

STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES
Meeting Agenda
Tuesday, November 14, 2017
7:00 PM
Conference Room

1. Call to Order
2. Adoption of the Agenda
3. In-Person Public Commentary
4. Consent Calendar
 - a. Adoption of the October 10, 2017 Minutes +
 - b. Acknowledgement of Bills Paid in October 2017 (10/03/17: \$8,147.13, 10/17/17: \$10,667.56) +
 - c. September Budget Status Report +
 - d. Capital Release Request +

Old Business

5. Events/Neighbors Task Force Update I+
6. Final report on Classification and Compensation Study I+
7. 2018 Holidays A+

New Business

8. Labor Negotiations A+
9. Library Trustee Reappointment I+
10. Library Trustee Nominating Committee A+
11. 2018 Building Reconfiguration D+

12. Director and Other Staff reports +

13. Foundation Report +

14. Board Committee Reports

- | | |
|---------------|--------------------|
| a. Executive | d. Human resources |
| b. Facilities | e. WCL Task Force |
| c. Finance | |

15. Public Commentary and Communications

16. Adjournment

If you are unable to attend this meeting, please leave a message for Mark at 651.430.8753 before 5 Pm on Monday, November 13, 2017.

A= Action Item I= Information Item D=Discussion Item + = Document in Packet
*= Document to be Distributed Later #=Document Distributed Previously

Attachments: 2017 Calendar, Friends Sept 2017 Minutes

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
October 10, 2017
Minutes**

PRESENT: Bell, Lunn, Hemer, Keliher, Richie, Stark

ABSENT: Carlsen, Hansen, Menikheim

STAFF: Troendle, Goeltl

AGENDA ITEM 1: Call to Order

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

AGENDA ITEM 2: Adoption of Agenda

Motion to add item 4d to Consent Calendar: 2017 Capital Fund Release Request. MSP.

Capital Fund Release Request document distributed at meeting and included as an attachment to minutes.

Motion to adopt amended agenda. MSP.

AGENDA ITEM 3: In-Person Public Commentary

None.

AGENDA ITEM 4: Consent Calendar

Motion to approve consent calendar. MSP.

AGENDA ITEM 5: Events/Neighbors Task Force Meeting Report

Bell provided board with background and summary of the events/neighbors task force as detailed on the task force report cover sheet included in the October Board Packet.

Sandy Ellis, Venue Coordinator, attended this portion of the trustees meeting. She reported on her efforts to build relationships with the neighbors and improve communications and cooperation.

It was clarified that the paver project is in the city's capital budget for 2018. There are a few different options for replacing the pavers, and Troendle will work with city staff to address.

Troendle reported that he has updated city administrator McCarty on the task force and venue coordinator's work with the neighbors.

AGENDA ITEM 6: Kilty Fund Update/Library Supplemental Funds Report

Richie recapped for the board that per the legal advice of the city attorney, the Kilty fund needs to remain a fund of the city. Fund 233-Kilty Fund was established to hold this unrestricted gift at the city for use by the library.

A list of gifts received by the library during the third quarter of 2017 was included in the October Board packet for review and approval.

*Note: The notation MSP is used in instances of unanimous approval of a motion.
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**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
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Motion made to accept the third quarter of 2017 gifts and grants per report dated October 4, 2017, including the Kilty gift from June 15, 2017. MSP.

AGENDA ITEM 7: 2018 Operating Budget

Troendle reported that a revised library budget was compiled to align with the approved operating levy for 2018, a 4% increase from 2017. Troendle detailed the key changes made to the revised budget as provided in the October Board packet:

- \$20,155 Reduction in Personnel Costs
- \$5,000 Reduction in Electricity
- \$3,000 Reduction in Telephone
- \$2,921 Reduction to Building Repair Charges
- \$1,300 Reduction in Plant General Supplies
- \$1,000 Reduction in Reference Materials

Regarding personnel costs, Troendle clarified that savings were achieved through an adjustment of insurance costs to reflect both 2018 rates and projected employee enrollment. Troendle confirmed that the higher results from the classification/compensation study were used for budgeting purposes with the exception of salaries for the Director and Assistant Director positions that were adjusted to reflect actual or projected expenditures in 2018. Troendle confirmed that the salary for the Assistant Director position was included in the budget.

It was clarified that the expenditure line item of Collection Development refers to purchases for the St. Croix Collection.

Richie reported that the budget does include the funding of half of Sunday Hours.

Motion to adopt revised 2018 Operating Budget. MSP.

AGENDA ITEM 8: 2018 CIP Budget

Troendle reported that following changes are being recommended to align the library's 2018 capital budget with the approved budget:

- \$7,000 Reduction – Removed Digital Signage Request
- \$5,000 Reduction – Decreased total needed for Data Projector/ AV Solution for Meeting Rooms
- \$4,500 Reduction – Removed New Computers for the Public
- \$4,000 Reduction – Removed Disc Repair Machine
- \$1,500 Reduction – Remove RFID pads
- \$400 Increase – Charging Station cost increase for additional features

Motion to approved revised 2018 capital budget. MSP.

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AGENDA ITEM 9: Classification and Compensation Appeal

Troendle reviewed that at the September board meeting, it was decided to move forward with the appeals process. The appeals, which were reviewed and signed off on by the Interim Library Director and the City of Stillwater's Human Resources Manager, were uploaded by Troendle to the Flaherty & Hood secure FTP site on September 14 after speaking with the Human Resources Manager. Troendle also confirmed receipt of the files with Flaherty & Hood.

On October 9, a preliminary update was received from Flaherty & Hood. Troendle had questions for the consultants about the report and copied the City Administrator and Human Resources Manager. Flaherty & Hood replied they are reviewing the issue.

Though the final report is not yet available, Troendle said appeals for eight classification levels were submitted, with the following pending results:

- Three of eight appealed classifications would have no change in salary grade when comparing the current appeal results to the grade determined in April.
- Five of eight appealed classifications would have a change in salary grade when comparing the most current results to the grade determined in April.
- It was recommended that two positions receive new job titles.
- Also, in April, the consultants recommended a specific position be reclassified at a higher level. This finding was not appealed because the employee in this position agreed with the consultant's recommendation.

After clarification is received from Flaherty & Hood, and the final report is delivered, Troendle would like to do the following, unless the board provides different direction:

1. Communicate to the city the study is complete;
2. Verify points with the city;
3. Notify each affected employee of the result of their appeal, including final points calculated, proposed salary grade, any recommended job title change, and any other information as recommended by the city.

Bell asked if a date for the final report was known. Troendle said a specific date was not provided, but he estimated it may be available within a week.

AGENDA ITEM 10: Preparing for Director's Six-Month Performance Evaluation

Keliher reported that the director's job offer included the opportunity for a "salary increase of \$2,000 upon satisfactory performance review after completion of six months of employment." The Executive Committee recently met to discuss the evaluation process and recommends the following:

- Start the evaluation process in early March, after six full months.
- Use the existing director evaluation document, with a few minor adjustments to account for the relatively short period of time that will have passed. The document -- with proposed edits shown in red -- was included in the October board packet.

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- After each board member completes the evaluation form, the board chair will compile into a single composite evaluation -- according to the board's established director evaluation process.
- The board will enter a closed session during the regular April meeting to discuss the composite evaluation and any necessary follow-ups or other outcomes.
- After the board's discussion, the executive committee will meet with the director to discuss the evaluation.

Richie and Keliher also discussed that they are consulting with Donna Robole, City HR Manager, regarding the city's progress and timeline of a city-wide performance evaluation process. The timing of a new city system is unknown and will likely not be in place by the sixth-month review period.

Motion to approve process as outlined on the in the coversheet for Agenda Item 10. MSP.

AGENDA ITEM 11: Director and Other Staff Reports

Troendle reported on his first month at the library and provided a preview of upcoming activities as detailed in the Library Director, Information Services, and Youth Services reports included in the October board packet.

AGENDA ITEM 12: Foundation Report

Richie highlighted the Foundation minutes included in the October Board Packet. Richie discussed the success of Destination Library, the Foundation's 10th Anniversary Celebration, on September 22, 2017. She reported that Style Speaks Volumes is on Friday, November 10 and Saturday, November 11, 2017.

