

**STILLWATER PUBLIC LIBRARY  
BOARD OF TRUSTEES**

Meeting Agenda, Wednesday, November 9, 2016, 7 PM

**NOTE Change of Date**

1. Call to Order
2. Adoption of the Agenda
3. In-Person Public Commentary
4. Consent Calendar
  - a. Adoption of the October 2016 Minutes+
  - b. Acknowledgement of Bills Paid in October \$26,841.04+
  - c. Quarterly Activity Report
  - d. Other Activity Report\*
  - e. Financial Report+

Old Business

5. Strategic Plan Update I+
6. Building Reconfiguration D
7. 2017 Budget D
8. 2017 Capital Budget D
9. Council Workshop Session – November 15 D

New Business

10. Board Vacancy Recommendation – *These confidential documents will be sent under separate cover on Monday, November 7.* A
11. 2016 Capital Budget Release A+

Reports

12. Director and Other Staff Reports+
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 Tuesday, November 8, 2016.

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, SPLF Minutes

**STILLWATER PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
October 11, 2016  
Minutes**

**PRESENT:** Bell, Carlsen, Hansen, Keliher, Otte, Richie, Stark

**ABSENT:** Menikheim

**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**

Stark requested the following changes in the September minutes:

- *Agenda Item 11 – Council Communication Plan:* Add the following “This is a discussion item. No formal procedures were agreed upon or adopted. Keliher, Menikheim, and Bertalmio will revise Communication Plan for October board meeting.”
- *Agenda Item 15 – Public Commentary and Communications:* Replace text with “Stark asked that SPL contact patrons to let them know before service procedures change. For example, patrons no longer receive notification of holds by phone. Only those with email addresses on file are notified. This is a recent change that left many in the dark.”

*Consent calendar adopted with changes to the minutes. MSP.*

**AGENDA ITEM 5: Strategic Plan Update**

Board reviewed the Implementation Plan Draft – By Date as included in the October board packet. It was noted that that the library is beginning work on one of the largest elements of the strategic plan – the building reconfiguration. This will allow progress to soon be made on many items that have been on hold until this project was completed.

2.3.7 Library Leadership Summit: Keliher, Richie and Menikheim will begin meeting to plan a leadership summit. It was noted that Friends and SPLF do not meet in December.

**AGENDA ITEM 6: Building Reconfiguration**

Gardner plans to begin construction on the building reconfiguration project on Monday, October 17, 2016. IT staff have been working on moving the technology components. Estimated completion timeframe for project is 3-5 weeks.

Press releases were sent to media today about project. Board requested that ongoing photo updates appear on website about project.

*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**

The Finance Committee and Director are looking at different scenarios to achieve the \$56,729 reduction needed in the 2017 budget. They will continue to refine scenarios over the upcoming month and present options to the board in November.

**AGENDA ITEM 8: Revised 2015 Annual Report to the State of Minnesota**

A revised 2015 Annual Report was submitted to the State of Minnesota. Line E13, Other Operating Expenditures, was initially reported as \$212,117 to the State. After re-examining expenditures, staff determined that two separate mistakes were made that resulted in double-counting of expenditures. A corrected total of \$178,290 for other operating expenditures was submitted to the State.

*Motion made to accept revised annual report to the state. MSP.*

Board inquired about the availability of Annual Report data from all libraries and requested a comparative report across libraries using the state data. Bertalmio reported that work has begun on this, and Richie will review.

Board also inquired about line "D06: Technology Plan" under the Policies/Plans section of the Annual Report. This line indicates that the library's technology plan was last updated in 1999. Bertalmio explained that a majority of the library's technology is coordinated with Washington County Library. Board requested more information on the SPL and WCL technology plans to assess if updates are needed to the SPL plan.

**AGENDA ITEM 9: Council Communication Plan**

Board discussed the draft of the City Council Communication plan document provided in the October board packet and a possible work session with the city council on November 1, 2016 at 4:30 pm. Bertalmio and Bell reported that they would be unable to attend if a meeting was held on that date.

Board requested that Bertalmio meet with City Administrator McCarty regarding agenda for a work session with council. Items on the agenda could include the Council Communication Plan, Washington County Library relationship, and a building reconfiguration update.

Bell contacted the State Library to inquire if they were aware of any Minnesota public library managing another public library by contract or by a joint powers agreement. The response: "Joint powers agreements are used to establish the consolidated regional library systems and their city/county members. The consolidated regional systems, as opposed to MELSA, provide varying levels of management of local libraries/branches. Other than that, we have not been able to uncover other examples of joint powers agreements for the management of libraries."

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Minutes**

Background:

- Minnesota has 12 regional public library systems. Six of the systems are "federated" in that local governments retain ownership of public libraries. The remaining six are "consolidated" where the regional system, not individual counties and cities, actually operate the libraries as a single unit. (from [Public Libraries: Evaluation Report](#), Office of the Legislative Auditor, 2010, p. xi.)
- MELSA, the regional public library in the metro area, is a federated system. City libraries, like SPL, that existed before regional public library systems were created could become associate libraries by contracting with the county library for shared services. SPL has had such a contract with WCL for many years. Associate library status brings the benefits of a regional public library system to our library and our residents. Two examples: a statewide library card and access to a wealth of ebooks.

