

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES**

Tuesday, February 10, 2015, 7 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 January 2015 Minutes
 - b. Acknowledgement of Bills Paid in January 2015 for 2014: \$24,014.29+
for 2015: \$18,753.10+
 - c. Monthly Activity Report*
 - d. Other Activity Reports*
 - e. Director and Other Staff Reports+
 - f. Financial Reports

5. Guest Doug Monson, 3M Cloud

Old Business

6. Election of the Vice President A
7. Update on Noise and Parking Complaints D+
8. Strategic Plan Update – Dashboard D+

New Business

9. Building Discussion D
10. Board Calendar D+
11. Personnel Policy Revision A+

Closed Session

12. Adjourn to executive session for Library Director performance review D*

Reports

13. Foundation Report
14. Board Committee Reports - Committee Structure and Schedule
 - a. Executive
 - b. Facilities
 - c. Finance
 - d. Governance and Policy
 - e. Human Resources+
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, February 9, 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
January 13, 2015**

Minutes

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

ABSENT: Cassavante

STAFF: Library Director Bertalmio, Goeltl

AGENDA ITEM 1: Call to Order

Meeting called to order at 7:00 pm by Corbett, Chair.

AGENDA ITEM 2: Adoption of Agenda

- Motion to add Agenda Item 5A under Old Business: 1/12/15 Presentation of Strategic Plan to Friends. MSP.
- Motion to add Agenda Item 7A under New Business: Washington County Library Board Minutes. MSP.
- Motion to adopt agenda as amended. MSP.

AGENDA ITEM 3: Public Commentary

None.

AGENDA ITEM 4: Consent Calendar

- Move 4e, Director's Report, to 4A for discussion of personnel policy changes and launch of new website.
- Move 4b, Acknowledgement of Bills Paid, to 4B for discussion of staff reimbursement process.
- Move 4f, Financial Reports, to 4C for discussion of 2014 final numbers.
- Consent calendar adopted with changes.

- 4A. Director's Report:** Director Bertalmio reported on the City of Stillwater's revision to the background check process which will now include drug-testing. Board discussed possible need to revise the library's personnel policy to include drug-testing.

Director Bertalmio reported on launch of library's new website on January 1, 2015. Board discussed new website and feedback from public on site.

- 4B. Acknowledgement of Bills Paid:** Director Bertalmio reported that receipts were required for staff reimbursements.

- 4C. Financial Reports:** Director Bertalmio reported that the 2014 amounts are still very preliminary with many 2014 bills outstanding. Board discussed final and partial numbers.

AGENDA ITEM 5: Three and Sixth Month Goal Status

Discussion by board on progress toward the three and sixth month goals of strategic plan, including updates on the shade for the Terrace, the selection of a service model and board action steps. Corbett

*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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asked that the three and six month goals document now be incorporated into the implementation plan going forward.

AGENDA ITEM 5A: 1/12/15 Presentation of Strategic Plan to Friends of SPL

Corbett and Stark reported on their presentation of the strategic plan to the Friends and conveyed the Friends' request that the trustees become members of the Friends group and volunteer at the annual book sales. Discussion on the need for collaboration between the Board, Friends of SPL and the Stillwater Public Library Foundation. Corbett requested that a note be added to Executive Committee to do outreach to Friends and Foundation.

AGENDA ITEM 6: Website Launch

Keliher reported on plans to more publicly market the launch of the new site by March. Further discussion of launch and key groups to inform about new site.

AGENDA ITEM 7: Maintaining an Archival Record of Strategic Plan

Corbett requested that the Board maintain copies of the 2014-2017 Strategic Plan, the Implementation Plan (by Goal), the Implementation Plan (by Date), and the Board Action Steps. Director Bertalmio reported that these plans are being archived into a 2014-2017 Strategic Planning binder located in the Admin office of the library.

AGENDA ITEM 7A: Washington County Library Minutes

Stark requested that the minutes from the Washington County Library Board meetings be included in the board packets. Motion made to include minutes. MSP.

AGENDA ITEM 8: 2015 Union Contract

Corbett reported on the union contract negotiations. Discussion on terms of contract between library and union. Motion to approve the 2015 Agreement between the library and Local 517 Council 5 of AFSCME. MSP.

AGENDA ITEM 9: 2015 Nonunion Wage Rates

Corbett and Bertalmio reported that in past years (with a few exceptions), the wage rates for nonunion employees followed the rate of increase of union employees. Motion made: "For 2015, the wage increase for non-union employees of the library shall be 3%. Beginning in 2016, (1) any annual wage increases for the Library Director shall take into consideration the annual performance evaluation process established by the Library Board, and (2) any annual increases for the Assistant Director and Supervisory Librarians will take into consideration the annual performance evaluations required by Article VII of the Library's Personnel Policy & Procedures Manual and conducted by the Library Director." Discussion followed regarding how and where the motion would be incorporated into policy, history of merit increases, and implementation questions. Motion approved. Bell - No, Carlsen - Yes, Corbett - Yes, Gordon - Yes, Keliher - Yes, Menikheim - Yes, Richie - Yes, Stark - Yes.

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AGENDA ITEM 10: Ratification of 2015 Wages

Approved under Agenda Item 9.

AGENDA ITEM 11: 2015 Capital Release

Motion to approve 2015 Capital Release 1 as described in January board packet. MSP.

AGENDA ITEM 12: Director's Personnel Evaluation

Discussed performance evaluation process with board member evaluations as described in the May 14, 2013 Proposed Library Director Evaluation Process memo included in the January board packet. Evaluations are due to Board President by January 28. It was requested that the Board president obtain a copy of Director's 2013 evaluation from City Hall and circulate to board members.

AGENDA ITEM 13: Board Calendar

Board calendar was reviewed. The following additions were requested: Cassavante's staff appreciation treat schedule, Finance committee meetings needed in preparation for 2016 budget due dates, Library Legislative Day, MLA Conference – Trustee Track dates, Leadership Summit, Give to the Max Day, Friends book sales, Foundation direct mail and event dates.

AGENDA ITEM 14: Foundation Report

Keliher reported on the results of the Foundation's Direct Mail and Give to the Max campaigns. Keliher reported that Beer for Books was scheduled for February 24, 2015.

