Metropolitan Library Service Agency
Advisory Board Meeting Minutes
Friday, October 21, 2016
MELSA Office
9:00 am – 11:00 am

Members Present:
Anoka: Kim Johnson
Carver: Heidi Hoks
Dakota: Russ Coger
Hennepin: Janet Mills
Ramsey: Jill Boldenow
Saint Paul: Jane Eastwood
Scott: Jake Grussing
Washington: Keith Ryskoski

Staff Present: Ken Behringer, Kate Brown and Mona Scott.
Others Present: Johannah Genett (HCL)

I. CALL TO ORDER
Chair Eastwood called the meeting to order at 9:04 AM.

II. CONSENT AGENDA
A. Approval of Agenda
B. Approval of Meeting Minutes (September 15, 2016)
   Hoks noted that a name was incorrect on the minutes. Jane Boldenow should be Jill Boldenow.
   Motion to approve corrected Consent Agenda by Cogar. Second by Hoks. Motion carried.

III. DISCUSSION/ACTION ITEMS
A. Assistive Technology Interest Group Report and Presentation
   Genett reported on the findings the Assistive Technology Interest Group (ATIG). Over the past 10 months, the group evaluated existing assistive technology provided my MELSA libraries and learned about community partners.

   The Advisory Board supports the recommendation for Goal #1 in the ATIG report: MELSA coordinates training for library staff to improve customer service to patrons with disabilities. In 2017, MELSA will plan to contract with experts in this field to develop Best Practices for library staff. This training will optimally be offered to staff both in-person or in an online/webinar format, if funding is available. Directors will appoint staff to a task force to assist MELSA in identifying the content needed by library staff, and selecting potential trainer/presenters.

   MELSA will maintain a resources list on the MELSA site with contact information for local organizations serving this population, additional information on this topic for library staff that has been vetted by the task force or local partners, and the training webinars when available.

   Goal #2, relating to outreach efforts to connect patrons and their families in need of assistive services with the organizations providing these services, will continue to be discussed. These efforts will occur primarily at the local level, although MELSA can provide
some facilitation, if needed, as some of these organizations may also be resources for accomplishing Goal #1.

Upcoming strategic planning discussions may include a focus on increasing the training opportunities coordinated by MELSA for library staff. The training approved above could serve as a pilot program.

B. Review of 2016 Edge Assessment results
It was agreed that it would be more of a benefit for the Directors to only use the assessment internally and at this point is there is no benefit to bring the report to the Trustees. Based on the opinion of the Task Force, the Directors agreed that participation in the EDGE Assessment needs to be only every two or three years for strategic planning purposes.

The Task Force compiled a list of suggestions for possible region-wide collaboration. From that list the Board advised the Tech Team to research for ways to collaborate on instruction for, and evaluation of, staff technology skills.

C. Consideration of Draft Charge to MELSA Library Card Registration Task Force
It was agreed that the draft charge, as presented, would constitute an acceptable work plan for creation of a task force. MELSA will contact library directors asking for a staff person to be appointed to the group. In addition, MELSA will pull together models from other metro areas comparable to the MELSA area in support of the Task Force.

Motion by Hoks to create the MELSA Library Card Registration Task Force. Second by Boldenow. Motion carried.

D. Notice of Availability of Phase Funds
Behringer reminded the Board that the cycle for the next Phase Fund availability is approaching.

E. Changes to the Regional Library Basis System Support Formula (RLBSS) proposed by the Council of Regional Public Library System Administrators (CRPLSA)
Behringer presented the two possible changes to the RLBSS Formula to the Directors. The changes to the formula will be dependent on an increase in funding from the Legislature. The twelve systems included in the Council of Regional Public Library Systems (CRPLSA) are bringing this matter to their respective governing boards for approval. If passed by all twelve governing boards the matter would be part of the 2017 legislative agenda for libraries.

F. Continuation of Discussion Regarding Bibliocommons
Behringer reported that MELSA is awaiting a functionality assessment inventory from Bibliocommons relative to what current library systems have now.

IV. REPORTS
A. Executive Director’s Report
Andrea McKennan, MELSA Project Manager, is interested in looking for grants for the creation of children’s books in languages other than English. Further discussion on this topic is needed.

Behringer will contact Northstar Digital Literacy about setting up a MELSA Training session on the value of the product. Eastwood volunteered to send some of her staff familiar with Northstar Digital.
Calendar requests will be sent to all of the Directors in order to set up a separate meeting to discuss the MELSA formula between the libraries.

B. Other staff, Team and MELSA Group Updates
   None

C. Other

V. ADJOURNMENT
   Motion to adjourn by Hoks.
   Second by Boldenow.
   Motion carried.
   The meeting was adjourned at 10:41 AM.