**AGENDA ITEM 10: Board Vacancy – Interviews Being Scheduled**

Interviews are scheduled with the four applicants on October 25, 2016. The interview committee will provide recommendations to board on November 9, 2016. Board will vote and provide a recommendation to the council.

**AGENDA ITEM 11: Event Policy Revision**

Board reviewed the revision of the event policy as provided in the October board packet. The revision included changing the hours of event rental from 9am – 9pm on Sunday through Thursday. Board discussed the addition of a provision allowing the library board to grant an exception to these hours.

*Motion made to approve the revised event rental policy with the addition that the library board may make an exception to the Sunday through Thursday hours upon application. MSP.*

The board also discussed proceeding with tent tie-downs. A donor to the Stillwater Public Library Foundation is interested in providing funding for a tie-down system for tents on the Terrace. In the past, tents have been set-up using a weight system. Tent rental companies are no longer permitting the use of weighted tents on the Terrace and now will only rent tents using the tie-downs. A tie-down system would allow the library to take pending 2017 bookings and will allow tent delivery and pick up to be moved further from the cobble street area. Stark express concern about accepting a donation for the tie-downs if the library's ability to hold events would be revoked in the future. Stark requested that the donor be informed that the library's future use of the Terrace as a means of revenue-generation is under review by the City Council.

The library is also looking to address other concerns presented by the neighbors and is pursuing the possibility of increasing the yellow curb painting on 4<sup>th</sup> Street to extend the no parking area, updating signage in the alley, and increased staffing during event loading/unloading.

**AGENDA ITEM 12: 2017 Holidays**

A list of Proposed 2017 Holidays was included in the October board packet. With uncertainty about Sunday service in 2017, the recommendation is to move the observance of Christmas Eve and New Year's Eve holidays to the preceding Saturday. If the library does have Sunday Hours in 2017, the calendar will be revisited.

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*Motion made to adopt the proposed 2017 Holiday calendar with a correction. The date of the "Day After Thanksgiving" should be change to Friday, November 24, 2017. MSP.*

**AGENDA ITEM 13: Allocate Undesignated Gifts**

Board reviewed Library Supplemental Funds: 2016 Gifts & Grants Received (Quarter 3) document as presented in the October board packet. Board discussed the donations requiring board allocation and the recommended allocations listed on the cover sheet:

- Reserve \$5,000 gift from Stillwater Township (line LIB11) in Fund 227: Other Governmental Gifts for possible use in building reorganization
- Reserve \$9,564 (line LIB17) in Fund 224: Helen Lawson Fund for possible use in building reorganization
- Allocate two gifts of \$200 each (lines LIB 10 & 13) to 230-0000-3820-0100: Gifts to offset materials purchases.

*Motion made to approve recommended allocations as listed on the cover sheet. MSP.*

**AGENDA ITEM 14: Director's and Other Staff Reports**

Bertalmio reported that libraries are part of the original sharing economy. The library could explore possibilities for loaning more than library materials. One idea is the circulation of WiFi hotspots.

Board requested a copy of FAQ document provided to staff regarding the construction project.

Board also discussed outreach to the growing senior populations and exploring book delivery possibilities with Lakeview Hospital, Lakeview Hospice and nursing homes.

**AGENDA ITEM 15: Foundation Report**

Richie reported that the minutes from the Foundation board meeting are included in the October board packet. The Foundation held its donor appreciation event which featured Trustee Hansen. Board requested a synopsis of his speech.

The Style Speaks Volumes III fundraiser is scheduled for November 14 and 15, 2016. The annual direct mail letter will be sent in November. The Foundation is also preparing for 2016 and looking to add new members to their board.

**AGENDA ITEM 16: Board Committee Reports**

- a) **Executive Committee:** Executive Committee will pursue holding a workshop with the city council.
- b) **Facilities:** None.
- c) **Finance:** None.
- d) **Governance and Policy:** The committee is working on the photography and internet use policy.
- e) **Human Resources:** None.

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- f) **Succession Planning Task Force:** Staff are working on transition plans to be completed in November or December.
  
- g) **WCL/SPL Relationship Task Force:** It appears that WCL will be granting a one-year extension on contract. Contract has not been received.

**AGENDA ITEM 17: Public Commentary and Communications**

Richie requested that the board consider moving the board meeting start time from 7:00 pm to 6:00 pm. Some members discussed that it would be difficult for them to make it by 6:00 pm but 6:30 pm may be a possibility.