AGENDA ITEM 15: Board Committee Reports

- 15 a. Executive Committee:** Corbett referred back to the negotiated union agreement.
- 15 b. Facilities:** Gordon mentioned the Terrace shade project already discussed under the Three and Six Month Goals. Gordon reported that the roof over Lynne's office was leaking again.
- 15 c. Finance:** Richie reported that they would be meeting with Keri Goeltl to develop a format for 2015 financial reports.
- 15 d. Governance and Policy:** Keliher reported that they were close to scheduling meeting with neighbors.
- 15 e. Human Resources:** Bell referenced Service Model discussion under Three and Six Month Goals and work on an HR model is in progress.
- 15 f. Nominating Committee:** The nominating committee received the following nominations last month: Keliher – President, Bell – Vice President, Carlsen – Secretary/Treasurer.

AGENDA 16: Public Commentary and Communications

None.

AGENDA 17: Adjournment.

The meeting was adjourned at 8:41 pm.

2014 Bill Resolutions - (2014 Purchases 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						
See attached.		Baker & Taylor	Materials	532.03		
					230-4230-2400-0000	515.37 Childrens Books
					230-4230-3404-0000	16.66 Processing Fee
See attached.		Baker & Taylor Continuation Acct	Materials	45.76		
					230-4230-2405-0000	45.76 Adult Books - Non Fiction
See attached voucher.		Bertalmio, Lynne	Staff Reimbursement	14.99	230-4230-2408-0000	Film/Video
See attached voucher.		Blocher, Carolyn	Staff Reimbursement	67.98		
					230-4230-3200-0000	50.40 Mileage
					230-4230-2101-0000	1.58 General Supplies
					230-4230-4099-0000	16.00 Miscellaneous Charges
See attached.		Brodart	Materials	1,140.32		
					230-4230-2401-0000	263.02 Adult Books - Fiction
					230-4230-2405-0000	537.85 Adult Books - Non Fiction
					235-4235-2101-0000	16.47 Library Donations Materials
					232-4232-2113-0000	201.66 SPLF - Materials
					220-4220-2404-0000	14.82 Minerva - Other Books
					230-4230-2499-0000	84.40 Collection Development
					230-4230-3404-0000	22.10 Processing Fee
RH24457	12/11/2014	CDW-G	Technology	1,437.12	230-4230-2302-0000	Other Minor Equipment
53916415	12/22/2014	Cengage Learning	Standing Order Plan	3,495.00		
					230-4230-2401-0000	900.00 Adult Books - Fiction
					232-4232-2113-0000	2,595.00 SPLF - Materials
100-88962	12/18/2014	CumminsNPower	Building Repairs	2,462.71	230-4231-5300-0000	C/O Machinery & Equipment
1182585803	11/3/2014	G&K Services	Towels & Rugs	82.54	230-4231-4099-0000	Miscellaneous Charges - Lib Plant
9611463002, 9611982399, 9616589553	12/5/2014 12/11/2014	Grainger	Building Repairs	562.70	230-4231-3703-0000	Building Repair Charges
See attached voucher.		Henry, Marvin	Staff Reimbursement	24.64	230-4230-3200-0000	Mileage
56135	12/19/2014	Menards	Maintenance Supplies	8.53	230-4231-2102-0000	Janitorial Supplies
See attached.		Midwest Tape	Materials	1,535.65		
					230-4230-2402-0000	521.60 Audio
					230-4230-2408-0000	901.65 Film/Video
					230-4230-3404-0000	112.40 Processing Fee
W14110676	12/17/2014	Office of MN.IT	Telephone	339.17	230-4231-3101-0000	Telephone

Invoice #	Invoice Date	VENDOR	ITEM	AMOUNT	FUND CODE		FUND NAME
8837414	12/18/2014	Quill	General Supplies	190.94	230-4230-2101-0000		General Supplies
29722	12/9/2014	Reliable Appliance Service	Small Equipment	59.00	230-4231-2302-0000		Other Minor Equipment - Lib Plant
11481279	12/11/2014	Toshiba	Maintenance Contract	28.35	230-4230-3707-0000		Maintenance Agreements
10256037	12/16/2014	Weston Woods	Materials	44.95	232-4232-2113-0000		SPLF - Materials
439711481	12/26/2014	Xcel Energy	Utilities	5,457.19			
					230-4231-3600-0000	3,095.73	Electricity
					230-4231-3601-0000	2,361.46	Natural Gas
		INVOICES SUBTOTAL		17,529.57			
CREDIT CARD							
Dec CC	12/1/2014	Accucut, LLC		\$205.00	230-4230-2302-0000		Other Minor Equipment
Dec CC	12/1/2014	Amazon.com		\$876.24			
					230-4230-2408-0000	\$31.99	Film/Video
					230-4230-2405-0000	\$79.01	Adult Books - Non Fiction
					232-4232-2113-0000	\$622.20	SPLF - Materials
					230-4231-2302-0000	\$143.04	Other Minor Equipment - Lib Plant
Dec CC	12/1/2014	Darn Knit Anyway		\$10.00	230-4230-4099-0000		Miscellaneous Charges
Dec CC	12/1/2014	DreamHost		\$19.95	230-4230-3098-0000		Technology Support
Dec CC	12/1/2014	Valley Bookseller		\$25.00	232-4232-2407-0000		SPLF - Programs
		CREDIT CARD SUBTOTAL		1,136.19			
		GRAND TOTAL		18,665.76			

