

**STILLWATER PUBLIC LIBRARY  
BOARD OF TRUSTEES**

Meeting Agenda, Tuesday, August 9, 2016

\*\*\*\*\*8 PM, post-primary\*\*\*\*\*

1. Call to Order
2. Adoption of the Agenda
3. In-Person Public Commentary
4. Consent Calendar
  - a. Adoption of the July 2016 Minutes+
  - b. Acknowledgement of Bills Paid in July \$18,590.89+
  - c. Quarterly Activity Report
  - d. Other Activity Report           – County-wide Circulation Report  
  - Tech Savvy Update

Old Business

5. Strategic Plan Update I+
6. Building Reconfiguration: Construction D+
7. 2017 Budget Hearing – August 16, 2016, 3:30 to 6:30 PM D
8. Gift and Supplemental Fund Reports and Procedures A+
9. Recap of the Meeting with City Council D+

New Business

10. Board Vacancy D+
11. Policy Governance D+

Reports

12. Director's Report+
13. Foundation Report
14. Board Committee Reports
  - a. Executive
  - b. Facilities
  - c. Finance
  - d. Governance and Policy
  - e. Human Resources
  - f. Succession Planning Task Force
  - g. WCL/SPL Relationship Task Force

15. Public Commentary and Communications
16. 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, August 8, 2015.

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

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

Attachments: Calendar, Ongoing Board Work Assignments, WCL Draft Board Minutes 5/23/16, WCL facilities press release

**STILLWATER PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
July 12, 2016  
Minutes**

**PRESENT:** Bell, Carlsen, Cassavante, Hansen, Keliher, Menikheim, Richie, Stark

**ABSENT:** Otte

**STAFF:** Bertalmio, Goeltl

**AGENDA ITEM 1: Call to Order**

Meeting called to order at 7:00 pm by Keliher, President

**AGENDA ITEM 2: Adoption of Agenda**

*Agenda adopted. MSP.*

**AGENDA ITEM 3: In-Person Public Commentary**

None.

**AGENDA ITEM 4: Consent Calendar**

*Consent calendar adopted. MSP.*

**AGENDA ITEM 5: Strategic Plan Update**

- Staff Co-Location Plan: Staff members are working on Part B of the co-location plan. Staff is reviewing schedule to determine the amount of off-desk time that can be used for outreach.
- Staff Initial Steps on Outreach – Staff members have been exploring outreach opportunities, including collaboration with adult basic education and non-profit agencies.

**AGENDA ITEM 6: Building Reconfiguration: Budget and Resources**

Carlsen presented the Library Reconfiguration document in the July board packet. The working document overviews the phases of the building reconfiguration, estimated costs, and possible sources of funding. The work of co-locating the Information and Circulation desks will provide a significant value add to the library and community by freeing up 1 FTE of staff time to focus on outreach and other projects. The reconfiguration is a physical manifestation of the library's strategic plan.

Bertalmio reported that the library recently received an invoice from MSR which brings the total design costs to \$27,000, the amount initially agreed to with MSR. If the library would like to retain their services to manage and oversee the construction, obtain new finishes/furnishings or design teen area, then the board would need to look at extending or negotiating a new contract. Board asked Bertalmio to contact MSR to submit a proposal about the costs of additional services.

Estimates for initial construction are due by this coming Friday by 5:00 pm. MSR provided a list of 8 firms that expressed interest. To date, library has been in contact with seven of them.

Motion made to delegate authority to Facilities Committee and Director to review the construction estimates and select firm. MSP.

*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.*

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**AGENDA ITEM 7: 2017 Budget Request**

Bertalmio reviewed the 2017 Budget Request. The following changes from 2016 were proposed with a General Fund increase of 4.73%:

- Cover the cost of the 2017 union contract
- Provide for increases in health insurance premiums
- Pay for half of a 2017 school-year Sunday schedule of operation (a \$7,391 increase). SPLF is willing to pay the other half of the required funds.
- Increase one employee from 36 hours per week to 40 hours per week (a \$5,901 increase), beginning April 1, 2017.
- Increase the children's materials (a \$1,550 increase) and adult fiction (a \$1,776.50 increase) budgets by 10% which results in a 2% increase in the overall collections budget.

The board discussed that the budget request is in line with the library's strategic priorities and reflects its strategic plan.

Motion made for board to approve the budget request to the city for 2017. MSP.

**AGENDA ITEM 8: 2017 Capital Budget Request**

This spring, the library submitted a 5-year CIP to the city. Facilities reviewed the CIP and decided to make some changes for the 2017 capital request, including:

- \$4,000 was added for additional tables for the Margaret Rivers Room as part of plan to attract more business users.
- \$25,000 was subtracted for building reconfiguration, reducing the requested amount from \$50,000 to \$25,000.

Motion made to pass the 2017 Capital Outlay request as presented in the July board packet with edits to the "Reason for Request" section to further clarify to need and usage. MSP.

**AGENDA ITEM 9: Meeting with City Council**

On July 5, 2016, the City Council reviewed the library's capital reallocation request. Although the request was approved, questions were raised about library finances. During this discussion, the Council directed the City Administrator to set up a meeting between the library board and the city council to more fully discuss library operations and future budgetary impacts for the city.

The Board discussed the Council meeting, and the council's request for a joint meeting. The board agreed to meet with the Council during their work session on August 3 and requested that Director Bertalmio meet with City Administrator McCarty to establish the agenda. To prepare for the meeting, Keliher requested that financial information about the library's total operating and capital costs be compiled to help answer the question of how much it costs to run the library.

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The Board also discussed the need to clarify the roles of the Council, Library Board, Stillwater Public Library Foundation and Friends of the Stillwater Public Library.

**AGENDA ITEM 10: Reschedule August and November Board Meetings**

The Board's regularly scheduled meetings in August and November conflict with upcoming elections. Meetings need to be delayed until after the polls close or moved to another date.

Motion made to move the start time of the August meeting to 8:00 pm on August 9, 2016. MSP.

Motion made to move the November meeting to Wednesday, November 11, 2016 at 7:00 pm. MSP.

**AGENDA ITEM 11: Gifts and Supplemental Fund Reports and Procedures**

The Gift and Supplemental Funds Reports and Procedures documents were included in the July board packet as a discussion item. The Governance Committee reviewed the documents and determined that these procedures do not warrant any policy changes. Finance would like to spend more time reviewing and may suggest possible modifications.

**AGENDA ITEM 12: Introduction to Policy Governance**

Keliher led discussion on Policy Governance and the board's willingness to apply the Carver method to the Board's operations. Keliher is willing to bring more information, detail and examples to the next board meeting.

**AGENDA ITEM 13: Director and Other Staff Reports**

Director's report was included in the July board packet.

**AGENDA ITEM 14: Foundation Report**

Light a Spark was on July 4, 2016. The event had great attendance with over 350 attendees and over \$30,000 raised. \$2,800 was raised for Sunday hours from the cakewalk and beer/wine sales. The SPLF is getting ready for Style Speaks Volumes III in November. Trustee Craig Hansen will be the keynote speaker at the SPLF's donor event in October.

**AGENDA ITEM 15: Board Committee Assignments and Reports**

- a) **Executive Committee:** After the August 3, 2016 joint meeting with the city council, the more informal coffee meetings with city council members are on the list.
- b) **Facilities:** None. Will meet next week and keep board informed.
- c) **Finance:** None.
- d) **Governance and Policy:** Committee is reviewing library's video and photography policies, consulting the WCL policy and city attorney Magnuson for guidance.
- e) **Human Resources:** None

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- f) **Succession Planning Task Force:** Report has been sent to HR staff. Most of the work is done with small pieces to be finished.
  
- g) **WCL/SPL Relationship Task Force:** None. Contract renewal will be coming at end of year and relationship building.

**AGENDA ITEM 16: Public Commentary and Communications**

Board received a note from the library neighbor regarding Light a Spark. They were pleased with the work that the Boy Scouts and volunteers did to keep the parking areas cleared, but noted that when vendors were unsupervised they ignored the designated parking areas.

In December, it will be the end of Michelle Cassavante's term. She will attend last meeting in August and then resign.

**AGENDA ITEM 17: Adjournment**

Adjourned at 8:58 pm.