**AGENDA ITEM 18: Adjournment**

Adjourned at 8:57 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>						
10042016	10/4/2016	Baker and Taylor	Materials - Juv Book	387.83	230-4230-2400-0000	Childrens Books
10042016	10/4/2016	Baker and Taylor	Materials - YA	10.44	230-4230-2406-0000	Teen Books
10042016	10/4/2016	Baker and Taylor	Materials - Processing	11.27	230-4230-3404-0000	Processing Fee
10042016	10/4/2016	Baker and Taylor	Materials - Adult Nonfiction	38.41	230-4230-2405-0000	Adult Books - Non Fiction
10042016	10/4/2016	Baker and Taylor	Materials - Ref	22.49	230-4230-2113-0000	Reference
10042016	10/4/2016	Brodart Co	Materials - Adult Fiction	643.47	230-4230-2401-0000	Adult Books - Fiction
10042016	10/4/2016	Brodart Co	Materials - Adult NonFiction	683.45	230-4230-2405-0000	Adult Books - Non Fiction
10042016	10/4/2016	Brodart Co	Materials - Processing	74.1	230-4230-3404-0000	Processing Fee
10042016	10/4/2016	Brodart Co	Materials - Adult Fiction (Tribute)	43.74	235-4235-2101-0000	Library Donations Materials
10042016	10/4/2016	Brodart Co	Materials - Adult (SPLF)	948.18	232-4232-2113-0000	SPLF - Materials
17933	9/22/2016	Card Source	Library Cards	645	230-4230-2101-0000	General Supplies
10042016	10/4/2016	Midwest Tape	Materials - Audio	104.19	230-4230-2402-0000	Audio
10042016	10/4/2016	Midwest Tape	Materials - Video	211.41	230-4230-2408-0000	Film/Video
10042016	10/4/2016	Midwest Tape	Materials - Processing	24.7	230-4230-3404-0000	Processing Fee
10042016	10/4/2016	Midwest Tape	Materials - Juv Audio Books (Friends)	560.81	235-4235-2101-0000	Library Donations Materials
91342	9/7/2016	Minitex	Materials - Processing	806	230-4230-3404-0000	Processing Fee
W16080702	9/21/2016	Office of MN IT Services	Telephone	378.35	230-4231-3101-0000	Telephone
W16070697	8/17/2016	Office of MN IT Services	Telephone	381.79	230-4231-3101-0000	Telephone
900004291	9/13/2016	Stillwater Medical Group	Drug Screening	231	230-4230-4099-0000	Miscellaneous Charges
13090029	9/20/2016	Toshiba Business Solutions	Maintenance Contract	48.93	230-4230-3707-0000	Maintenance Agreements
091916_317.96	9/19/2016	Washington County Library	Materials - EBooks (SPLF - 2 Juv 4AF)	317.96	232-4232-2113-0000	SPLF - Materials
9282016	9/28/2016	Wash. Cty Historical Society	Materials - SCC	23	230-4230-2499-0000	Collection Development
9282016	9/28/2016	Wash. Cty Historical Society	Materials - Adult Nonfiction	23	230-4230-2405-0000	Adult Books - Non Fiction
2015-1414	9/22/2016	Water Works Irrigation LLC	Winterize System	125	230-4231-3707-0000	Maintenance Agreements - Lib Plant
		<b>INVOICES SUBTOTAL</b>		<b>6,744.52</b>		
<b>CREDIT CARD</b>						
9317824	42604	Amazon.com	Materials - Adult Nonfiction	36.29	230-4230-2405-0000	Adult Books - Non Fiction
7161869	8/31/2016	Amazon.com	Materials - Book Club Kits (SPLF)	11.64	232-4232-2113-0000	SPLF - Materials
3463467	42599	Amazon.com	Materials - Adult Nonfiction	13.22	230-4230-2405-0000	Adult Books - Non Fiction
3463467	42599	Amazon.com	Materials - SCC	13.22	230-4230-2499-0000	Collection Development
4840204	42607	Amazon.com	Materials - Adult Nonfiction	18.94	230-4230-2405-0000	Adult Books - Non Fiction
4840204	8/26/2016	Amazon.com	Materials - Adult Fiction (SPLF BF)	18.98	232-4232-2113-0000	SPLF - Materials
15366539	42593	Dream Host	Monthly Website Fee	19.95	230-4230-3098-0000	Technology Support
20798	42586	Platinum Vacuum	Janitorial Supplies	104.16	230-4231-2102-0000	Janitorial Supplies
		<b>CREDIT CARD SUBTOTAL</b>		<b>236.40</b>		
<b>MANUAL BILL PAYOUTS (Check issued between bill resolutions to comply with payment terms)</b>						
None						
		<b>MANUAL PAYOUT SUBTOTAL</b>		<b>0.00</b>		
		<b>GRAND TOTAL</b>		<b>6,980.92</b>		