AGENDA ITEM 13: Board Committee Reports

- **Executive Committee:** None.

- **Facilities:** None

- **Finance:** None

- **Human Resources:** None.

- **Communications/Outreach Committee:** None

- **WCL Relationship Task Force:** None

AGENDA ITEM 13: Public Commentary and Communications

Keliher shared a thank you note to the Trustees from Melissa Brechon, Interim Director from February – September 2017.

AGENDA ITEM 14: Adjournment

Adjourned at 7:53 pm.

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2017 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
INVOICES PAYABLE						
190942	8/16/2017	Ace Hardware	Janitorial Supplies	\$ 8.95	230-4231-2102-0000	Janitorial Supplies
190973	8/17/2017	Ace Hardware	Janitorial Supplies	\$ 14.38	230-4231-2102-0000	Janitorial Supplies
191117	8/22/2017	Ace Hardware	Janitorial Supplies	\$ 69.93	230-4231-2102-0000	Janitorial Supplies
191156	8/23/2017	Ace Hardware	Janitorial Supplies	\$ 7.99	230-4231-2102-0000	Janitorial Supplies
10032017	10/3/2017	Baker and Taylor	Materials - Juv	\$ 1,576.49	230-4230-2400-0000	Childrens Books
10032017	10/3/2017	Baker and Taylor	Materials - YA	\$ 52.09	230-4230-2406-0000	Teen Books
10032017	10/3/2017	Baker and Taylor	Materials - Processing	\$ 47.53	230-4230-3404-0000	Processing Fee
10032017	10/3/2017	Baker and Taylor	Materials - YA (Stillwater Twnshp)	\$ 9.60	227-4227-2404-0000	Other Govt Gifts - Other Books
100317	10/3/2017	Baker and Taylor	Materials - Adult Nonfiction (SPLF)	\$ 61.37	232-4232-2113-0000	SPLF - Materials
10032017	10/3/2017	Brodart Co	Materials - Adult Fiction	\$ 49.75	230-4230-2401-0000	Adult Books - Fiction
10032017	10/3/2017	Brodart Co	Materials - Adult NonFiction	\$ 55.58	230-4230-2405-0000	Adult Books - Non Fiction
10032017	10/3/2017	Brodart Co	Materials - Processing	\$ 3.90	230-4230-3404-0000	Processing Fee
6209109	9/13/2017	Demco Inc.	Processing Supplies	\$ 135.61	230-4230-3404-0000	Processing Fee
6140	9/13/2017	Horizon Datasys Corp	Mobile Computer Lab	\$ 249.60	230-4230-5310-0000	C/O MIS Computer Equipment
2609527	9/6/2017	Loffler Companies	Telephone Upgrade	\$ 2,850.00	230-4230-5310-0000	C/O MIS Computer Equipment
13539	9/14/2017	Menards	Janitorial Supplies	\$ 24.95	230-4231-2102-0000	Janitorial Supplies
14013	9/23/2017	Menards	Janitorial Supplies	\$ 44.87	230-4231-2102-0000	Janitorial Supplies
10032017	10/3/2017	Midwest Tape	Materials - Audio	\$ 27.73	230-4230-2402-0000	Audio
10032017	10/3/2017	Midwest Tape	Materials - Video	\$ 17.24	230-4230-2408-0000	Film/Video
10032017	10/3/2017	Midwest Tape	Materials - Processing	\$ 3.15	230-4230-3404-0000	Processing Fee
IN00055155	9/25/2017	Nardini Fire Equipment	Annual Fire Maintenance	\$ 157.31	230-4231-3707-0000	Maintenance Agreements - Lib Plant
92617	9/26/2017	Petrie Angela	Teen Room (Lawson)	\$ 417.75	235-4900-5200-0000	Library Don - Improvement Projects - C/O
092617_TeenPgms	9/26/2017	Petrie Angela	Programs - Teen (SPLF)	\$ 263.07	232-4232-2407-0000	SPLF - Programs
753252	9/12/2017	Stillwater Medical Group	Drug Screen (4)	\$ 260.00	230-4230-4099-0000	Miscellaneous Charges
8422595	9/17/2017	Star Tribune	Materials - Newspaper (SPLF)	\$ 421.20	232-4232-2113-0000	SPLF - Materials
13946519	9/14/2017	Toshiba Business Solutions	Maintenance Contract	\$ 51.42	230-4230-3707-0000	Maintenance Agreements
13954436	9/19/2017	Toshiba Business Solutions	Maintenance Contract	\$ 77.98	230-4230-3707-0000	Maintenance Agreements
09132017_959.26	9/13/2017	Washington County Library	Materials - Databases	\$ 533.94	230-4230-2114-0000	Data Base Searching
09132017_959.26	9/13/2017	Washington County Library	Materials - E Magazines (MR)	\$ 425.32	235-4235-2101-0000	Library Donations Materials
			INVOICES SUBTOTAL	\$ 7,918.70		
CREDIT CARD						
6357844	8/11/2017	Amazon.com	Materials - Juv	\$ 16.03	230-4230-2400-0000	
6713010	8/17/2017	Amazon.com	Materials - Adult Fic	\$ 27.79	230-4230-2401-0000	
119404	8/24/2017	Amazon.com	Materials - Adult Non Fic	\$ 61.76	230-4230-2405-0000	
119404	8/24/2017	Amazon.com	Materials - Adult Fic (GN - SPLF)	\$ 29.12	232-4232-2113-0000	
9827428	8/28/2017	Amazon.com	Materials - SCC	\$ 34.93	230-4230-2499-0000	
97917	8/28/2017	UnoClean	Janitorial Supplies	\$ 58.80	230-4231-2102-0000	
			CREDIT CARD SUBTOTAL	\$ 228.43		
MANUAL BILL PAYOUTS (Check issued between bill resolutions to comply with payment terms)						
None						
			MANUAL PAYOUT SUBTOTAL	\$ -		
			GRAND TOTAL	\$ 8,147.13		