**2016 Bill Resolutions**

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
<b>INVOICES PAYABLE</b>						
7052016	7/5/2016	Baker and Taylor	Materials - Juv	537.64	230-4230-2400-0000	Childrens Books
7052016	7/5/2016	Baker and Taylor	Materials - YA	166.31	230-4230-2406-0000	Teen Books
7052016	7/5/2016	Baker and Taylor	Materials - Processing	14.7	230-4230-3404-0000	Processing Fee
7052016	7/5/2016	Baker and Taylor	Materials - YA (SPLF)	53.16	232-4232-2113-0000	SPLF - Materials
7052016	7/5/2016	Blocher Carolyn	Staff Reimbursement - Mileage/Parking	60	230-4230-3200-0000	Mileage
7052016	7/5/2016	Blocher Carolyn	Staff Reimbursement - Supplies	12	230-4230-2101-0000	General Supplies
7052016	7/5/2016	Brodart Co	Materials - Adult Fiction	866.84	230-4230-2401-0000	Adult Books - Fiction
7052016	7/5/2016	Brodart Co	Materials - Adult Nonfiction	580.83	230-4230-2405-0000	Adult Books - Non Fiction
7052016	7/5/2016	Brodart Co	Materials - Processing	53.95	230-4230-3404-0000	Processing Fee
7052016	7/5/2016	Brodart Co	Materials - Adult Fiction (Tributes)	54.31	235-4235-2101-0000	Library Donations Materials
7052016	7/5/2016	Brodart Co	Materials - Adult (SPLF)	170.64	232-4232-2113-0000	SPLF - Materials
30097	6/21/2016	Cartridge World Hudson	Supplies	144.97	230-4230-2101-0000	General Supplies
5901893	6/23/2016	Demco Inc.	Supplies	48.36	230-4230-2101-0000	General Supplies
5901893	6/23/2016	Demco Inc.	Processing Supplies	180.4	230-4230-3404-0000	Processing Fee
70520156	7/5/2016	Midwest Tape	Materials - Audio	512.62	230-4230-2402-0000	Audio
70520156	7/5/2016	Midwest Tape	Materials - Video	315.62	230-4230-2408-0000	Film/Video
70520156	7/5/2016	Midwest Tape	Materials - Processing	102.5	230-4230-3404-0000	Processing Fee
W16050687	6/15/2016	Office of MN IT Services	Telephone	363.23	230-4231-3101-0000	Telephone
666134	6/23/2016	MEI Total Elevator Solutions	Elevator Repairs	510	230-4231-3703-0000	Building Repair Charges
32548091 R4AR1G	6/1/2016	National Trust For Historic Preservation	Preservation Subscription	15	230-4230-2403-0000	Periodicals
6388	6/14/2016	Pinnacle Building Services	Window Cleaning	750	230-4231-3703-0000	Building Repair Charges
89502	6/22/2016	Washington County Information Techn	Wireless Maintenance	200	230-4230-3098-0000	Technology Support
			<b>INVOICES SUBTOTAL</b>	<b>5,713.08</b>		
<b>CREDIT CARD</b>						
5343429	5/3/2016	Amazon.com	Materials - Adult Nonfiction	13.31	230-4230-2405-0000	Adult Books - Non Fiction
3326668	5/3/2016	Amazon.com	Youth Services Equip (W/B 13)	127.77	235-4237-2302-0000	Library Donations Minor Equipment
2680268	5/15/2016	Amazon.com	Materials - Book Club Kits (SPLF)	95.20	232-4232-2113-0000	SPLF - Materials
5933801	5/16/2016	Amazon.com	Materials - Book Club Kits (SPLF)	209.10	232-4232-2113-0000	SPLF - Materials
3393840	5/17/2016	Amazon.com	Materials - Book Club Kits (SPLF)	34.68	232-4232-2113-0000	SPLF - Materials
5933801	5/17/2016	Amazon.com	Materials - Book Club Kits (SPLF)	95.20	232-4232-2113-0000	SPLF - Materials
3393840	5/17/2016	Amazon.com	Materials - Book Club Kits (SPLF)	23.12	232-4232-2113-0000	SPLF - Materials
2680268	5/18/2016	Amazon.com	Materials - Book Club Kits (SPLF)	96.50	232-4232-2113-0000	SPLF - Materials
3393840	5/21/2016	Amazon.com	Materials - Book Club Kits (SPLF)	288.74	232-4232-2113-0000	SPLF - Materials
3393840	5/22/2016	Amazon.com	Materials - Book Club Kits (SPLF)	102.28	232-4232-2113-0000	SPLF - Materials
3393840	5/22/2016	Amazon.com	Materials - Book Club Kits (SPLF)	86.88	232-4232-2113-0000	SPLF - Materials
6741014	5/16/2016	Amazon.com	Materials - Video	59.90	230-4230-2408-0000	Film/Video
4776246	5/19/2016	Amazon.com	Supplies	54.60	230-4230-2101-0000	General Supplies
7693029	5/23/2016	Amazon.com	Materials - Adult Nonfiction	55.41	230-4230-2405-0000	Adult Books - Non Fiction
5112016	5/11/2016	Dream Host	Monthly Website Fee	19.95	230-4230-3098-0000	Technology Support
A74383	5/3/2016	Hardware Hut	Janitorial Supplies	42.45	230-4231-2101-0000	General Supplies - Lib Plant
272	5/18/2016	Minitex	Digital Library Mtg	25.00	230-4230-3201-0000	Seminar/Conference Fees
			<b>CREDIT CARD SUBTOTAL</b>	<b>1,430.09</b>		
<b>MANUAL BILL PAYOUTS (Check issued between bill resolutions to comply with payment terms)</b>						
51-7976594-1	5/25/2016	Xcel Energy	Energy	148.53	230-4231-3601-0000	Natural Gas
51-7976594-1	5/25/2016	Xcel Energy	Energy	4242.71	230-4231-3600-0000	Electricity
			<b>MANUAL PAYOUT SUBTOTAL</b>	<b>4,391.24</b>		
			<b>GRAND TOTAL</b>	<b>11,534.41</b>		

Submitted for payment

Lynne S. Bertalmio, Director

**July 19, 2016 Bill Resolutions**

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
<b>INVOICES PAYABLE</b>						
177137	6/3/2016	Ace Hardware	Janitorial Supplies	11.96	230-4231-2102-0000	Janitorial Supplies
177603	6/15/2016	Ace Hardware	Janitorial Supplies	41.6	230-4231-2102-0000	Janitorial Supplies
177643	6/16/2016	Ace Hardware	Janitorial Supplies	19.98	230-4231-2102-0000	Janitorial Supplies
177794	6/20/2016	Ace Hardware	Janitorial Supplies	44.97	230-4231-2102-0000	Janitorial Supplies
7192016	7/19/2016	Baker and Taylor	Materials - Juv	636.92	230-4230-2400-0000	Childrens Books
7192016	7/19/2016	Baker and Taylor	Materials - Processing	5.88	230-4230-3404-0000	Processing Fee
7192016	7/19/2016	Baker and Taylor	Materials - YA (SPLF)	22.78	232-4232-2113-0000	SPLF - Materials
7192016	7/19/2016	Baker and Taylor	Materials - Ref	155.36	230-4230-2113-0000	Reference
7192016	7/19/2016	Brodart Co	Materials - Adult Fiction	511.8	230-4230-2401-0000	Adult Books - Fiction
7192016	7/19/2016	Brodart Co	Materials - Adult NonFiction	254.47	230-4230-2405-0000	Adult Books - Non Fiction
7192016	7/19/2016	Brodart Co	Materials - Processing	35.1	230-4230-3404-0000	Processing Fee
7192016	7/19/2016	Brodart Co	Materials - Adult Fiction (Tributes)	29.15	235-4235-2101-0000	Library Donations Materials
7192016	7/19/2016	Brodart Co	Materials - Adult (SPLF)	685.06	232-4232-2113-0000	SPLF - Materials
7192016	7/19/2016	Butler Melissa	Staff Reimbursement - Adult SRP (SPLF)	30.41	232-4232-2407-0000	SPLF - Programs
1439943	6/7/2016	Infogroup	Materials - Adult Ref	375	230-4230-2113-0000	Reference
306-02444792-3	6/30/2016	Culligan of Stillwater	Water	60.95	230-4230-4099-0000	Miscellaneous Charges
1182743484	6/13/2016	G & K Services	Towels & Rugs	93.74	230-4231-4099-0000	Miscellaneous Charges - Lib Plant
410	7/5/2016	Hensold Richard	Programs - Adult SRP (SPLF)	500	232-4232-2407-0000	SPLF - Programs
7192016	7/19/2016	Midwest Tape	Materials - Audio	105.45	230-4230-2402-0000	Audio
7192016	7/19/2016	Midwest Tape	Materials - Video	9.74	230-4230-2408-0000	Film/Video
7192016	7/19/2016	Midwest Tape	Materials - Processing	5.65	230-4230-3404-0000	Processing Fee
6	6/30/2016	MSR Design	Design Services	1928	230-4230-3099-0000	Other Professional Services
75348914	6/6/2016	Recorded Books Inc	Materials - Juv Audio Books	200.01	230-4230-2402-0000	Audio
75350313	6/6/2016	Recorded Books Inc	Materials - Juv Audio Books	69.97	230-4230-2402-0000	Audio
75352551	6/13/2016	Recorded Books Inc	Materials - Juv Audio Books	69.95	230-4230-2402-0000	Audio
75353824	6/14/2016	Recorded Books Inc	Materials - Juv Audio Books	46.57	230-4230-2402-0000	Audio
75354887	6/16/2016	Recorded Books Inc	Materials - Juv Audio Books	37.34	230-4230-2402-0000	Audio
75356668	6/16/2016	Recorded Books Inc	Materials - Juv Audio Books	23.17	230-4230-2402-0000	Audio
75361525	6/27/2016	Recorded Books Inc	Materials - Juv Audio Books	22.05	230-4230-2402-0000	Audio
7072016	7/7/2016	Stripe A Lot Doug McLean dba	Parking Ramp Restriping	375	230-4231-3703-0000	Building Repair Charges
070116_254.55	7/1/2016	Washington County Library	Q2 WCL Processing Supplies	254.55	230-4230-3404-0000	Processing Fee
070116_393.90	7/1/2016	Washington County Library	Q2 L/D Collected By SPL for WCL	81.9	230-0000-3880-0030	Lost/Damaged Fees
070116_393.90	7/1/2016	Washington County Library	Q2 Processing Collected By SPL for WCL	312	230-0000-3880-0030	Lost/Damaged Fees
		<b>INVOICES SUBTOTAL</b>		<b>7,056.48</b>		
<b>CREDIT CARD</b>						
None						
		CREDIT CARD SUBTOTAL		0.00		
<b>MANUAL BILL PAYOUTS (Check issued between bill resolutions to comply with payment terms)</b>						
None						
		MANUAL PAYOUT SUBTOTAL		0.00		
<b>GRAND TOTAL</b>				<b>7,056.48</b>		

Submitted for payment

Lynne S. Bertalmio, Director





## Tech Savvy Update

To readjust priorities and encourage staff to acquire these traits, the library will adopt the following strategies to help meet each of the skills.

### Ability to embrace change

- Implement a system for less tech-savvy to feel comfortable, focusing staff to self-identify preferred method of training.
  - Postponed until combined desk, when hours will be more available.

### Comfort online

- Schedule Info staff for 1 hour of off desk time a month to be used to further technology learning either through formal training, online learning, or experimentation.
  - Postponed until combined desk, when hours will be more available.
- Develop a set of technology needs related to the skill sets of each person hired.
  - Consulted with Washington County on the training provided to new hires.
- Create a checklist of tech needs and sign off sheet for new hires and subs to ensure new staff is exposed to the full force of tech expected to use.
  - Consulted with Washington County on the training provided to new hires.

