

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES**

Tuesday, April 14, 2015, 7:00 P.M. Meeting Agenda

1. Call to Order
2. Adoption of the Agenda A+
3. In-Person Public Commentary
4. Consent Calendar A
 - a. Adoption of the March 2015 Minutes+
 - b. Acknowledgement of Bills Paid in March 2015: \$30,627.03+
 - c. Monthly Activity Report*
 - d. Other Activity Reports+
 - e. Financial Reports
5. Teen Services Plan Review – Youth Services Supervisor Angie Petrie D

Old Business

6. Strategic Plan Update A+
7. Modification of Director’s Personnel Evaluation Process A+
8. Noise and Parking Complaints D+
9. Letter of Support - HR Staff at City of Stillwater D
10. Acceptance of Gift for Sunday Service for School Year 2015-16 A

New Business

11. Capital Reserve Fund D
12. New Service Model Recommendation A+
13. Gift of Hearing Loop A
14. Building Study Process A+

Reports

15. Director and Other Staff Reports*
16. Foundation Report
17. Board Committee Reports
 - a. Executive
 - b. Facilities
 - c. Finance
 - d. Governance and Policy
 - e. Human Resources
18. Public Commentary and Communications
19. Adjournment

If you are unable to attend this meeting, please leave a message for Lynne at 651.275.4338 ext. 118 before 5 P.M. on Monday, April 13, 2015.

A= Action Item I= Information Item D=Discussion Item

+ = Document in Packet *= Document to be Distributed Later #=Document Distributed Previously

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
March 10, 2015**

Minutes

PRESENT: Gordon, Keliher, Menikheim, Richie, Stark, Cassavante, Carlsen, Corbett

ABSENT: Bell

STAFF: Library Director Bertalmio, Goeltl, Blocher

AGENDA ITEM 1: Call to Order

Meeting called to order at 7:31 pm by Keliher, Chair.

AGENDA ITEM 2: Adoption of Agenda

Adopted. MSP.

AGENDA ITEM 3: In-Person Public Commentary

None.

AGENDA ITEM 4: Consent Calendar

- Move 4e, Director's Report, to 4A for discussion.
- Consent calendar adopted with changes.

AGENDA ITEM 4A: Director's Report

- Service Models - Director Bertalmio explained another service model idea -- a "busy bee" model consisting of 1 person doing outreach, 1 person on circ desk, 1 person on ref desk and 1 person going back and forth between two desks. Committee will discuss in more detail when Bell returns.
- Website - Menikheim will inform council about new website next week.

AGENDA ITEM 5: St. Croix Valley Collection Review

Blocher provided overview of St. Croix Valley Collection and the MN Digital Library as outlined in "St. Croix Collections Operations Review" in March board packet. She highlighted patron access to collection, material availability and use of volunteer assistance. Discussion about benefits and disadvantages of possibly transferring collection to future new Washington County Historical Society facility. Determined need to consult with SCC donor Kilty if this is considered.

AGENDA ITEM 6: Strategic Plan Update & Process for Amendment

- Strategic Plan Update: Bertalmio reviewed the "2015 Implementation Plan Narrative Report – Tasks Through May 1, 2014" in the March board packet. Discussion by board of the library's progress on the strategic plan. Continued discussions on utilizing narrative, dashboard and implementation plan reporting methods to measure progress.
- Process for Amendment: During the October 2014 board meeting, board approved the following motion: "The Implementation Plan included in the October board packet is adopted as the Implementation Plan for the Library's 2014-2017 Strategic Plan. Changes to the Implementation

*Note: The notation MSP is used in instances of unanimous approval of a motion.
In the event of division, the vote of each trustee voting will be recorded.*

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
March 10, 2015**

Minutes

Plan require the approval of the board. The Library Director shall report to the board, at least quarterly, on the progress of executing the Implementation Plan. . ." Board discussion of how to amend key tasks and deadlines to maintain flexibility and ensure accountability. Discussed use of board committees to provide recommendations on substantive revisions for board approval.

AGENDA ITEM 7: Building Revision Project Options

Board discussed the hiring of a library building consultant to study the current challenges and advantages of the facility and to make recommendations about changes that will allow the library to fulfill its mission better. Ideas from Library Strategies and staff will be shared with consultants. Board determined that they do not have specific ideas to add at this time and would like to utilize the consultant to generate ideas and provide recommendations to the board. Board requested that Director Bertalmio contact potential consultants to submit proposals for a study.

AGENDA ITEM 8: Noise and Parking Complaints

Event Coordinator Anne Young and Director Bertalmio prepared 3 documents for the board: An Action Plan to Improve Neighborhood Relations, Vendor Deliver Instructions for Stillwater Public Library, Security Officer Expectations for Stillwater Public Library. See attached documents. Board decided to review reports and bring questions to the next meeting. Requested that this item be added to April's agenda.

AGENDA ITEM 9: Director's Goals

President Keliher presented "Performance goals for library director" document for discussion. Motion to adopt the three key performance goals:

- Lead successful implementation of strategic plan, on time and with regular progress reports to board.
- Identify and fulfill opportunities to inform and collaborate with Stillwater's new city administrator (and, by extension, the city council) and Washington County's new library director.
- Refine communication with and information delivery to the board, especially financial reporting – with an emphasis on providing clear, timely insights and analysis to inform decision making.

MSP.

AGENDA ITEM 10: Update Evaluation Process Document

Motion to approve "Library Director Evaluation Process; Proposed Revision March 3, 2015" as presented in packet. Board discussed and adopted with the following changes:

- Second paragraph: Change "which" to "with".
- In section A, number 4: Move the last sentence "In compliance with Minnesota's Open Meeting Law" to the beginning of number 4.
- At the end of the document: Update to "Adopted by the Board of Trustees: March 10, 2015."
- At the end of the document: Update to "Revised: March 10, 2015."

MSP.

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**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
March 10, 2015**

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AGENDA ITEM 11: WCL Contract

Director Bertalmio reported that the Stillwater Public Library's contract with Washington County Library is set to expire on 12/31/2015. With the current WCL director retiring in April and the potential of Lake Elmo developing a relationship with WCL, there is a possibility that WCL will revisit and revise contracts with its associate libraries. This could mean changes in the relationship that the Stillwater Public Library has with WCL.

AGENDA ITEM 12: Foundation Report.

The Stillwater Public Library Foundation is holding its annual meeting and insider's tour of the library on March 11, 2015. The event will be followed by a Mad Men event planning meeting for all who would like to attend. The Beer for Books event was held on February 24, 2015.

AGENDA ITEM 14: Board Committee Reports

14 a. Executive Committee:

- Stillwater Township Meeting: Keliher and Bertalmio presented to Stillwater Township on March 10, 2015, thanking them for their support and updating them on the library.
- Brief Summary of Closed Session: During the February 10, 2015 board meeting, the trustees closed the meeting to evaluate the performance of Director Bertalmio. A summary of its conclusions was presented to board. See attached document "Library Director Evaluation Summary – March 9, 2015."
- Committee Changes: New 2015 board committees were presented. See attached document "2015 Board Committees 3/4/2015."