Submitted for payment

Lynne S. Bertalmio, Director

**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>						
181303	9/29/2016	Ace Hardware	Janitorial Supplies	111.26	230-4231-2102-0000	Janitorial Supplies
10182016	10/18/2016	Baker and Taylor	Materials - Juv	891.84	230-4230-2400-0000	Childrens Books
10182016	10/18/2016	Baker and Taylor	Materials - YA	234.65	230-4230-2406-0000	Teen Books
10182016	10/18/2016	Baker and Taylor	Materials - Processing	35.28	230-4230-3404-0000	Processing Fee
10182016	10/18/2016	Baker and Taylor	Materials - Ref	96.43	230-4230-2113-0000	Reference
10182016	10/18/2016	Brodart Co	Materials - Adult Fiction	387.01	230-4230-2401-0000	Adult Books - Fiction
10182016	10/18/2016	Brodart Co	Materials - Adult NonFiction	524.84	230-4230-2405-0000	Adult Books - Non Fiction
10182016	10/18/2016	Brodart Co	Materials - Processing	49.4	230-4230-3404-0000	Processing Fee
10182016	10/18/2016	Brodart Co	Materials - Adult Fiction (Tributes)	44.27	235-4235-2101-0000	Library Donations Materials
10182016	10/18/2016	Brodart Co	Materials - Adult (SPLF)	546.12	232-4232-2113-0000	SPLF - Materials
306-02444792-3	9/30/2016	Culligan of Stillwater	Water	36.95	230-4230-4099-0000	Miscellaneous Charges
2455591-1182883972	9/7/2016	G & K Services	Towels & Rugs	82.54	230-4231-4099-0000	Miscellaneous Charges - Lib Plant
10182016	10/18/2016	Midwest Tape	Materials - Audio	262.59	230-4230-2402-0000	Audio
10182016	10/18/2016	Midwest Tape	Materials - Video	671.44	230-4230-2408-0000	Film/Video
10182016	10/18/2016	Midwest Tape	Materials - Processing	99.7	230-4230-3404-0000	Processing Fee
10182016	10/18/2016	Midwest Tape	Materials - Juv Audio Books (Friends)	205.92	235-4235-2101-0000	Library Donations Materials
9583319	9/29/2016	Quill Corporation	General Supplies	31.99	230-4230-2101-0000	General Supplies
9586104	9/29/2016	Quill Corporation	General Supplies	171.59	230-4230-2101-0000	General Supplies
615591/7048476	9/8/2016	Recorded Books Inc	Materials - Audio (Adult 2017 SOP - Physical & Digital)	5088	230-4230-2402-0000	Audio
75411861	9/22/2016	Recorded Books Inc	Materials - eAudio (SPLF)	3580.25	232-4232-2113-0000	SPLF - Materials
75413496	9/27/2016	Recorded Books Inc	Materials - eAudio (SPLF)	46	232-4232-2113-0000	SPLF - Materials
8422595	9/18/2016	Star Tribune	Annual Subscription	375.96	230-4230-2403-0000	Periodicals
13104702	9/26/2016	Toshiba Business Solutions	Maintenance Contract	58.96	230-4230-3707-0000	Maintenance Agreements
13140296	10/6/2016	Toshiba Business Solutions	Maintenance Contract	76.41	230-4230-3707-0000	Maintenance Agreements
11256108	9/9/2016	Value Line Publishing Inc.	Materials - Ref (Small & Midcap 12/9/16-12/1/17)	425	230-4230-2113-0000	Reference
SP012658	10/6/2016	Viking Auto Sprinkler Co.	Annual Inspection-Oct2016	608	230-4231-3707-0000	Maintenance Agreements - Lib Plant
100316_318.60	10/3/2016	Washington County Library	WCL Q3 Processing Supplies	318.6	230-4230-3404-0000	Processing Fee
100316_302.94	10/3/2016	Washington County Library	WCL Q3 Postage/Stock for Overdue Notices	302.94	230-4230-3102-0000	Postage
100316_297.59	10/3/2016	Washington County Library	WCL Q3 2016 Lost/Overdue Processing	72	230-0000-3880-0040	Lost/Overdue Processing Fees
100316_297.59	10/3/2016	Washington County Library	WCL Q3 2016 Lost/Damaged Processing	225.59	230-0000-3880-0030	Lost/Damaged Fees
		<b>INVOICES SUBTOTAL</b>		<b>15,661.53</b>		
<b>CREDIT CARD</b>						
None						
		<b>CREDIT CARD SUBTOTAL</b>		<b>0.00</b>		
<b>MANUAL BILL PAYOUTS (Check issued between bill resolutions to comply with payment terms)</b>						
51-7976594-1	7/25/2016	Xcel Energy	Gas	188.08	230-4231-3601-0000	Natural Gas
51-7976594-1	7/25/2016	Xcel Energy	Electric	4,010.51	230-4231-3600-0000	Electricity
		<b>MANUAL PAYOUT SUBTOTAL</b>		<b>4,198.59</b>		
		<b>GRAND TOTAL</b>		<b>19,860.12</b>		

Submitted for payment

Lynne S. Bertalmio, Director



**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: 2016 Monthly Financial Report January - September	
OWNER: Finance Committee	PRESENTER: Finance Committee
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? <b>No</b> 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 Finance Committee examined the 2016 monthly financial report and made the following notes: <u>Revenues</u> *Are running below budget, specifically meetings & events and gifts <u>Expenditures</u> *Materials purchasing is slower due to changes in practice at WCL *Professional Services line is over due to architectural fees *The library newsletter was only included in one of two city newsletters in 2016; Funds from the Alice O’Brien Fund were not used and so could be used for newsletters in 2017	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: 2016 Monthly Report	
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>Strategic Plan Update</b>	
OWNER: <b>Board</b>	PRESENTER: <b>Lynne Bertalmio</b>
REQUESTED AGENDA TYPE (A, I, D): <b>I</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? <b>No</b> 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: <b>The building reconfiguration work with Gardner Construction started work on October 17, 2016.</b>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: <b>Strategic Plan Update</b>	
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; facilities plan has been drafted and approved by the Board of Commissioners

**- 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 completed the market study; preliminary reports are due in October
<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 that are due in November or December
<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; WCL has expressed desire to continue current contract through 2017
<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 revising – and simplifying – methodology developed by Cornell University for approving new partnerships, evaluating partnerships, and determining if partnerships have been successful in reaching outreach goals
<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 began October 2016
<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; we have three areas of focus for 2017: seniors, disadvantaged youth, and community library skills



<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; Valley Outreach; and Community Ed
<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; Meetings scheduled with Community Ed
<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, post co-location
<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; the library joined the discussion hosted by the St. Croix Valley Resource Center on building community; schedule is under development for meetings with senior housing staff; Sunrise Rotary is scheduled for December
<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	Staff participated in dementia-friendly service provision; Trainings schedule for seniors services under development with MAAA and U of M resources