### Ability to troubleshoot new technologies

- Schedule Info staff for 1 hour of off desk time a month to be used to further technology learning either through formal training, online learning, or experimentation.
  - Postponed until combined desk, when hours will be more available.
- At info staff meetings, allow time to discuss what we've learned in the last month at monthly meetings.
  - Time allocated at Information Staff Meetings for training has been transitioned to training Circulation staff and refreshing Info staff performed at each desk. Additionally, Information Staff has been attending an extra meeting for cross training each month that is normally focused on Circ issues and the All Staff meetings have transitioned to training-filled agendas. With such a heavy focus on cross training, management and key staff have been involved in preparing presentations and handouts for each meeting.
  - Much of the training has revolved around the technology used to complete common tasks and the increased emphasis on training has expanded staff's knowledge of our resources. The training had a hidden benefit in that it allowed staff discussion about how perform certain tasks slightly differently, making staff realize that there are more than one way to get the same result
  - Examples of training topics that include technology so far have include: SmartPass, MnLINK, eVanced, print management, and data/patron privacy.
- Continue to share, share, share via e-mail what we are experiencing day to day
  - Staff has continued to share through email. The increased number of meetings has meant that more information than ever seems to be shared between staff.

- Washington County has been better about sending updates about downloadable books in the past few months as well.

### **Ability to learn new technologies**

- Employees set their own measurable goals for technology acquisition.
  - On hold until training for a combined desk is completed.
- Work with staff to allow them to attend training they identify as necessary and helpful to the performance of their jobs.
  - On hold until training for a combined desk is completed.
- Introduce staff accountability for taking charge of their training
  - On hold until training for a combined desk is completed.
- 

### **Ability to keep up with new ideas in technology and libraries**

- Implement more Tech Training as part of the Monthly All Staff Meetings.
  - Currently happening as part of our move to a combined desk.
- Add an hour of training/tech issues to each monthly Info Staff meeting.
  - Currently happening as part of our move to a combined desk.
- Staff Meetings in all departments will regularly address “big idea” tech issues
  - Training on MnLink gave staff the opportunity to understand what the statewide picture of interlibrary loan is, what the funding looks like, and why we sometimes have issues procuring the exact title we request.

### **Enthusiasm for new developments**

- Plan for more conference and training opportunities for staff as a whole, instead of just management.
  - Frontline Info Staff attended the Library Technology Conference and the Nonprofit Technology Conference this Spring.
- Measurement: Lists of things that staff have worked on each month.
  - Needs to be implemented.

### **Ability to compare tools**

- Plan for increased conference and training opportunities for staff as a whole, instead of just management.
  - Frontline Info Staff attended the Library Technology Conference and the Nonprofit Technology Conference this Spring.

### **Able to market and sell library ideas and technology**

- Staff members themselves will be asked to champion different technology services or become the point person/project manager to evangelize different services.
  - Staff has been involved in providing the training to their future Public Services Team members, allowing them to help develop their voice as they present our services.

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION:  Strategic Plan Update	
OWNER: Director	PRESENTER: Director
REQUESTED AGENDA TYPE (A, I, D):  I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?  IF YES, NOTE STATUS – 1 <sup>st</sup> READ, 2 <sup>nd</sup> READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
BACKGROUND/CONTEXT:  We are currently working on significant areas of the strategic plan. MSR, Spike Carlsen, and the Director have spoken with the company providing the lowest estimate for our proposed construction work. A staffing schedule template for the co-located desk has been developed. Cross training will be completed in August. The Management Team is developing a framework for off-desk work including a range of partnership forms that should allow us to gauge partnership and outreach demands.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Strategic Plan Update	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

**Resolution/Follow-Up Notes**

OUTCOME OF DISCUSSION:
NEXT STEPS:

## STILLWATER PUBLIC LIBRARY – IMPLEMENTATION PLAN DRAFT – BY DATE agenda item 5

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

**- 2014 -**

GOAL/STRAT.	TACTIC	RESPONSIBILITIES	TIMEFRAME	PROGRESS
<b>2.2.2</b>	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; additional \$2,000 in 2016 budget request
<b>1.3.1</b>	Allocate funding to hire consultant	Board	October, 2014	Additional funds may be needed to fund building study
<b>1.3.7</b>	Finalize plan with architect to provide shade on the terrace	Director	By November 1, 2014	Construction completed
<b>2.3.1</b>	Present and promote the strategic plan and directions to the staff.	Board members, Board chair and Director	Accomplished	
<b>2.3.2</b>	Present and promote the strategic plan and directions to Foundation and Friends.	Board members, Board chair and Director	Accomplished	
<b>2.3.3</b>	Present and promote the strategic plan and directions to City Council.	Board members, Board chair and Director	Accomplished	
<b>2.3.4</b>	Meet with the Foundation leadership to discuss possible financial support for the strategic plan	Director, Library Board, Foundation leadership	January 2016	SPLF has funded Sunday hours September 2015- May 2016 and Sept – Dec 2016; Foundation has agreed to pay for half of 2017 Sundays
<b>2.3.9</b>	Investigate City goals and determine how the Library can support the goals	Doug Menikheim and Lynne Bertalmio	December 2015	The City Administrator thinks that the library could best help with communication of City goals, initiatives, and opportunities; He will discuss this further with us as the City's planning advances
<b>3.2.1</b>	Redesign the website and launch it	Carolyn Blocher	Accomplished	New website available for public

<b>3.2.2</b>	Promote the new website	Carolyn Blocher	Accomplished	Website has received kudos; staff still have some bugs to work out
<b>3.2.3</b>	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	Accomplished; training continues	Signs have been installed; new lanyards help public separate volunteers from staff; iPads are being loaded with software to allow staff to start roving
<b>1.2.1</b>	Run ILS reports on collection use and analysis for potential downsizing	Management team	First week February	Reports are supporting creation of new Collection Development Policy and collection plan
<b>1.2.6</b>	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
<b>2.3.5</b>	Ensure that all City Council members receive periodic communications about the Library, Friends and Foundation	Director	October 15, 2015 and ongoing	Administrator and Council will receive updates on plan progress
<b>2.3.7</b>	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	ON HOLD	
<b>2.3.11</b>	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	WCL Strategic Plan has been adopted

**- 2015 -**

GOAL/STRAT.	TACTIC	RESPONSIBILITIES	TIMEFRAME	PROGRESS
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<b>2.3.6</b>	Schedule regular topical, formal presentations (not budget or regular updates) to the Council at least annually	Board Chair/Director	Beginning January 2016	When the building study is completed and the library has made decisions on the issues raised, the advantages of some building changes should be presented to the Council
<b>3.2.4</b>	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
<b>3.1.1</b>	Develop teen services goals and objectives in relationship to the Library strategic plan	Youth Services Staff	January-April, 2015	Youth Services Supervisor reported at April 2015 Board meeting; information for 2016 budget request has been generated
<b>1.1.1</b>	Select new service model	Director and Aurora Jacobsen, with Board review and approval	By March 1, 2015	Board voted April 2015 to have model tested by building study
<b>1.1.1</b>	Develop a plan for implementation of the new service model	Director, Carolyn Blocher, Aurora Jacobsen, Jody Vasilakes	By August 1, 2016	A plan for staffing, facilities, equipment needed in the new model
<b>1.2.2</b>	Complete plan to downsize the hard copy collection by 10% over 3 years, and appropriately increase virtual collections	Director	By February 1, 2015	Plan is to reduce by 4% in 2014 (achieved), 3% in 2015, and 3 percent in 2016
<b>1.3.2</b>	Issue a letter for a facilities study consultant	Director	By February 1, 2015	Completed
<b>1.3.8</b>	Complete project to provide shade on terrace	Director	Before May 1, 2015	Completed
<b>1.4.2</b>	Plan for Sunday hours during school year 2015-16 with implementation plan	Director and Carolyn Blocher	By February 1, 2015	Schedule completed for September 2015 – May 2016; Funds raised; change communicated
<b>2.2.4</b>	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 January 1, 2016	Tech competencies developed; staff assessments done; continuous technology training plan in place

<b>2.3.10</b>	Actively engage and support at least one broader City goal through Library services	Director	By March 1, 2016	When appropriate in the City's schedule. We will develop a plan to aid the City in communications
<b>1.4.1</b>	Study and review patron and visitation patterns and preferences.	Management team and staff	January – April, 2015	Usage is heaviest in the morning and on the lower level; have established some costs of a kiosk for item pick up outside library hours
<b>1.2.3</b>	Weed the hard copy collection according to the model	Management – using contractors or staff	March-December, 2015	Weeding continues
<b>3.2.5</b>	Create and implement a PR and marketing plan to increase awareness in the community	Management team	March - December, 2015	An online newsletter – sympathetic to the website – has been created; Staff is finalizing key messages; A mailed newsletter will be distributed twice in 2016
<b>1.3.3</b>	Hire a facilities consultant	Director and Board	By April, 2015	Done
<b>2.2.3</b>	Assess current staff levels and standard competencies in technology	Management team	By October 15, 2015 Follow up on annual basis	Established for current staffing model; Was part of individual personnel evaluations
<b>1.2.4</b>	Establish future selection goals and strategies	Management team	November 2015	A new Collection Development Policy has been adopted; a collection management plan and materials buying plan was completed but did not receive funding for 2016
<b>1.3.4</b>	Facilities consultant presents findings and report to Management Team and Board	Director, Board	March 2016	Done
<b>1.3.5</b>	Budget to implement facilities recommendations	Director, Board	June, 2016	These items are included in the 2016 budget and in the proposed 2017 budgets
<b>1.4.4</b>	Address budget and staffing implementation changes resulting from possible additional hours	Director and Management team, Board	June 2016	On hold
<b>1.2.5</b>	Review collections budget annually to meet collections model and goals	Director and Management team	January - June of every year	Collection budgets are included in the graphic annual report
<b>1.2.7</b>	In the facilities use study, explore options for the St. Croix Collection	Consultant and Director	February 2016	On hold