14 b. Facilities:

- Facilities is finalizing costs on shade project. Estimated time for construction is still on track to meet May 1 target. A permit will be pulled for the project.
- Roof leak testing will have to be done in Lynne's office.
- There are some settling cracks in older parts of building that will be looked at with architect.

14 c. Finance: None.

14 d. Governance and Policy: None.

14 e. Human Resources: Human Resources committee will be meeting again in the Spring.

AGENDA 15: Public Commentary and Communications

Director Bertalmio shared public commentary about Winter Jackets program, library shelving, youth volunteers, cushioned seating, and printers. She also shared a letter received from the Rheinberger Law Office with a further bequest of \$4,908.57 from the Alice O'Brien estate.

AGENDA 16: Adjournment.

The meeting was adjourned at 9:15 pm.

Note: The notation MSP is used in instances of unanimous approval of a motion. In the event of division, the vote of each trustee voting will be recorded.

An Action Plan to Improve Neighborhood Relations

Following the outline laid out by the report of the Policy and Governance Committee, found in the February 2015 Board packet, the library is taking the following actions:

General

Anne Young communicates with each caterer each year. She meets with and trains new caterers. She sends all caterers and vendors the attached Vendor Delivery Instructions. Rules for vendors are enforced. All neighbors have Anne's cell phone number. She responds promptly to calls about problems.

The off-duty police officer at events is charged with seeing that no alcohol is taken outside the building. Anne is constantly on the lookout for infractions. Again, **a call to her cell phone results in remedial action by Anne or the off duty officer.**

All City-owned properties are nonsmoking areas. The library's building, terrace, and grounds are all designated as nonsmoking. However, to keep event attendees from leaving the building and perhaps irritating neighbors, some off-duty officers will direct smokers to out-of-the-way areas to smoke. In the future, we plan to allow only vendors to use the catering ramp and door. **If smoking is to be allowed, smokers may use the emergency exit at the southwest corner of the terrace** where they will disturb no one.

The Stillwater Police want all calls to go through 9-1-1. This is now the accepted route for contacting police. **The neighbors will be informed of this preference.**

Anne and Lynne will meet with Chief Gannaway to discuss what off-duty officers may do and may not do. A police captain has okayed the list of duties (attached) that Anne prepared for off duty officers working at the library.

Noise

Anne will work with vendors to control the caterer's door. We will require vendors to limit the number of trips out of the building. We will try positioning recycling bins at the southwest corner of the terrace so that sound does not carry to the neighbors.

We abide by the City's noise ordinance. **We need to investigate if we are subject to a different set of noise rules that bed and breakfast inns,** leading to a misperception of what the rules are.

A police officer has a decibel meter that he makes available for City use. Anne requests that the off duty officer use this meter any time that there is a live band or whenever there is a complaint. Historically, there have not been many live bands.

Parking

The sign identifying the parking space for vendor delivery has been turned to make it easier for vendors to see.

We recently installed signs with the wording that the Fire Department identified as appropriate FIRE LANE NO PARKING. **We can add other signs that say NO UNLOADING.** Anne thinks that this is the most common problem: people who are certain that they will be just a second as they unload. **We will stripe the curb in this area and paint a parking lane on the pavers** as soon as the pavers are repaired.

In our meeting with Chief Gannaway, **we will discuss whether or not off duty officers may ticket cars.**

Suggestions/Next Steps

Anne is researching the cost to purchase a tent and the life of a tent. We have not been able to identify a place where the tent could be stored in the building. A rented storage facility might be possible, but the tent would still need to be loaded and unloaded. We will ask the City about City crews available to erect and take down a tent.

We will send our guidelines to vendors for each event.

Most vendor vehicles do not fit in the parking ramp. Therefore, the caterer's ramp door may not be closed at 10 p.m.

Anne includes a map of the parking area in the Vendor Delivery Instructions.

Anne and Lynne will speak with the City Planner about issues. Parking enforcement will be part of the discussion with Chief Gannaway. Anne met with the City's Event Coordinator before her departure. She complimented Anne on the arrangements and management for events at the library.

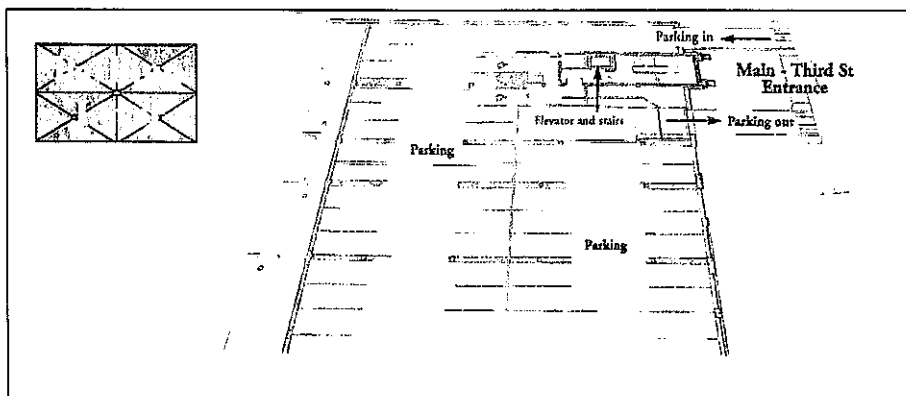
Lynne will talk to City representatives about improving snow plowing in the cobbled area. She will also determine who owns the retaining wall on the north side of the cobbled area. It was not ceded to the library when the street was closed in 1972.

Vendor Delivery Instructions for Stillwater Public Library

The library has several different entrances and delivery doors. Please make sure you have contacted the event coordinator and are arriving at the correct address and door to make your delivery. **Parking in the incorrect location to unload will result in ticketing and towing of your vehicle.** There is zero-tolerance for unloading in Fire Lanes or No Parking areas. Please call Anne at 651-233-7124 to receive or confirm your parking/load-in assignment.

THIRD STREET DELIVERIES

Address: 224 3rd Street North, Stillwater, MN 55082



To keep peace and quiet in the neighborhood during event load-out, we ask that as many vendors as possible use the Third Street Parking ramp as their parking and load-in point.

- The parking ramp is located under our building
- There is access to an elevator that will take you to the event wing
- The event wing is located on the Upper Level (UL)
- The library has a hand cart available to make your load-in easier
- Do not block the elevator door when bringing deliveries into the building - blocking the door will result in the fire department being paged
- Check in with the on-site event coordinator for instructions before starting to unload
- You will NOT be locked in the parking ramp after the event. Event staff will make sure that all vendors using the ramp have time after the event to load their vehicles before securing the ramp gates

You should not use the 3rd Street ramp if:

- You are driving a vehicle that requires more than 8 feet of clearance
- You have a trailer
- You are the main food caterer for the event

FOURTH STREET DELIVERIES

Address: 223 4th Street North, Stillwater, MN 55082



If you are the main food caterer for the event, have a trailer, or a vehicle that requires more than 8 feet of clearance, you need to use our 4th Street Catering Ramp. The ramp has a black railing and is located on the North end of the building. **The brick parking lot is NOT owned by the library.** The parking lot is shared between the bed and breakfast located on the left-hand side, the apartment building located at the back of the parking lot, and the library.

