line along with explanatory notes and two years of comparative data.

Motion to approve the proposed 2024 Fund Balance assignments as recommended by the MELSA Finance Committee on March 13, 2025. Motion by Burns. Second by Goettel.

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.

d) RFI for delivery services

Every three years MELSA releases a Request for Quotes for a 24-Hour Sort and Delivery System for public library materials distributed through the Twin Cities area.

This service, currently provided by Alliance Courier, is nearing the end of its three-year contract. MELSA's policy is to research the marketplace every three years for potential providers.

Sherry Wichitchu and Gina Goettl (the MELSA staff member in charge of this daily service) will review the responses using the criteria included in the original RFI document.

After ranking each of the firms' responses, we make our final selection and proceed with the timeline and procedures provided in the RFI document.

Motion to authorize the Executive Director to release the RFI for delivery services and contract with the selected company for the 24-hour sort and delivery system. Motion by Brennan. 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.

VI. Reports

a) Teen Lit Con update

2025 Teen Lit Con is taking place on Saturday, April 26 at Two Rivers High School in Mendota Heights. Hennepin County Library will be presenting their Mary Ann Key book award at this event.

Jeppson entered the meeting at 12:10pm.

b) Legislative update

Full details about legislative updates were distributed in the meeting packet, including a document with the current bill statuses for libraries. National updates include House Bill 1239 in South Dakota, efforts at the federal and legislative level to disallow hotspots in the E-rate program, the threat to the E-rate program as a whole, the Voices for Libraries delegation visit to Washington DC, and federal funding concerns related to the Institute of Museum and Library Services. Clasen suggested drafting a letter from the board to legislators and delegates, including specific details from member libraries to demonstrate the impact. Wichitchu will distribute the SELCO handout they developed with talking points for patrons. State Library Services has also developed an informational sheet that Duimstra will send out. Library directors will work with their commissioners to develop county- or city-specific details and examples with the plan for drafting a letter. Once they pass this information on to Wichitchu, she will combine this information into a letter format. She would like this information over the next week.

c) Executive Director report

MELSA teams: At the February Advisory Board meeting, staff and library directors discussed the functioning of MELSA teams. MELSA staff are working on a more descriptive charter for each team.

Strategic Plan: MELSA's current strategic plan expires at the end of 2025, so a revised plan will be completed this year. A timeline was indicated in the Executive Director report that was distributed in the meeting packet, starting with an RFP for consultant services. The finalized strategic plan will be done by the end of September.

State Activities: A joint meeting of the Advisory Board and CRPLSA will be taking place in April.

d) 2024 MELSA Benefits to Member Libraries reports

Two reports, MELSA Benefits to Member Library Systems, and State-Funded Resources for MELSA Member Library Systems, were distributed in the meeting packet. These reports may be used for budgeting and for presentation to member library boards and other stakeholders.

e) Advisory Board minutes

The Advisory Board minutes from the March meeting were distributed in the packet.

f) Round robin discussion from Advisory Board members about current issues/events at member libraries

The Advisory Board has been continuing their conversations about collaborative efforts and how they would like to spend

ACL has closed Johnsville Library for a renovation. They received two \$500,000 grants through the MN Department of Education for building improvements. They will also be launching a new catalog interface.

RCL is transitioning their app to a new app. They just launched their Take Me Home Library.

SPPL is launching this year's iteration of Read Brave and are doing a city-wide read of the book Akata Witch. They also received a building improvement grant for the Hayden Heights Library and will be making accessibility improvements to the Riverview Library.

WCL just launched Kanopy for their patrons. The Park Grove building project has just started.

DCL will be closing the Wentworth Library at the beginning of April for renovations. The renovations are for the inside of the building, and Stone is searching for a grant to make improvements to the outside. Burnhaven Library will also be going through renovation soon.

SCL will start construction on the Belle Plaine Library soon. The space will be expanded and renovated. They are starting a capital project to implement wireless printing at their libraries. They have just posted a community engagement manager position.

HCL finished their state report and had a million more visits to their library last year than the previous year. They developed a program to help Spanish-speaking immigrants, as there has been an influx of Ecuadorian immigrants to Hennepin County, Bloomington in particular.

CCL will be opening expanded access for the Victoria Library. They have had an increase in library cards issued due to partnership with local schools.

Halverson adjourned the meeting at 1:28pm.