<b>3.2.6</b>	Train staff in the delivery of the new PR and marketing plan	Management team	June – December, 2015	Staff assignments and organization have been made. Staff is examining tools and key messages.
<b>2.1.1</b>	Create a staffing plan based on the directions of the new service model	Director and management team	April 2016 to June 2016	Staff is working on parameters for off-desk time, partnership framework, staff accountability
<b>2.1.3</b>	Examine and revise staff job descriptions, and classifications. Conduct job evaluation and market studies to ensure consistency across job classes and pay equity. Create transition plan.	Management Team (possibly with outside HR support)	May – October 2016	The staff has completed job questionnaires; Flaherty Hood have selected benchmark positions and begun the market study
<b>2.2.1</b>	Explore HR support options and make recommendations to the Board	Director, Board HR Committee	By June, 2015	HR Director started work in April 2016
<b>2.2.2</b>	Allocate resources in the budget to fund staff training and professional development	Director, Board	By June of each year in 2014, 2015, and 2016	In budget
<b>2.3.8</b>	Increase interaction with other City dept. heads	Director and Management team	By June 2015	Director is participating in steering committee for class/comp study
<b>2.2.5</b>	Complete a succession plan for the Director and other leaders	Board leadership	December 2016	Vicki DeFord has presented findings of her study; key staff are drafting transition plans
<b>2.3 .12</b>	Create a task force to examine the relationship to Washington County Library and discuss current and future collaborations	<del>Director sets task force.</del> Include Board members.	February 2016	Task Force is established; Members have MELSA Plan of Association, WCL contract, other associate library contracts
<b>1.4.5</b>	Create a PR plan to tell the public about the changed hours	Management team	August, 2015	Sundays hours have been advertised by the library and the Foundation
<b>1.4.6</b>	Communicate new open hours to the public	Management team	August, 2015- December, 2015	Sundays hours have been advertised by the library and the Foundation; the communications will continue for the rest of the year
<b>3.3.1</b>	Review existing community partnerships	Management team	By October, 2015	With a framework suggested by the Minnesota Council on Nonprofits that helps to distinguish outreach from partnerships,



				the Management Team has completed an inventory of current partnerships
<b>3.3.2</b>	Create methods to evaluate present and future library partnerships	Management team	February 2016	Staff is working with demographic data to select targets for outreach; partnerships will be selected based on outreach targets
<b>2.1.2</b>	Present staffing directions to the Board	Director	By May/June 2016	Some staffing changes have been incorporated in the 2017 budget request; Additional changes may be dependent on the class/comp study

## - 2016 -

<b>1.3</b>	Reconfigure space and facilities	Director and lead staff	2016 and 2017	Desk work may be scheduled for summer/fall 2016; there is a possibility that construction work will begin in August
<b>2.2</b>	Revisit, review, implement elements of tech savvy environment plan	Management team	July 2016	Report to Board in August 2016
<b>1.4.3</b>	Create recommended change plan for additional open hours (other than Sunday) in 2017	Director and Management team, Board review and approval	May 2016	On hold
<b>3.3</b>	Library will develop a plan for new partnerships that support the strategic plan	Director and Management team, Board review and approval	September 2016	Staff is maintaining existing partnerships; exploring new partnerships, developing a process for proposing partnerships, and creating partnership agreements
<b>3.3</b>	Expand awareness of library services and events through active partnerships with local and online media	Management Staff	2016	Thanks to Spike Carlsen, the library corner appears regularly in the Gazette; we are partnering with the City of Stillwater on a printed/mailed newsletter
<b>3.3</b>	Investigate and develop new partnerships with support organizations and community groups.	Management team	2016-2017	Library will develop new, meaningful partnerships with 2-4 new organizations; we began work with Our Community Kitchen and

				Adult Basic education; Some limited work with Valley Outreach
<b>3.3</b>	Coordinate a meeting with School and Community Education staff to determine possible future partnerships.	Director	November 2016	Library and School District partner on 2 new projects (1 each year); Youth Services staff have begun working with Lily Lake School on book tasting (?)
<b>1.1</b>	Implement the new service model in 2-3 phases, to start in 2016	Management team	2016	Implementation of plan to extent possible in 2016
<b>1.2</b>	Review collections budget annually to meet collections model and goals	Director and Management team	January - June of every year	Review and report to the Board
<b>3.1</b>	Make presentations about library services to community organizations representing targeted underserved populations	Library Director and Management Team	January - November, 2016	A minimum of 3 community presentations; in 2016, we have presented information about library services to Valley Outreach and Adult Basic Education; Sunrise Rotary is scheduled for September
<b>3.1</b>	Partner with community organizations to provide staff training on serving seniors, persons with disabilities, physical challenges and/or underserved and diverse populations	Library Director and Management Team	Library All Staff meeting on services to seniors autumn of 2016	Provide ongoing status to Library Board on this partnership, 2016 - 2017
<b>3.1</b>	Identify underserved and diverse populations through demographic analysis and create prioritized, targeted efforts to reach out to these audiences.	Library Director and Management Team	By September, 2016	Scheduling a meeting with WCL to look at Gale Analytics or similar product
<b>1.1</b>	Regularly monitor the implementation of the new service model	Director and Board	July and January, starting in September 2016	A review by the Board and lead staff. Presentation to the Board by Mgmt. team.
<b>1.3</b>	Budget to implement facilities recommendations	Director, Board	June 2016 and June 2017	Facilities changes incorporated into annual budget(s)
<b>2.1</b>	Continue to develop a staffing plan based on the directions of the new service model	Director and management team	By June 2016	A plan for restructuring staffing, based on the service model

<b>2.1</b>	Examine and revise staff job descriptions, and classifications. Conduct job evaluation and market studies to ensure consistency across job classes and pay equity. Create transition plan.	Management Team (possibly with outside HR support)	June, 2015 to June, 2016	Class/comp study is beginning; New, consistent job descriptions and evaluation criteria and procedures in place by January 1, 2017
<b>2.1</b>	Prepare the 2017 budgets to address the new staffing plan	Director, Board	June, 2016	Budgets incorporating funds to support needed changes in staffing patterns
<b>2.2</b>	Allocate resources in the budget to fund staff training and professional development	Director, Board	By June of each year in 2014 2015, and 2016	Increase of \$2,000 in professional development funds each year for 3 years (\$6,000 annually by year 3)
<b>1.2</b>	Explore possibilities for potential new partnerships for St. Croix Collection	Director and Assistant Director	April 2016	On hold

**-2017-**

1.4	Implement additional open hours if approved	All staff	January, 2017	On hold
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**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION:  <b>Building Reconfiguration</b>	
OWNER: <b>Facilities Committee</b>	PRESENTER: <b>Spike Carlsen</b>
REQUESTED AGENDA TYPE (A, I, D):  <b>A</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?  IF YES, NOTE STATUS – 1 <sup>st</sup> READ, 2 <sup>nd</sup> READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: <b>Approve contracting with Gardner Builders for the construction work needed to co-locate the desks</b>	
BACKGROUND/CONTEXT:  On August 2, 2016, Jack Poling (MSR), Spike Carlsen, and Lynne Bertalmio met with Bova Ngase from Gardner Builders to discuss the construction project to co-locate the circulation and information desks. Gardner Builders submitted the low estimate for the project. In meeting with Garner’s representative, we wanted to assure ourselves that this was a responsible estimate and that Gardner had a firm understanding of the project. All three of us were convinced that Gardner’s representative and a very good understanding of the project. Based on the discussion, MSR is making a few small adjustments to the construction instructions. Based on the discussion and the inventory of “attic” supplies that the library has on hand, Gardner will adjust its estimate. City Attorney Dave Magnuson will help us develop the construction contract. Gardner estimates that the project will take five weeks to complete and that they may still be able to begin work in August.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?: <b>Two of three Facilities Committee members discussed the decision later the same day and agreed that contracting with Gardner Builders would be their choice.</b>	

**Resolution/Follow-Up Notes**

OUTCOME OF DISCUSSION:
NEXT STEPS:

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: 2017 Budget Hearing	
OWNER: Director	PRESENTER: Director
REQUESTED AGENDA TYPE (A, I, D): D	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?  IF YES, NOTE STATUS – 1 <sup>st</sup> READ, 2 <sup>nd</sup> READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
BACKGROUND/CONTEXT:  The 2017 budget hearing will be held on Tuesday August 16 from 3:30 to 6:30 PM. Tom McCarty has said that this hearing will be much the same as last year’s budget hearing with a power point presentation of the entire City budget. He thinks that there may be somewhat more opportunity for comment by departments, but that additional time will be a decision of the Council.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

**Resolution/Follow-Up Notes**

OUTCOME OF DISCUSSION:
NEXT STEPS:

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Gift and Supplemental Fund Reports and Procedures</b>	
OWNER: <b>Finance and Executive Committee</b>	PRESENTER: <b>Mike Keliher</b>
REQUESTED AGENDA TYPE (A, I, D): <b>A</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?  IF YES, NOTE STATUS – 1 <sup>st</sup> READ, 2 <sup>nd</sup> READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: <b>Adopt the attached formats, reports, and gift process map for future reporting</b>	
BACKGROUND/CONTEXT:  To answer President Keliher’s request for a process and report to receive, acknowledge, and allocate gift and supplementary funds, Keri Goeltl devised the following gift process map and reports. Mike and members of the Finance Committee met with Tom McCarty. Among other topics of discussion, Tom was given these reports, which he found comprehensible and helpful.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?: <b>Board President and Finance Committee</b>	

**Resolution/Follow-Up Notes**

OUTCOME OF DISCUSSION:
NEXT STEPS:

This document reviews the process for the deposit and allocation of gift funds received by the library.

**CHART OF INCOME ACCOUNTS USED FOR GIFT FUNDS RECEIVED BY LIBRARY:**

FUND	NAME	ACCOUNTS
220	Minerva	220-0000-3810-0200 Interest Earnings-Investments
221	MC-Webster	221-0000-3810-0200 Interest Earnings-Investments
222	HR Murdock	222-0000-3810-0200 Interest Earnings-Investments
223	Sunday Grant (Staff Hours Grants)	223-0000-3870-0100 Refunds & Reimbursements
224	Helen Lawson	224-0000-3820-0100 Donations
226	Van Meier	226-0000-3810-0200 Interest Earnings-Investments
227	Gifts – Govt	227-0000-3820-0100 Donations
230	Library (Primary City Account for Library)	230-0000-3820-0100 Gifts
232	SPLF	232-0000-3820-0100 SPLF Donations 232-0000-3820-0305 SPLF Donations – Library Equipment 232-0000-3820-0310 SPLF Donations – Library Materials 232-0000-3820-0315 SPLF Donations – Library Miscellaneous 232-0000-3820-0320 SPLF Donations – Library Programs
235	Library Donations	235-0000-3820-0100 Donations 235-3235-3820-0100 Donations – Library Materials 235-3236-3820-0100 Donations – Library Programs 235-3237-3820-0100 Donations – Library Equipment 235-3238-3820-0100 Donations – Library Miscellaneous

**ENDOWMENT TYPE GIFTS**

Gift is a NEW endowment type gift where only interest may be spent and principal is reserved.

