

**STILLWATER PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
Meeting Agenda  
Tuesday, September 8, 2015, 7:00 P.M.

1. Call to Order
2. Adoption of the Agenda A+
3. In-Person Public Commentary
4. Consent Calendar
  - a. Adoption of the August 2015 Minutes+
  - b. Acknowledgement of Bills Paid in August 2015: \$14,636.44+
  - c. Monthly Activity Report
  - d. Other Activity Report
5. Board Education: The Legal Responsibilities of Boards/Employers with City Attorney Dave Magnuson

Old Business

6. Strategic Plan Update D+
7. Addressing Noise and Parking Issues D
8. Building Study Process D
9. 2016 Budget Request D
10. Vacancy on the Board of Trustees I

New Business

11. Meeting Room Policy A+
12. Library Usage Measures D\*

Reports

13. Director and Other Staff Reports+
14. Foundation Report
15. Board Committee Reports
  - a. Executive
  - b. Facilities
  - c. Finance
  - d. Governance and Policy
  - e. Human Resources A
16. Public Commentary and Communications
17. 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, September 8, 2015.

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

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

Attachments: Calendar, Ongoing Board Work Assignments, SPL Foundation Board Minutes, WCL Board Minutes

**STILLWATER PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
August 11, 2015**

**Minutes**

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

**ABSENT:** None

**STAFF:** Bertalmio, Keri Goeltl

**AGENDA ITEM 1: Call to Order**

Meeting called to order at 7:03 pm by Keliher, Chair.

**AGENDA ITEM 2: Adoption of Agenda**

Adopted. MSP.

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

**AGENDA ITEM 4: Consent Calendar**

Board reviewed June 2015 Board Minutes and overviewed board action items from the minutes. Board requested creation of document listing the key tasks coming out of each board meeting. The document would be reviewed at board meeting with a report due on each task until completed.

Board questioned the multiple pages of the document "Total Loans from Washington County Libraries" under Agenda Item 4D. Extra pages were included in error. A revised document was distributed at meeting.

Consent Calendar Adopted. Yes – Bell, Carlsen, Cassavante, Keliher, Menikheim, Richie, Stark; Abstain – Gordon.

**AGENDA ITEM 5: Board Issue Discussion – How should the library respond to demographic changes in society?**

Director Bertalmio reported that recent strategic plans of libraries and other organizations often include a goal to increase community engagement. Board discussed the concept of community engagement in light of the demographic changes affecting society, including the aging baby boomer population and the large millennial population. The board noted how these factors and other demographic changes affect the library's work as they serve a population from age 0 to 100. Board discussed ways to appeal to different groups and various opportunities to provide services.

**AGENDA ITEM 6: Strategic Plan Update**

- **1.4.1 Study and review patron and visitation patterns and preferences:** Director Bertalmio has worked with volunteers and staff to conduct an initial study of the number of people in the building by floor/hour on selected dates. Bertalmio is analyzing the data. Board requested to see report when completed.

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Bertalmio also noted that staff perceived a lack of males using the library. Circulation statistics indicate higher usage by women as well; however, a walk-through of the library shows men are present but often in study rooms. Board suggested that Library may need to target messaging to value-conscious male Millennials about the free resources available at the library. Board also suggested that future visitation studies may include gender and specific locations (such as study room, computer area, etc.). Board would be interested in seeing circulation information by day of week, time of day and self-check location.