<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	WCL has purchased Civic Technologies product to provide analytics about users and nonusers; once WCL receives reports in October Ryskoski will approach vendor about reports for Stillwater
<b>1.1</b>	Regularly monitor the implementation of the new service model	Director and Board	July and January, starting in October 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-**

<b>1.3</b>	Reconfigure space and facilities	Director and lead staff	2016 and 2017	Building changed to increase efficiency and make the building more secure
<b>2.2</b>	Implement additional elements of tech savvy environment plan	Management team	2016 and 2017	Enhancement of tech environment of the Library for both patrons and staff
<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 (school, government, social service agencies, arts organizations, etc.)
<b>3.3</b>	Coordinate a meeting with School and Community Education staff to determine possible future partnerships.	Director	2016-2017	Library and School District partner on 2 new projects (1 each year)
<b>2.1</b>	Begin first phase of implementing the staffing plan (projected 3 year process)	Management team	January 1, 2017	Significant change in staffing patterns and use. Direction for future changes.
<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>2.2</b>	Develop and determine future staffing needs addressing the changing nature of work and evolving service model, to be used to direct future hiring and professional development activities	Management team	2017 and then annual review thereafter	Written report or guidelines to be used to direct future HR directions. Review by the Board by October, 2017.

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION:  2016 Capital Budget Release	
OWNER: Finance Committee	PRESENTER: Director
REQUESTED AGENDA TYPE (A, I, D):  A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? <b>No</b> IF YES, NOTE STATUS – 1 <sup>st</sup> READ, 2 <sup>nd</sup> READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Request the release of \$5,000 in c2016 capital funds for the new accessible door operator.	
BACKGROUND/CONTEXT: Our 2016 capital budget that follows shows a \$5,000 item for major building repairs and improvements. In August, it became necessary to place a new accessible automatic door operator on the Fourth St. door when the existing opener failed. The new operator cost \$4,930.00. The bill was initially paid from the building repair budget in the library's operating budget, but this is a significant capital expense.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

**Resolution/Follow-Up Notes**

OUTCOME OF DISCUSSION:
NEXT STEPS:

# LIBRARY CAPITAL 2016

OPERATIONS	Budget	Spent YTD	Amount Remaining	Notes	Account	Funding Source
<b>2015 Rollover</b>						
Computer Equipment	\$ 4,349	\$ -	\$ -			
Microfilm Rdr/Scnr Grant Supplement	\$ 1,250	\$ -	\$ -		Improvement	2015 Bonds
General Equipment	\$ 3,808	\$ -	\$ -			
<b>Rollover Total</b>	<b>\$ 9,407</b>	<b>\$ -</b>	<b>\$ -</b>	Reallocated to Building Project		
<b>2016 Request</b>						
Upgrade Public Access Computers	\$ 13,000	\$ -	\$ -	Reallocated to Building Project	Computer Equipment	2016 Bonds
New Printers for Circulation & Tech Svcs	\$ 1,200	\$ 690	\$ 510	City IT is considering needs post construction	Computer Equipment	2016 Bonds
Microfilm Reader/Scanner	\$ 10,000	\$ 1,250	\$ 8,750	Reallocated to Building Project	Computer Equipment	2016 Bonds
Laptop Computer	\$ 1,200	\$ -	\$ -	Reallocated to Building Project	Computer Equipment	2016 Bonds
Data Projector for Margaret Rivers B	\$ 1,500	\$ -	\$ -	City IT wants to roll over to 2017	Computer Equipment	2016 Bonds
Transfer Telephone System to City	\$ 20,000	\$ -	\$ -	City IT wants to roll over to 2017	Computer Equipment	2016 Bonds
<b>2016 Request Total</b>	<b>\$ 46,900</b>	<b>\$ 1,940</b>	<b>\$ 9,260</b>			
<b>Total Library Operations</b>	<b>\$ 56,307</b>	<b>\$ 1,250</b>	<b>\$ 9,260</b>			
<b>PLANT</b>						
<b>2015 Rollover</b>						
General Building Improvements	\$ 4,037	\$ -	\$ -	Allocated to Building Project	Improvement	2014 Bonds
General Building Improvements	\$ 12,000	\$ -	\$ -	Aallocated to Building Project	Improvement	2015 Bonds
Portable Projector for Meeting Rooms	\$ 2,000	\$ -	\$ -	City IT wants to roll over to 2017	Computer Equipment	2015 Bonds
<b>Rollover Total</b>	<b>\$ 18,037</b>	<b>\$ -</b>	<b>\$ -</b>			
<b>2016 Request</b>						
Building Reconfiguration	\$ 25,000	\$ -	\$ -	Allocated to Building Project	Improvement	2016 Bonds
Major Building Repairs and Improvements	\$ 5,000	\$ -	\$ -		Improvement	2016 Bonds
<b>2016 Request Total</b>	<b>\$ 30,000</b>	<b>\$ -</b>	<b>\$ -</b>			
<b>Total Library Plant</b>	<b>\$ 48,037</b>	<b>\$ -</b>	<b>\$ -</b>			
<b>TOTAL 2015 ROLLOVER</b>	<b>\$ 27,444</b>	<b>\$ -</b>	<b>\$ -</b>			
<b>TOTAL 2016 REQUESTED</b>	<b>\$ 76,900</b>	<b>\$ -</b>	<b>\$ -</b>			
<b>TOTAL LIBRARY FUND</b>	<b>\$ 104,344</b>	<b>\$ 1,250</b>	<b>\$ 9,260</b>			

