I. CALL TO ORDER
President Degler called the meeting to order at 12:05 p.m.

II. INTRODUCTIONS

III. PUBLIC COMMENT

IV. CONSENT AGENDA
A. Approval of Agenda
B. Approval of September 19, 2013 Meeting Minutes
C. Approval of Bills and Financial Statements
Motion by Stark to approve the Consent Agenda. Second by Workman. Motion carried.

IV. ACTION / DISCUSSION / UPDATE ITEMS
A. Personnel Committee Report
   i. 2014 MELSA Staff Compensation Packages
      The Personnel Committee (Chair Workman, Braastad, Rettman, Degler – Ex officio and Olson) met November 13 to look at the 2013 MELSA staff salaries and recommend a 2% increase.
      Motion by Workman to approve a 2% salary increase over the 2013 salaries for 2014. Second by Rettman. Motion carried.
B. Cultural Pass Update
On November 15, Ken Behringer, Mona Scott and Sally Lederer joined an hour long phone conversation with Quipu (software developer) to discuss how the program would work and possible data privacy issues. Behringer reported no concerns arose during this discussion. Lederer would work towards having a threshold of at least 50% of the cultural partners offering free tickets/admissions. A two year commitment would also be preferred.

Cost - $90,000 start-up cost (software cost would go down to $15,000 annually)

- $50,000 for technology (customize by each system)
- $20,000 for promotional collateral (posters, and other items used in the library)
- $20,000 for part-time staff support for the program
- Secure media sponsors to help with the promotion

MELSA has earmarked $50,000 from the Legacy dollars for the next two years that could pay part of the expenses.

**Motion by Rettman to recommend the MELSA Staff move forward with the Cultural Pass. Second by Workman. Motion carried.**

MELSA Staff will bring a budget for the program to the January 2014 Trustee meeting.

C. CY2014 MELSA Budget Adoption
Olson reminded the Boards were given budget updates for a preliminary budget during the September meeting. Below are a few areas he addressed during this meeting.

**Revenue**
- Equalization payments are changing from 60/40 to 90/10
- BookLens Project has been added into the budget

**Expenses**
- RLTA – shift in payments from quarterly to twice a year
- E Book - $585,000 paying for MARC records for each system
- Mobile Application – Boopsie – purchasing additional applications
- Catalog Enhancements – BookLens
- Youth Services – additional web development, one-time SRP outcomes analysis
- Digital Literacy/E-Government – MELSA started a task force to help the libraries with E-Government
- Salaries and Benefits – decrease from the preliminary budget
- Contracted Services –
  - Strategic Planning Process in the next six months
  - Compensation Study for the MELSA Staff

**Motion by Kriesel to adopt the CY2014 budget. Second by Stark. Motion carried.**

There was a brief discussion regarding MELSA’s salary analysis process to be reviewed in 2014 with the assistance of a consultant.

D. RLTA Application – FY2014
President Degler signed the application after the Board approved the submission of the FY2014 RLTA application.

Motion by Kriesel to approve the submission of the FY2014 RLTA application to the Minnesota Department of Education – State Library Services. Second by Stark. Motion carried.

E. 2014 Meeting Dates
The Trustees agreed Thursday, January 16 would be the first meeting in 2014.

Motion by Workman to schedule the MELSA Board of Trustees first meeting of 2014 for Thursday, January 16, from Noon – 2 p.m., at the MELSA office conference room. Second by Degler. Motion carried.

F. MELSA Trustees’ Nominating Committee
The current slate of officers have agreed to hold office in 2014.

President – Degler
Vice President – Workman
Treasurer – Stark

Elections will be held in January.

G. Other
The Board acknowledged this was Commissioner Barbara Marschall’s last meeting on the MELSA Board.

VI. MEETING REPORTS
A. Executive Director’s Report
i. Non-Resident Fee Cards
Thompson reported the Advisory Board is working on a non-resident fee card at this time. Preliminary discussions included:

1. All MELSA libraries may sell cards to non-residents.
2. A purchased card may be used only in the library system that issued the card. No reciprocal borrowing would be available.
3. Each library system will set the circulation and usage rules for a purchased card with the following exception:
   o 3M cloud collection will not be available using a purchased card.

The MELSA Circulation and Technology Teams will finalize the details for non-resident cards.
State date: TBD following approval by MELSA Trustees.
All cards issued prior to the start date, will remain unchanged until expiration (one year from date of issue).

ii. 3M E-Book Project
Olson reported five of the eight systems are up and running with the E-Book project now. Carver and Scott will be up by the middle to the end of December and Hennepin will begin sometime in January, once they complete their RFP process. An article about MELSA and 3M Cloud Link was in Library Journal.

iii. Databases Renewal Update
This week the e Resource Team did a review of two databases – ALLDATA and Ancestry Library Edition. Handouts were given to both Boards during today’s meeting for their review.
None.

VII. ADJOURN
The meeting was adjourned at 1:35 pm.