IMPORTANT INFO FOR VENDORS USING THE 4th Street Ramp:

- Park within the white striped box located next to the catering ramp
- Check in with the event coordinator before you begin unloading
- DO NOT block the handicap parking spot at the base of the ramp
- DO NOT park outside the white striped box
- DO NOT PARK ON THE LEFT SIDE OF THE BRICK PARKING LOT AT ANY TIME (even if someone is in the vehicle, even if you only have one quick thing to unload – NEVER PARK ON THE LEFT)
- Did you read the above? NEVER PARK ON THE LEFT - ONLY PARK IN THE WHITE STRIPED BOX
- Do not advance past the orange construction barrels to turn around (everything after the barrels is private property that does not belong to the library)
- If you will be loading out after 10 PM, ask for a copy of our noise policy
- You may need to move your vehicle after unloading
- City of Stillwater regulations for trailer parking may be changing. If you will have a trailer, please contact the event coordinator before you arrive

QUESTIONS?

Call Anne at 651-233-7124, or email abyevents@yahoo.com

Security Officer Expectations for Stillwater Public Library

1. Upon arrival check in with the Event Coordinator.
2. Review the 10:00 PM music cut off with the DJ.
3. Check in with bartenders review bar closing time, no underage serving, offer assistance with difficult guests if needed, etc.
4. Throughout the shift
 - check the parking ramp for skateboarders/trespassers/alcohol stored in vehicles.
 - check terrace & emergency exits for smoking or outside alcohol (alcohol is only allowed on the upper level, smoking is only allowed in the parking ramp).
 - check for parking outside of the loading zone in the 4th Street parking lot, and ask violators to move immediately (they cannot park outside the loading zone, even if they are just unloading).
 - Discourage children from playing on steps in the 3rd Street stairwell, or near the railing on the terrace.
5. After the library's 5:00 PM work with the Event Coordinator to make sure that
 - The 4th Street exterior door (between the library and 4th Street) is locked.
 - The interior doors between the event wing and the library fiction section are locked.
 - The door between the 3rd Street stairwell and the Lower Level library services area.
6. After 10:00 PM work with the Event Coordinator to make sure
 - Music is shut off in a timely manner
 - If music continues inside, that all exterior doors are kept closed
 - The Parking ramp in-gate is closed
7. Watch for potential problems with guests regarding property, alcohol, arguments, etc. Work with staff or employ your own discretion to resolve the situation.

8. At the end of the event work with the Event Coordinator make sure all guests have left the building to assist in closing/locking the building.

Performance goals for library director

March 9, 2015

This is not documentation of established performance goals. Rather, the following goals are put forth for board consideration and discussion. However, it's crucial we agree on a set of clear and substantive goals – the completion of which can be easily gauged – *as soon as possible* so as to provide direction for the library direction in the remainder of this year. Every day that passes without established goals is another day that risks little or no progress toward our most important objectives.

The goals outlined below have been pulled from the board's director evaluations, the director's self-evaluation, and subsequent discussions about 2015 plans. All of that information can, in the estimation of the board president, be consolidated in three key goals:

- Lead successful implementation of strategic plan, on time and with regular progress reports to the board
- Identify and fulfill opportunities to inform and collaborate with Stillwater's new city administrator (and, by extension, the city council) and Washington County Library's new director
- Refine communication with and information delivery to the board, especially financial reporting – with an emphasis on providing clear, timely insights and analysis to inform decision making

Library director evaluation summary

March 9, 2015

Minnesota's open meeting law states that a public body may hold a closed meeting to evaluate the performance of an individual under its authority, as we did during our February meeting. Further, the law states: "At its next open meeting, the public body shall summarize its conclusions regarding the evaluation."

The following summary is presented by category, as outlined on the board's evaluation questionnaire:

- **Board relationship:** continue to refine communication processes, particularly financial reporting
- **Goals and objectives for library:** high praise for strategic plan development and building staff support
- **Community/professional relationships:** want to see community outreach and relationships on a similar level to director's/library's reputation in broader MN library community
- **Staff and personnel:** high praise for building strong staff and high staff morale; board seeks more information about personnel procedures (performance reviews, delegation among staff, etc.)
- **Business and finance:** board seeks improved financial reporting
- **Personal qualities:** high scores; room for continued improvement in making data-driven decisions
- **Technology:** good marks for implementation, which might be outpacing patron outreach/adoption; big kudos for new website

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES
2015 BOARD COMMITTEES
3/4/15**

Committee	Trustees								
	Bell	Carlson	Cassavante	Corbett	Gordon	Kaliber	Menikheim	Richte	Stark
Executive			X			X		X	
Facilities		X			X		X		
Finance								X	X
Governance and Policy	X	X		X					
Human Resources	X		X				X		

Executive: Consists of board officers. Responsibilities include delivering in-person evaluation of library director and negotiating union agreement.

Facilities: Responsibilities include oversight of the library building and grounds and review of the annual capital budget request in advance of review by the board.

Finance: Includes treasurer/secretary. Responsibilities include reviewing library finances, budgets, and spending, including reviewing annual budget requests in advance of review by the board.

Governance and Policy: Responsibilities include reviewing and updating at least 1/5 of the library's policies and preparing new policies as appropriate. Engages library director as appropriate to support updating or preparing policies.

Human Resources: Responsibilities include (1) recommending HR services model (e.g., city/county/contract HR service provider), (2) recommending new library service model and staffing plan, (3) monitoring implementation of model and plan, (4) reviewing annual staff performance review process, (5) reviewing development and succession plans for library director and other key staff, (6) reviewing job descriptions, (7) reviewing pay equity issues, and (8) facilitating a culture of delegation to empower and develop staff and to free up the time of the library director and other key staff.

Trustees may provide additional services for the library as volunteers (e.g., technology services, PR/marketing, community outreach, city council relations).

2015 Bill Resolutions - Payable in 2015

The following bills have been examined and are approved for payment.