Submitted for payment

Lynne S. Bertalmio, Director

2014 Bill Resolutions - (2014 Purchases 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						
157843, 158347	12/27/2014	Ace Hardware	Supplies	182.11	230-4231-2102-0000	Janitorial Supplies
See attached.	Various	Baker & Taylor	Materials	944.66		
					230-4230-2400-0000	10.97 Childrens Books
					232-4232-2113-0000	905.76 SPLF - Materials
					230-4230-3404-0000	27.93 Processing Fee
See attached.	12/24/2014	Baker & Taylor Continuation Acct	Materials	37.50		
					230-4230-2405-0000	37.50 Adult Books - Non Fiction
See attached voucher.	1/15/2014	Bayport Public Library	Library Reimbursement	32.00	230-0000-3880-0040	Processing Fees
See attached voucher.	1/15/2014	Bertalmio, Lynne	Staff Reimbursement	384.38		
					230-4230-2405-0000	14.84 Adult Books - Non Fiction
					230-4230-2408-0000	369.54 Film/Video
See attached.	Various	Brodart	Materials	429.32		
					230-4230-2401-0000	68.03 Adult Books - Fiction
					230-4230-2405-0000	163.90 Adult Books - Non Fiction
					232-4232-2113-0000	144.63 SPLF - Materials
					230-4230-2499-0000	44.96 Collection Development
					230-4230-3404-0000	7.80 Processing Fee
12312014_36.19	12/31/2014	Culligan	Water	21.64	230-4230-4099-0000	Miscellaneous Charges
5493726	1/8/2015	Demco	Small Equipment	334.56		
					235-4237-2302-0000	200.00 Library Donations Minor Equipment
					232-4232-2407-0000	134.87 SPLF - Programs
1182631079	1/2/2015	G&K Services	Towels & Rugs	82.54	230-4231-4099-0000	Miscellaneous Charges - Lib Plant
See attached.	Various	Midwest Tape	Materials	219.98		
					230-4230-2402-0000	139.95 Audio
					230-4230-2408-0000	78.73 Film/Video
					230-4230-3404-0000	1.30 Processing Fee
See attached voucher.	1/15/2014	Stillwater Public Library Foundation	Dec Gifts Reimbursement	300.00	232-0000-2000-1300	SPLF - Accounts Payable Pass Thru
11481279	1/5/2015	Toshiba	Maintenance Contract	37.62	230-4230-3707-0000	Maintenance Agreements
See attached.		Washington County		696.60		
					230-4230-3102-0000	472.77 Postage
					230-0000-3880-0030	103.83 Lost/Damaged Fees
					230-0000-3880-0040	120.00 Processing Fees
INVOICES SUBTOTAL				3,702.91		

Invoice #	Invoice Date	VENDOR	ITEM	AMOUNT	FUND CODE		FUND NAME
CREDIT CARD							
Jan CC		Amazon		\$1,483.56			
					230-4230-2408-0000	\$286.05	Film/Video
					230-4230-2405-0000	\$264.42	Adult Books - Non Fiction
					230-4230-2302-0000	\$262.44	Other Minor Equipment
					230-4230-2113-0000	\$47.50	Reference
					235-4237-2302-0000	\$229.27	Library Donations Minor Equipment
					230-4230-2403-0000	\$34.95	Periodicals
					230-4230-2101-0000	\$358.93	General Supplies
Jan CC		Cub Foods	Misc	\$9.98	230-4230-4099-0000		Miscellaneous Charges
Jan CC		DreamHost	Website	\$19.95	230-4230-3098-0000		Technology Support
Jan CC		Office Max	Office Supplies	\$27.39	230-4230-2000-0000		Office Supplies
Jan CC		Starbucks	Misc	\$20.00	230-4230-4099-0000		Miscellaneous Charges
Jan CC		VistaPrint	Printing	\$22.74	230-4230-3400-0000		Printing and Publishing
Jan CC		Washington Cty Surveyors	Materials	\$62.00	230-4230-2113-0000		Reference
		CREDIT CARD SUBTOTAL		1,645.62			
		GRAND TOTAL		5,348.53			

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							
US39284	11/10/2014	3M	2015 Service Agreement	8,125.00	230-4230-3707-0000		Maintenance Agreements
44817_12312014		American Library Association (ALA)	Annual Membership	205.00	230-4230-4000-0000		Memberships and Dues
1485714	1/1/2015	EBSCO	Periodicals	6,818.06			
					230-4230-2403-0000	6,144.83	Periodicals
					230-4230-2113-0000	77.25	Reference
					230-4230-4001-0000	595.98	Subscriptions
See attached.		Washington County	Stillwater Share of Symantec Antivirus	594.09	230-4230-3098-0000		Technology Support
		INVOICES SUBTOTAL		15,742.15			
CREDIT CARD							
None							
		CREDIT CARD SUBTOTAL		0.00			
		GRAND TOTAL		15,742.15			

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						
12312014_36.19	12/31/2014	Culligan	Water	14.55	230-4230-4099-0000	Miscellaneous Charges
35067	1/13/2015	EBSCO	Periodicals	6.60	230-4230-2403-0000	Periodicals
615591_499.20	1/6/2015	Recorded Books, Inc.	Materials (Film SOP)	499.20	230-4230-2408-0000	Film/Video
77490451	12/29/2014	SimplexGrinnell	Maintenance Contract	1,490.60	230-4231-3707-0000	Maintenance Agreements - Lib Plant
11032767	12/18/2014	Value Line	Reference Materials	1,000.00	230-4230-2113-0000	Reference
INVOICES SUBTOTAL				3,010.95		
CREDIT CARD						
None				0.00		
CREDIT CARD SUBTOTAL				0.00		
GRAND TOTAL				3,010.95		

Submitted for payment

Lynne S. Bertalmio, Director

Director's Report: February 2015

✿EXTERNAL RELATIONS

SPL Foundation In February, the Foundation will have its annual strategic planning discussion.* The Foundation is planning a fundraising event this spring based on the series *Mad Men* (which has its final season this year). One of the actors Rich Sommer (who plays Harry Crane) grew up in Stillwater and spent a lot of time at the library. He was involved in a previous incarnation of the teen advisory group. When asked by a friend and Stillwater resident what organization he would like to work with in his effort to give back to Stillwater, Rich replied that his choice was the library first and foremost. I will let you know how planning progresses. Martinis anyone?

Friends of the Stillwater Public Library The next book sale will run April 22 through 25.

✿BOARD INFORMATION

Calendar Your packet includes a Board calendar. Please bring to the meeting ideas for any additional items that you would like to see on the calendar.

✿STRATEGIC PLAN

Service Model The staff committee that is looking at service models has met. It likes the idea of a hybrid service model that includes a co-located desk, roving, and some attention paid to the upper level and its services. Committee members left the last meeting with two questions to consider: what services could staff perform if released from our current desk model and what could the library accomplish with any space that is freed? At the January all-staff meeting, committee members discussed space and building arrangement with the full staff. iPads have been purchased to allow staff to begin some roving as soon as software has been provided.