Submitted for payment

Mark Troendle, Library Director

2017 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
INVOICES PAYABLE						
191802	9/15/2017	Ace Hardware	Janitorial Supplies	\$ 122.83	230-4231-2102-0000	Janitorial Supplies
191804	9/15/2017	Ace Hardware	Janitorial Supplies	\$ 6.79	230-4231-2102-0000	Janitorial Supplies
192149	9/27/2017	Ace Hardware	Janitorial Supplies	\$ 55.54	230-4231-2102-0000	Janitorial Supplies
192183	9/28/2017	Ace Hardware	Janitorial Supplies	\$ 5.67	230-4231-2102-0000	Janitorial Supplies
192223	9/29/2017	Ace Hardware	Janitorial Supplies	\$ 27.41	230-4231-2102-0000	Janitorial Supplies
101717	10/17/2017	Baker and Taylor	Materials - Juv	\$ 278.80	230-4230-2400-0000	Childrens Books
101717	10/17/2017	Baker and Taylor	Materials - YA	\$ 668.03	230-4230-2406-0000	Teen Books
101717	10/17/2017	Baker and Taylor	Materials - Processing	\$ 28.91	230-4230-3404-0000	Processing Fee
101717	10/17/2017	Baker and Taylor	Materials - YA (St Twnshp)	\$ 119.22	227-4227-2404-0000	Other Govt Gifts - Other Books
101717	10/17/2017	Baker and Taylor	Materials - Adult Nonfiction (SPLF)	\$ 134.55	232-4232-2113-0000	SPLF - Materials
101717	10/17/2017	Brodart Co	Materials - Adult Fiction	\$ 291.89	230-4230-2401-0000	Adult Books - Fiction
101717	10/17/2017	Brodart Co	Materials - Adult Non Fiction	\$ 615.16	230-4230-2405-0000	Adult Books - Non Fiction
101717	10/17/2017	Brodart Co	Materials - Adult Non Fiction	\$ 31.20	230-4230-3404-0000	Processing Fee
101717	10/17/2017	Brodart Co	Materials - Adult Fiction (Tributes)	\$ 52.62	235-4235-2101-0000	Library Donations Materials
2506	9/30/2017	Core Commercial Flooring	Carpeting - Teen Room (Lawson)	\$ 481.00	235-4900-5200-0000	Library Don - Improvement Projects - C/O
306-02444792-3	9/30/2017	Culligan of Stillwater	Water	\$ 49.75	230-4230-4099-0000	Miscellaneous Charges
2455591_6182665589	9/6/2017	G & K Services	Towels & Rugs	\$ 83.14	230-4231-4099-0000	Miscellaneous Charges - Lib Plant
10022017	10/2/2017	Hedin Sue	Programs - Adult (SPLF) - Staff Reimbursement	\$ 99.45	232-4232-2407-0000	SPLF - Programs
1017217	10/17/2017	Midwest Tape	Materials - Audio	\$ 187.69	230-4230-2402-0000	Audio
1017217	10/17/2017	Midwest Tape	Materials - Video	\$ 36.73	230-4230-2408-0000	Film/Video
1017217	10/17/2017	Midwest Tape	Materials - Processing	\$ 3.80	230-4230-3404-0000	Processing Fee
W17080634	9/20/2017	Office of MN IT Services	Phone (August)	\$ 379.47	230-4231-3101-0000	Telephone
721074	9/20/2017	MEI Total Elevator Solutions	Elevator Repairs	\$ 575.08	230-4231-3703-0000	Building Repair Charges
724627	10/12/2017	MEI Total Elevator Solutions	Elevator Repairs	\$ 562.05	230-4231-3703-0000	Building Repair Charges
2268	10/12/2017	MN State Horticultural Society	Materials - Periodicals	\$ 34.00	230-4230-2403-0000	Periodicals
615591_SOP	9/27/2017	Recorded Books Inc	Materials - Video (SOP)	\$ 499.20	230-4230-2408-0000	Film/Video
92217	9/22/2017	Reyers Mariah E.	Programs - Juv (SPLF)	\$ 120.00	232-4232-2407-0000	SPLF - Programs
91817	9/18/2017	Thorager Natasha	Programs - Juv (SPLF)	\$ 469.91	232-4232-2407-0000	SPLF - Programs
2016-1659	9/28/2017	Water Works Irrigation LLC	2017 Winterize	\$ 125.00	230-4231-3707-0000	Maintenance Agreements - Lib Plant
INVOICES SUBTOTAL				\$ 6,144.89		
CREDIT CARD						
None						
CREDIT CARD SUBTOTAL				\$ -		
MANUAL BILL PAYOUTS (Check issued between bill resolutions to comply with payment terms)						
51-7976594-1	9/25/2017	Xcel Energy	Energy	\$ 252.75	230-4231-3601-0000	
51-7976594-1	9/25/2017	Xcel Energy	Energy	\$ 4,269.92	230-4231-3600-0000	
MANUAL PAYOUT SUBTOTAL				\$ 4,522.67		
GRAND TOTAL				\$ 10,667.56		

Submitted for payment

Mark Troendle, Library Director

General Ledger

Budget Status

User: kgoeltl
 Printed: 10/31/2017 - 10:19 AM
 Period: 1 to 9, 2017



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	Expense Sub Totals:	1,134,962.00	780,105.78	780,105.78	354,856.22	0.00	354,856.22	31.27
	Dept 230-4231							
	Dept 4230 Sub Totals:	1,134,962.00	780,105.78	780,105.78	354,856.22	0.00		
E05	LIBRARY PLANT PERSONNEL SERVICES							
230-4231-1000-0000	Full Time Salaries	51,709.00	32,417.44	32,417.44	19,291.56	0.00	19,291.56	37.31
230-4231-1100-0000	Overtime - Full Time	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4231-1111-0000	Severance Pay	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4231-1112-0000	Sick Pay	0.00	1,640.11	1,640.11	-1,640.11	0.00	-1,640.11	0.00
230-4231-1113-0000	Vacation Pay	0.00	4,386.19	4,386.19	-4,386.19	0.00	-4,386.19	0.00
230-4231-1200-0000	Part Time Salaries	33,876.00	22,477.36	22,477.36	11,398.64	0.00	11,398.64	33.65
230-4231-1410-0000	PERA	6,419.00	4,183.26	4,183.26	2,235.74	0.00	2,235.74	34.83
230-4231-1420-0000	FICA/Medicare	6,547.00	4,096.72	4,096.72	2,450.28	0.00	2,450.28	37.43
230-4231-1500-0000	Hospital / Medical	21,178.00	13,828.07	13,828.07	7,349.93	0.00	7,349.93	34.71
230-4231-1520-0000	Dental Insurance	758.00	631.40	631.40	126.60	0.00	126.60	16.70
230-4231-1540-0000	Life Insurance	116.00	86.40	86.40	29.60	0.00	29.60	25.52
230-4231-1990-0000	Grant Pass Thru	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E05 Sub Totals:	120,603.00	83,746.95	83,746.95	36,856.05	0.00	36,856.05	30.56
E10	SUPPLIES							
230-4231-2101-0000	General Supplies	2,300.00	651.15	651.15	1,648.85	0.00	1,648.85	71.69
230-4231-2102-0000	Janitorial Supplies	3,800.00	2,518.48	2,518.48	1,281.52	0.00	1,281.52	33.72
230-4231-2202-0000	Building Repair Supplies	300.00	1,142.29	1,142.29	-842.29	0.00	-842.29	0.00
230-4231-2203-0000	Furn/Air Cond Repair Supplies	100.00	0.00	0.00	100.00	0.00	100.00	100.00
230-4231-2302-0000	Other Minor Equipment	800.00	481.03	481.03	318.97	0.00	318.97	39.87
	E10 Sub Totals:	7,300.00	4,792.95	4,792.95	2,507.05	0.00	2,507.05	34.34
E15	SERVICES AND CHARGES							
230-4231-3002-0000	Contractual	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4231-3099-0000	Other Professional Services	500.00	740.00	740.00	-240.00	0.00	-240.00	0.00
230-4231-3101-0000	Telephone	4,500.00	2,659.51	2,659.51	1,840.49	0.00	1,840.49	40.90
230-4231-3500-0000	General Insurance	29,741.00	0.00	0.00	29,741.00	0.00	29,741.00	100.00
230-4231-3600-0000	Electricity	40,000.00	29,305.83	29,305.83	10,694.17	0.00	10,694.17	26.74
230-4231-3601-0000	Natural Gas	12,000.00	6,096.11	6,096.11	5,903.89	0.00	5,903.89	49.20
230-4231-3703-0000	Building Repair Charges	10,750.00	11,377.63	11,377.63	-627.63	0.00	-627.63	0.00
230-4231-3707-0000	Maintenance Agreements	8,995.00	5,573.95	5,573.95	3,421.05	0.00	3,421.05	38.03
	E15 Sub Totals:	106,486.00	55,753.03	55,753.03	50,732.97	0.00	50,732.97	47.64
E20	MISCELLANEOUS							
230-4231-4099-0000	Miscellaneous Charges	1,100.00	3,106.41	3,106.41	-2,006.41	0.00	-2,006.41	0.00
	E20 Sub Totals:	1,100.00	3,106.41	3,106.41	-2,006.41	0.00	-2,006.41	0.00
E25	CAPITAL OUTLAY							