Mary Richie, Secretary/Treasurer, Board of Trustees

Invoice #	Invoice Date	VENDOR	ITEM	AMOUNT	FUND CODE	FUND NAME
INVOICES PAYABLE						
UM25749	2/16/2015	3M	SelfCheck Updates	11,205.00	230-4230-5310-0000	C/O MIS Computer Equipment
See attached.		Baker & Taylor	Materials	312.22		
					230-4230-2400-0000	280.33 Childrens Books
					232-4232-2113-0000	20.62 SPLF - Materials
					230-4230-3404-0000	11.27 Processing Fee
See attached.		Baker & Taylor Continuation Acct	Materials	58.01		
					230-4230-2405-0000	26.25 Adult Books - Non Fiction
					230-4230-2113-0000	31.76 Reference
Voucher	2/26/2015	Bertalmio, Lynne	Staff Reimbursement	130.52		
					230-4230-2402-0000	77.87 Audio
					230-4230-2408-0000	13.67 Film/Video
					230-4230-2101-0000	38.98 General Supplies
746956	1/21/2015	Blackstone Audio Inc.	Materials	131.98	235-4235-2101-0000	Library Donations Materials
See attached.		Brodart	Materials	1,205.16		
					230-4230-2401-0000	683.04 Adult Books - Fiction
					230-4230-2405-0000	337.91 Adult Books - Non Fiction
					220-4220-2404-0000	100.54 Minerva - Other Books
					232-4232-2113-0000	51.82 SPLF - Materials
					230-4230-3404-0000	31.85 Processing Fee
54599659	2/16/2015	Cengage Learning	Materials	27.96	235-4235-2101-0000	Library Donations Materials
5519371	2/6/2015	Demco	Processing Supplies	134.91	230-4230-3404-0000	Processing Fee
188610	2/15/2015	ECM Publishers	Job Posting	54.90	230-4230-3400-0000	Printing and Publishing
41880	2/23/2015	Master Mechanical	Building Repair	1,011.32	230-4231-3703-0000	Building Repair Charges
See attached.		Midwest Tape	Materials	142.72		
					230-4230-2402-0000	54.41 Audio
					230-4230-2408-0000	75.71 Film/Video
					230-4230-3404-0000	12.6 Processing Fee
88037	2/10/2015	Overhead Door Co. of the Northland	Building Repair	940.45	230-4231-3703-0000	Building Repair Charges

Stillwater Public Library

Invoices Payable March 3, 2015

Invoice #	Invoice Date	VENDOR	ITEM	AMOUNT	FUND CODE	FUND NAME
1393044, 1394567	2/11/2015	Quill	General Supplies	32.47	230-4230-2101-0000	General Supplies
021215_608.	2/12/2015	Roper	Signage	608.30	230-4230-3400-0000	Printing and Publishing
11643822	2/18/2015	Toshiba	Maintenance Contract	52.28	230-4230-3707-0000	Maintenance Agreements
293	2/17/2015	Wilson Company	Lanyards	552.00	230-4230-2101-0000	General Supplies
INVOICES SUBTOTAL				16,600.20		
CREDIT CARD						
None						
CREDIT CARD SUBTOTAL				0.00		
GRAND TOTAL				16,600.20		

Submitted for payment

Lynne S. Bertalmio, Director

2015 Bill Resolutions - Payable in 2015

The following bills have been examined and are approved for payment.

Mary Richie, Secretary/Treasurer, Board of Trustees

Invoice #	Invoice Date	VENDOR	ITEM	AMOUNT	FUND CODE	FUND NAME
INVOICES PAYABLE						
159745	2/10/15					
159853	2/13/15					
160146	2/23/15	Ace Hardware	Supplies	150.04	230-4231-2102-0000	Janitorial Supplies
See attached.		Baker & Taylor	Materials	558.23		
					230-4230-2400-0000	544.51 Childrens Books
					230-4230-3404-0000	13.72 Processing Fee
747908	1/20/2015	Blackstone	Materials	147.99	235-4235-2101-0000	Library Donations Materials
See attached.		Brodart	Materials	2,795.68		
					230-4230-2401-0000	976.92 Adult Books - Fiction
					230-4230-2405-0000	1469.32 Adult Books - Non Fiction
					220-4220-2404-0000	115.49 Minerva - Other Books
					232-4232-2113-0000	152.7 SPLF - Materials
					230-4230-3404-0000	81.25 Processing Fee
54677154	2/25/2015	Cengage Learning	Materials	26.39	235-4235-2101-0000	Library Donations Materials
11330	3/7/2015	Chris Amdahl Locksmith, Inc.	Keys/Lock Repair	85.00	230-4231-3703-0000	Building Repair Charges
022815_40.35	2/28/2015	Culligan	Water	40.35	230-4230-4099-0000	Miscellaneous Charges
191215	2/22/2015	ECM Publishers	Job Posting	114.30	230-4230-3400-0000	Printing and Publishing
1182767931	2/23/2015	G&K Services	Towels & Rugs	82.54	230-4231-4099-0000	Miscellaneous Charges - Lib Plant
60145	2/26/2015	Menards	Supplies	96.27	230-4231-2102-0000	Janitorial Supplies
See attached.		Midwest Tape	Materials	388.93		
					230-4230-2402-0000	141.78 Audio
					230-4230-2408-0000	210.65 Film/Video
					230-4230-3404-0000	36.5 Processing Fee
W15010670	2/18/2015	Office of MN.IT	Telephone	343.72	230-4231-3101-0000	Telephone
112093	3/3/2015	NAC Mechanical & Electrical Services	Maintenance Agreement	1,845.76	230-4231-3707-0000	Maintenance Agreements - Lib Plant
1761949	2/24/2015	Quill	General Supplies	117.68	230-4230-2101-0000	General Supplies
8106093	2/25/2015	SimplexGrinnell	Building Repairs	931.35	230-4231-3703-0000	Building Repair Charges

Stillwater Public Library

Invoices Payable March 17, 2015

Invoice #	Invoice Date	VENDOR	ITEM	AMOUNT	FUND CODE	FUND NAME
11683100	3/2/2015	Toshiba	Maintenance Contract	67.84	230-4230-3707-0000	Maintenance Agreements
443202636	1/26/2015	Xcel Energy	Utilities	5,518.51		
					230-4231-3600-0000	2,909.28 Electricity
					230-4231-3601-0000	2,609.23 Natural Gas
SP003438	3/9/2015	Viking Automatic Sprinkler Co.		250.00	230-4231-3703-0000	Building Repair Charges
		INVOICES SUBTOTAL		13,560.58		
CREDIT CARD						
		Amazon.com	Materials & Equipment	255.99		
					232-4232-2113-0000	107.39 SPLF - Materials
					230-4230-2302-0000	99.85 Other Minor Equipment
					230-4231-2302-0000	48.75 Other Minor Equipment - Lib Plant
		DreamHost	Tech Support	19.95	230-4230-3098-0000	Technology Support
		Joy Labz	Programming	54.75	235-4236-4099-0000	Library Donations Programs
		TIESDEPOT	Tech Support	135.56	230-4230-3098-0000	Technology Support
		CREDIT CARD SUBTOTAL		466.25		
		GRAND TOTAL		14,026.83		