✿TECHNOLOGY

Fiber Optics Keri is receiving training on financial systems now that the fiber optics link top City Hall has been activated.

SelfChecks The SelfCheck upgrades have been ordered.

MobileCirc Carolyn and Sheila will attend a training session soon on MobileCirc. MobileCirc allows staff to check out materials, register patrons for cards, and inventory collections remotely. MobileCirc will be loaded on our new iPads.

Digital Public Library Digitized items from the Stillwater Public Library were just uploaded to Minnesota Reflections. The information dates from 1918. The "Plan of Stillwater" was a study "for the civic betterment for Stillwater," and includes text, drawings and architectural renderings for improvements related to parks, boulevards, playgrounds, public buildings, and more. The historical background in the Plan of Stillwater can inform current City and County decision-makers, residents and students, and five historical background concerning the long term need for such improvements. Assistant Director has been working on this project with Washington County, with Mike Polehna as the County staff member assigned to the project.

Database Training WCL is preparing introductory sessions for clerks on the range of databases that the library offers. We will be sending as many circulation staff members to this training in place of the February monthly circ meeting.

♣FINANCES

2014 Budget The City's Finance Department continues to add information to the 2014 budget report, but they have deadlines for issuing the official 2015 budget and preparation for the annual audit. These occurrences usually delay final budget information until late spring.

♣COLLECTIONS

Weeding Weeding continues in all collections.

♣PUBLIC INFORMATION

Website Redesign We are making some corrections to the home page and the menus to make it easier for the public to find the tools to which they are accustomed. We have done some editing to documents that were imported wholesale from other sources in order to make them user friendly. We are adding

Board minutes as they are approved and will have the strategic plan on the site soon. We still need to add photos to a number of the pages ; we are compiling a list of what we need.

✿PERSONNEL

Personnel Policy The HR Committee is looking at changes to the Personnel Policy that will reflect the City's revised background check procedures. We may need to add a separate Drug and Alcohol Testing policy. We have received an example of a model policy from the League of Minnesota Cities.

✿WASHINGTON COUNTY LIBRARY

WCL Strategic Plan The second meeting of the Stakeholders Committee is scheduled for the end of February. Responses to the RFP issued to potential planning consultants are due at the end of January.

✿PROGRAMS

Gallery We have a show of works by Stillwater resident and River Falls teacher Wynn Davis in the gallery during the months of January and February. His show, *A Field Menagerie to Birds of North America*, has a very interesting perspective on his subject matter.

February Programs In addition to regular storytimes and children's programs, in February we will host Using Modge Podge for DYI(2/6), Take Your Child to the Library Day (2/7), Protect Your Privacy: Staying Secure Online (2/10), Club Book: Peter Heller (2/12). Heller is the author of *Dog Stars*, a post-apocalyptic novel about a pilot who has lost it all only to find a life worth living.

Meeting with Neighbors to Discuss Noise and Parking Complaints 1/19/2015

Present: Cathy & Jerry Helmberger, Susie Quaderer, Spike Carlsen, Mike Keliher, Maureen Bell

Mike explained the purpose of the meeting: to open a dialog with neighbors, hear their complaints, discuss possible solutions, and move forward to improve the situation. The neighbors expressed their appreciation for the meeting, their long-standing frustrations and their reservations about the possibility of meaningful improvement in the situation. Comments are summarized below.

General

- The library's guidelines for caterers are a great set of rules; enforce them.
- Guests congregating outside the library who drink alcohol, use profane language and smoke are offensive. What can be done to control this behavior?
- The neighbors generally do not call police with complaints. They hesitate to call 911 as their complaints are not emergencies. Police response has been slow, ineffective, in some cases dismissive.
- Are police officers onsite during events police reserves or off-duty officers?

Noise

- Intermittent bursts of noise (empty bottles thrown into recycling bin, repeated door closings, etc.) are a problem. These noises probably do not violate the city's noise ordinance but still need to be addressed.
- Does the city have/use a decibel meter to determine whether a violation of the noise ordinance has occurred?
- Music can be an issue, too; some neighbors are disturbed by the bass line.

Parking

- The placement of parking signs (parallel to incoming vehicles) is not effective.
- Susie has suggested wording for parking signs.
- If neighbors take photos of the license plates of vehicles parked in no parking zones, can tickets be issued after the event? Police are slow to respond and may not arrive in time to observe violations.

Suggestions/Next Steps

- Purchase a tent, store it at the library, arrange for city staff to put it up and take it down.
- Enforce guidelines for caterers.
- Close the ramp door at 10 p.m.
- Require caterers to park in ramp after 10 p.m.
- Create a map/sketch of parking lot improvements. (Spike's suggestion)
- Who would be the right person (or people) to help us evaluate and perhaps propose some potential solutions to these problems. Parking, in particular, but perhaps others, as well. City planner? Parking enforcement? City's event coordinator? All of the above? None of them?

- Meet with police/other city staff for their advice on parking signs and enforcement.
- Reposition no parking signs for improved visibility.
- Reword no parking signs for increased impact.
- Create a marked fire lane (yellow striping) along the north side of the vacated portion of Mulberry St.
- Set a few ideas in motion, maintain communication, assess effectiveness of changes, tweak.

NOISE AND PARKING STATUS AND IMPROVEMENTS

IMPROVEMENTS MADE JANUARY 2015

- * 3 original NO PARKING signs (north side of lot) replaced with new NO PARKING FIRE LANE signs. Consideration: Can these be remounted at an angle? Or doubled up and mounted in V-shape so they're visible from both directions?