General Ledger

Budget Status

User: kgoeltl
 Printed: 10/31/2017 - 10:19 AM
 Period: 1 to 9, 2017



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
230-4231-5200-0000	C/O & Improvements	24,000.00	0.00	0.00	24,000.00	0.00	24,000.00	100.00
230-4231-5300-0000	C/O Machinery & Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4231-5310-0000	C/O MIS Comupter Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E25 Sub Totals:	24,000.00	0.00	0.00	24,000.00	0.00	24,000.00	100.00
E40	OTHER FINANCING USES							
230-4231-9490-0000	Transfer Out-Cap Proj Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E40 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Sub Totals:	259,489.00	147,399.34	147,399.34	112,089.66	0.00	112,089.66	43.20
	Dept 4231 Sub Totals:	259,489.00	147,399.34	147,399.34	112,089.66	0.00		
Dept 230-4900 E15	IMPROVEMENT PROJECTS SERVICES AND CHARGES							
230-4900-3099-0000	Other Professional Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E15 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E25	CAPITAL OUTLAY							
230-4900-5200-0000	C/O & Improvements	0.00	11,316.52	11,316.52	-11,316.52	0.00	-11,316.52	0.00
	E25 Sub Totals:	0.00	11,316.52	11,316.52	-11,316.52	0.00	-11,316.52	0.00
	Expense Sub Totals:	0.00	11,316.52	11,316.52	-11,316.52	0.00	-11,316.52	0.00
	Dept 4900 Sub Totals:	0.00	11,316.52	11,316.52	-11,316.52	0.00		
	Fund Revenue Sub Totals:	1,390,437.00	953,659.29	953,659.29	436,777.71	0.00	436,777.71	31.41
	Fund Expense Sub Totals:	1,394,451.00	938,821.64	938,821.64	455,629.36	0.00	455,629.36	32.67
	Fund 230 Sub Totals:	4,014.00	-14,837.65	-14,837.65	18,851.65	0.00		
	Revenue Totals:	1,390,437.00	953,659.29	953,659.29	436,777.71	0.00	436,777.71	31.41
	Expense Totals:	1,394,451.00	938,821.64	938,821.64	455,629.36	0.00	455,629.36	32.67
	Report Totals:	4,014.00	-14,837.65	-14,837.65	18,851.65	0.00		

General Ledger

Budget Status

User: kgoeltl
Printed: 10/31/2017 - 10:19 AM
Period: 1 to 9, 2017



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
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NOTES:

Budget line 230-0000-3880-0020 Library Card Fees: The Library initially budgeted \$10,212 in library card fees with a majority of revenue raised from library cards sold to Lake Elmo residents. Since Lake Elmo is rejoining WCL, library card fees may no longer be charged to its residents beginning on July 1. In August, the library did receive one final payment for the sale of Lake Elmo cards in June. \$8,129.13 represents the total received through August with no additional fees expected from Lake Elmo. Minimal additional revenue is projected for 2017.

Budget Lines 230-0000-3880-0030 Lost/Damaged Materials Fees and 230-0000-3880-0040 Processing Fees: Revenue totals indicate that the library has received approximately 50% of budgeted dollars through September. A portion of this revenue comes from WCL reimbursement payments when a patron pays online or at another branch for a Stillwater item. These payments from WCL for Q3 and Q4 have not yet been received. Estimated receipt of Q3 payment is November. Staff in contact with WCL to discuss the pace of lost/processing revenue to date for SPL and WCL.

Budget line 230-4230-1111-0000 Severance Pay: This reflects severance compensation of \$22,477.62 paid out to retiring director and \$13,941.52 to the retiring assistant director. This expense is covered under the reserved fund balance for compensated absences. At year-end, monies will be transferred from 230-0000-2610-1000 Fund Balance-Comp Absences account (at \$67,248.39) to offset expense.

Budget line 230-4230-1113-0000 Vacation Pay: \$13,182.19 of this line item reflects a Vacation Payout out to the retiring director and a \$503.44 payout to the retiring assistant director. This expense is covered under the reserved fund balance for compensated absences. At year-end, monies will be transferred from 230-0000-2610-1000 Fund Balance-Comp Absences account (at \$67,248.39) to offset expense. The other vacation paid represents vacation time taken by staff, including time taken by the assistant director at the end of her employment, and is budgeted under regular salaries.

Budget Line 230-4230-3099-0000 Other Professional Services: This reflects expenditures for the interim director search, interim director contract, and library director search. \$3,750 was paid to Library Strategies for the interim director search. \$46,426 was paid through September for the interim director contract. \$19,550 was paid through September to John Keister & Associates for the library director search. No additional interim director or search firm expenses are expected. Expenses projected to be offset by budget savings from the open Director and Assistant Director positions.

Budget Line 230-4230-3707-0000 Maintenance Agreements: A majority of the budget is allocated to Bibliotheca for support and software maintenance of the automated materials handling equipment, self-checks, and portable workstation. \$8,229.44 was paid in December 2016 for the 1/15/17 self-check contract using the 2017 pre-pay account line. This expense was transferred to the Maintenance Agreement account in September by Finance and now is appearing in expenditure totals. Additional Bibliotheca contract expenses for December are projected at \$9,000.

Capital Budget Lines 230-4230-5200-000, 230-4230-5300-000, 230-4230-5310-000: In September, the following capital expenditures were invoiced: \$3,925.00 for additional meeting room tables for Margaret Rivers.
Capital Budget Line 230-4900-5200-000: No invoices in September.

Budget Line 230-4231-3703-0000 Building Repair Charges: Building repairs are running higher in 2017. A full servicing of the upper level and north street stairwell floors plus increased elevator maintenance repairs have been the major expenditures.

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: 2017 Capital Release Requests	
OWNER: Director	PRESENTER: Troendle
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Release 2017 capital funds for the following: <ul style="list-style-type: none"> • Release \$5,000 of the \$5,000 allocated for software licenses. • Release \$12,000 of the \$12,000 allocated for carpeting. • Release the remaining \$11,000 of \$24,000 allocated to the Building Reconfiguration. 	
BACKGROUND/CONTEXT: The funds requested for release are all part of the 2017 Library Capital Outlay budget and are being used as originally budgeted.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Resolution/Follow-Up Notes

OUTCOME OF DISCUSSION:
NEXT STEPS:

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Events/Neighbors Task Force Report	
OWNER: Events Task Force	PRESENTER: Bell
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>BACKGROUND/CONTEXT:</p> <p>The Library Events Task Force plus Mark Troendle and Sandy Ellis met on 11/1/17. This brief summary of the meeting is intended as an update and interim report for the board. No action is required at this time.</p> <p>After a discussion of how other libraries and organizations address events through policies and procedures, plus a review of the city’s noise ordinance and how it is enforced by the police department, the Task Force identified the following next steps:</p> <ul style="list-style-type: none"> • Mark and Sandy will work together on a draft, with Mark focusing on policy and Sandy on procedures. • Doug volunteered to help review and edit. • Paula and Maureen volunteered to help as needed. • Compile a draft for the Task Force to review at its next meeting, December 6. • Final draft ready for board to review at its February meeting. • Final report ready to present to City Council at a March meeting. Suggest that Director and Board President make the presentation with the date determined by the City. 	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Resolution/Follow-Up Notes

OUTCOME OF DISCUSSION:
NEXT STEPS:

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Classification and Compensation Appeal				
OWNER: Director		PRESENTER: Troendle		
REQUESTED AGENDA TYPE (A, I, D): I		IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:		
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:				
BACKGROUND/CONTEXT: A summary of the classification and compensation study:				
Title	February Points/ Salary Grade	April Points/ Salary Grade	Appealed?	Final Points/ Salary Grade
Director	810 / 12	755 / 11	Yes	755 / 11
Assistant Director	710 / 11	645 / 10	No	645 / 10
Supervisor - Info/YS Services	660 / 10	600 / 9	Yes	620 / 9
Supervisor - Circulation*	490 / 7	523 / 8	No	523 / 8
Librarian I	530 / 8	510 / 7	Yes	530 / 8
Maintenance Worker**	501 / 7	451 / 6	Yes	485 / 7
Assistant II/Office Specialist	483 / 7	443 / 6	Yes	483 / 7
Associate	483 / 7	443 / 6	Yes	483 / 7
Custodian I	368 / 4	358 / 3	No	358 / 3
Assistant I	328 / 2	328 / 2	Yes	353 / 3
Aide	318 / 2	318 / 2	Yes	328 / 2
* This position's current title is Library Assistant II ** This position's current title is Library Custodian II				
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:				
PREVIOUS ACTION ON ITEM:				
REVIEWED BY COMMITTEE?:				

Resolution/Follow-Up Notes

OUTCOME OF DISCUSSION:
NEXT STEPS:

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: 2018 Holiday Closings																							
OWNER: Director	PRESENTER: Troendle																						
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:																						
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Approval of recommended 2018 holiday closing schedule																							
BACKGROUND/CONTEXT: The Director recommends the following 2018 holiday closing schedule for the Stillwater Public Library, which would be in alignment with the library’s current personnel policy and union agreement: <table border="0"> <tr> <td>New Year’s Day</td> <td>January 1, 2018</td> </tr> <tr> <td>Martin Luther King Jr. Day</td> <td>January 15, 2018</td> </tr> <tr> <td>President’s Day</td> <td>February 19, 2018</td> </tr> <tr> <td>Easter</td> <td>April 1, 2018</td> </tr> <tr> <td>Memorial Day</td> <td>May 28, 2018</td> </tr> <tr> <td>Independence Day</td> <td>July 4, 2018</td> </tr> <tr> <td>Labor Day</td> <td>September 3, 2018</td> </tr> <tr> <td>Thanksgiving Day</td> <td>November 22, 2018</td> </tr> <tr> <td>Christmas Eve</td> <td>December 24, 2018</td> </tr> <tr> <td>Christmas Day</td> <td>December 25, 2018</td> </tr> <tr> <td>New Year’s Eve Day</td> <td>December 31, 2018</td> </tr> </table>		New Year’s Day	January 1, 2018	Martin Luther King Jr. Day	January 15, 2018	President’s Day	February 19, 2018	Easter	April 1, 2018	Memorial Day	May 28, 2018	Independence Day	July 4, 2018	Labor Day	September 3, 2018	Thanksgiving Day	November 22, 2018	Christmas Eve	December 24, 2018	Christmas Day	December 25, 2018	New Year’s Eve Day	December 31, 2018
New Year’s Day	January 1, 2018																						
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Christmas Day	December 25, 2018																						
New Year’s Eve Day	December 31, 2018																						
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:																							
PREVIOUS ACTION ON ITEM:																							
REVIEWED BY COMMITTEE?:																							

Resolution/Follow-Up Notes

OUTCOME OF DISCUSSION:
NEXT STEPS:

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Labor Negotiations	
OWNER: Executive Committee	PRESENTER: Troendle
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Approval of retainer agreement with labor relations attorney	
BACKGROUND/CONTEXT: The expertise of a labor relations attorney is recommended to help the Executive Committee and Director navigate proposed changes resulting from this year’s classification and compensation study and upcoming collective bargaining with the library’s union, both of which are interrelated. Ms. Hansen has previously represented the City of Stillwater in labor negotiations and is familiar with the Flaherty & Hood classification and compensation study.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: See attached introductory letter and retainer agreement	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Resolution/Follow-Up Notes

OUTCOME OF DISCUSSION:
NEXT STEPS:

MADDEN • GALANTER • HANSEN, LLP
ATTORNEYS AT LAW

Frank J. Madden
Susan K. Hansen
Pamela R. Galanter (Retired)

7760 France Avenue South, Suite 290
Bloomington, Minnesota 55435-5834
Telephone 763.545.2525
Facsimile 952.999.4789

October 23, 2017

Mr. Mark Troendle
Library Director
Stillwater Public Library
2224 Third Street North
Stillwater, MN 55082

Re: Labor Relations Representation

Dear Mr. Troendle:

I am writing in follow-up to our discussion to reiterate that we are very interested in representing Stillwater Public Library in conjunction with labor relations matters.

As you are aware, our law firm is focused on representing public employers in various employment and labor relations matters, with particular emphasis on representing counties, cities, and other public sector entities in contract negotiations, mediation, impasse and grievance arbitrations. We take pride in the quality of services we provide our clients and our responsiveness to our clients' needs. We believe that our reputation as management representatives in the field of labor and employment law is excellent and we have established long-term ongoing relationships with the public employers who have retained our firm. In addition to the City of Stillwater, we represent both large and small public employers throughout the State of Minnesota. In Greater Minnesota, we represent such counties as Blue Earth, Brown, Faribault, Lac qui Parle, McLeod, Mille Lacs, Sibley and Wilkin, and cities such as Granite Falls, Jackson, Mankato and Willmar. Some of our larger clients include the counties of Carver, Dakota, Olmsted and Wright and the cities of Bloomington and Rochester.

Our philosophy in contract negotiations is to maximize results for our clients, present our clients' proposals, positions and interests in a positive manner, and achieve an acceptable negotiated settlement in a manner that minimizes conflict. We are cognizant of the impact that adversarial approaches can have on employee relations and the long-term relationship between the employer and the exclusive representative of employees. We remain current on the trends in bargaining with respect to issues, settlement patterns and external law. Our proposed fee for labor and employee relations matters, including negotiations and mediation, is \$150.00 per hour.

MADDEN • GALANTER • HANSEN, LLP
ATTORNEYS AT LAW

Mr. Mark Troendle
October 23, 2017
Page 2

We have successfully represented many counties and cities grievance arbitration hearings. We believe that the most successful approach to arbitration cases is to have a thorough knowledge of all the facts, develop a theory for the case, and prepare and present the case in a thorough, understandable manner consistent with the theory. We are proposing an hourly rate for arbitration of \$160.00 per hour.

We can explore a variety of options to keep our costs down, including providing consultation by telephone about proposals and strategy in lieu of serving as the chief spokesperson for the Library at the table; attending closed sessions by telephone with the Board rather than in person, or scheduling closed sessions on the same date as negotiations.

We look forward to hearing from you, and we are available to further discuss our qualifications and interest in representing Stillwater Public Library.

Sincerely,



Susan K. Hansen

SKH:lmn

HOURLY RETAINER AGREEMENT

The Stillwater Public Library hereby retains and employs the law firm of MADDEN GALANTER HANSEN, LLP to represent it in connection with labor relations and negotiations.

In consideration for services rendered and to be rendered, the Stillwater Public Library agrees to pay to the law firm of MADDEN GALANTER HANSEN, LLP the following sums:

1. One Hundred Fifty Dollars (\$150.00) per hour for all time expended and services performed in conjunction with labor relations and negotiations.
2. The Stillwater Public Library understands that time will be recorded in one-tenth (1/10) of an hour increments, and that attorney's fees are due and payable within 30 days of receipt of an itemized statement from MADDEN GALANTER HANSEN, LLP.
3. The Stillwater Public Library understands that they are responsible for the costs and disbursements incurred in connection with this representation. The Stillwater Public Library understands that the law firm may pay these costs initially and bill the Stillwater Public Library separately, and that those bills are due and payable upon receipt. The Stillwater Public Library understands that costs and disbursements include reimbursement for photocopying at \$0.15 per page, facsimile transmissions at \$0.50 per page and mileage expenses at the IRS rate.
4. The Stillwater Public Library has the right to make all important decisions. MADDEN GALANTER HANSEN, LLP will keep the Stillwater Public Library informed of the status and progress of matters and will explain the choices to the Stillwater Public Library.
5. The Stillwater Public Library agrees to cooperate in matters and to assist the law firm in obtaining information by any reasonable means.
6. The Stillwater Public Library acknowledges that MADDEN GALANTER HANSEN, LLP has made no representations or guarantees regarding a satisfactory outcome. The Stillwater Public Library also understands that the law firm will do their best to assure that all factual and legal arguments available to the Stillwater Public Library are asserted.
7. No modifications of the terms of this Hourly Retainer Agreement shall be valid unless in writing signed by both the Stillwater Public Library and the law firm.
8. The Stillwater Public Library has the right to terminate this agreement at any time, subject to payment of any final billings. Conversely, MADDEN GALANTER HANSEN, LLP reserves the right to withdraw from representation, subject to the ethical restrictions imposed upon us by the applicable Rules of Professional Responsibility. If MADDEN GALANTER HANSEN, LLP chooses to terminate representation, reasonable notice will be given to the Stillwater Public Library.

10. The foregoing represents the entire agreement between the Stillwater Public Library and MADDEN GALANTER HANSEN, LLP. By signing below, the Stillwater Public Library acknowledges that this Agreement has been carefully reviewed and its content understood and the Stillwater Public Library agrees to be bound by all of its terms and conditions. Furthermore, the Stillwater Public Library acknowledges that MADDEN GALANTER HANSEN, LLP has made no representations to the Stillwater Public Library regarding the outcome of any matter for which MADDEN GALANTER HANSEN, LLP has been retained.