New endowment gifts go to Board for review. \*\*\* We do need to determine a process for how to manage/deposit/allocate/expend funds for new endowment-type gifts received by the library. \*\*\*

Gift is a payment of interest from a previously established endowment.

<i>If Source Is:</i>	<i>Deposit Into:</i>	<i>Specify Use:</i>	<i>Board Action:</i>
Source	City Account	Use	Board Action
Lawson	224-0000-3820-0100 Helen Lawson Fund – Donations	Board to determine use consistent with intentions of donor.	Goes to board for use allocation.
Athena	235-3235-3820-0100 Library Donations – Materials	Restricted for the purchase of adult non- fiction materials.	
City Held Funds:			
Minerva	220-0000-3810-0200 Minerva - Interest Earnings- Investments	Restricted for the purchase of materials.	
MC-Webster	221-0000-3810-0200 MC Webster - Interest Earnings-Investments	Restricted for the purchase of materials.	
HR Murdock	222-0000-3810-0200 HR Murdock - Interest Earnings-Investments	Restricted for the purchase of materials.	
Van Meier	222-0000-3810-0200 Van Meier- Interest Earnings- Investments	Restricted for the purchase of materials.	



**SPLF GIFTS**

Gift is from the Stillwater Public Library Foundation.

<i>If Gift Is:</i>	<i>Deposit Into:</i>	<i>Specify Use:</i>	<i>Board Action:</i>
Gift Type	City Account	Use	Board Action
Reimbursement for expense incurred under an existing grant	Deposit into city account based on expense type incurred:  232-000-3820-0305 (SPLF Donations – Library Equipment)  232-0000-3820-0310 (SPLF Donations – Library Materials)  232-0000-3820-0315 (SPLF Donations – Library Miscellaneous)  232-0000-3820-0320 (SPLF Donations – Library Programs)  223-0000-3870-0100 (Sunday Grant/Staff Service – Refunds & Reimbursements)	Use determined by SPLF. Expenses already incurred.	
A new donation with restrictions specifying use	Deposit into city account based on requested use type from SPLF:  232-000-3820-0305 (SPLF Donations – Library Equipment)  232-0000-3820-0310 (SPLF Donations – Library Materials)  232-0000-3820-0315 (SPLF Donations – Library Miscellaneous)  232-0000-3820-0320 (SPLF Donations – Library Programs)  223-0000-3870-0100 (Sunday Grant/Staff Service – Refunds & Reimbursements)	Use determined by SPLF.	
A new donation with no restrictions specifying use	232-0000-3820-0100 (SPLF Donations)	Board to determine use.	Goes to board for use allocation.

**FRIENDS GIFTS**

Gift is from the Friends of the Stillwater Public Library.

<i>If Gift Is:</i>	<i>Deposit Into:</i>	<i>Specify Use:</i>	<i>Board Action:</i>
Gift Type	City Account	Use	Board Action
A new donation with restrictions specifying use	Deposit into city account based on requested use type from SPLF:  235-3235-3820-0100(Donations – Library Materials)  235-3236-3820-0100 (Donations – Library Programs)  235-3237-3820-0100 (Donations – Library Equipment)  235-3238-3820-0100 (Donations – Library Miscellaneous)  223-0000-3870-0100 (Sunday Grant/Staff Service – Refunds & Reimbursements)  230-0000-3820-0100 (Gifts) – If specified for General Operating	Use determined by Friends.	
A new donation with no restrictions specifying use	235-0000-3820-0100 (Donations)	Board to determine use.	Goes to board for use allocation.

**NEW OUTRIGHT GIFTS (FULL GIFT MAY BE SPENT)**

Gift is an outright gift to the library where the full amount may be spent.

If gift is from a government entity:

<i>If Source Is:</i>	<i>Deposit Into:</i>	<i>Specify Use:</i>	<i>Board Action:</i>
Source	City Account	Use	Board Action
Government	227-0000-3820-0100 Government Gifts - Donations	If use is not specified by donor, Board to determine.	Goes to board for use allocation if unrestricted by donor.

If gift is a not from another governmental group, the Friends or SPLF:

<i>If Gift Is:</i>	<i>Deposit Into:</i>	<i>Specify Use:</i>	<i>Board Action:</i>
Gift Type	City Account	Use	Board Action
A gift of \$100 or less restricted for a specific use by donor  AND  to be spent In the same fiscal year as received.	230-0000-3820-0100 (Gifts)	Use determined by donor	
A gift of \$100 or less unrestricted for use.	230-0000-3820-0100 (Gifts)	Applied to 230 to offset generally operating	
A gift of \$100 or less restricted for a specific use by donor  AND  cannot be used in the same fiscal year as received .  (Gifts received at year-end or for very specific purpose)	Deposit into 235 city account based on requested use type from donor. 235 account rolls annually & allows gift to be spent in next fiscal year.  235-3235-3820-0100(Donations – Library Materials)  235-3236-3820-0100 (Donations – Library Programs)  235-3237-3820-0100 (Donations – Library Equipment)  235-3238-3820-0100 (Donations – Library Miscellaneous)	Use determined by donor	

<p>A gift of more than \$100 restricted for a specific use by donor.</p>	<p>Deposit into 235 city account based on requested use type from donor. 235 account rolls from year to year and also allows for tracking of gift expenditures.</p> <p>235-3235-3820-0100(Donations – Library Materials)</p> <p>235-3236-3820-0100 (Donations – Library Programs)</p> <p>235-3237-3820-0100 (Donations – Library Equipment)</p> <p>235-3238-3820-0100 (Donations – Library Miscellaneous)</p>	<p>Use determined by donor</p>	
<p>A gift of more than \$100 unrestricted use.</p>	<p>235-0000-3820-0100 (Donations)</p>	<p>Board to determine use.</p>	<p>Goes to board for use allocation.</p>

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION:  Board Vacancy	
OWNER: Director	PRESENTER: Director
REQUESTED AGENDA TYPE (A, I, D):  D	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?  IF YES, NOTE STATUS – 1 <sup>st</sup> READ, 2 <sup>nd</sup> READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
BACKGROUND/CONTEXT:  Michele Cassavante has indicated that the August 2016 Board meeting will be her last meeting. She has notified the Mayor of this. The City will begin its open appointment process. All Board members should consider what skills the Board needs at this juncture.  Michele’s term would have ended on December 31 were she not spending the autumn in France. The other terms ending this year are those of Maureen Bell and Craig Hansen. Both are eligible for reappointment and could consider at this time if they would like to be reappointed as it would be helpful to the City to know how many slots are to be filled.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

**Resolution/Follow-Up Notes**

OUTCOME OF DISCUSSION:
NEXT STEPS:

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION:	
Implementing Policy Governance	
OWNER: Board President	PRESENTER: Mike Keliher
REQUESTED AGENDA TYPE (A, I, D): D	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?  IF YES, NOTE STATUS – 1 <sup>st</sup> READ, 2 <sup>nd</sup> READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
BACKGROUND/CONTEXT:  This document moves along discussion of policy governance as described John Carver.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:  Implementing Carver’s Policy Governance	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

**Resolution/ Follow-Up Notes**

OUTCOME OF DISCUSSION:
NEXT STEPS:

## What does Policy Governance mean?

Beyond the core principles of what Policy Governance is and how it works (which were introduced in the memo included in the July board packet), a handful of crucial outcomes spring to mind when contemplating what our board and our work would look like after implementing Policy Governance. Those include:

- Rather than talking about the past or even the present, we spend much more time talking about the future – and our library’s role in that future
- Rather than being asked to approve recommendations or decisions made by staff, we outline policies that say, in effect, “anything that doesn’t conflict with these policies is explicitly pre-approved by the board”
- Rather than flailing to evaluate our director based on an annual scorecard and the moving goalposts of annual objective-setting, we clearly establish desired goals for the library’s work – *why the library exists and what good it brings to the community* – and assess the director based on whether those goals are met
- Rather than having staff, partners (such as the city council or Washington County) and our community hear a cacophony of messages spill out from the board’s nine trustees, we instead:
  - Give staff, including the director, crystal-clear direction with one voice; staff answers to the director, and the director answers to *the board*, not board members, not the board chair, not board committees
  - Give our partners the confidence that we’re acting as careful and attentive stewards of our library and its finances while working tirelessly to make the library as useful to our community as possible; we stay clearly focused on the big picture and our role in the community without getting lost in operational details and reports that don’t inform strategic decision-making
  - Give our community clear and consistent communication, as the board speaks with *one voice*; the nine trustees use their diverse experiences and knowledge to represent our diverse community, but once the board reaches a decision, the board honors and embraces that decision

## How do we get there?

In his second book about Policy Governance, called “Reinventing Your Board,” Carver lays out a process for implementing this governance system. Similarly, consulting firm CBLD offers its own recommended process for implementing Carver’s model (<https://cdsconsulting.imeetcentral.com/cbld/doc/15386900/w-PolicyGovernanceImplementation>). I’ve blended those two processes together and summarized them here, with an eye toward making them as relevant as possible for our board and our organization. At a high level, the process looks something like this:

- Learn about Policy Governance and make an affirmative decision to implement the model; this can’t be done passively or half-heartedly

