I. CALL TO ORDER
President Dimassis called the meeting to order at 10:40 am.

II. CONSENT AGENDA
A. Approval of Agenda
B. Approval of Meeting Minutes (October 19, 2013)
Motion by Thompson to approve the Consent Agenda. Second by Moulton Janssen. Motion carried.

III. DISCUSSION / ACTION ITEMS
A. RLTA Distributions – FY2013
Olson reported checks would be signed today and placed in the mail to reimburse the MELSA library systems.

B. 3M E-Book Subgroup Update
The Subgroup (Behringer, Moulton Janssen, Nemitz, Rogers and Olson) reported the recommended circulation settings would be the same among the MELSA libraries so that no one receives an advantage through policy. Periodic monitoring would be a part of the program when HCL installs 3M E-Books as capacity will change for all.

$65,000 remains in the CY2013 budget which can be used for 3M E-Book purchases. The Advisory Board discussed how to purchase the top titles from a list provided by 3M that is new from the previous list the original order was placed from.
Motion by Nemitz to approve spending the remaining $65,000 funds on recently published items on the top 2,500 list not included in the original list, up to 5 copies each. Second by Moulton Janssen.

A friendly amendment was made by Behringer to purchase up to 5
copies each and take the remaining funds and purchase 8 each of the top selected items until the funds are depleted. Nemitz accepted the friendly amendment. Motion carried.

This new purchase will add between 600 and 700 new titles to the collection.

Next Steps in Collection Development

- MELSA’s CY2014 budget - $500,000 budgeted for E-Books
- Concerns were voiced about replacement for 2016
  - Purchase popular titles
  - Buy depth
  - Solve the 26 replacement issue
- Allocate some resources locally to develop local holdings which enriches all the MELSA libraries.
- Put in place a process for maintenance of those titles that is more ephemeral based on the number of circs and some mechanism based on the first thousand to follow high demand items.
- Selection Committee - appoint a representative from each library. Behringer will attend the first meeting to discuss the charge. Divide the budget with target goals.
- Olson will work on the mission statement and the Advisory Board will review it during the December board meeting.

MELSA will have a large carryover Fund Balance going from CY2013 to CY2014 largely due to the Educational shift payback. Dollars could be put towards:

- Future E-Book content
- Phase Fund

MARC Records

Olson reported MELSA will purchase one full MARC record from OCLC and will need to house this somewhere for access and download. Bill Rodgers offered a HCL staff member to assist with the process who would not be available until after January 2014.

Statistics

3M staff members will assist with creating appropriate statistics. A subgroup has been identified to work on this project: Maureen Gormley (Dakota), Lynn Wyman (Ramsey), Ruth Hemingson (Anoka) and Shannon Crary (Hennepin).

Other

Olson will address potential areas of promotion/change with 3M:

- “Check It In” button – helps the collection go faster
- Children’s Collection – feels this is hidden and should be more available
- Choose a different word for “erotica”

C. Non-Resident Fee Subgroup Update

Thompson, Moulton Janssen, Conley, Behringer and Olson met before the Advisory Board meeting today to discuss the non-resident fee. The subgroup’s goal was to inform the Advisory Board where they are today and update the Trustees which follows this meeting.
The recommendation is:
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.
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.

Start 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).

D. 2014 Meeting Dates
Moulton Janssen will represent the Advisory Board at the 2014 January Trustee meeting. The Advisory Board agreed to continue hosting meetings at library locations so Todd will send a poll out for hosting their library.

E. Other
   None.

IV. REPORTS
A. Staff, Team and MELSA Group Updates
   None.

V. ADJOURN
The meeting was adjourned at 11:50 am.