- **2.3.4 Meet with Foundation leadership to discuss possible financial support for the strategic plan:** Board discussed that they would like to wait until building study is completed or at least underway before asking for financial support.
- **2.2.4 Designate a staff champion for a tech savvy environment:** Bertalmio reported that the staff champions are Carolyn Blocher and Aurora Jacobsen.
- **2.3.10 Actively engage and support at least one broader City goal through Library services:** The board has not addressed this action item as the city has not finalized its strategic plan goals. Change due date to October 1, 2015.
- **1.4.3 Create recommended change plan for additional open hours (other than Sunday):** Board discussed that circulation and visitation patterns might inform this but noted that no additional open hours were budgeted in 2016.
- **1.4.5 Create PR plan about changed hours.** Per request from the Foundation, the library had held on publicizing Sunday Library hours until a majority of the Foundation's fundraising was completed. Bertalmio reported that library is now publicizing Sunday library hours. Information about Sunday hours will appear on library signage, bookmarks, website, and Facebook. Press releases and notices will also be sent to local newspapers, schools and churches. Board suggested a large banner be displayed outside the library. Board also requested a list of the key contacts receiving information about Sunday Hours.
- **2.2.1 Explore HR support options and make recommendations to Board.** Board questioned if this could be marked complete as the Committee has made recommendations and the city is exploring hiring an HR person.
- **Strengthen Relationships with Key Community Leaders:** Board discussed developing a plan to connect with the new Stillwater Area Public Schools Superintendent, the School Board President, the Director of Washington County and Stillwater City Administrator Tom McCarty. Board discussed the possibility of a joint board meeting between WCL, Bayport and Stillwater.

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- **Review of Strategic Plan Tactics and Timeframes:** Board noted that they are getting progressively behind on meeting the timeframes listed on the strategic plan. Some objectives are partially complete with no revised date for full completion. Others are held up by the building study. In prior board meetings, board determined that changes to timeframes should be approved by full board. In interest of expediency, Keliher and Bertalmio will review plan and recommend new dates at next board meeting for approval. Original timeframes will be kept on document with a “strikethrough” so board members can easily see which dates have been changed.

**AGENDA ITEM 7: Addressing Noise and Parking Issues**

Parking ramp has been power washed. Library is finalizing quote on striping the parking lot. The curb by the neighbors’ property will be striped yellow at the same time.

Keliher reported that it has been a long time since he has received a call from the neighbors or a report from Anne Young. Bell reported that there was a noise complaint for the Butanes concert. The concert ended at 8:00 pm.

Young and Hickey are still investigating tie-downs for the Terrace.

**AGENDA ITEM 8: Building Consultant Agreement with MSR**

Keliher reported that the Building Consultant Task Force met with Jack Poling of MSR and arrived at the proposal included in the August Board Packet. MSR is proposing to do three key items: 1) conduct a need/situation analysis for library, 2) address strategic plan objectives through facilities improvements and 3) identify a longer-term menu of building options to help the library adapt to bigger change and focus on how the library could be shaped in the future. The Board discussed the overall cost of the proposal and identified sources of funding. The timeframe for the study would be 2-4 months beginning in September.

The board also discussed the need to create a Building Committee to meet with MSR to advise the board and make the process efficient. The committee could consist of members of the board, staff, SPLF, Friends or members of the community. Board members interested in serving on the Committee should email Keliher. Keliher will present board with a recommendation of committee members at the next Board meeting.

Move adoption of proposal. Adopted. MSP.

**AGENDA ITEM 9: 2016 Budget Hearing (August 18 at 3:30 pm)**

There will be a budget hearing on August 18, 2015 at 3:30 pm. The presentation to the City Council will be made by Tom McCarty. Departments will not be presenting but may be asked by Council to answer questions. Original requests from city departments added up to an 11% increase, but McCarty will be proposing an 8% increase for the overall city budget and for the library’s budget. This means that the

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library will need reduce its operating budget from proposed by \$30,615 and the capital budget from proposed by \$30,000.

Board reviewed rationale for originally proposed increase and discussed the need to be prepared to present need at Budget Hearing if asked.

**AGENDA ITEM 10: Nominating Committee for the Position of Vice President**

Since Trustee Cassavante will be absent for the next five of six board meetings, Keliher proposed that Cassavante retain her seat as board member but would step down as Vice Present. Keliher reported that the by-laws only address unannounced/unexcused absences but does not address the issue of the number of planned absences. He also reported that the by-laws only address electing officers at the time of the annual meeting and not at regular board meetings.

Motion made to propose a nominee for the office of Vice President and vote on nomination at this meeting. MSP.

Bell nominated as Vice President. Bell accepted nomination. Board voted for Vice President and elected Bell. MSP.