MADDEN GALANTER HANSEN, LLP

STILLWATER PUBLIC LIBRARY

By: _____

By: _____

Its: _____

Its: _____

Dated: _____

Dated: _____

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Library Trustee Reappointment	
OWNER: Director	PRESENTER: Troendle
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
BACKGROUND/CONTEXT: <p>Two trustees with terms expiring at the end of this year are eligible for reappointment. Doug Menikheim and Mike Keliher’s terms both expire on 12/31/2017.</p> <p>If a trustee would like to be reappointed, please send a letter to the mayor and city council requesting reappointment. In the past, the Stillwater City Clerk and the Library Director have also been copied on this correspondence. Trustees are limited to three consecutive terms.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Resolution/Follow-Up Notes

OUTCOME OF DISCUSSION:
NEXT STEPS:

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Library Trustee Nominating Committee	
OWNER:	PRESENTER: Keliher/Troendle
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Discuss and approve process for nominating trustees	
BACKGROUND/CONTEXT: With two known trustee vacancies to fill, and the application period ending at 4:30 p.m. on 11/13/2017, it is recommended that the board formulate a process to nominate candidates for these openings. For your consideration, these are three possible options: Task the Executive Committee with this function; create an ad hoc committee of Executive and Human Resources Committee members; or create an ad hoc committee of trustees with a specific interest in this responsibility.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Resolution/Follow-Up Notes

OUTCOME OF DISCUSSION:
NEXT STEPS:

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: 2018 Building Reconfiguration	
OWNER: Facilities Committee	PRESENTER: Carlsen/Troendle
REQUESTED AGENDA TYPE (A, I, D): D	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
BACKGROUND/CONTEXT: The Facilities Committee met last week on November 6, along with Keri Goeltl, Marvin Henry and Mark Troendle. The discussion included building reconfiguration plans in 2018. The consensus opinion is that plans previously proposed need to be reexamined. One idea discussed was to have Mark work with consultant and interior designer Lynn Barnhouse on reimagining library spaces within the scope of funding, and the resulting proposals could then be brought back to the board for review and input.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Resolution/ Follow-Up Notes

OUTCOME OF DISCUSSION:
NEXT STEPS:

Report from the Library Director, Mark Troendle

The Finance Committee met twice in October. At the first meeting, 2018 operating and capital budget proposals were reviewed, along with third quarter gifts received. At the second session, the committee members and I met with the auditor, Christopher Knopik, to review processes and clarify various questions. It was a productive, informative discussion. Mr. Knopik talked about how externally funded positions, such as the Venue Coordinator and Volunteer Coordinator, play an important role in the operations of this library and how we might better share this information and enhance transparency through a remedy that involves booking a donation and expense line item. The auditor added that it makes sense to keep these as separate contract positions.

City Administrator Tom McCarty and I met and scheduled regular monthly meetings for the next year to facilitate communication between the library and city. Rose Holman, City IT Manager, and I met to review 2017 and 2018 technology-related budget requests so that we can efficiently coordinate our efforts. After the final classification and compensation report was received from Flaherty & Hood, Human Resources Manager Donna Robole and I conferred to review the information so that I could then notify each affected employee of the result of their appeal. Donna was most helpful in answering my questions.

Meetings with colleagues in October included separate discussions with the directors of Washington County Library, Dakota County Library and Carver County Library, as well as a Big Read planning session at ArtReach. I also invited Brian Kraft of Washington County Library (WCL) to a coordinator meeting because of his background and expertise in technical services to talk about new processes needed after a contract was signed with Baker & Taylor for Customized Library Services in August. At this meeting, we learned that as part of this shift, Stillwater Public Library staff will need to assume various technical services-type duties that have been performed by WCL in the past and through the end of this year. We continue to gather information and examine options to determine how to best proceed.

Internal coordinator meetings were moved to a different day and time to better accommodate work schedules. I'm adding more structure and predictability to existing internal meetings, partly by having regular and standardized agendas.

Other meetings attended included the Stillwater City Council, Friends of the Stillwater Public Library, Stillwater Public Library Foundation, Library Events Task Force, Labor Management Insurance Work Group, and consultations with interior designer Lynn Barnhouse. I collaborated with Gemma Lockrem of our Friends group to revise their receipt form for donated materials. Also, I toured the remodeled police station, which has much more space and new equipment to process evidence. The police department is working with Museology Museum Services on displays, too. Mike Keliher, Fred Rengel and I collaborated to send a small token of appreciation to Rich Sommer for his generosity to the library.

Keri Goeltl devised a credit card tracking form for staff use after learning the city uses such a form. The library's version is significantly modified to better meet our needs. I established a new business account with an online vendor for the library, with requisite required approvals needed.

The library had a presence at the remodeled Cub store in Stillwater on October 25 from noon – 3:00 p.m. I was only able to stay for about 30 minutes, but Library Associate Susan Fremming, who was present the entire time and created a visually appealing table display, provided the following statistics:

- 55+ contacts with the public (a contact included a conversation, not just a give-away)
- Given away:
 - 48 donated packets of hot chocolate with information about our winter reads program
 - 25 ice scrapers from a prior year's program
 - 8 November library calendar of events
 - 3 library databases brochures
 - 3 "Creepy Books for Halloween" booklists for adults



Mark and Susan at Cub

Report from the Information Services Supervisor, Aurora Jacobsen

INFORMATION SERVICES

Adult Programming and Reference

October Programs

- F. Scott Fitzgerald in Minnesota: The Writer & His Friends at Home, had 9 attendees on October 5.
- The library's two fall MELSA tech classes, Branding Your Business or Organization for Success (October 11) and the Free Online Classroom (October 12) each had two attendees
- 18 people (and one baby) attended String Art Stationary, from the Minnesota Textile Center, on October 20.
- Mystery Book Club met October 25th with the theme of books that include "a novel of suspense" in the subtitle.
- Challenges Facing Women in Politics, the library's joint program with AAUW on October 9th, had positive reaction and about 20 attendees

Personnel

- Aurora attended MLA in Rochester and caught up with colleagues as well as attending sessions on organizational changes, resources for homeless people that may be using libraries, library marketing, more diverse subject headings, and more.

Collection

- The adult collection has been getting more memorials than usual and staff has had some great selections to properly remember those library users.
- Sue worked to create a more workable new nonfiction display with the limited materials available on hand until a more permanent solutions is established. For an improvised solution, it's very attractive.

Reference

- Interesting question of the month: how does a person copyright a music composition without a performance of the composition?
- MEA weekend, which was extended for 6 days for Stillwater Schools students, meant increased activity at the Public Services desk

Technology

- Jesse has finished configuring the laptop cart and shared some documentation. Library staff is refining our notes and working on a way of properly tracking use of the cart.

Partnerships

- Susan worked on an outreach opportunity at Cub Foods. She created a very attractive display of library resources and handed out 48 packets of hot chocolate with information about the MELSA Winter Reads program. It was a good opportunity for library staff to talk about refining library's presentations for similar events in the future.

Upcoming

- Gallery Opening for Diana Hatchitt, Printmaker will be held November 9th at 6pm
- AAUW and the library are partnering on a program about Fake News, November 13th at 7pm
- Moving Target Mystery Book Club Wednesday, November 29th with the theme of books set in the country (or a location) that family or ancestors have a strong connection with.
- Adult Services staff is hard at work preparing for Winter Reads, the MELSA sponsored adult reading program that happens in January and February. Staff is planning on concentrating programming around a theme of peace.

Report from the Youth Services Supervisor, Angela Petrie

October Programs

- Weekly *Storytimes* - 5 for toddlers attended by 139 and 4 for preschoolers attended by 103
- Special Thursday evening *Pajama Storytimes* – 3 sessions attended by 33
- First ever *Family Fort Night* Attended by 18
- Weekly *Family Coloring Club* – 4 sessions attended by 28
- *StoryTAILS* with Bella the dog and/or Marshmallow the bunny – 4 sessions attended by 15
- Weekly *Teen Tinker Thursday* – 4 sessions attended by 17
- Teen Advisory Board Meeting – 6 teens
- First Ever *Library After Dark*, Fri Oct 13 – Mystery solving, activities, pizza attended by 6
- October is *Teen Read Month*. Teens were invited to vote for books in different categories for a chance to win a \$30 Valley Bookseller Gift Card, courtesy of the SPL Friends. 22 votes submitted
- Teen Mini-bookmaking workshop with a White Bear Center for the Arts instructor attended by 5

Outreach

- Library Resource Training for a homeschooling group – 1 session with parents and students in two rooms attended by 16 students and 10 parents
- Head Start – the group at Ascension comes monthly for a “just for them” storytime - 24
- St. Croix Catholic – two classes received library database instruction at the school - 62
- Sunny Hill Preschool visited with two groups over two days - 66

Partnership

- Second Saturday - Book launch “Giant Pumpkin Suite” tied with Harvest Fest – Partnership between Valley Book Seller and Author Melanie Heuiser Hill. Pumpkin activities and science along with cello music and pumpkin treats made for a fun afternoon.
- ST/BA/WCL Youth Librarians are working with Community Education to offer summer programming, librarian visits, themed book bins and library cards to all students attending summer adventure club
- Angie is working with Jill Smith, Bayport Library Director to develop nature themed adventure backpacks with the connection of our communities to the valley in mind. Themes may include birdwatching, reptiles, animal footprints, and frogs

Technology

- A library Instagram presence was started in October with 45+ followers. We are using this platform mostly to promote images related to teen programming, services and interests.
- Angie is working with Jesse to have software of interest to teens (gaming, graphic design, coding) loaded on the laptops.