**Director's Report**

**Current Issues:** In the September/October issue of American Libraries which focuses on library design, there is a substantial article on spaces for teens. One pithy quote from the article is: "When libraries set up teen spaces that look too perfect or pristine, they eliminate possible avenues for teens to explore, create, and participate in immediate, spontaneous, and unexpected ways." Our teen library has been used since its opening in 2006, but perhaps not as much as we would like due to its "matchy" character and upright chairs. We will soon work with MSR to make the area more teen-pleasing and counter the effects that co-location has had on the space.

**Goals and Objectives:** Gardner Construction began work on Monday, October 17. On the second day of work, they discovered a large roof drain that did not appear on our building plans. On day three, they discovered a second roof drain. On Thursday, Jacklyn Vollema from MSR swung into action and redesigned the desk so that we retained the functions that we wanted in a different order. Gardner Builders priced the new design (a minor increase) and had a change order to me by 7:30 AM on Friday. Work continued! Some patrons are rolling with the change, others find the reasoning difficult to understand. Staff members, who are all together at the former information desk – now the public service desk – are somewhat cramped but coping. It may be a relief to get to the new desk and work room. Gardner has not been able to estimate a completion date yet. We see change every day. Unfortunately, our photos aren't terribly intelligible yet. Once we can produce a picture that the public could understand, we will post them on social media and the website.

**Community and Professional Relationships:** One of our first targets for outreach is seniors. We are scheduling training sessions for staff on serving seniors and programming for seniors. At the October all-staff meeting, Family Means provided training on dementia-friendly service. In addition to providing statistics on the incidence of dementia, we learned the signs of dementia, how to communicate in helpful ways, and how to create a physical space that is supportive for people with dementia. Organizations and institutions need to understand how to be of help as 60% of people with Alzheimer's Disease live in their own home. We will also be looking at the building for barriers to service for seniors and people with disabilities (we did very detailed research and worked with Courage Center on the 2005-06 design, but some things may need updating).

**Staff and Personnel:** The City of Stillwater is having to work very fast to outline and select the health insurance plans that it will offer for 2017. Open enrolment begins in November. The City has made the decision to continue with Blue Cross Blue Shield as the carrier so at least that has been decided. No matter what, there will be changes in the plans as Blue Cross has made some modifications in their offerings. A labor/management work group is looking at the options that are available. Once the maximum of three options have been selected, the City must then hold information sessions so that employees may gain understanding of the plans and make their selections. \* Flaherty Hood is looking for some remaining information concerning benefits for the market study in the class/comp plan. We should see the results soon.

**Business and Finance:** I spoke with the donors who have offered to fund the permanent tent tie downs. They understand that our event business could change. Collaborative Design is re-examining the plans that they developed for the project. With them, we have established a list of contractors that we may ask for estimates. We may benefit from being able to schedule this work for a slow time in construction.

**Technology:** The City's IT team has been very helpful throughout the construction project so far. They are communicating with the low voltage vendor to keep them apprised of our schedule. We are fortunate that this vendor is doing other work for the City and is in the area. They can be flexible about the timing of their work. \* MELSA has decided to renew its Evanced subscription for another year. Evanced is the software that metro-area libraries use to book meeting rooms and publicize their events. We had hoped that software would be offered that would allow the possibility of library users booking their own meeting rooms, something that Evanced does not make simple enough. MELSA is considering a purchase of Bibliocommons that has an event calendar of its own but currently no room reservation function.

## Board of Trustees Calendar

### 2016

#### October

Foundation Direct Mail Campaign

#### 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

#### December

TBA	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
14	9/8/2015	Terrace Tie-Downs	Follow-up with Anne Young about the possible installation of tent tie-downs on the Terrace.	Bertalmio	10/31/16: In Progress Board decided to proceed with tie-downs on Terrace. SPLF confirmed that a donor is willing to fund 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	10/5/16: 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	10/31/16: In Progress A prototype desk schedule has been developed. Cross-training has occurred. Senior staff have received outreach assignments of areas that they will lead. Area leaders are developing training schedules for staff for selected areas. First training opportunity is dementia training. Staff is participating with Adult Basis Education staff on a grant proposal.
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	10/31/16: In Progress Management Team is working on outreach goals for their areas of responsibility.
53	3/8/2016	Board Goals	Discuss 2016 Board Goals.	Keliher	10/31/16: In Progress Process will begin with a review of bylaws and other existing "job descriptions" for trustees.
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.	Otte	10/31/16: In Progress WCL has purchased Civic Technologies software that can be mounted on the ILS system to report on demographics for outreach and marketing. WCL is scheduled to receive reports in October. Ryskoski will talk with Civic Technologies about subsequent reports for Stillwater.
57	4/12/2016	Long-Term Financial Planning	Meet individually with members of the city council to help educate them about the library.	Bell Carlsen Hansen Keliher	10/5/16: In Progress A communications plan to inform the City Council about library operations and issues is being drafted. Does this replace the individual meetings with Council members or are individual meetings to be held in addition?
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.		10/31/16: In Progress Only the computer lab naming right must be replaced with some other option. This means approaching Wells Fargo with an alternative. Is a small task force needed or may staff just offer an alternative?
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	10/5/16: In Progress Design work will begin after the co-location work is complete.