Submitted for payment

Lynne S. Bertalmio, Director

TOTAL LOANS from Washington County Libraries

2015 LOANS	January	February	March	April	May	June	July	August	Sept.	October	Novem.	Decem.	TOTAL
Woodbury	71,750	67,095	76,954										215,799
Forest Lake	30,253	28,338	32,361										90,952
Park-Grove	19,937	18,658	22,510										61,105
Oakdale	13,425	13,457	14,256										41,138
Wildwood	11,843	11,561	11,582										34,986
Valley	2,102	2,315	2,742										7,159
Marine*	465	463	438										1,366
Hugo*	539	364	341										1,244
Newport*	31	35	62										128
Law Library	43	69	62										174
Downloads	19,232	18,184	20,308										57,724
SS (Mostly ILL)	838	728	920										2,486
Stillwater	24,820	23,282	25,671										73,773
Bayport	5,211	4,556	5,587										15,354
TOTAL Loans	200,489	189,105	213,794										603,388

* Library Express Service

2014-15 % CHANGE	January	February	March	April	May	June	July	August	Sept.	October	Novem.	Decem.	TOTAL
Woodbury	-4.9%	-3.4%	-8.0%										-5.6%
Forest Lake	-4.0%	-4.1%	-9.3%										-6.0%
Park-Grove	-2.0%	-5.4%	-3.9%										-3.8%
Oakdale	-17.2%	-3.6%	-14.2%										-12.1%
Wildwood	314.8%	32.8%	-13.8%										39.9%
Valley	-11.8%	-0.8%	16.6%										1.3%
Marine	-27.9%	-22.8%	-38.5%										-30.2%
Hugo	79.7%	15.9%	5.2%										32.6%
Newport	-58.1%	-32.7%	-3.1%										-32.6%
Law Library	-36.8%	-26.6%	-42.6%										-35.6%
Downloads	30.9%	34.8%	29.0%										31.4%
SS (Mostly ILL)	-8.0%	-3.4%	7.0%										-1.5%
Stillwater	-9.9%	-5.2%	-5.5%										-6.9%
Bayport	-5.6%	-4.5%	4.1%										-1.9%
TOTAL % Change	1.0%	0.4%	-5.2%										-1.5%

2014 LOANS	January	February	March	April	May	June	July	August	Sept.	October	Novem.	Decem.	TOTAL
Woodbury	75,459	69,446	83,665	76,237	70,797	88,377	96,598	83,314	77,413	74,384	67,228	66,309	929,227
Forest Lake	31,529	29,549	35,662	33,163	30,719	36,277	40,140	35,452	31,330	32,754	29,059	28,728	394,362
Park-Grove	20,336	19,722	23,434	21,838	19,927	25,435	27,698	24,201	21,418	21,136	19,416	18,811	263,372
Oakdale	16,222	13,959	16,618	14,837	14,442	16,544	19,195	16,350	15,454	15,500	12,861	12,640	184,622
Wildwood**	2,855	8,704	13,440	12,104	11,725	14,563	16,535	13,999	13,186	12,894	11,642	11,474	143,121
Valley	2,383	2,334	2,351	2,579	2,495	3,293	3,496	3,132	2,744	2,834	2,526	2,301	32,468
Marine*	645	600	712	668	631	643	805	630	608	582	418	477	7,419
Hugo*	300	314	324	301	329	427	439	426	468	292	322	380	4,322
Newport*	74	52	64	48	82	58	89	65	105	64	45	36	782
Law Library	68	94	108	94	78	61	75	58	70	82	53	42	883
Downloads	14,687	13,486	15,747	13,632	14,467	14,738	15,607	16,015	15,631	15,788	15,968	16,701	182,467
SS (Mostly ILL)	911	754	860	889	780	731	758	710	839	474	642	759	9,107
Stillwater	27,554	24,556	27,169	25,337	23,608	29,873	30,847	27,446	24,619	25,483	22,306	21,447	310,245
Bayport	5,519	4,772	5,368	5,816	5,021	5,346	5,601	5,242	5,188	5,117	4,361	4,482	61,833
TOTAL Loans	198,542	188,342	225,522	207,543	195,101	236,366	257,883	227,040	209,073	207,384	186,847	184,587	2,524,230

** Wildwood Branch was closed from January 4-February 4 due to a water line break.

STILLWATER PUBLIC LIBRARY – IMPLEMENTATION PLAN DRAFT – BY DATE

green = completed, orange = in progress, red= delayed

- 2014 -

GOAL/STRAT.	TACTIC	RESPONSIBILITIES	TIMEFRAME	PROGRESS
2.2	Allocate resources in the budget to fund staff training and professional development	Director, Board	Accomplished in 2015 budget	Increase of \$2,000 in professional development funds in 2015 budget
1.3	Allocate funding to hire consultant	Board	October, 2014	Funding included in budget; formal motion required to allocate?
1.4	Finalize plan with architect to provide shade on the terrace	Director	By November 1, 2014	Design completed, contractor selected, building permit issued, off-site fabrication begun
2.3	Present and promote the strategic plan and directions to the staff.	Board members, Board chair and Director	Accomplished	
2.3	Present and promote the strategic plan and directions to Foundation and Friends.	Board members, Board chair and Director	Accomplished	
2.3	Present and promote the strategic plan and directions to City Council.	Board members, Board chair and Director	By April 1, 2015	Should happen soon as new City Administrator is in place
2.3	Meet with the Foundation leadership to discuss possible financial support for the strategic plan	Director, Library Board, Foundation leadership	By January 1, 2015	SPLF is fundraising for Sundays in 2015-16 school year; meeting still needs to happen
2.3	Investigate City goals and determine how the Library can support the goals	Doug Menikheim and Lynne Bertalmio	By April 1, 2014	City will have a planning session on May 8; City-wide goals may be announced thereafter
3.2	Redesign the website and launch it	Carolyn Blocher	Accomplished	New website available for public
3.2	Promote the new website	Carolyn Blocher	By March 1, 2015	Website has received kudos; staff still have

				some bugs to work out
3.2	Install new signs and messaging in the Library (and perhaps do PR in the community to emphasize the tech services currently available. Conduct staff training on promoting available tech services to patrons	Aurora Jacobsen	By March 1, 2015	Signs have been installed; new lanyards help public separate volunteers from staff; iPads are being loaded with software to allow staff to start roving
1.2	Run ILS reports on collection use and analysis for potential downsizing	Management team	End of 2014 First week February	Reports are supporting creation of new Collection Development Policy
1.2	Review current operations of the St. Croix Collection, including collections, staffing, use, and budget for future purchases	Management team	By March, 2014	Carolyn Blocher reported to the Board at March 2015 meeting
2.3	Ensure that all City Council members receive periodic communications about the Library, Friends and Foundation	Director	By March, 2015 – then on-going	Once Administrator and Council have heard strategic plan presentation, they will receive updates on plan progress
2.3	Plan a Library “Leadership” Summit of Library Board, Foundation Board, Friends Board, City Council – with specific goals and outcomes for the Summit	Board and Board Chair	By July, 2015	Dates must be determined soon
2.3	Request and pursue both Director and Library Board participation in the Washington County Library planning efforts	Director/Board member	Director is on Stakeholders Task Force	The County has just signed with Library Strategies for plan support; it is presumed that meetings of the stakeholders group will resume