**AGENDA ITEM 11: Vacancy on the Board of Trustees**

Corbett resigned from board on Friday, August 7, 2015. The city council received notice and began process of filling opening. An advertisement will appear in the paper on Friday, August 14, 2015, and applicants will have 30 days to apply. The city council and mayor appoint the Trustee and generally allow the Board to interview applicants and provide a recommendation. Gordon volunteered to serve on interviewing committee.

**AGENDA ITEM 12: Director and Other Staff Reports**

Bertalmio reported that she met with Keith Ryskoski, WCL Library Director, today. They discussed SPL's contract with WCL that is set to expire on December 31, 2015. Ryskoski is considering a one-year extension. Bertalmio reported they also discussed the WCL strategic planning process, progress on Lake Elmo, the WCL website and increased notification if WCL is adding or dropping services. They also discussed the possibility of a joint board meeting in October.

Bell reported that she was hired as an interim director of the Bayport Public Library as Bayport works to hire a permanent director. Bell will be there 6-8 weeks.

Gordon volunteered to help with graphing the results of the visitation patterns study.

Under Business and Finance, Bertalmio reported that 12 weddings/events have been booked for 2016. Board asked how this compared with other years. Bertalmio will follow up with Anne Young.

**AGENDA ITEM 13: Foundation Report**

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Richie reported that the Foundation is doing work on governance and strategic planning. The SPLF's two big events, Mad Men and LAS, helped the SPLF net over \$46,000. The next fundraising event is Style Speaks Volumes in November, year two of a partnership with SASH and Reve. The Donor Appreciation is on September 24, 2015. An annual appeal will go out around November 1, 2015. The SPLF is within \$500 of reaching its Sunday Hours funding through May 2016.

**AGENDA ITEM 14: Board Committee Reports**

**14 a. Executive Committee:** The Executive Committee will now consist of Keliher, Bell and Richie.

**14 b. Facilities:**

- Ceiling Cracks: Gordon reported that the ceiling cracks in library are probably repairable.
- Leaks: No further leaks in Bertalmio's office despite the rain.
- Tie-Downs: Hickey and Young are still investigating tent tie-downs.
- Pavers: Pavers are defective. Gordon recommends getting city engineering and Dave Magnuson engaged.

**14 c. Finance:** Finance Committee would like to talk with Dave Magnuson about the use of McCluer-Webster and some of the smaller funds. Committee requested that Bertalmio set up meeting with Finance Committee, Magnuson and Bertalmio.

**14 d. Governance and Policy:** Bell and Carlsen will meet with staff on Wednesday, August 19, to talk about Meeting Room Policies. Collection Development work continuing. Governance is down one member with Corbett resignation.

**14 e. Human Resources: Nothing to report.**

**AGENDA ITEM 15: Public Commentary and Communications**

**AGENDA ITEM 16: Adjournment**

Meeting adjourned at 9:15 pm.

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**2015 Bill Resolutions - Payable in 2015**