- Begin developing the three sections of Means policies; Means policies, in Carver’s parlance, are those that dictate how the organization and its board will operate, which includes:
  - Executive Limitations policies, which outline expectations for the director and, indirectly and by extension, the staff
  - Governance Process policies, which outline expectations and operations for the board
  - Board-CEO Linkage policies, which outline the expectations the board has for its relationship with the director
- Assess existing board policies (and undocumented/informally documented decisions) for possible inclusion in new policies
  - This includes review of the board “job description,” our bylaws, our past policy/procedure decisions, etc.
- Begin developing our initial Ends policies
  - Means policies outline how the organization works; Ends policies dictate to *what end* that work is done, explaining why the organization exists and what value it brings to its corner of the world
  - “Begin” and “initial” are crucial words here, as Carver argues that A) developing and refining Ends policies is the primary function of the board and B) it’s a perpetual task
- Conduct a legal check; have the city attorney make sure we’re plugging all necessary gaps, including any conflicts in our bylaws
  - Carver is quick to say that if your Policy Governance approach conflicts with your bylaws in any way, don’t change your governance approach; change your bylaws!
- Make a starter set of agendas, based on the cadence outlined by Carver
- Prepare our stakeholders (city council, Foundation and Friends, Washington County Library) about what we’re doing and why we’re doing it
- Once the above preparatory work is in place, move in one fell swoop to implement the new model: “set a date on which the model comes into effect, and pass a motion stating that as of that date, all previous board policies and other decisions are set aside, and your new policies are in effect”
- Gain confidence through data; part of the policymaking process involves identifying what reports the board must see in order to verify its established Ends are being met

*Please note that while this document makes a solid effort to speak plainly about the ins and outs of Policy Governance, there’s no substitute for reading the source material. The only marginally suitable substitute would be taking Mike out for coffee!*



## Director's Report

**Relationship with the Board/Issues:** By a vote of 74-18, the U.S. Senate confirmed Carla Hayden for the top post at the largest library in the world – the Library of Congress. Hayden is chief executive officer of the Enoch Pratt Free Library system in Baltimore. She drew praise last year when she kept Baltimore's libraries open during the unrest that followed the death of Freddie Gray. She will become the first black American and first female librarian of Congress. Hayden will become the 14th librarian of Congress and will be the first librarian to hold the post in six decades, according to the American Library Association. \* Many of our staff members attended a training session at City Hall, presented by two Stillwater police officers. Unlike most safety training in the past, this session focused on preparing for and handling active shooter situations. The new watchwords for this kind of event is run-hide-fight. Staff members of all organizations are being told that flight is the first response and that each individual's responsibility is to run if able. The session then went on to the inventory that these officers have taken of the City Hall facility and the changes that they would recommend. There are changes that could be done at City Hall with little expense, but some changes would be more costly. The mission and operations of the library are so different that some of the changes the City is contemplating would not work here, i.e. all non-staff members registering for a visitor's badge. I will check with Tom McCarty to find out if this kind of assessment could be done here to improve some aspects of the facility.

**Goals and Objectives:** We are nearing the end of cross training, but it has taken quite a bit of time. \* Carolyn found work done by the Cornell University Library that may be modified – and simplified – for our use in evaluating and establishing partnerships. Cornell has developed pre-partnership, existing partnership, and partnership assessment tools that will help us analyze opportunities and resources for partnerships. \* Stillwater's HR Director Donna Robole has shared with us an example of a transition planning document that was created for an organization to which she belonged. The objective is to create a plan that would cover a six to twelve month absence in a position that would translate the job description into a schedule of tasks to be accomplished.

**Community and Professional Relationships:** The compliments for the summer reading program have been nonstop. The original objective for summer reading programs was maintaining children's reading acuity over the summer so that they did not lose ground by the time school started. It has become so much more. It is a time to read by choice, to explore new types of reading and to attend programs that make stories leap off the page, to learn new skills, and to create a community around the library. STEM Storytimes and Crafternoons have created solid followings. Adults – through their summer reading program – are modeling good reading habits to their children and just having fun. On one of the hottest nights of the year, concert attendees were piped to misty Celtic lands and cooled off. All of the summer events take a tremendous amount of planning and hard work – and support from Legacy Funds and the SPL Foundation.

**Staff and Personnel:** Supervisors have created schedule templates for the co-located desk. Cross training – for tasks that all public service personnel will perform – continues. We are working on the outreach/partnership package: how will we set targets, track contacts, and measure success. Some interesting opportunities are arising and we are trying to initiate some contacts even before the construction work has started.\* Work is underway on the city-wide classification and compensation study. Flaherty and Hood, the City’s consultant team, has set benchmark positions and has begun market research. We were able to help the City and FH by locating jobs that are similar at target libraries and supplying job titles. As pay rates for a number of these benchmarks are available online, we may have saved FH some work in locating needed information.

**Business and Finance:** The generous donors who have talked with us about ways to make our event business more profitable have now switched their focus back to permanent tent tie downs on the terrace. Although the changes to the meeting room wing that I discussed with them would be lovely, the donors doubt that the increased revenue that we would receive would be a good return on investment. As it happens, the companies that rent tents to wedding parties have communicated that they are unwilling to place tents on our terrace without permanent tent tie downs. They fear for damage to their tents and to our building for which they might be held responsible. This information has been communicated to the Facilities Committee. \* In September, I will be part of a webinar titled *How to Create New Revenue Streams for Your Library*, put on by the American Library Association. They promise that over 40 new revenue streams will be identified – in an hour!

**Technology:** On July 28, Maureen Bell and I went to the opening of the Dakota County Library’s new iLab. In two areas of the Wescott library, DCL has added creative equipment and software. There are capabilities for video production (including a green screen), audio production, creative design, photograph conversion, 3D printing, sewing (two sewing machines), and fabric and paper cutting. There was a quilter present for the opening who was ready to start using the fabric cutter at any time. I am certain that they will have takers for the other equipment as well. However, I continue to question 3D printer use in a public library. Making anything of significance seems to take a very long time.

## Board of Trustees Calendar

### 2016

#### August

3	Joint Meeting with City Council 3:30 PM no Friends meeting
9	SPL Board Meeting 8 p.m.
17	SPLF Executive Committee meeting 8:30 a.m.
24	SPLF Board meeting 7:30 AM

#### September

12	no Friends meeting
13	SPL Board Meeting 7 p.m.
21	SPLF Executive Committee meeting 8:30 a.m.
28	SPLF Board meeting 7:30 AM
29-30	MLA Conference in Duluth

#### October

6	SPL Foundation Donor Event
10	Friends meeting
11	SPL Board Meeting 7 p.m.
19	SPLF Executive Committee meeting 8:30 a.m.
26	SPLF Board meeting

#### November

9	rescheduled SPL Board Meeting 7 p.m.
9,10,11,12	Friends fall booksale
10	Give to the Max Day
14	Friends meeting
14,15	SPLF Style Speaks Volumes
16	SPLF Executive Committee meeting 8:30 a.m.
23	SPLF Board meeting 7:30 AM
TBA	Foundation Direct Mail Campaign

#### December

Date pending	SPLF Executive Committee meeting 8 a.m.
13	SPL Board Meeting 7 p.m. No SPLF Board meeting or Friends meeting in December
31	Board terms end

### 2017

#### January

Begin Development of Five-Year Capital Forecast 2018-2022

BOARD MEETING FOLLOW-UP					
ID	Board Meeting	Task	Description	Responsible	Status
51	3/8/2016	Supplemental Funds	Develop a formal process for the acceptance and fund allocation of gifts.	Keliher	7/29/16: In Progress Goeltl prepared a list of 2016 gifts received and the Supplemental Funds document that describes the conditions and use of each fund as the start of the formal process for acceptance. Goeltl also created a flowchart detailing how gift funds are handled when received. These reports will be presented at the August 2016 meeting.
14	9/8/2015	Terrace Tie-Downs	Follow-up with Anne Young about the possible installation of tent tie-downs on the Terrace.	Bertalmio	7/29/16: In Progress Facilities committee will work on permanent tent tie downs, the donors revised choice of project
30	12/9/2015	Prioritize Facility Repairs/Work	Facilities should catalog a list of repairs needed and prioritize the work, including the leak in Bertalmio's office and the ceiling cracks throughout the building. List should be provided to board by the Spring of 2016.	Facilities Committee	7/29/16: In Progress The Facilities Committee should assess the state of the facility to prepare for the 2017-2022 Capital Plan.
50	3/8/2016	Building Reconfiguration	Develop a staffing model plan in preparation for co-location change.	Bertalmio	7/29/16: In Progress A prototype desk schedule has been developed. Cross-training is occurring. The Management Team is developing parameters for off-desk time.
57	4/12/2016	Long-Term Financial Planning	Meet individually with members of the city council to help educate them about the library.	Bell Cassavante Carlsen Hansen Keliher	7/29/16: In Progress Keliher has developed talking points for coffee sessions with Council members for implementation after the August 3 joint meeting.
52	3/8/2016	Partnerships & Outreach	Provide board with a plan for what would be realistic for the library to do in outreach over the next year.	Bertalmio	7/29/16: In progress Management Team is working to set off-desk parameters for staff which will allow for the development of outreach goals.
55	4/12/2016	Partnerships & Outreach	Review recent demographic data from school district (and other sources if available) to help identify underserved and diverse populations of the Stillwater area.	Cassavante Otte	
53	3/8/2016	Board Goals	Discuss 2016 Board Goals.	Keliher	Process will begin with a review of bylaws and other existing "job descriptions" for trustees.
60	5/10/2016	Building Name Rights Plan	Board requested that staff prepare a list of donor-named features that will be disrupted by the building reconfiguration, develop a list of alternative features that could be offered to the donor for naming, and provide staff recommendations on the best alternatives	Bertalmio	7/29/16 In Progress
61	5/10/2016	Building Name Rights Task Force	After naming rights plan is received from staff, convene a small task force of Board, staff members and an SPLF board member to review plan and determine donor approach.		