Professional Development

- October 5-6, Angie was fortunate to attend the Minnesota Library Association Annual Conference in Rochester. This is always a good chance to share programming and service ideas and inspiration with colleagues. One program, “Planting the Seeds of Learning: The Library as a Nature Based Learning Center”, demonstrated ways for all libraries to incorporate nature including circulating *Nature Back Pack Kits* to encourage the connection between families and nature. Other sessions included, “Transforming Summer Reading: Using Outcomes to Create More Impactful Summer Reading Programs” and “Leave it to the Teens: Running a Successful YA book club”. Angie has been discussing new ideas with staff.

Youth Spaces

- The newly designed Teen Library will soon be complete with the additional of three pieces being created by Spike! We are working with Lynn Barnhouse, the designer, to add a mobile cart to the teen programming room to both secure some of the more expensive equipment and make it possible to move upstairs for offerings to larger groups.
- Mark, Angie and Lynn Barnhouse have met to discuss replacing the children’s room carpeting and replacing some very worn furniture. Since the area will need to be cleared for this project, e may consider rearranging the layout to make improvements on use of space. This could include the creation of zones allowing for a dedicated area for 8-12 year-olds.
- The Imagination Station has switched themes to become an Ice Cream Shop, much to the delight of all ages!

Upcoming Special Programs

- December 4 – TAB winter party
- December 6 – Zoom, Zoom with the Story Man from England
- December 9 – Lost Slipper Royal Storytime with costumed characters
- December 13 – Family Dance Party!
- December 15 – Sing, Play, Learn! With MacPhail Center for Music – “Los Animales y la musica!”
- December 18 – Read to a Bunny – final date

STILLWATER PUBLIC LIBRARY FOUNDATION BOARD MINUTES
September 29, 2017

MEMBERS PRESENT: Andy Kass, Dustin Moeller, Jean Morse, Sandy Nicholson, Sarah Quickel, Merilee Read, Fred Rengel, Carol Stabenow, Kathy Thueson, Mark Troendle, Eric White - OTHERS: Keri Goeltl

WELCOME & INTRODUCTIONS: Board President, Fred Rengel, called the meeting to order at 7:30 a.m. Fred introduced new board member Sarah Quickel and members introduced themselves and welcomed her to the group.

Fred also read a thank-you note from Interim Library Director, Melissa Brechon, for the Board's recognition of her at the August meeting.

SECRETARY'S REPORT: The motion was made, seconded, and unanimously approved to accept the Secretary's Report for the August, 2017 meeting as written.

FINANCE COMMITTEE & TREASURER'S REPORT: Dustin reviewed the August, 2017 Balance Sheet, Profit and Loss YTD Report, and the Profit & Loss Previous Year YTD Report. (All financial reports are available to members in Google Docs.) Dustin stated that the SPLF finances are in line with budget projections for 2017.

Dick Kilty Bequest - Dustin explained that the Foundation will not be handling the Kilty Bequest as originally planned because, by law, the City must manage the funds that have been donated to it. The Library Board of Trustees must control the funds that are library-related.

Budget Considerations - Several budget considerations for 2018 were discussed. School year Sunday Hours was one issue – how they are valued and how they will be funded. An estimate for this expense is \$15,000. Fundraisers and events will probably continue to support this initiative as well as Phase Two of the Hearing Loops Project. The suggestion was made to evaluate the Margaret Rivers Room sound system for possible upgrades, also.

DESTINATION LIBRARY: Kathy reported that the event, which had been planned by three volunteers who were not Board members, was very well planned and executed. She shared the following comments:

“Thank you to our three committee chairs, Ann Bellows, Marty Gerkey and Nancy Martin, whose hard work and inspiration made the Destination Library event a success. Their planning and organizational efforts created an evening of enjoyment. Just as importantly, their research and fact-gathering led to the publication of several informational pieces regarding the library's history, the Jo Lutz Rollins paintings and the St. Croix Room which will become part of the permanent collections. Thanks to their efforts, the Stillwater Library Foundation Board was able to continue its mission of preservation, improvement and community sharing in a beautiful and meaningful manner.

Thanks as well to the Foundation Team: Ann Wolff, Fred Rengel, Andy Kass, Nick Gorske and Sandy Nicholson, our Library Team, Susie Danielson, Ann Young and Sandy Ellis, our Community Support Team, Nancy Haugen and Carol McKinney, and of course the 'engine' of the Foundation, Keri Goeltl.”

Destination Library had one hundred and sixty attendees at the celebration. Board members will be updated regarding the finances for the event when the figures are

available. People felt that a significant strength of the evening was that people were able to enjoy seeing the library.

LIBRARY DIRECTOR'S REPORT: Mark reported that he is meeting many community people including members of the City Council whom he met when he attended a Council meeting with Melissa. While becoming acquainted with SPL, he is involved with the implementation of a new cash management system and a new phone system. Additionally, he will soon be focusing on other management responsibilities such as budget planning for 2018. He remarked about the sense of dedication and devotion to the Stillwater Public Library that he perceives among the staff, community, Friends, and the Foundation.

TRUSTEES REPORT: It was announced that the Trustees are seeking a new member for 2018.

DEVELOPMENT & MARKETING: There was a brief review of the Huelsmann Grant that provided the Foundation \$15,000 for Light a Spark and \$10,000 for the Hearing Loops in 2017. Mark and Ann are in the process of completing the Huelsmann Foundation Funding Request Application for 2018.

End of Year Fundraising - Board members were reminded that the Foundation is a vehicle for donor support of the SPL. It was also suggested that Board members communicate information to donors about our endowment fund. It is helpful to be aware that language is important for directing donors' contributions appropriately.

SPLF BOARD MEMBERSHIP: Fred announced that several Board members' terms will be ending in 2017. We will be recruiting new members for future three-year terms. (A Board member may serve three consecutive three-year terms (9 years). Keri suggested that we keep development in mind when seeking new members. Andy commented that members of the Executive Committee should have specific skills to strengthen Foundation leadership. There should be an effort to "professionalize" Board members to learn skills that are relevant to Foundation work. He reminded the group that the St. Croix Valley Foundation could provide Board training to our organization without charge.

EVENT COMMITTEE REPORTS: Kathy suggested that it was a new process to work with non-Board members and that it might be advantageous to create guidelines for doing so in the future. It was also suggested that the Foundation focus on events that have a higher impact on fund-raising.

Style Speaks Vol. IV – Carol expressed her excitement about adding EnChante' to the event. The committee believes that having the style show on Friday and Saturday will provide an opportunity for more people to attend. The authors are enthusiastic about the event. A display of the author/models' works has been set up at SPL.

Other Thoughts – Andy suggested that in the style of Beer for Books, we could broaden our focus and include wines, cheeses, etc. and hold the functions in the library since attendees expressed such delight in being in the library for Destination Library.

The meeting was adjourned at 8:50 a.m.

