

Metropolitan Library Service Agency Special Trustee Board Meeting Minutes

Monday, April 15, 2024
Southdale Library, Edina
3:00-4:00pm

Trustee Members Present:

Anoka:	Julie Jeppson	Ramsey:	Victoria Reinhardt
Carver:	Matt Udermann	Saint Paul:	not present
Dakota:	Laurie Halverson	Scott:	Jody Brennan
Hennepin:	Debbie Goettel	Washington:	Karla Bigham

Staff Present: Gina Goettl, Kathleen James, Sally Lederer, Mona Scott, and Scott Vrieze

I. Call to order

Chair Udermann called the meeting to order at 3:00pm.

II. Introductions and Public Comment

III. Approval of Agenda

Motion to approve the agenda by Bigham. Second by Goettel.

All in favor signified by saying aye.

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

Motion carried.

IV. Discussion/Action Items

- a) New Executive Director Search
 - i) Status update on legislation regarding Director qualifications

The proposal at the legislature to change the MS/MLIS requirement for Executive Director was passed at every level. It is just waiting for the conference committee. Halverson does not have a date that this will happen. The intent is to expand the pool of applicants.

- ii) General update on search process

A firm has been hired to assist with the search process. They are hoping to get the position posted at the end of the month, depending on the legislative rule change. They would like to post the job as MS/MLIS preferred, not required. Cheryl Jensen has been meeting with staff, board members, library directors, and legislators to gather information about the needs of the position.

iii) Acceptance of Executive Director retirement date

Vrieze's last day of work is May 10th. He will be taking some vacation time before then.

Motion to approve the Director's retirement date by Udermann. Second by Reinhardt.

All in favor signified by saying aye.

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

Motion carried.

iv) Flex leave payment for departing Executive Director – amount and budget source

Vrieze has approximately 200 hours flex leave remaining.

b) Consideration of Interim Director Proposal from executive search firm

The firm has recommended that they provide an Interim Director through their firm, and this would be a separate contract.

Motion to approve the proposal by Udermann. Second by Jeppson.

All in favor signified by saying aye.

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

Motion carried.

c) Consideration of budget source for Interim Director salary

A sum of money set aside for the Interim Director salary will need to be moved from undesignated funds to the consulting budget. Udermann proposed setting aside \$40,000 for 4 months of interim.

Motion to set aside \$40,000 for the budget for interim director by Udermann.
Second by Reinhardt.

All in favor signified by saying aye.

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

Motion carried.

- d) Consideration of budget adjustment to accommodate professional HR services

The transition committee met with Dakota County HR to discuss changes to HR services. Dakota County will continue to provide benefits to MELSA. There may be a need for professional services in the future (such as legal services), as Dakota County will not be providing these services after the end of 2024. Vrieze and Scott will speak with Andy in Dakota County HR to clarify the services that Dakota County will not provide after 2024. They will provide this list to the Finance Committee to look for options.

- e) Discussion of recommendation to increase number/frequency of MELSA Board meetings in 2024-25 to facilitate transition to new executive director

Halverson proposed meeting monthly during the hiring process and onboarding process.

Motion for the Board of Trustees to meet monthly during the hiring and onboarding process by Udermann. Second by Bigham.

All in favor signified by saying aye.

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

Motion carried.

Udermann adjourned the meeting at 3:50pm.