64	5/10/2016	Teen Area	Furnishing costs for the teen room is TBD. Further discussion needs to occur with YS, TAB to review ideas and develop a more specific plan for the teen areas before costs can be determined.	Bertalmio	7/29/16 In Progress: A meeting was held with staff, MSR staff, TAB members to discuss desired changes.
65	6/14/2016	Building Reconfiguration	Create a comprehensive building reconfiguration document that includes full project costs (construction, furnishings and equipment), funding sources, and project timelines.	Bertalmio Carlsen Otte Richie	7/29/16 Complete: This document was presented at the July meeting
66	6/14/2016	Reschedule November Board Meeting	November's regularly scheduled board meeting is on Election Day. Reschedule November meeting for another date.	Keliher Bertalmio	7/29/16 Complete: Meeting rescheduled for Wednesday, November 9
67	7/12/2016	August 3 Meeting with City Council	Set agenda for meeting and provide reports for Council packet	Bertalmio McCarty	7/29/16 Complete: Discussion of library history and finances will be on Council's agenda for the 3:30 meeting; reports distributed in packet
68	7/12/2016	Select construction firm for co-location	The Facilities Committee and Director will review construction estimates and select firm	Facilities Bertalmio	7/29/16 In Progress: Meeting to be arranged with low estimate
67	<b>Board Meeting</b>	<b>Task</b>	<b>Description</b>	<b>Responsible</b>	<b>Status</b>
<b>TICKLER ITEMS</b>	9/8/2015	Pavers - Neighbor Communication	Inform neighbors about paver replacement and potential timing and disruption.		TICKLER: No known date for paver replacement; Communicate to neighbors when date is known.
<b>ID</b>					

<b>COMPLETED - BOARD MEETING FOLLOW-UP</b>					
<b>ID</b>	<b>Board Meeting</b>	<b>Task</b>	<b>Description</b>	<b>Responsible</b>	<b>Status</b>
3	7/14/2015	Strategic Plan 2.3.12 WCL/SPL Relationship	Create a task force to examine relationship to and explore collaborations with Washington County. Stark volunteered to help with this.	Keliher Stark	<b>9/8/15 - Complete:</b> Task Force created, and Stark and Carlson assigned.
4	8/11/2015	Strategic Plan 1.4.1 Visitation Patterns	Create a report to show the count of people in library by day of week, hour of day and location. Bertalmio will prepare report and distribute to Board. Gordon volunteered to provide graphing suggestions.	Bertalmio Gordon	<b>9/8/15 - Complete:</b> Bertalmio distributed report to board at Sept meeting.
5	8/11/2015	Strategic Plan	Review Strategic Plan and provide new timeframe recommendations for board approval.	Bertalmio Keliher	<b>9/8/15 - Complete:</b> Provided updated strategic plan in September Board Packet and presented at Sept meeting. Board approved plan as amended.
6	8/11/2015	Building Study Committee	Provide recommended list of Building Study Committee members for board approval.	Keliher	<b>9/8/15 - Complete:</b> Keliher distributed list of proposed task force members (Bell, Gordon, 1 SPLF member, 1 Friends member and 2 staff members) at Sept meeting.
7	8/11/2015	Wedding/Events Report	Provide board with comparison of number of weddings booked to date for 2016 in comparison with bookings at this time for prior years.	Bertalmio	<b>9/8/15 - Complete:</b> Bertalmio's Director's Report in September Board packet indicated that 2016 bookings are on par with 2015 bookings at this time last year. More ceremonies than in past which has less furniture rental revenue.

COMPLETED - BOARD MEETING FOLLOW-UP					
ID	Board Meeting	Task	Description	Responsible	Status
8	8/11/2015	Sunday Hours	Provide board with a list of key contacts receiving information about Sunday Hours.	Bertalmio	<b>9/8/15 - Complete:</b> Bertalmio's Director's Report in September Board packet indicated that info was sent to Pioneer Press, Star Tribune, and local papers. Flyers sent to churches, SAPS digital backpack and area libraries. Signs up in library and on building. Bookmarks distributed to patrons. Info on website and social media.
10	8/11/2015	Trustee Interviewing Committee	Form Committee to interview Board of Trustee Applicants. Gordon volunteered to serve on Committee.	Gordon	<b>9/8/15 - Complete:</b> Gordon and Carlsen agreed to serve on committee.
15	9/8/2015	Building Study Task Force Members	Recruit 2 staff members, 1 Foundation member, 1 Friends member and 4 Bd Members to serve on Task Force.	Bertalmio Keliher	<b>9/25/15 - Complete:</b> Recruited Bd Members Bell, Gordon, Menikheim, Stark, Staff Aurora Jacobsen and Jody Vasilakes, SPLF Jean Morse and Friends Nancy Prince to serve on task force and sent introductory email.
22	9/8/2015	Library in the News	Send out copies of articles when library is in the news.	Bertalmio	<b>9/14/15 - Complete:</b> Sunday Hour clippings and Mad Men article emailed to Board. Articles will be emailed going forward when library is in the news.
2	7/14/2015	Strategic Plan - 2015 Board Action Steps	Provide board with an updated copy of the 2015 Board Action Plan, list of action items on strategic plan that are the responsibility of the board. Requested by Stark.	Keliher	<b>10/13/15 - Completed:</b> Document included in October Board Packet.
17	9/8/2015	2016 Budget	Revise operating and capital budget in accordance with the new budget numbers adopted by the city. Bring to board for approval at October's meeting.	Stark Richie Bertalmio	<b>10/13/15 - Completed:</b> Brought revised budget to Board at October's meeting. Approved.
19	9/8/2015	SelfChecks - Book Recommendations	Provide board with update on status of providing book recommendations via SelfCheck machines.	Bertalmio	<b>10/13/15 - Completed:</b> Self-Check machines are displaying recommended reads.

<b>COMPLETED - BOARD MEETING FOLLOW-UP</b>					
<b>ID</b>	<b>Board Meeting</b>	<b>Task</b>	<b>Description</b>	<b>Responsible</b>	<b>Status</b>
24	9/8/2015	Board List	Provide Board with a list of members and terms at October Board meeting.	Bertalmio	<b>10/13/15 - Completed:</b> List provided at October's Board Meeting.
16	9/8/2015	Building Study Task Force Meetings	Schedule special meeting of full board with MSR and schedule building task force meetings with MSR.	Bertalmio	<b>10/16/15 - Completed:</b> MSR meeting with Board scheduled for 10/9/15; First Task Force Mtg scheduled for 11/4/15.
18	9/8/2015	Board Vacancy	Interview board applicants and provide recommendation.	Carlsen Gordon	<b>10/30/15 - Completed:</b> Gordon and Carlsen completed interviews with 4 applicants. Presented recommendation to board and board approved.
21	9/8/2015	Appreciation Resolution	Draft a resolution thanking donors and community for support of Sunday Hours.	Gordon	<b>10/13/15 - Complete:</b> Resolution drafted and approved. Presented to SPLF at November 17 City Council meeting.
26	9/8/2015	Greeting Card for Corbett	Distribute greeting card and collect funds to thank him for his service as an outgoing member of the board.		<b>11/18/15 - Completed</b> Thank you from Corbett received.
27	10/13/2015	2016 YS	HR Committee to review strategic plan as it pertains to YS and look into enhancing this area within the changed financial structure.	HR Committee	<b>12/15/15 - Completed</b> Motion for funding will be on January 2016 agenda.
28	10/13/2015	Union Negotiations	Bertalmio to schedule negotiation sessions with Union and Executive Committee.	Bertalmio	<b>12/16/15 - Completed</b> Agreement reached. Contract ready for ratification.
31	12/9/2015	Capital Funds	The Board requested that Bertalmio clarify with McCarty if capital funds may be used for building repairs.	Bertalmio	<b>12/10/15 - Completed:</b> Bertalmio clarified with McCarty that capital funds may be used for major building repairs (repairs over \$1,000).
32	12/9/2015	Capital Funds	Board requested that an updated Library Capital 2015 document be sent with the updated expenditure and rollover information	Bertalmio	<b>12/22/15 - Completed</b> Report has been generated and will be distributed in January Board packet.
12	8/11/2015	Supplemental Funds	Schedule meeting with Finance Committee and Magnuson to discuss use of McCluer-Webster and some of the smaller funds held at the city.	Bertalmio	<b>11/10/15 -Meeting Completed</b>



COMPLETED - BOARD MEETING FOLLOW-UP					
ID	Board Meeting	Task	Description	Responsible	Status
34	12/9/2015	City Email Accounts	Bertalmio to research and provide board with a list of possible considerations when using city email account. Bertalmio to provide board with a copy of the tech policy.	Bertalmio	<b>1/12/16: Completed</b> Bertalmio provided policy and considerations list to Board.
35	1/12/2016	City Email Accounts	Bertalmio to follow-up with City IT to determine if (1) all of the Board members need to adopt use of a city email address, and (2) of a single Trustees email address could be created for constituents to send questions and feedback which would then trigger an email to all board members.	Bertalmio	
25	9/8/2015	Meeting Time Change - Bylaws	Investigate bylaws to see how/if meeting times for monthly meetings can be changed.	Bertalmio Keliher	<b>9/27/15 - Research Complete:</b> Bylaw research done. Bylaws don't restrict time.  Discuss at annual meeting in January 2016
29	12/9/2015	Board of Trustee Opening	Carlsen and Stark to interview candidates for Board of Trustees position and provide recommendation after all applications are received (due by 12/14/15).	Carlsen Stark	2/9/16: Completed Otte recommended at mtg
37	1/12/2016	Building Task Force	Board to contact Carlsen to see if he is interested in taking Gordon's place on the task force.	Keliher	<b>1/19/16 Completed</b>
47	1/12/2016	2016 Policy Review List	Policy and Governance Committee asked Bertalmio to provide them with a prioritized list of policies to review in 2016.	Bertalmio	2/1/16: List submitted to Bell.
38	1/12/2016	Building Task Force	Board requested to see versions of the MSR plans as they become available.	Bertalmio	3/8/16: Completed Copies of the latest plans with a description will be available in the March Board packet for discussion. <i>Special meeting of the Board with</i>
36	1/12/2016	Stillwater Scene	Board moved that Bertalmio should meet with Tom McCarty regarding the Library having a continuing presence on the Stillwater Scene and report back to the board.	Bertalmio	3/8/16: Completed City has budgeted for 2 - 3 mailed newsletters in 2016. Library may will be included. Bd moved that funds to pay fo this will come from printing budget and \$1,800 from Alice O'Brien.

