

Metropolitan Library Service Agency Advisory Board Meeting Minutes

Friday, September 6, 2024
Kaposia Library, South St. Paul
10am-12pm

Advisory Board Members/Representatives Present:

Anoka:	Sarah Hawkins (virtual)	Ramsey:	Pang Yang
Carver:	Jodi Edstrom	Saint Paul:	Maureen Hartman
Dakota:	Jennifer Reichert Simpson	Scott:	Jen Schultz
Hennepin:	Scott Duimstra	Washington:	Jacque Kramer

Staff Present: Abigail Dillon, Gina Goettl, Kathleen James, Susan Marschalk, and Mona Scott

I. Call to order

Chair Edstrom called the meeting to order at 10:02am.

II. Introductions and Welcome

III. Consent Agenda

- a) Approval of agenda
- b) Approval of meeting minutes (August 9, 2024)

Motion to approve the agenda by Schultz. Second by Duimstra.

All in favor signified by saying aye.

ACL - aye	HCL - aye	SCL - aye
CCL - aye	RCL - aye	WCL - aye
DCL - aye	SPL - aye	

Motion carried.

IV. Discussion/Action Items

- a) ADA Digital Accessibility Standards

The new Americans with Disability Act (ADA) Title II regulations mandate that the US state and local government websites and mobile applications meet the Web Content Accessibility Guidelines.

This covers Educational Services including Library Services: Accessing digital catalogs, borrowing e-books, and using other library resources.

The standards for public libraries will take effect either April 2026 or 2027 depending on the population served.

The main concern about the regulations are third-party apps and e-resources used by the libraries. PDFs are another concern; these are not always accessible. Hartman requested that MELSA work with the e-resource vendors to make sure they are in compliance.

Mona Scott has checked with the two app vendors to ask about their compliance, and she is working with the Tech Team with the information provided and will pass this along to the Advisory Board.

b) MLA Conference – October 24-25

The MLA Conference is in Rochester this year. At the conference, State Library Services will have a session to talk about the new access to library materials bill. There will also be discussions about legislative priorities.

c) Upcoming Advisory Board meetings – inviting guests to present

Maggie Snow will attend the October Advisory Board meeting. Marschalk will reach out to her to coordinate. It would also be good to have Tami Lee, but it was suggested that we wait until the next executive director starts before we have her visit. It might be helpful to have Tami Lee come to meetings a few times a year (likewise with Maggie Snow at Minitex). At some point, it might be a good idea to have a meeting with CRPLSA. Leaders from other community resources outside the libraries would be helpful (such as an organization that works with the unhoused population). Another suggestion was bringing in people at the state level, such as those working with initiatives related to literacy. It was suggested that the new executive director should attend the member library board meetings to talk about MELSA. We will add an agenda item for the October meeting where the directors can bring any further ideas.

d) RLBSS (Regional Library Basic Systems Support) annual report

The RLBSS annual report is due on October 1. The MELSA Executive Director will create this report and would like to send documentation that includes examples of how the goals were achieved and representative of MELSA member libraries. Marschalk would like these examples as soon as possible. It was requested that everyone be copied on these responses so everyone can see what the examples are.

V. Reports

a) Executive Director/Staff Reports

i. Executive Director search update

The new Executive Director is Sherry Anderson. She joined the meeting virtually to introduce herself.

ii. Collection Development – hold ratios/OverDrive DEI audit

The team has had two meetings since the last Advisory Board meeting. The first meeting was facilitated by OverDrive, and they provided a report on our performance for Diversity, Equity, and Inclusion when it came to the titles in our OverDrive collection. The report was distributed as part of the meeting packet. The team noted that they would like to increase the collection in diversity categories, but most of their efforts are focused on holds management, so this could be an area of growth in MELSA spending. Kramer requested a comparison between the 2022 and 2024 audits, and Dillon will investigate this.

The next meeting's discussion was about hold management strategies, which include: eliminating duplicate users, reducing the holds a user can place and/or reducing the hold period, move to a more traditional consortium model, and adjusting the holds ratio based on title costs.

The team voted to reduce the number of holds a user could place to 10 (instead of 15), and they also voted to reduce loan periods to 14 days. They recommend these two changes to the Advisory Board. The directors suggested that more data is needed, and Hawkins mentioned that the directors should give the team more guidance on what the ultimate goal is (for example, saving money or decreasing hold times). Dillon will check with OverDrive to see what the impact would be of reducing loan periods to 14 days, as well as reducing the number of holds from 15 to 10. Hartman suggested having a smaller group of the Advisory Board who would work with the Collection Development team, like a task force. Kramer, Duimstra and Schultz are all willing to be a part of this task force. The directors suggested pausing the team's holds management strategies until the task force can connect with each other and would like to attend the Collection Development meeting on Sept 24th.

iii. LSAF reminders and Equity Fund clarification

Library directors should notify Mona Scott by September 14th with instructions for existing Phase balances and preference for the Operations portion of 2024 LSAF – receive distribution by check or hold in the Agency account.

A procedural question recently came up about the Equity component of the Library Systems Allocation Fund (LSAF) that may need some clarification. Since a request process for use of these funds is required, these funds will be transferred to systems' Agency accounts at MELSA following LSAF approval by the Board of Trustees, typically at the September meeting each year. Using the Agency accounts meets the goal of streamlining the number of accounts used to hold systems' funds as discussed during the Formula restructuring discussions last fall (i.e., not creating a new fund such as the eliminated Phase account).

Systems can still request all the Operations portion of their allocation as a check distribution each year; for these systems, only the Equity portion would reside in the Agency account. Equity funds can be released shortly after the approved request process is followed. MELSA will track use of the Equity funds in the Agency accounts along with Operations and transferred Phase balances for those systems who may be using the account to accumulate funds for upcoming projects, as with prior Agency account balances.

Edstrom adjourned the meeting at 12:03pm.