IMPROVEMENTS SLATED FOR SPRING 2015

- * Curb on western end of north retaining wall to be painted yellow (when weather permits)
- * Section of pavers to be yellow striped to indicate Fire lane-no parking/waiting area (once paver replacement issue has been resolved)

PHYSICAL IMPROVEMENTS TO CONSIDER

- * Adding signage (suggested per S. Quaderer) at eastern end of parking area



PROCEDURAL IMPROVEMENTS TO CONSIDER

- * SPL is not a "tied" facility with a limited or specified list of caterers—but all caterers must be approved. Currently, new caterers meet with Anne before first event. Reinforce necessity of following noise and parking guidelines.
- * Consider requiring vendors now on "Approved Caterers" list to meet with Anne before first catered event of 2015 to review noise and parking guidelines
- * Send out new guidelines to all "Approved Caterers" prior to 2015 wedding season.
- * Impress upon vendors that the SPL grounds are non-smoking (neighbors have complained about people at top of ramp talking and smoking; these are most likely vendors, not wedding guests)
- * Generate clearer aerial illustration or photo of 4th St. catering ramp to distribute to vendors.
- * The neighbors are uncomfortable calling 911 over parking and noise infractions because they don't seem like "emergencies." However, the police department-preferred procedure is to dial 911. The 911 staff does "triage" to determine the importance of a call, so complaints may not be dealt with

immediately. But this process should be verified, then understood by police, neighbors, staff and community.

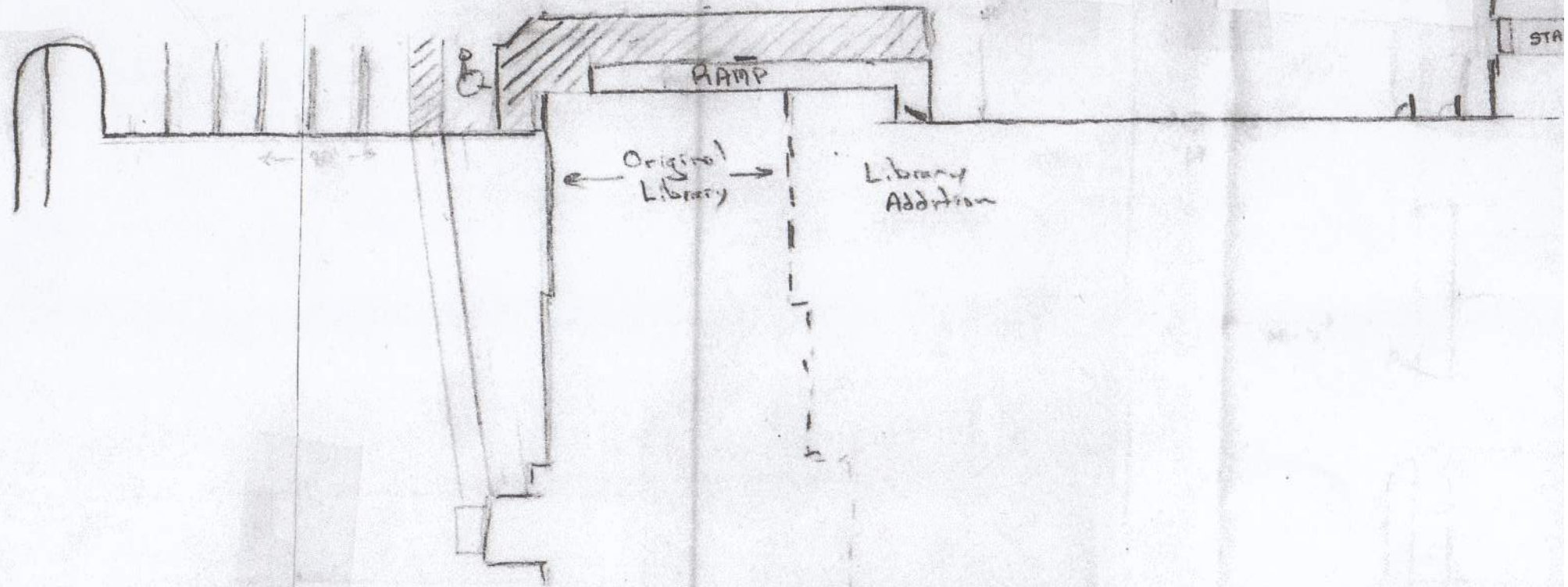
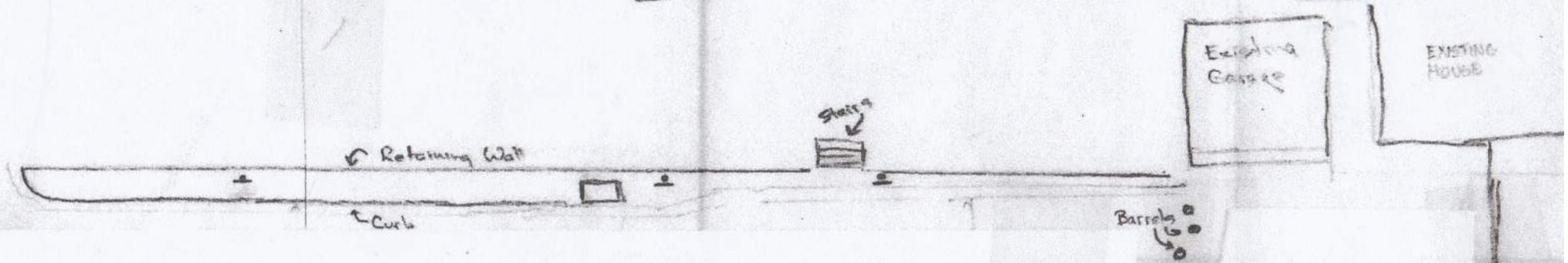
- * There are currently three "closing times" for weddings: Outdoor music ends at 10:00; events end at 11:00; clean up must end at 12:00. Review or clarify these times and how they relate to noise levels.