COMPLETED - BOARD MEETING FOLLOW-UP					
ID	Board Meeting	Task	Description	Responsible	Status
39	1/12/2016	Personnel	Board requested that Bertalmio provide a full summary and background of the non-union wage scale and the personnel policy for non-union employees at the February Board meeting.	Bertalmio	2/9/16: Completed The information was provided in the February Board Packet.
41	1/12/2016	Personnel	Conduct Library Director Evaluation. * Board members to submit evaluation forms to Keliher by January 28th. * Review to occur at February's board meeting.	All	3/8/16: Completed Passed at March board meeting
33	11/10/2015	Supplemental Funds	Board should develop a document that describes the conditions and use of each fund.	Goeltl	4/13/16: Completed
13	9/8/2015	City Email Accounts	Bertalmio contact city IT to see if city email accounts may be created for library trustees as email communications between board members or emails about library business could be public data.	Bertalmio Keliher	3/23/16: Completed The email address is LibraryBoard@ci.stillwater.mn.us and these emails will be received by Keliher.
43	1/12/2016	Long-Term Financial Planning	Board requested that Bertalmio provide and review with them the 2014 Annual Report at February's meeting to help aid in the understanding of the annual dollars needed to run the library and the monies moving in and out of the library.	Bertalmio	4/12/16: Completed The 2014 report was provided in the February Board Packet. The 2015 report was provided in the April Board
47	3/8/2016	Building Task Force	Schedule a meeting with building task force prior to board meeting with MSR so task force can provide recommendations to board.	Bertalmio	3/23/16: Completed The Task Force met on March 24 and drafted a recommendation to the Board on the findings of the building
62	5/10/2016	Address Reallocation of Capital Funds	Menikheim raised concerns that the Board was requesting reallocation of money from one area to another, and tax dollars bonded for specific purposes shouldn't be used for other purposes. To further explore this concern, the Director, Finance Committee, and Board President will meet with Tom McCarty.	Bertalmio Keliher Otte Richie Stark	6/9/16: Completed Keliher, Richie, Stark, and Bertalmio met with McCarty. He explained the City of Stillwater's capital fund procedures and said that reallocation
63	5/10/2016	Capital Improvements Forecast	Board requested the Capital Improvement Forecast be added to the Board's calendar and agenda for January/February next year in preparation for this request.	Bertalmio	6/9/16 Completed:

**Washington County Library Board**  
Regular Meeting at Park Grove Branch Library  
7900 Hemingway Avenue South  
Cottage Grove, MN  
May 23, 2016

**Present**

**Board:** Cram, Jurgens, Lande, Meyer, Reeves, Skinner

**Staff:** Ryskoski, Schneider, Schulte, Stenftenagel

**Absent**

**Board:** Bull  
Commissioner Bigham attending NACO

**1. Call to Order**

Cram called the meeting to order at 6:35 p.m.

**Pledge of Allegiance**

**2. Recognition of Public**

- 3. Adoption of Agenda and Consent Calendar –** Reeves moved adoption of the agenda and consent calendar including the minutes. Motion seconded by Jurgens. Vote: All in favor. Motion carried. Jurgens moved acceptance of the donations. Reeves seconded the motion. Vote: All in favor. Motion carried.

**4. Unfinished and New Business –**

- A. Tour of Park Grove Library – Schulte, library manager at Park Grove Library led the board on a tour of the building. She highlighted some of the ways she is interested in changing use of the space in the building, some of the existing needs and problems, and how customers' interests along with supporting technology could be better addressed. She introduced also introduced staff working that evening.
- B. Marketing Discussion - Amy Stenftenagel, digital & media services librarian outlined for the board activities underway with goal two in the Library's strategic plan which is "Expand Public Awareness of the Library". She explained the work in progress on strategy one creating a new web presence for the Library as a sub site linked to the County website. As a sub site the Library will have more control over content and be able to create a more flexible user friendly site. This was a key strategy coming out of the planning process. Also as part of goal 2 the library is discussing how to best create a marketing and promotions plan and the analytical information needed to build an effective marketing campaign. She described for the board how some of the tools available bring various data together in one place and allow you to target specific audiences. For example you can customize email message to people on genre or format; target active or inactive users; and use other methods for library card renewals. St. Paul library recently reviewed three vendors and has moved forward with one. Ryskoski asked the board members for their thoughts whether using targeted email messages would be intrusive. Board members expressed how they might react with too much information coming at them but having information choices

would be positive; whether customers would have security concerns since “click on this” is often not safe; making sure there is an “unsubscribe” option available and not inundating people. Ryskoski added that there would also need to be staff to support such marketing but it could be a way the library can be more effective in building public awareness.

- C. Library Strategic Planning Update – Ryskoski reported that staff groups discussing the five major goals and strategies were to be turning in their work as of today. Groups have been assigned to develop tactics for each goal’s strategies, identify resources that may be needed and suggest a timeline for each tactic. A smaller leadership group of staff will take this information and continue to bring it together. Cram expressed interest in knowing the staff doing this work.
  
- D. Facilities Discussion – Ryskoski handed out to board members a set of data populated maps along with a draft chart of possible criteria that may be used with the county board to work through determining where to locate future facilities. He explained how to use the information on the chart and noted that the first column groups the county into the same planning zones as the previous facilities plan. Another part of the work is the information that has been gathered by Building Services in its “Facilities Condition Index” which shows Wildwood, Park Grove and Oakdale having significant issues with the existing buildings. Lande asked who had done the index and Ryskoski responded it had been done by county staff. At this time the intention is to meet with the County Board on July 12th about library buildings. The library board and Ryskoski discussed the several challenging issues surrounding the existing buildings and determining future buildings. How much to invest in dealing with the identified maintenance needs as new buildings are being discussed has to be reconciled. In the short term a new library may not be an immediate need but the facilities plan has to be more than fix the problems. Some problems such as the Wildwood location are not fixable and up to this point there has not been any dialog to garner the interest of local partners. In Hugo there have been a couple of meetings with the White Bear Lake school district. Reeves noted the plan need to be “make it more investing” in the future. Ryskoski also briefed the board on some of the ideas about the Lakeland library location where space is leased. There is other space at the north end of the strip mall that is vacant and he is in the process of engaging with the realtor. The current leased space is very limited and putting in an accessible restroom besides being costly will take up a much larger portion of the space. Ryskoski had no further news to share about Lake Elmo. Indications are some parties are interested in coming back into the county library. At the end of the discussion the board agreed they should hold their next meeting at the Valley library in Lakeland.
  
- E. Little Free Libraries – Jurgens said he had asked for this item to be on the agenda after the incident in Cottage Grove where someone had vandalize on of the free library structures that had been a Girl Scout member’s project. His thought was whether we could provide five-ten dollars’ worth of donated books to stock them. There was some discussion about the good feeling around sharing reading materials but at the same time whether the county library should get involved or if it could legally provide for one or a few locations without creating an expectation at other locations. At this time it is low priority consideration. Jurgens suggested we check on whether there is a list of locations of the free libraries and Bigham added there is one in Lake Elmo Park. The library already has had to supply county parks with donations on nature to keep materials in that one.

**5. Director and Board Reports** – Ryskoski had no further reports except to remind the board of the library anniversary celebrations on the calendar in the fall at Park Grove, September 10; Hardwood Creek, October 2; Oakdale, November 5; and R.H. Stafford, December 4. Bigham announced that Jurgens had received an award as “volunteer of the year” for his many hours of service in Cottage Grove.

**6. Adjournment**

Cram called for a motion to adjourn. Reeves moved adjournment. Meyer seconded the motion. The meeting adjourned at 8:10 p.m.

The next scheduled meeting of the Library Board is July 25, 2016 at 6:30 p.m. The meeting will be held at the Valley branch library, 380 St. Croix Trail South, Lakeland, MN 55043.

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Our Mission: Providing quality services through responsible leadership, innovation and the cooperation of dedicated people

**Date:** July 29, 2016  
**Contact:** Yvonne Klinnert, Public Information Manager  
**Phone:** [651-430-6026](tel:651-430-6026), after hours [952-807-3723](tel:952-807-3723)  
**E-mail:** [yvonne.klinnert@co.washington.mn.us](mailto:yvonne.klinnert@co.washington.mn.us)

### **County Board reviews future need for library facilities, considers replacing 2 libraries**

Recent County Board direction to begin planning to replace two existing Washington County libraries and make an upgrade to a third reflects the ongoing value of libraries to communities and county residents.

Earlier this year, the County Board adopted a new library strategic plan. One of the goals emerging out of this planning process was to improve library facilities. Implementation strategies called for updating existing space and planning for new facilities and reworking current space to meet evolving community needs.

Board discussions July 12 highlighted how maintaining buildings the county already owns is a high priority. Recommendations presented to the County Board included replacing Wildwood and Park Grove libraries, both in need of major structural repairs. A library facilities assessment presented to the board in March revealed that Wildwood library will require more than \$1.5 million and Park Grove will require more than \$2.3 million in maintenance in the coming years. The projected expense levels prompted commissioners to focus on replacement of these libraries, rather than continuing to invest in expensive repairs and upgrades.

In addition to these facility replacement plans, the county board signaled a clear intent to develop a funding plan for maintenance needs of the remainder of the county's libraries to assure those facilities are also providing optimal service for the length of their useful life.

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Another recommendation called for finding a new space for Valley Library, which is housed in a shopping mall on St. Croix Trail in Lakeland. The rented space is challenged by increasing use and is in need of \$127,000 in upgrades to provide adequate service levels.

Recognition was also given to the fact that the county continues to grow in population, and monitoring of the changing needs and the use trends of residents will be important to assure adequate levels of service delivery countywide.

The Washington County Library has six branches, Hardwood Creek in Forest Lake, Oakdale Library, Park Grove in Cottage Grove, R.H. Stafford in Woodbury, Wildwood in Mahtomedi, and Valley Library in Lakeland. The county also provides access to library materials through secure lockers in Hugo, Marine on St. Croix, and Newport. Associate libraries in Bayport and Stillwater also serve county residents.