- 2015 -

GOAL/STRAT.	TACTIC	RESPONSIBILITIES	TIMEFRAME	PROGRESS
2.3	Schedule regular topical, formal presentations (not budget or regular updates) to the Council at least annually	Board Chair/Director	Beginning April 2015	Once Administrator and Council have heard strategic plan presentation, they will receive updates on plan progress; presentation need

				to be scheduled
3.2	Review current Library PR marketing efforts for effectiveness and efficiency	Director, Foundation and possibly outside consultant, volunteers with PR expertise	By January, 2015	PR/PI needs inventory completed
3.1	Develop teen services goals and objectives in relationship to the Library strategic plan	Youth Services Staff	January-April, 2015	Youth Services Supervisor reports at April 2015 Board meeting
1.1	Select new service model, and develop plan for implementation	Director and Aurora Jacobsen, with Board review and approval	By March 1, 2015	New service model presented to HR Committee on April 10; on April 2015 Board agenda for adoption
1.2	Complete plan to downsize the hard copy collection by 10% over 3 years, and appropriately increase virtual collections	Director	By February 1, 2015	This is a major part of a new Collection Development Policy that Policy & Governance is drafting-
1.3	Issue a letter for a facilities study consultant	Director	By February 1, 2015	Letter issued to 8 consultants; responses are due April 17
1.3	Complete project to provide shade on terrace	Director	Before May 1, 2015	
1.4	Plan for Sunday hours during school year 2015-16 with implementation plan	Director and Carolyn Blocher	By February 1, 2015	Scheduling for September – December 2015 starts soon
2.2	Designate a staff champion for creating a tech savvy environment with the Library for both patrons and staff, and complete a plan for instituting the environment over 2 years	Carolyn Blocher and Aurora Jacobsen	By February 1, 2015	Tech competencies developed; staff assessments starting; training occurring
2.3	Actively engage and support at least one broader City goal through Library services	Director	By May 1, 2015	
1.4	Study and review patron and visitation patterns and preferences.	Management team and staff	January – April, 2015	We are sampling usage patterns
1.2	Weed the hard copy collection according to the model	Management – using contractors or staff	March-December, 2015	Overall collection size reduced by 4% in 2014; specific collection reductions vary
3.2	Create and implement a PR and marketing plan to increase awareness in	Management team	March - December, 2015	Plan development begins mid-April

	the community			
1.3	Hire a facilities consultant	Director and Board	By April, 2015	Date needs revision
2.2	Assess current staff levels and standard competencies in technology	Management team	By April, 2015. Follow-up evaluation on annual basis.	Ongoing for current staffing model
1.4	Create recommended change plan for additional open hours (other than Sunday)	Director and Management team, Board review and approval	May, 2015	
1.2	Establish future selection goals and strategies	Management team	June, 2015	Collection Development Policy is next on the agenda for Governance & Policy Committee, will establish proportions of selection dollars for individual
1.3	Facilities consultant presents findings and report to Management Team and Board	Director, Board	By June, 2015	Date may need revision
1.3	Budget to implement facilities recommendations	Director, Board	June, 2015 and June, 2016	
1.4	Address budget and staffing implementation changes resulting from possible additional hours	Director and Management team, Board	June, 2015	
1.2	Review collections budget annually to meet collections model and goals	Director and Management team	January - June of every year	
1.2	In the facilities use study, explore options for the St. Croix Collection	Consultant and Director	By June, 2015	
3.2	Train staff in the delivery of the new PR and marketing plan	Management team	June – December, 2015	
2.1	Create a staffing plan based on the directions of the new service model	Director and management team	June 2015 to June 2016	
2.1	Examine and revise staff job descriptions, and classifications. Conduct job evaluation and market studies to ensure consistency across job classes and pay	Management Team (possibly with outside HR support)	June, 2015 to June, 2016	

	equity. Create transition plan.			
2.2	Explore HR support options and make recommendations to the Board	Director, Board HR Committee	By June, 2015	
2.2	Allocate resources in the budget to fund staff training and professional development	Director, Board	By June of each year in 2014 2015, and 2016	
2.3	Increase interaction with other City dept. heads	Director and Management team	By June 2015	
2.2	Convene a Board task force to create a succession plan for the Director and other leaders	Board leadership	July – December, 2015	
2.3	Create a task force to examine the relationship to Washington County Library and discuss current and future collaborations	Director sets task force. Include Board members.	July – December, 2015	
1.4	Create a PR plan to tell the public about the changed hours	Management team	August, 2015	
1.4	Communicate new open hours to the public	Management team	August, 2015-December, 2015	
3.3	Review existing community partnerships	Management team	By October, 2015	
3.3	Create methods to evaluate present and future library partnerships	Management team	November - December, 2015	
2.1	Present staffing directions to the Board	Director	By December, 2015	

Library director evaluation summary

March 9, 2015

Updated April 9, 2015

Minnesota's open meeting law states that a public body may hold a closed meeting to evaluate the performance of an individual under its authority, as we did during our February meeting. Further, the law states: "At its next open meeting, the public body shall summarize its conclusions regarding the evaluation."

The following summary is presented by category, as outlined on the board's evaluation questionnaire:

- Board relationship: continue to refine communication processes, particularly financial reporting
- Goals and objectives for library: high praise for strategic plan development and building staff support
- Community/professional relationships: want to see community outreach and relationships on a similar level to director's/library's reputation in broader MN library community
- Staff and personnel: high praise for building strong staff and high staff morale; board seeks more information about personnel procedures (performance reviews, delegation among staff, etc.)
- Business and finance: board seeks improved financial reporting
- Personal qualities: high scores; room for continued improvement in making data-driven decisions
- Technology: good marks for implementation, which might be outpacing patron outreach/adoption; big kudos for new website

April 9, 2015, update: In accordance with policy, which calls for a discussion of the trustees' evaluation with the director, President Keliher and Secretary Richie met with Director Bertalmio on April 3. The group discussed the trustees' composite evaluation, the director's self-evaluation and the trustees' goals for the director for 2015.

**Performance Self-Assessment
Library Director
Stillwater Public Library**

Employee Name: _____ Date: _____
Job Title: Library Director Performance Review Period: _____
Return Self-Assessment form to _____ By: _____

Your thorough and timely participation in the appraisal process will help facilitate a fair and comprehensive review of your progress and accomplishments since the last performance review.