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

Mary Richie, Secretary/Treasurer, Board of Trustees

Invoice #	Invoice Date	VENDOR	ITEM	AMOUNT	FUND CODE	FUND NAME
<b>INVOICES PAYABLE</b>						
165408	7/14/2015	Ace Hardware	Janitorial Supplies	9.48	230-4231-2102-0000	Janitorial Supplies
164955	7/2/2015	Ace Hardware	Janitorial Supplies	20.46	230-4231-2102-0000	Janitorial Supplies
8182015	8/18/2015	Baker and Taylor	Materials - Juv	336.03	230-4230-2400-0000	Childrens Books
8182015	8/18/2015	Baker and Taylor	Materials - YA Fic	87.32	230-4230-2401-0000	Adult Books - Fiction
8182015	8/18/2015	Baker and Taylor	Materials - YA NonFic	50.13	230-4230-2405-0000	Adult Books - Non Fiction
8182015	8/18/2015	Baker and Taylor	Materials - Processing	13.23	230-4230-3404-0000	Processing Fee
774611	6/25/2015	Blackstone Audio	Materials - Adult Audio (Friends)	87.19	235-4235-2101-0000	Library Donations Materials
8182015	8/18/2015	Brodart Co	Materials - Adult Fiction	1106.82	230-4230-2401-0000	Adult Books - Fiction
8182015	8/18/2015	Brodart Co	Materials - Adult Nonfiction	781.72	230-4230-2405-0000	Adult Books - Non Fiction
8182015	8/18/2015	Brodart Co	Materials - Processing	78	230-4230-3404-0000	Processing Fee
8182015	8/18/2015	Brodart Co	Materials - SPLF	455.17	232-4232-2113-0000	SPLF - Materials
1308996	7/21/2015	Center Point Large Print	Materials - Adult Fiction LP (230 Memorial)	122.35	230-4230-2401-0000	Adult Books - Fiction
306-02444792-3	7/31/2015	Culligan of Stillwater	Water	67.8	230-4230-4099-0000	Miscellaneous Charges
160004	7/30/2015	Findaway World LLC	Supplies	2.99	230-4230-2101-0000	General Supplies
2455591	7/25/2015	G & K Services	Towels & Rugs	82.54	230-4231-4099-0000	Miscellaneous Charges - Lib Plant
23998	7/28/2015	Heritage Printing Inc.	Supplies	21.15	230-4230-2101-0000	General Supplies
8182015	8/18/2015	Midwest Tape	Materials - Audio	571.78	230-4230-2402-0000	Audio
8182015	8/18/2015	Midwest Tape	Materials - Video	480.41	230-4230-2408-0000	Film/Video
8182015	8/18/2015	Midwest Tape	Materials - Processing	93.2	230-4230-3404-0000	Processing Fee
632600	8/3/2015	MEI Total Elevator Solutions	Annual Maint Contract	1416	230-4231-3707-0000	Maintenance Agreements - Lib Plant
145261	7/29/2015	Paper Roll Products	Supplies	119.9	230-4230-2101-0000	General Supplies
8182015	8/18/2015	Petrie Angela	Reimbursement for YS Programming Supplies (Friends)	128.27	235-4236-4099-0000	Library Donations Programs
8182015	8/18/2015	Petrie Angela	Reimbursement for Materials - Juv	23.21	230-4230-2400-0000	Childrens Books
08182015_2	8/18/2015	Petrie Angela	Reimbursement for YS Programming Supplies (SPLF SR)	87.43	235-4236-4099-0000	Library Donations Programs
6048	7/31/2015	Pinnacle Building Services	Window Cleaning	750	230-4231-3703-0000	Building Repair Charges
70341512	4/14/2015	Proquest	Library Thing App/Software	500	230-4230-3098-0000	Technology Support
6325835	7/29/2015	Quill Corporation	Supplies	111.41	230-4230-2101-0000	General Supplies
6338308	7/29/2015	Quill Corporation	Processing Supplies	60.99	230-4230-3404-0000	Processing Fee
6364853	7/30/2015	Quill Corporation	Supplies	60.99	230-4230-2101-0000	General Supplies
6365164	7/30/2015	Quill Corporation	Supplies	24.99	230-4230-2101-0000	General Supplies
6539440	8/5/2015	Quill Corporation	Supplies	289.48	230-4230-2101-0000	General Supplies
75180134	8/4/2015	Recorded Books Inc	Materials - Juv Audio Books (Friends)	120.16	235-4235-2101-0000	Library Donations Materials
75183832	7/30/2015	Recorded Books Inc	Materials - Juv Audio Books (Friends)	46.58	235-4235-2101-0000	Library Donations Materials
75184204	7/30/2015	Recorded Books Inc	Materials - Juv Audio Books (Friends)	69.98	235-4235-2101-0000	Library Donations Materials
75184639	7/31/2015	Recorded Books Inc	Materials - Juv Audio Books (Friends)	50.86	235-4235-2101-0000	Library Donations Materials
72415	8/24/2015	Stillwater Area High School	Materials - SCC	170	230-4230-2499-0000	Collection Development
8182015	8/18/2015	Schemmer Jacob	Refund/Reimbursement for Wedding	50	230-0000-3500-0100	Meeting Room Rental (Refund)