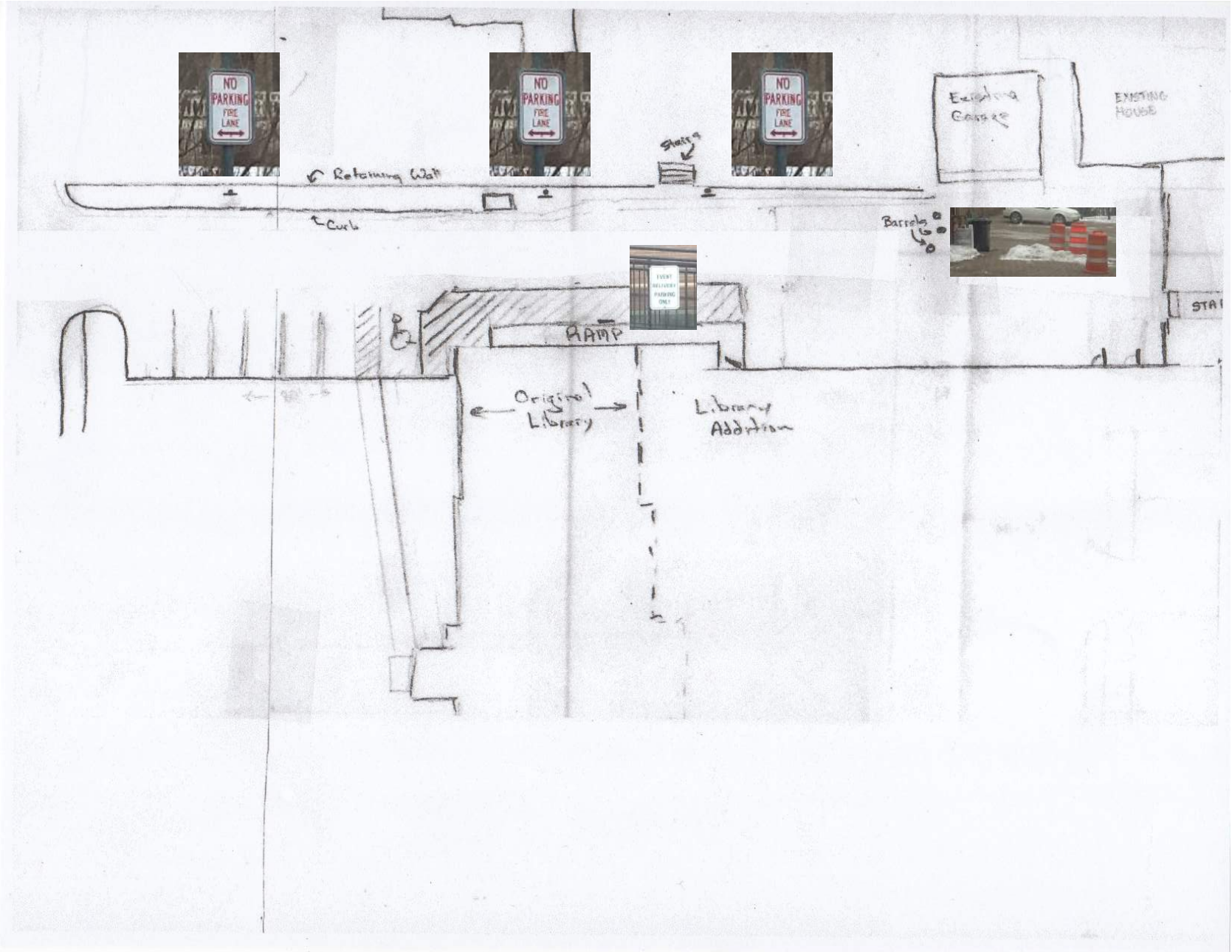
- * Inform neighbors that on ___ at ___ o'clock the interlibrary loan van loads and unloads books at the doors on the east side of the parking area. There have been no complaint; this would be a proactive heads up.

OTHER THINGS

- * East end of parking lot inadequately plowed, making it harder to turn around

- * Who owns the retaining wall on north side? Possible structural problems.







Existing Garage

EXISTING HOUSE

Shops

Retaining Wall

Curb

Barrels

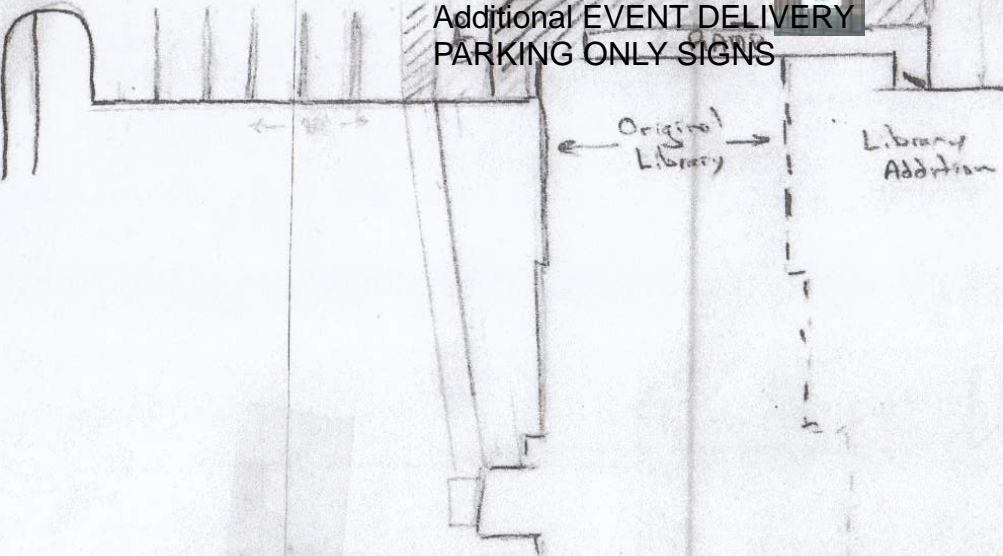


Paint curb yellow

Add yellow striping to indicate FIRE LANE

Additional EVENT DELIVERY PARKING ONLY SIGNS

Add better signage to indicate no parking,



FIRE LANE
ABSOLUTELY NO
STOPPING
PARKING
LOADING
UNLOADING
THAT BLOCKS ALLEY

2014 - 2017 Dashboard



Stillwater
Public Library

Goals

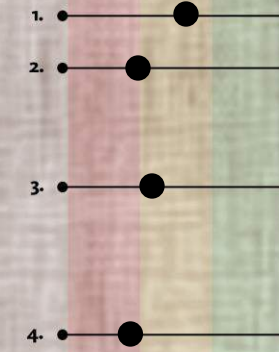
Strategies

Progress

Comments



1. **Develop a service model to allow the Library to increase community engagement**
2. **Restructure and right-size collections to better meet future community needs**
 - Increase virtual collections and decrease hard copy materials over time
 - Explore alternative options for the St. Croix collection
3. **Assess and improve current and projected space use**
 - Conduct and implement the findings of a space and facilities study to maximize efficient service and patron/staff security
 - Partner with the Foundation to assess and address the various terrace issues
4. **Restructure open hours to include Sundays and later hours**



Staff committee has discussed and will recommend a hybrid model: co-located desk plus roving. Discussion continues on how models will improve service on upper level.