70	8/9/2016	Supplemental Funds	The Finance Committee will work on a process for how to manage any new endowment-type gifts received by the library and will bring proposed process to the Governance Committee.	Finance	
73	8/9/2016	City Council Relations	Board requested that Bertalmio and Keliher put together an action plan for building city council relationships and educating council members. The board asked Bertalmio and Keliher to consider including the following components: Director attending council meetings if there is library business before the council, Director being part of the City team that plans agenda, Director building relationships with council members.	Bertalmio Keliher	10/31/16: In Progress Board to meet with City Council on November 15, in part to ascertain best methods for communication.
75	8/9/2016	Director's Report	Board asked Director to include programming numbers and other data in the monthly report along with the narratives.	Bertalmio	10/5/16: In Progress Reports from staff programmers will be included in Director and other staff reports portion of the Board agenda.
76	8/9/2016	WCL Relations	Board asked Bertalmio to help drive relationship-building with WCL and reach out to WCL regarding a meeting with Bertalmio/McCarty.	Bertalmio	10/5/16: In Progress A meeting with Washington County administrators, the WCL Director, and the Stillwater Administrator and Library Director was held on September 15, 2016. The response to the question "Would WCL be willing to manage SPL by contract" was essentially "no": the structure would be too unwieldy and SPL's building is not desirable. Deputy County Administrator Corbid will provide financial figures for a future meeting, but these figures would be useful for a discussion of merger, not a management contract.
77	9/13/2016	Events	Board asked Bertalmio and Keliher to meet with Young to discuss the mitigation suggestions received in a 9/8/16 letter from the neighbors regarding events at the library.	Bertalmio Keliher	10/11/16: In Progress Board voted to approve changes to event policy at 10/11/16 meeting. The library is also looking to address other concerns presented by the neighbors and is pursuing the possibility of increasing the yellow curb painting on 4th Street to extend the no parking area, updating signage in the alley, and increased staffing during event loading/unloading.
80	9/13/2016	City Council Relations	Ask McCarty to formally place library on agenda on a quarterly or monthly basis. Library Director and a Board Member will attend meeting and provide brief update.	Bertalmio	10/31/16: In Progress Schedule to be determined.
81	9/13/2016	City Council Relations	Board asked Keliher to draft a response letter to the City Council regarding the levy, the WCL meeting, and next steps.	Keliher	10/5/16: Completed The letter was sent to Council members on October 2, 2016.
82	9/13/2016	2017 Budget	Provide budget reduction options for board review at October meeting.	Bertalmio Finance	10/5/16: In Progress
83	10/11/2016	Building Reconfiguration	Board requested that ongoing photo updates appear on website about project.	Bertalmio	10/31/16: In progress To date, photos of construction are unclear. When there is more on which to focus, photos will be displayed.
84	10/11/2016	Library Comparisons	Board requested that Bertalmio prepare a comparison across libraries using the data submitted in the Annual Report to the State of Minnesota.	Bertalmio	10/11/16: In Progress

85	10/11/2016	Technology Plan	In the Annual Report to the State, it stated that the technology plan was updated in 1999. Bertalmio explained that a majority of the library's technology is coordinated with Washington County Library. Board requested more information on the SPL and WCL technology plans to assess if updates are needed to the SPL plan.	Bertalmio	10/31/2016: In Progress The 1999 Technology Plan was not a policy but a plan done in conjunction in with WCL to apply for an e-rate discount ( a telecommunications discount) that is no longer applicable. The plan assessed fiber, wireless, hardware, software needs for the libraries.
86	10/11/2016	City Council Relations	Board requested that Bertalmio meet with City Administrator McCarty regarding agenda for a work session with council. Items on the agenda could include the Council Communication Plan, Washington County Library relationship, and building reconfiguration update.	Bertalmio	10/31/16 In Progress
87	10/11/2016	Building Reconfiguration	Board requested a copy of FAQ document provided to staff regarding the construction project.	Bertalmio	10/31/16: Completed Document e-mailed to Board members

**TICKLER ITEMS**

ID	Board Meeting	Task	Description	Responsible	Status
TICKLER	9/8/2015	Pavers - Neighbor Communication	Inform neighbors about paver replacement and potential timing and disruption.		TICKLER: The City of Stillwater lists this project in its capital project budget for 2017.No known date for paver replacement; Communicate to neighbors when date is known.

<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>
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.
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.
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>
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.
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.
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.
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.

COMPLETED - BOARD MEETING FOLLOW-UP					
ID	Board Meeting	Task	Description	Responsible	Status
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.
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.
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.
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.
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.
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
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.

COMPLETED - BOARD MEETING FOLLOW-UP					
ID	Board Meeting	Task	Description	Responsible	Status
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
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.
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
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	Bertalmio	
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 for this will come from printing
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>
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
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.