Invoice #	Invoice Date	VENDOR	ITEM	AMOUNT	FUND CODE	FUND NAME
1081388	8/11/2015	Security Response Services Inc	Maintenance Agreement	155.67	230-4231-3707-0000	Maintenance Agreements - Lib Plant
2015-0521	8/2/2015	Water Works Irrigation LLC	Building Repairs	59.95	230-4231-3703-0000	Building Repair Charges
51-7976594-1	7/27/2015	Xcel Energy	Gas	86.09	230-4231-3601-0000	Natural Gas
51-7976594-1	7/27/2015	Xcel Energy	Electric	4545.11	230-4231-3600-0000	Electricity
			<b>INVOICES SUBTOTAL</b>	<b>13,567.84</b>		
<b>CREDIT CARD</b>						
August CC		Amazon	Materials - Video	20.72	230-4230-2408-0000	Film/Video
August CC		Amazon	Materials - Nonfiction	61.22	230-4230-2405-0000	Adult Books - Non Fiction
August CC		Amazon	Supplies	9.68	230-4230-2101-0000	General Supplies
August CC		Amazon	Materials - Reference	45.00	230-4230-2113-0000	Reference
August CC		Amazon	Janitorial Supplies	100.76	230-4231-2102-0000	Janitorial Supplies
August CC		DreamHost	Tech Support	19.95	230-4230-3098-0000	Technology Support
August CC		Kowalski's Market	Misc	116.61	230-4230-4099-0000	Miscellaneous Charges
August CC		Minnesota's Bookstore	Materials - Reference	598.00	230-4230-2113-0000	Reference
August CC		Rose Floral	Supplies	44.74	230-4230-2101-0000	General Supplies
August CC		Starbucks	Misc	10.00	230-4230-4099-0000	Miscellaneous Charges
August CC		VistaPrint	Printing	41.92	230-4230-3400-0000	Printing and Publishing
			<b>CREDIT CARD SUBTOTAL</b>	<b>1,068.60</b>		
			<b>GRAND TOTAL</b>	<b>14,636.44</b>		

Submitted for payment

Lynne S. Bertalmio, Director

## STILLWATER PUBLIC LIBRARY – IMPLEMENTATION PLAN DRAFT – BY DATE

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

**- 2014 -**

GOAL/STRAT.	TACTIC	RESPONSIBILITIES	TIMEFRAME	PROGRESS
2.2.2	Allocate resources in the budget to fund staff training and professional development	Director, Board	Accomplished in 2015 budget	Increase of \$2,000 in professional development funds in 2015 budget; additional \$2,000 in 2016 budget request
1.3.1	Allocate funding to hire consultant	Board	October, 2014	Additional funds may be needed to fund building study
1.3.7	Finalize plan with architect to provide shade on the terrace	Director	By November 1, 2014	Construction completed
2.3.1	Present and promote the strategic plan and directions to the staff.	Board members, Board chair and Director	Accomplished	
2.3.2	Present and promote the strategic plan and directions to Foundation and Friends.	Board members, Board chair and Director	Accomplished	
2.3.3	Present and promote the strategic plan and directions to City Council.	Board members, Board chair and Director	Accomplished	
2.3.4	Meet with the Foundation leadership to discuss possible financial support for the strategic plan	Director, Library Board, Foundation leadership	By September 1, 2015 January 2016	
2.3.9	Investigate City goals and determine how the Library can support the goals	Doug Menikheim and Lynne Bertalmio	By April 1, 2014 November 2015	City is working on strategic issues
3.2.1	Redesign the website and launch it	Carolyn Blocher	Accomplished	New website available for public
3.2.2	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	End of 2014 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	<del>By March, 2015</del> – then on-going October 15, 2015	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	<del>By July, 2015</del> By October 15,, 2015	Dates must be determined soon
<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	The County has signed with Library Strategies for plan support; community planning retreats are being held

## - 2015 -

GOAL/STRAT.	TACTIC	RESPONSIBILITIES	TIMEFRAME	PROGRESS
<b>2.3.6</b>	Schedule regular topical, formal presentations (not budget or regular updates) to the Council at least annually	Board Chair/Director	<del>Beginning April 2015</del> January 2016	Once Administrator and Council have heard strategic plan presentation, they will receive updates on plan progress; presentation need to be scheduled