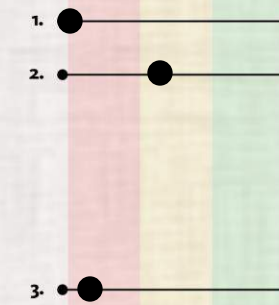
Weeding is taking place in most collections. 2014 stats on collection usage expected soon.

Letter asking for interest in performing study ready to go out to consultant list supplied by state library office; terrace design is moving forward

Supervisors are costing out added hours for Sundays.



1. **Implement a staffing plan based on the new service model and changes in the facility**
2. **Maximize human resources**
 - Improve human resource management support
 - Restore funding for staff training and professional development, especially for technology and community outreach
 - Create a tech-savvy environment and culture where all staff keep pace with technology
 - Create a succession plan for staff leadership positions
 - Project future staff position requirements and descriptions, addressing the changing nature of the work environment
3. **Advance and improve the relationships with critical public partners**
 - Enhance City/Library collaboration and understanding
 - Review, monitor and enhance the relationship with the Washington County Library System to improve SPL patron services and efficiency



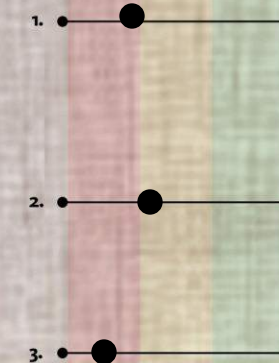
Has yet to start

HR Committee is considering sources of HR support; training via Lynda.com is being scheduled

City cooperation has yet to start per D. Menikheim's advice; SPL Director is on steering committee for WCL strategic plan



1. **Expand outreach to underserved communities**
 - Expand programs and service offerings for teens
 - Ensure that the Library is a welcoming place, in all service areas, for seniors and people with physical challenges
 - Increase service to, education about, and the celebration of, ethnically diverse populations to foster greater understanding in the community
2. **Increase public awareness of Library services**
 - Coordinate internal staff marketing activities and train staff to support promotional efforts
 - Create and implement a marketing plan especially to increase awareness of the broad array of services at the Library
 - Redesign the website to increase usability, enhance access, and increase patron interaction with social media
3. **Build new and sharpen existing partnerships, based on the Library's future directions, to enhance Library resources, services, and programs**
 - Enhance Library support for, and collaboration with, the Foundation and Friends to advance marketing and fundraising efforts
 - Review existing community partnerships and maintain/expand effective relationships
 - Develop new partnerships that support the future directions for the Library in marketing, fundraising, programs and outreach
 - Explore a mutually collaborative partnership with the school district and/or community education



Teen advisory board meeting and suggesting programs; SPLF and Friends are examining resources for hearing loop in the meeting room; SPLF is considering library's new strategic plan

Website has new cleaner design, new host, is mobile-friendly, transfer of content is complete; editing and corrections are proceeding prior to publicity; banners on order

Library working with ArtReach St. Croix to prepare for The Big Read

Board of Trustees Calendar

2015

January	7	SPLF Executive Committee meeting 8 a.m.
	12	F of theSPL Meeting 6:30 p.m., Strategic Plan presentation
	13	SPL Board Meeting 7 p.m.
	21	SPLF Board Meeting 8 a.m.
February	2 and 3	Library Legislative Day
	4	SPLF Executive Committee meeting 8 a.m.
	9	F of theSPL Meeting 6:30 p.m.
	10	SPL Board Meeting 7 p.m.
	12	Club Book with Peter Heller
	18	SPLF Board Meeting 8 a.m.
	24	SPLF Beer for Books
	March	3
4		SPLF Executive Committee meeting 8 a.m.
9		F of theSPL Meeting 6:30 p.m.
10		SPL Board Meeting 7 p.m.
11		SPLF Annual Meeting,, 8 a.m.
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.
	11	F of theSPL Meeting 6:30 p.m.
	12	SPL Board Meeting 7 p.m.
	20	SPLF Board Meeting 8 a.m. Historically, the month for county-wide joint Boards meeting Finance Committee develops framework for 2016 budget request SPLF Mad Men Fundraiser
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 goals discussed
	17	SPLF Board Meeting 8 a.m.

Board of Trustees Calendar

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. 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
	12	F of theSPL 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

Personnel Policy Revision

Proposed additional language is underlined in the suggested revision of Section 3-3 of the library's Personnel Policy.

SECTION 3-3 RECRUITMENT AND SELECTION

In making a selection among candidates to fill vacancies, the Library may use written, oral or performance tests, an evaluation of training and experience, or any combination of these methods. Investigations of background, character, education, experience, drug and alcohol testing or physical fitness may also be required.

HR Committee Recommendations for an HR Services Model, 2/10/2015

Committee Charge

Recommend HR services model (e.g. city/county/contract HR service provider)

Background

Since the city of Stillwater does not have HR staff and Washington County does not provide HR services to municipalities within the county, the HR Committee discussed options and sought suggestions for alternative service models from HR professionals who have experience working with public libraries. They are Vicki DeFord, formerly with Hennepin County Human Relations, Tom O'Neill, formerly with Hennepin County Library Human Relations, Teresa Pivec, formerly with Dakota County Employee Relations, Teresa Jepma, Hennepin County Human Relations, and Stu Wilson, Library Strategies.

General Observations from HR Professionals

- HR is an area that can often be a liability for an organization if not handled correctly. It is surprising that the city does not have HR staff.
- A general guideline in the HR community is 1 HR professional per 100 employees.
- Expect to pay a minimum of \$100/hour for HR consulting services.
- Because you have union employees at the library it will be important to communicate with the union about any staffing changes.
- Hopefully you are able to receive employment law advice from the City Attorney.

