I. CALL TO ORDER
President Degler called the meeting to order at 12:01 pm.

II. INTRODUCTION

III. PUBLIC COMMENT

IV. CONSENT AGENDA
A. Approval of Agenda
B. Approval of Meeting Minutes (November 19, 2015)
C. Approval of Bills
   Motion by Workman to approve the Consent Agenda. Second by Joseph. Motion carried.

V. ANNUAL MEETING
A. Oath of Office/Conflict of Interest Statement (Degler)
   Degler requested the Trustees stand and recite the Oath of Office. Both the Conflict of Interest and Oath of Office statements were signed, dated and left with Brown at the end of the meeting.

B. Election of Officers
   Motion by Rettman to approve the following slate of officers for CY2016:

   President: Gayle Degler (Carver)
   Vice-President: Liz Workman (Dakota)
   Treasurer: Jill Joseph (Hennepin)
   Second by Marschall. Motion carried.

The MELSA auditor requests the Board to designate the authorized check signers for 2016. Board policy requires checks over $5,000 must have two authorized signatures. Workman requested that the Finance Committee meet to explore the option of raising the limit from $5,000 to an agreed upon higher amount.

Motion by Joseph to approve the following individuals to be check signers for the organization in CY2016: Gayle Degler, Liz Workman and Jill Joseph, with
the understanding that the Finance Committee will meet to discuss raising the check amount. Second by Gamache. Motion carried.

C. Appointment of Committees
The members of the Board of Trustees volunteered for the following committee appointments:

<table>
<thead>
<tr>
<th>Finance</th>
<th>Personnel</th>
<th>Nominating</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Joseph – Chair</td>
<td>1. Workman – Chair</td>
<td>1. Degler</td>
</tr>
<tr>
<td>4. Rettman</td>
<td>4. Degler – Ex officio</td>
<td></td>
</tr>
<tr>
<td>5. Degler – Ex officio</td>
<td></td>
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</tbody>
</table>

Motion by Rettman to appoint the members, as indicated at the January meeting, to the Finance, Nominating and Personnel committees for CY2016. Second by Joseph. Motion carried.

D. Meeting Dates
The Board of Trustees reviewed the 2016 meeting schedule. Meetings are held every other month – the third Thursday of that month. The location for the Joint Trustee/Advisory Board meetings will be held at the MCIT Building and the Trustee meetings will be held at MELSA. Brown will send Outlook meeting requests to all the Board members except Rettman.

Motion by Joseph to adopt the meeting dates as presented for CY2016. Second by Pearson. Motion carried.

VI. DISCUSSION/ACTION ITEMS

A. Phase Distribution Requests
The Phase Funds program began fifteen years ago to support the member libraries’ infrastructure for computer equipment and technology. Funds come from MELSA’s general budget through funds received from the State. Requests by the Advisory Board may be made twice a year in December and June with payouts in January and July after approval by the Trustees. Funds may be carried over. Phase distribution requests have been made by the Carver, Hennepin, Saint Paul, Scott and Washington County Libraries.

Motion by Workman to release Phase funds of $25,000 to Carver County Library; $123,303 to Hennepin County Library; $83,508 to Saint Paul Public Library; $55,000 to Scott County Library; and $55,000 to Washington County Library. Second by Joseph. Motion carried.

B. 2015 Pay Equity Report
State law requires all public jurisdictions to eliminate any sex-based wage inequities in compensation and submit compliance reports to the Minnesota Management & Budget Office. As such, MELSA is required to report on the compensation plan for its employees. A copy of MELSA latest draft report was presented for consideration by the Board of Trustees.

Motion by Gamache to approve the Pay Equity report for submission to the State. Second by Pearson. Motion carried.

C. Delegation of Authority to Executive Director
In the recently signed employment agreement between MELSA and Behringer, there is language that reads: *The relationship between the parties hereto is that the*
Employer and Employee. EMPLOYEE shall have no authority to enter into any contracts binding upon MELSA except as specifically authorized in writing by the BOARD. The recommended action has been forwarded to the Dakota County Attorney’s Office for review in order to align with past practice and function in day-to-day operations.

Motion by Joseph to table, until the March meeting, final approval authorizing the Executive Director to enter into contracts binding upon MELSA prior to Board of Trustee action with the stipulation that such contracts are in compliance with policies adopted by the Board of Trustees and funds committed within those contracts not exceed the categorical resources provided under the adopted budget. The Board of Trustees further authorizes the Executive Director to commit MELSA under non-monetary policy agreements without prior Governing Board action so long as those agreements are consistent with activities outlined in the MELSA Strategic Plan pending approval of the Dakota County Attorney and in the meantime the Board authorizes the Executive Director to follow past practice in signing contracts until final approval. Second by Pearson. Motion carried.

VII. REPORTS
A. Executive Director’s Report
   A brief discussion was had about the anticipated question set and purpose for the LSTA Survey.

B. Other Staff, Team and MELSA Group Updates

VIII. ADJOURN
The meeting was adjourned at 12:56 pm.