1. List your most significant accomplishments or contributions since last year. How do these achievements align with the goals/objectives outlined in your 2012 review?
2. Since the last appraisal period, what new or innovative projects or programs have you undertaken to advance and enhance the performance of the Library?
3. What activities have you initiated or actively participated in, in an effort to encourage employee development, teamwork and engagement within the library? What was the result?
4. What professional development activities did you personally participate in this past year to keep abreast of library trends on the national and local levels? How did you use that knowledge to enhance library services and/or activities?
5. Describe areas you feel require improvement in terms of your professional capabilities. List the steps you plan to take and the resources you need to accomplish this.
6. Studies have shown that high customer satisfaction and employee satisfaction are closely linked. Name two significant ideas that you have implemented to improve the Library's customer and employee satisfaction.
7. State two career goals for the coming year and indicate how you plan to accomplish them.

8. Evaluate yourself on all the following factors that apply to you since your last performance appraisal. If a category does not apply to you indicate N/A. **On another sheet of paper, please include a short statement that supports your self-rating for each factor.**

Rating Scale: ~~4 – Outstanding~~ ~~3 – Very Competent~~

~~2 – Satisfactory~~ ~~1 – Inexperienced or Improvement Needed~~

5 – Outstanding 4 – Above average 3 – Average 2 – Weak 1 – Unsatisfactory

<u>Category</u>	<u>Self Rating</u>
a. Knowledge of current Library trends Evidence that supports self -rating:	_____
b. Quality of Work Product (comprehensive, accurate, timely, etc.) Evidence that supports self-rating:	_____
c. Daily productivity (utilization of time) Evidence that supports self-rating:	_____
d. Business Development Evidence that supports self-rating:	_____
e. Project Management Skills Evidence that supports self-rating:	_____
f. Knowledge of operating systems and data bases used by the Library Evidence that supports self-rating:	_____
g. Time Management & Organizational Skills Evidence that supports self-rating:	_____
h. Interpersonal Skills (positive attitude, ability to get along well with co-workers, patrons, vendors, community, Board, etc.) Evidence that supports self-rating:	_____
i. Communications Skills – Verbal and Written Evidence that supports self-rating:	_____

- j. Innovation or Creativity _____
Evidence that supports self-rating:
- k. Collaboration/Teamwork/Mentoring Skills _____
Evidence that supports self-rating:
- l. Employee Policies (development and implementation) _____
Evidence that supports self-rating:
- m. Leadership Skills _____
Evidence that supports self-rating:
- n. Professionalism (punctuality, attendance, conduct, responsiveness, Follow-through) _____
Evidence that supports self-rating:
- o. Professional Development (stays current on trends in libraries on both the national and local levels) _____
Evidence that supports self-rating:
- p. **Overall rating for this performance review period** _____

9. In order to actualize your goals for the upcoming year, what type of support would you seek from the Board? (please be specific)

Thank you for taking the time to complete the Employee Self-Assessment.

Adopted by the Board of Trustees: May 14, 2013
Updated: April 9, 2015

Noise and Parking Problems: Progress Report

General

- The library's guidelines for caterers are enforced. The event space coordinator has given all neighbors her cell phone number. If neighbors notice problems, they are encouraged to call and report them. Caterers are interested in repeat business and are usually very amenable to correcting behavior.
- By City ordinance, no smoking is allowed on City property. This is something that a police officer can enforce. However, that may mean that smokers may go further afield to find somewhere to smoke. It is difficult for the library to designate a smoking area on someone else's property.
- The police want all calls for whatever reason to be made to 911. Calls need not be made only in cases of emergency. The 911 operators do triage.
- Are police officers onsite during events are off-duty officers. Off-duty officers may perform the same tasks as on-duty officers. In both cases, however, police officers may only enforce laws, ordinances, or library rules. As an example, police may enforce the City's noise ordinance which prohibits amplified music after 10 p.m., but the clattering of dishes - which is not included in the noise ordinance - is not a matter for the police.

Noise

- Intermittent bursts of noise (empty bottles thrown into recycling bin, repeated door closings, etc.) are a problem. We will experiment with placing recycling bins on the southwest corner of the terrace to keep noise away from neighbors. We cannot, however, block the emergency exit in that area.
- Off-duty police officers often bring a decibel meter with them.
- The library strictly observes the 10 p.m. cut off for exterior music.

Parking

- The library has added signs designating the northern edge of the cobbled area as a fire lane. Language identified by the Fire Department was used. When coupled with a yellow painted curb, illegal parking should stop. Creating a painted lane in this area must wait until the pavers are replaced as they are disintegrating too rapidly to hold paint. A sign designating the parking area for delivery trucks has been swiveled for greater visibility.
- Off-duty police officers may issue parking tickets. If neighbors see someone parking illegally, they should inform the event space coordinator who may inform the off-duty officer on site.

Other Issues

- The purchase of a tent is a longer-term possibility which may be discussed with the City of Stillwater.
- Most caterers' trucks will not fit in the library's parking ramp.

- City planner? Parking enforcement? City's event coordinator? All of the above? None of them?
- In the last week, received a very polite complaint about the deliveries from WCL. WCL, the delivery company, and library staff have worked toward what we hope is a resolution of the problem.

New Service Model Recommendation

The HR Committee met on Friday, April 10, to discuss the report found below. We were fortunate to have Susan Fremming, Library Associate and Supervisory Librarian Aurora Jacobsen in attendance. After discussing the report and the attendant issues, the Committee arrived at the following recommendation. We would like to test the concept of a hybrid service model with a co-located desk and scheduled staff roving. To this end, we would like to charge the building consultant to study the feasibility of implementing this model. The consultant's final report should identify the costs and ramifications involved. We want to note especially how much we appreciate the enthusiasm and energy of the staff in their ready engagement in the process of studying possible service models.

SERVICE MODEL REPORT 4/3/15

History

Until 1979 SPL had a single desk. At that time, the library, in order to increase the professionalism of reference service, created a separate reference desk and hired a MLS librarian to head the effort. The 1985 renovation separated the circulation and reference desks unto two different floors. This provided supervision for each floor but created communication problems between the two desks. When designing the 2005 building project, the Board and staff discussed the possibility of having no circulation desk just help with SelfChecks for those experiencing difficulties. Stafford and other libraries had recently opened without a circulation desk (Stafford has since added one based on perceived need). A decision on this issue was made by the results of the fundraising feasibility study that clearly indicated that one of SPL's strengths in fundraising was its traditional look and ambiance (people said repeatedly that SPL "looks like a library"). The building was designed with two desks albeit with clear sight lines from one to the other. The desk on the upper level was designed later to give staff and volunteers a place from which to work and surveille this level. When the library reopened in 2006, there were some staff hours for this desk. During the recession, these hours were lost, and the desk was only peopled by volunteers when available.

Research

Management Team did a literature search on library service models. Joan Frye Williams, a nationally-known library consultant, did an assessment of models and their efficacy. Her webinar presentation was very helpful and was a good tool for all staff to view and consider. We also examined an evaluation performed by RUSA-RSS (Reference and User Services Association-Reference Services Section) on reference service models. We have read additional articles about

service models that are consistent with Joan Frye Williams' conclusions. Aurora Jacobsen and Lynne Bertalmio toured two area libraries with co-located desks with the Board's HR Committee. Staff members at these libraries were generous with their time and information. We have an open offer from the Anoka County Library for our staff members to shadow their staff if it would be helpful.