COMPLETED - BOARD MEETING FOLLOW-UP					
ID	Board Meeting	Task	Description	Responsible	Status
41	1/12/2016	Personnel	Conduct Library Director Evaluation. * Board members to submit evaluation forms to Keliher by January 28th.	All	3/8/16: Completed Passed at March board meeting
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 Packet.
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.
51	3/8/2016	Supplemental Funds	Develop a formal process for the acceptance and fund allocation of gifts.	Keliher	8/9/16: Complete * List of 2016 gifts received will be received quarterly in the board packet. * Supplemental fund procedures have been formally documented, an evolving proces that is continually reviewed and refined.
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
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	9/2/16: Complete Only a few features will be disrupted by the construction.
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



COMPLETED - BOARD MEETING FOLLOW-UP					
ID	Board Meeting	Task	Description	Responsible	Status
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:
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 preented 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	9/2/16: Complete Selected Gardner Builders to do co-location project.
69	8/9/2016	Strategic Plan Update	Board asked Bertalmio to provide board with a document that reviews the three major goals of the current strategic plan, assesses progress to date, and key learnings.	Bertalmio	9/2/16: Complete Assessment will be presented in September packet materials.

## STILLWATER PUBLIC LIBRARY FOUNDATION BOARD MEETING

SEPTEMBER 28, 2016

**MEMBERS PRESENT:** Jane Dickinson, Steve Brady, Fred Rangel, Mary Richie, Merilee Read, Kathy Thueson, Dustin Moeller, Sandy Nicholson, Mary Ann Sandeen, Andy Kass, Ann Wolff, Lynn Bertalmio

**WELCOME:** President Ann Wolf called the meeting to order at 7:40 A.M.

**SECRETARY'S REPORT:** Ann Wolff reviewed the August minutes. Discussion of the 2017 Sunday Hours funding options followed and an amendment to the August minutes where a motion was made that the SPLF "would provide half the funding for the SPL Sunday hours in 2017" be amended to read "the 2017 Sunday hours funding will be determined after the City of Stillwater approves the 2017 budget." The motion was made, seconded, and unanimously approved to amend the minutes.

**FINANCE COMMITTEE AND TREASURER'S REPORT:** Andy reported the following items:

1. Andy asked if the Foundation Committee approved of the way the Financial Reports were presented and if there were any suggestions for changing the reporting. All Foundation members were satisfied with the current presentation methods.
2. Profit and Loss YTD Comparison shows that the total direct public support is good.
3. Obligations. Grants cause payments to fluctuate; Total expenses of \$120,000 reflect grants, contracts for employment, events, etc. One-third of expenses are committed to fulfilling contracts.
4. The 2017 budget will be completed in October and the finalized budget will be presented at the November Foundation meeting.

\* Budget items will include a compensation increase for Keri Goeltl, hearing loops, support grants and fundraising for the 10<sup>th</sup> Anniversary event.

5. Finance Committee recommendations:

\* The Foundation Board should consider alternatives such as programs, independent contractors' compensation, and initiatives (e.g. the hearing loops, updated e-mail system) in order to agree upon a focus for 2017.

The motion was made, seconded, and unanimously approved to accept the Finance Committee report.

**EXECUTIVE COMMITTEE REPORT:**

1. Lynn and Ann provided an update on the City of Stillwater's council meeting regarding defining the roles of the City and the Foundation in determining the city's contribution to the Library. The City's contribution to the Library will not be increased for the 2017 year. Without the proposed increase, the Library will not be able to provide new initiatives for the 2017 year. The final 2017 City budget will be available in November.

2. Review of Keri Goeltl's contract and compensation was presented by Andy:

\*A new job description was written to include all the additional support the position provides to the Foundation.

\* Keri was recognized for the dedication and creativity that she has brought to this position.

\* It is expected that this position will include a larger role in development and financial record-keeping.

\*It was recommended that the compensation for the Foundation Administrative Assistant be doubled from \$10,000 to \$20,000 per year.

A motion was made to accept the new contract and compensation recommendations for the Foundation Administrative Assistant, Keri Goeltl. The motion was seconded and unanimously approved.

3. The Huelsmann Grant request:

\* A request was made to the Huelsmann Foundation for a \$15,000 grant to support the Light a Spark yearly event and for \$10,400 to support the installation of a hearing loop in the Margaret Rivers Room.

4. The Annual Appeal brochure is being developed.

**EVENT COMMITTEE REPORT:**

\* All assignments and speaking points were e-mailed to members attending the Donor Appreciation event.

\* Style Speaks Volumes III event is progressing as expected. Authors are confirmed, the agenda has been established, ticket sales and sign-up information will be disseminated over the next few weeks.

**NOVEMBER'S MEETING DATE:** NOVEMBER 30<sup>TH</sup>. All were asked if the meeting should be moved to the 3<sup>rd</sup> Wednesday of the month for next year.

The meeting was adjourned by Ann Wolff at 9:10 A.M.

Respectfully submitted by Kathy Thueson for Jean Morse

REPORTS sent to board members by e-mail for the September 28, 2016 meeting:

<u>Date</u>	<u>Sender</u>	<u>Title</u>
9/20	Jean	Minutes for 8/24/16 Board Meeting
9/20	Mary Ann	Friends Report
9/26	Ann	Donor Appreciation Event Guest List 9/21 Executive Committee Report 9/28 SPLF Board Meeting Agenda
9/27	Keri	- August Balance Sheet - Profit & Loss - Previous Year Comparison - Jan.-Aug. '16 - Profit & Loss YTD Comparison Aug. '16
9/27	Ann	- Stillwater Public Library 2015 Annual Report