

Metropolitan Library Service Agency Joint Trustee Board Meeting Minutes

Thursday, May 15, 2025

Minnesota Counties Intergovernmental Trust (MCIT), 100 Empire Dr, St Paul

11:30am – 1:30pm

Trustee Members Present:

Anoka:	not present	Ramsey:	Garrison McMurtrey
Carver:	Matt Udermann	Saint Paul:	not present
Dakota:	Laurie Halverson	Scott:	Jody Brennan
Hennepin:	not present	Washington:	Michelle Clasen

Advisory Board Members/Representatives Present:

Anoka:	not present	Ramsey:	Pang Yang
Carver:	Jodi Edstrom	Saint Paul:	Maureen Hartman
Dakota:	Margaret Stone	Scott:	Jen Schultz (virtual)
Hennepin:	Scott Duimstra	Washington:	Jacquie Kramer

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

I. Call to order

Chair Halverson called the meeting to order at 11:39am.

II. Public Comment

Carver County Commissioner Lisa Anderson is attending this meeting.

III. Approval of Agenda

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

All in favor signified by saying aye.

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

Motion carried.

IV. Consent Agenda

- a) Approval of meeting minutes from March 20, 2025
- b) Approval of checks and financials

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

All in favor signified by saying aye.

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

Motion carried.

V. Discussion/Action Items

a) 2024 audit presentation – Bill Lauer, LB Carlson

Final audit documents were emailed to the board earlier in the week. Highlights from the report were presented to the Finance Committee on May 7th.

Overall, the audit went very well, resulting in an unmodified or “clean” opinion. There were no issues with the financial statements. There are two matters involving MELSA’s internal controls that are material weaknesses: due to the small size of MELSA’s staff, there is limited segregation of duties in some areas. Also, MELSA depends upon LB Carlson to prepare its annual financial statements. Although this may be the most practical and cost-effective method to complete this task, the fact that MELSA does not have the internal resources available to prepare the annual financial statements is considered a deficiency. These two items are common themes each year, and LB Carlson does not recommend any changes at this time.

More specific details about the financials are found in the information distributed in the board packet.

Brennan would like to discuss the budget and if there are any available funds to distribute to the libraries. It was decided that this discussion can start at the June 5th Finance Committee meeting. Wichitchu will be providing additional information about what MELSA does and the requirements of state funds and how they should be spent. At the Finance Committee meeting, Halverson would like to do a walkthrough of the budgeting, who is getting what, and how library systems are getting funds and bring this to the Governing Board.

Motion to accept the 2024 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 Clasen. Second by Udermann.

All in favor signified by saying aye.

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

DCL - aye SPL - not present
Motion carried.

b) RFP for strategic planning consultation

MELSA's current strategic plan expires at the end of 2025, and as mandated by State Library Services, a revised plan must be submitted every three years. This presents an opportune moment to develop a comprehensive roadmap that addresses the evolving library landscape and articulates a clear vision for MELSA's future. Notably, our current strategic plan lacks the depth and specificity necessary to guide our decision-making effectively. Therefore, this new plan will define our vision, mission, and key priorities with greater clarity. To facilitate this process, Wichitchu would like to engage a qualified consultant. Their expertise, objectivity, and facilitation skills will be invaluable in guiding us through data gathering, stakeholder engagement, and the development of a robust strategic plan. This plan will be instrumental in informing critical decisions, including the MELSA building location, member library initiatives, and resource allocation. The goal will be to have the strategic plan completed by our September meeting.

Wichitchu and MELSA staff will review the responses using the criteria included in the original RFP document. After ranking each of the firms' responses, we will make our final selection and proceed with the timeline and procedures provided in the RFP document. Udermann asked about the budget range for this project and Wichitchu estimated the costs around \$25,000.

Motion to authorize the Executive Director to release the RFP for Strategic Planning Consultation and contract with the selected company for the strategic planning process.
Motion by Udermann. Second by Clasen.

All in favor signified by saying aye.

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

Motion carried.

c) Round table sharing

WCL has a couple of building projects starting soon at Park Grove and RH Stafford. CCL just celebrated 10 years of the Victoria Library, and extended access hours will be starting there in September.
SCL just completed groundbreaking for the Belle Plaine library expansion.
DCL will be completing remodels at Wentworth and Burnhaven. They have hired a consultant around public art framework.

HCL has been working with their Friends organization to get everyone on the same page for possible funding opportunities if needed in the future. They have also continued their opioid response program with the county.

SPPL – Hamline is under construction and St Anthony Park library temporarily closed for accessibility improvements.

RCL is preparing for their summer reading program.

VI. Reports

a) Executive Director and Legislative Update

The Executive Director report was distributed in the meeting packet.

For the legislative update, there is a Legacy bill that MELSA is keeping an eye on. Minitex will be receiving increased funding from the state (their last increase was in 2014), which will help cover federal funding uncertainty. MELSA was expecting DEED federal funding, but state broadband offices received termination notices for this grant. A judge ordered IMLS to hire back employees and fund grants. It is helpful to make phone calls to your representative to urge them to support IMLS. Wichitchu will send this information via email.

Also at the federal level, the Senate voted to defund the hotspot access to libraries and will likely pass in the House.

Halverson adjourned the meeting at 1:24pm.