Respectfully submitted,

Jean Morse, Secretary

REPORTS SENT TO BOARD MEMBERS BY E-MAIL FOR SEPTEMBER '17 MEETING

DATE	SENDER(S)	SUBJECT
8/28	Andy, Sandy, Nick, Kathy, Lisa, Carol, Mary	Potential Board Member
9/13	Jean	August, 2017 Board Meeting Minutes
9/14	Fred, Mary, Carol	Destination Library
9/27	Fred	Agenda for 9/29/17 Board Meeting

Documents on Google Drive (drive.google.com) in August Folder (07 August):

- SPLF Board Agenda Meeting Sept. 29, 2017
- Aug. 2017 Balance Sheet
- Aug. 2017 P & L Prev. Year Comparison
- Aug. 2017 P & L YTD Comparison
- SSV IV Final Poster
- Board Roster – Updated SEPT.
- SPLF Bd. Meeting Minutes Aug.'17
- Huelsmann Grant Application

Friends of the Stillwater Public Library



September 11, 2017 | 6:30 pm CT | Meeting location: Margaret Rivers Room - Stillwater Public Library

Meeting Friends of the Library
Meeting called by Mary Ann Sandeen
Facilitator Mary Ann Sandeen
Secretary - minutes Tracy Salvati

Attendees:

Mary Ann Sandeen, Jan Kilkelly, Ruth Jones, Lynne LeTart, Tracy Salvati, Gemma Lockrem, Lyndon Lockrem, Ruth Ranum, John Baird, Fred Rengel, Mark Troendle

5/2017 Minutes: Approved as presented.

Agenda topics

WELCOME MARK! New Director Mark Troendle, Introductions

Mark has joined the Friends meeting for the 1st time tonight.

Welcome Mark! The Friends of SPL are excited to work with you and look forward to the new insight and knowledge you will bring to our group and to the Stillwater Public Library.

Mark previously served as the assistant director of the L.E. Phillips Memorial Public Library in Eau Claire, WI. Mark joined as Director of the Stillwater Public Library on Sept. 5, 2017 and brings with him experience in budgeting, policy development and management, human relations, strategic planning and building projects. Mark and his family have recently moved to Stillwater.

Treasurer Report | Jan Kilkelly

June 2017\$15,360.39
July 2017\$14,398.39
August 2017\$14,653.00

Membership | Gemma Lockrem

Current Memberships: 102

Destination Library | Fred Rengel

Fred (on behalf of the Foundation) is extending an invitation to Destination Library to Friends of SPL.

Friday, Sept. 22, 2017 7:00-10:00pm Location: Stillwater Public Library \$75.00 per ticket

Event is sponsored by Stillwater Public Library Foundation

Featuring: Lee Valsvik, Host & Radio Broadcaster; Lorna Lanvik, Author & Comedian; Rich Sommer, Actor
Guest Authors: Nancy Carlson, Children's Author and Illustration; Beth Dooley, Author, Chef & Food Critic; Spike Carlsen, Author & Woodworker

Updates | book pricing | book bag prices | \$ at the desk

BOOK SALE PRICING

- Suggested raising trade paperbacks & hard cover books prices from \$1.00 to \$2.00
- Paperbacks from .50¢ to \$1.00
- Saturday continue to have the bag sale and raise the price to \$10.00
- Raise the price of books in the library now
 - We will give the staff a date to raise prices

Motion passed by all to raise book prices. Tracy will update the signs in library with new prices.

BOOK BAG PRICES

Someone suggested raising book bag prices, we will keep price at \$15.00 for now and revisit.

FRIENDS OF THE LIBRARY MONEY - HANDLING

Mark suggested having the City handle all money the Friends group brings in and suggested the library accept credit/debit cards, this would be similar to the previous library he worked at in Eau Claire, WI.

Mark shared that money handling suggestion came from the auditing firm that is working with the City of Stillwater. Jodi, Keri, Mark met to discuss this topic.

Questions from Friends:

- Taxes?
- Charge fees, minimum purchase \$10.00 on a card?
- How often collected?
- Who at the city collects and manages this money?
- Check to Friends issued bi-weekly? Monthly?
- How do we know book sales, book bag sales etc.?

Outcome: Topic will be discussed off-line and Mark will report back at the next friends meeting. **Many details left open and questions.**

PUZZLES

Puzzles are set up on the book sale shelves; Melissa Brechon has donated a table and chairs. Thank you, Melissa!

PHONE

Phone # will stay the same – Mary Ann's

NEW EVENT PERSON

Sandy Ellis is our new event coordinator. We would like to invite her to attend the Friends meeting.

Thank you to MELISSA BRECHON

Friends would like to send flowers to Melissa thanking her for her service to the SPL. All were in favor.

MALF CONFERENCE

33 signed up for the even on Friday 10am – 3pm.

Meeting Adjourned. Next meeting is Monday, Oct. 9, 2017

Stillwater Public Library 2017 Calendar

<p>January 9: Friends Meeting, 6:30 pm 10: SPL Board Meeting, 7:00 pm 25: SPLF Board Meeting, 7:30 am</p> <ul style="list-style-type: none"> • Begin Development of 5-Year Capital Forecast (2018-2022) • Board passes ratification of wages prepared by Director 	<p>February 13: Friends Meeting, 6:30 pm 14: SPL Board Meeting, 7:00 pm 22: SPLF Board Meeting, 7:30 am</p>	<p>March 13: Friends Meeting, 6:30 pm 14: SPL Board Meeting, 7:30 pm 22: SPLF Board Meeting, 7:30 am</p> <ul style="list-style-type: none"> • Presentation at Stillwater Township at 7:00 pm on March 14 • Grant proposals to Foundation
<p>April 1: Annual Report to State Due 9-15: National Library Week 10: Friends Meeting, 6:30 pm 11: SPL Board Meeting, 7:00 pm 12-15: Spring Used Book Sale 26: SPLF Annual Bd Meeting & Gratitude Breakfast, 7:30 am</p> <ul style="list-style-type: none"> • Big Read/Valley Reads w/ArtReach • Usual month for Club Book (MELSA) 	<p>May 8: Friends Meeting, 6:30 pm 9: SPL Board Meeting, 7:00 pm 24: SPLF Board Meeting, 7:30 am</p> <ul style="list-style-type: none"> • 2018 Capital Outlay Request and 2018-2022 CIP Plan due May 19 • Begin operating budget prep 	<p>June 12: Friends Meeting, 6:30 pm 13: SPL Board Meeting, 7:00 pm 28: SPLF Board Meeting, 7:30 am</p> <ul style="list-style-type: none"> • Preliminary board budget discussion
<p>July 4: Light A Spark, 7:00 pm 11: SPL Board Meeting, 7:00 pm 19: Hear, Here! Loop Launch 7:00 pm 28: SPLF Board Meeting, 7:30 am</p> <ul style="list-style-type: none"> • Board adopts budget request 	<p>August 8: SPL Board Meeting, 7:00 pm 22: SPLF Beer for Books, 6:00 pm 25: SPLF Board Meeting, 7:30 am</p> <ul style="list-style-type: none"> • City Council budget hearing • Grant proposals to Foundation 	<p>September 11: Friends Meeting, 6:30 pm 12: SPL Board Meeting, 7:00 pm 22: Destination Library, Evening 29: SPLF Board Meeting, 7:30 am</p> <ul style="list-style-type: none"> • Levy adopted • Assist Foundation with Huelsmann grant application if requested, application due
<p>October 9: Friends Meeting, 6:30 pm 10: SPL Board Meeting, 7:00 pm 27: SPLF Board Meeting, 7:30 am</p> <ul style="list-style-type: none"> • Examine ending dates for Board Members, place on Board agenda • Usual month for Club Book (MELSA) • Adopt Holidays for succeeding year 	<p>November 10-11: Style Speaks Volumes, 11:00 am, Reve Bistro 13: Friends Meeting, 6:30 pm 14: SPL Board Meeting, 7:00 pm</p> <ul style="list-style-type: none"> • Union signifies desire to negotiate if communication has not been received earlier • Grant proposals to Foundation 	<p>December 1: SPLF Board Meeting, 7:30 am 12: SPL Board Meeting, 7:00 pm 31: SPL Board Terms End 31: WCL/SPL Contract Ends</p> <ul style="list-style-type: none"> • Succeeding year budget adopted by Council • Set staff meeting schedule for succeeding year • Negotiate new union contract before December 31 if needed • Staff personnel evaluations

Black: Board • Orange: Budget • Purple: Friends • Blue: Foundation