Recommendations

1. Adopt and forward to the City a formal recommendation that the City of Stillwater hire Human Resources staff to serve all city departments, including the library.
2. Hire a consultant as needed to assist with specific current and pressing HR issues such as change management and organizational development.

Consultants

- **Pat Herndon** (Pat@PHerndon.com), recently retired from Dakota County Employee Relations, does consulting work on a contract basis.
- **Doris Janousek-Krogman** (doriskrogman@yahoo.com), [651-249-7031](tel:651-249-7031), recently retired after 8 years as HR Director for Carver County. In that role she worked with the Carver County library system so she understands how libraries operate.
- [Library Strategies](#) can arrange a contract with library consultants who have HR experience, including Nick Dimassis and Deb Willms. Contact [Stu Wilson](#), 651.253.3231 to discuss details.
- [Sand Creek Group](#) offers employee assistance programs through a current contract with the City of Stillwater. Additional services, such as consultation on specific issues, may be available for a fee.
- [TruSight/MRA](#), 763.252.2181, offers HR services such as change management, organizational development, and team building to its members. A membership fee may be required.
- Some of the larger firms that offer HR services include **Deloitte Consulting, Towers Watson and Robert Half**.

HR Committee: Maureen Bell, Michele Cassavante, Doug Menikheim

Washington County Library Board
Regular Meeting at Library Administrative Offices
8595 Central Park Place
Woodbury, MN
November 17, 2014

Present

Board: Bance, Bull, Cram, Japs, Meyer, Sievert, Skinner

Staff: Conley, Schneider

1. Call to Order

Bull called the meeting to order at 6:30 p.m.

Pledge of Allegiance

2. Recognition of Public

Molly O'Rourke, Washington County Administrator

3. Adoption of Agenda and Consent Calendar

Sievert moved adoption of the agenda and consent calendar including the addition of the \$200 donation from Adele Johnson as noted by Conley. Japs seconded the motion. Vote: All in favor. Motion carried.

4. Unfinished and New Business

- A. Holiday Schedule 2015 – Conley briefed the Board members on the minor adjustment request on the two dates of the planned all staff training dates. The added half hour each day was to allow staff enough time to get to the branches and open them for the balance of the day's schedule. Cram moved acceptance of the 2015 Holiday Schedule with the adjustments. Bance seconded the motion. Vote: All in Favor. Motion carried.
- B. Reconsideration of "Blue is the Warmest Color" – Conley read the Board's policy on "Access to Materials, Resources and Services" which state that the Library "does not discriminate in providing access and will not restrict the use or loans of our materials, resources, and services based on the origin, age, background or views of people wishing to use the library and goes on to state parents and guardians are responsible for guiding their children's use of materials. She indicated a label could be added to indicate NC17 ratings on the exterior of these items and there are very few in the collections. Conley then outlined the Board's authority and the review process status. Sievert moved the film be removed from the collections. Bull seconded the motion and then opened discussion. Board members in turn outlined the considerations they used in examining the movie in question. Japs noted that Stoltz said her removal recommendation was not based on moral reasons but physical and mental effects. If that was the case what about other things such as tobacco, drugs and alcohol. He felt it was important to make a decision based on principle. Cram echoed his concern about setting a precedent and that many worse materials were readily available on HBO. Sievert rejected Stoltz's reasons for removal and said the Board has a good policy in place but felt if they would have all watched it they would not have purchased it. Cram disagreed with his comment noting the bullying in the film was more upsetting than the sexual scenes to a relative who had viewed it with her. Sievert felt this was an "I know it when I see it" but Cram responded that is

opinion and everyone will have a different opinion. She said it did not promote lesbianism. Bance felt the film was “French art coming of age” and typical of other materials that address this period in life. Skinner was unable to view the film but read all the reviews and discussions. She questioned if we remove it where do you stop removing materials, believes all have different tastes, the Library provides for a variety of tastes and there are parental responsibilities. Skinner did ask if materials can be put in separate locations. Meyer viewed the film and said she agreed with Japs, Cram, Bance and Skinner. She felt it had social, political and other redeeming qualities. She did not feel it should be removed but that a label should be added. She also had spoken to Mary Stoltz and had heard her concerns about the health and well- being of young people. Japs added the bullying in the film was very intense. It is a hot issue in schools and the film handled it really well. When the young women went to their parents in the dinner scenes the acting was subtle and very powerful. He added it is a European film and they have a higher tolerance for nudity in films. Bance noted the film actually had reasonably good messages about desensitization, realistic expectations, consent and mutuality. Conley noted to Skinner’s question on labeling that she had mentioned before her arrival that it could be labeled and the Library does not segregate material. Bull drew the discussion to conclusion calling for the question on the motion to remove the film. Voice Vote: None in Favor. Motion fails. Conley said the film will be marked on the outside, the Hardwood Creek copy is already gone and she will make sure there are popular materials on juvenile brain development in the collection. Conley will convey the Board’s decision to Stoltz. Bull mentioned one of Stoltz’s main concerns was the labeling.

- C. New Library Director Search - Conley and Schneider left the meeting so that County Administrator Molly O’Rourke could brief the Board on the search for a new library director. (No minutes were kept on this discussion.)
5. **Director’s Report**—Conley recognized board members Japs and Sievert who will complete their terms on the Board on December 31st. She thanked them for their invaluable service on the Board. Members in turn expressed their appreciation. Conley said new members would most likely be appointed some time following the January 6, 2015 meeting of the County Board.
6. **Board Reports** –At Bull’s request Schneider gave a recap of a tour they participated in of the Maker Lab at the high school in Mahtomedi. The lab contains a variety of printers used to make objects with plastic extrusion, Styrofoam and cardboard. The cardboard goes through a laser cutter. Students have mentors on their projects and the maintenance and instruction is handled by one instructor. It occupies a large area with an adjacent shop space for painting and other work.
7. **Adjournment**
Bull entertained a motion to adjourn. Meyer moved adjournment. The meeting adjourned at 8:10 p.m.

The next regularly scheduled meeting of the Library Board is January 26, 2015 at 6:30 p.m. in the Library Administrative Office, Washington County Library, 8595 Central Park Place, Woodbury, MN.