SPL information services staff members roved on a regular basis 1986-2005 due to the two service floors and lack of sightlines between desks.

Recommended Model

The conclusion of staff discussion was that a hybrid model that combines a co-located desk and roving would be the best model to employ in order to free more staff time for outreach, public relations, and public information. The staff identified a number of issues in training, building arrangement, and change management that must be addressed before this hybrid model could be employed. On the other hand, staff members see a great opportunity for improved teamwork, professional growth, and service enhancement in this model.

A building study is needed to deal with surveillance problems, desk arrangement, and efficient back room operation if separated from circulation personnel. Telephone system management is also an important concern. Phone need to be answered promptly, but phone traffic cannot require staff dedicated solely to this function.

We are currently inventorying staff technology training needs. Our competencies inventory may be readministered as we move to a new service model. However, there will be substantial training needed to help staff determine when referrals need to take place. All personnel will need to know the basic functions of their opposite numbers.

As currently constituted, the building is arranged to divide surveillance into zones manageable from each desk (the upper level being a glaring exception). In moving personnel, these relationships are disturbed and surveillance needs to be readdressed.

The staff committee and all staff at a meeting were asked to identify desirable features that might be incorporated in to the building in the event that the building is reconfigured. These suggestions were included in the report included in the March Board packet. Staff members were also asked to identify activities that the library could undertake if staff time were to be freed for other tasks. Suggestions included many ideas for PR and PI and for services within the building. Staff did not think that they could reasonably comment on partnerships with other agencies at this stage.

Unresolved problem with this model - Circulation work room

The circulation work room is presently next to the circulation desk. It is also in close proximity to the delivery area with access to the exterior. It is the site of a range of equipment. The functions

in these spaces need oversight to run smoothly. Depending on configuration, it may be necessary for circulation staff to rove as well as information staff.

Unresolved problem with this model - upper level issues

Roving will help improve services on the upper level but more attention is needed here:

Surveillance issues

Volunteer vs. staff presence

Nothing for kids to do while parent is using fiction collection

It could be a perfect spot for a ramped up readers' advisory service

Downplay the desk in the rotunda as it seems to imply "staff" not "volunteer"

Alternative Model

Late in the staff process, a staff member identified an alternative model that might be employed. The main objective of this model is to free some staff time for outreach into the community. This model could be employed to achieve this end if a building study does not find a feasible way to achieve a co-located desk that provides necessary surveillance, efficient "back of house" operations, or a reasonable construction budget.

In this model, the circulation and information desks would be staffed with one person with a third person moving between the two desks to provide a second person as needed by the flow of business. In the past when we have discussed this model, we have called it the "busy bee" model. The currently existing "fourth" staff member would be freed to do various forms of outreach.

This model was discussed by the staff committee. Committee members thought that this model could be a transitional step or a possibility if funds for building changes were not forthcoming. Staff did identify some important concerns, however. Unlike the co-located desk model this model presupposes a corps of people who are able to do information services and circulation work seamlessly. It would require a level of precision in scheduling that may be beyond the library's ability to predict business levels. With circulation workroom needs, money handling, and phone demands there is some doubt that the busy bee would ever be able to leave circulation to help at the information center. As a result, there is the possibility that one of two reference staff members could be freed to do outreach – but only at 7 p.m. when business begins to wind down.

Building Study Process

A letter was sent on March 31, 2015, to eight library consultants working in the field of library building studies. These consultants were identified by the Office of State Library Services and from consultants who advertise their services at MLA conferences. It is my understanding that some recipients of the letter have passed the information on to others working in the field. The letter asked for an expression of interest in our project by April 17, 2015.

As we would profit by having some portions of the study completed in time to include potential funding in our 2016 budget request, I suggest that we have a committee made up of the President of the Board, the Director, a member of the HR Committee (with the service model in mind), and a member of the Facilities Committee look at the responses and interview potential consultants as needed.

As a process, I would suggest that the consultant have workshop sessions with senior staff and the Board. As areas of the library are studied, the consultant would also talk with staff members in those areas to glean ideas, questions, and concerns. A report or reports will be presented to the Board at the end of the process or as stages of the study are completed.

Board of Trustees Calendar

2015

April	1	Annual Report due to State of MN
	1	SPLF Executive Committee meeting 8 a.m.
	7	Children's author Avi 6:30 p.m.
	12 to 18	National Library Week
	13	F of theSPL Meeting 6:30 p.m.
	14	SPL Board Meeting 7 p.m.
	15	SPLF Board Meeting 8 a.m.
	15	Library staff Appreciation Day
22-25	Friends spring booksale	
May	6	SPLF Executive Committee meeting 8 a.m.
	9	SPLF Mad Men Fundraiser at the Lowell Inn
	11	F of theSPL Meeting 6:30 p.m.
	12	SPL Board Meeting 7 p.m.
	12	Board 2016 Budget Request Discussion
	20	SPLF Board Meeting 8 a.m. Historically, the month for county-wide joint Boards meeting
June	3	SPLF Executive Committee meeting 8 a.m.
	8	F of theSPL Meeting 6:30 p.m.
	9	SPL Board Meeting 7 p.m.
	9	2016 Budget Request Preview
	17	SPLF Board Meeting 8 a.m.
July	1	SPLF Executive Committee meeting 8 a.m.
	4	SPLF Light a Spark 7 p.m.
	14	SPL Board Meeting 7 p.m.
	15	2016 budget request due
	15	SPLF Board Meeting 8 a.m. Tentative Library Leadership Conference
August	5	SPLF Executive Committee meeting 8 a.m.
	11	SPL Board Meeting 7 p.m.
	19	SPLF Board Meeting 8 a.m. Historically, month for budget hearing
September	2	SPLF Executive Committee meeting 8 a.m.
	14	F of theSPL Meeting 6:30 p.m.
	15	SPL Board Meeting 7 p.m.
	16	SPLF Board Meeting 8 a.m.
October	7	SPLF Executive Committee meeting 8 a.m.
	8 and 9	MLA Conference, RiverCenter, St. Paul

Board of Trustees Calendar

	12	F of the SPL Meeting 6:30 p.m.
	13	SPL Board Meeting 7 p.m.
	21	SPLF Board Meeting 8 a.m.
November	4	SPLF Executive Committee meeting 8 a.m.
	9	F of the SPL Meeting 6:30 p.m.
	10	SPL Board Meeting 7 p.m.
	18	SPLF Board Meeting 8 a.m.
	4 through 7	Friends fall booksale Give to the Max Day Foundation Direct Mail Campaign
December	2	SPLF Executive Committee meeting 8 a.m.
	14	SPL Board Meeting 7 p.m.
	15	SPLF Board Meeting 8 a.m.
	31	Board terms end
	31	Union contract ends