<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, and develop plan for implementation	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>1.2.2</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	
<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 <del>February 1, 2015</del> January 1, 2016	Tech competencies developed; staff assessments starting; training occurring
<b>2.3.10</b>	Actively engage and support at least one broader City goal through Library services	Director	By <del>May 1, 2015</del> March 1, 2016	
<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	Management team	March - December,	An online newsletter – sympathetic to the

	marketing plan to increase awareness in the community		2015	website – has been created; conversation with SPLF on PR needs continues
1.3.3	Hire a facilities consultant	Director and Board	By April, 2015	Date needs revision
2.2.3	Assess current staff levels and standard competencies in technology	Management team	By April, 2015. October 2015 Follow-up evaluation on annual basis.	Ongoing for current staffing model; draft summary report of base line status for comparison
1.4.3	Create recommended change plan for additional open hours (other than Sunday)	Director and Management team, Board review and approval	May, 2015 ON HOLD	There does not look to be money for additional hours in 2016
1.2.4	Establish future selection goals and strategies	Management team	June, 2015 November 2015	A new Collection Development Policy has been written; it will go to the policy and Governance Committee soon; a collection management plan and materials buying plan are under development
1.3.4	Facilities consultant presents findings and report to Management Team and Board	Director, Board	By June, 2015 December 2015	Date will need revision
1.3.5	Budget to implement facilities recommendations	Director, Board	June, 2015 and June, 2016	Although it will not be sufficient, there is a figure in the 2016 capital budget to implement facilities changes; it is not possible to be precise without the study
1.4.4	Address budget and staffing implementation changes resulting from possible additional hours	Director and Management team, Board	June, 2015 June 2016	This effort is on hold
1.2.5	Review collections budget annually to meet collections model and goals	Director and Management team	January - June of every year	Collections budgets for 2016 will need revision as part of the total 2016 budget revision
1.2.7	In the facilities use study, explore options for the St. Croix Collection	Consultant and Director	By June, 2015 December 2015	
3.2.6	Train staff in the delivery of the new PR and marketing plan	Management team	June – December, 2015	Staff assignments and organization are taking place. 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	<del>June 2015</del> February 2016 to June 2016	
<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)	<del>June, 2015 to June, 2016</del> Timing dictated by City of Stillwater	The City of Stillwater understands that there is a need for this City-wide HR
<b>2.2.1</b>	Explore HR support options and make recommendations to the Board	Director, Board HR Committee	By June, 2015	An HR staffer is in the City's recommended budget for 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	
<b>2.3.8</b>	Increase interaction with other City dept. heads	Director and Management team	By June 2015	Working on projects with Planning Department and the Fire Department
<b>2.2.5</b>	Convene a Board task force to create a succession plan for the Director and other leaders	Board leadership	<del>July – December, 2015</del> February 2016	
<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.	<del>July – December, 2015</del> February 2016	
<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	Youth services staff is renewing relationship with ECFE
<b>3.3.2</b>	Create methods to evaluate present and future library partnerships	Management team	November - December, 2015	
<b>2.1.2</b>	Present staffing directions to the Board	Director	By <del>December, 2015</del>	

		February 2016	
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## **TYPES OF MEETINGS & FEE SCHEDULE**

*The Stillwater Public Library is foremost a public library. The library encourages public use of the library's facilities within the policies established by the Board of Trustees.*

*Meeting rooms are available for groups to come together to learn and exchange information and ideas. The library makes meeting rooms available to the public regardless of the beliefs or affiliation of the individuals or groups requesting their use. The fees that are charged are used to cover the costs of providing the facilities and to support the operations of the library.*

### ***Meeting Rooms***

The Stillwater Public Library facilities available for meeting rental include Margaret Rivers Room A and/or B, the Conference Room and the Serving Kitchen. Meeting rooms are intended for groups of three or more and are not intended for individual use, study or one-on-one discussions.

### ***Booking Fee***

A \$5 non-refundable booking fee is charged to all groups when making reservations to hold the meeting dates and times.

### ***Types of Meetings & Rates***

Meeting room rentals are available free of charge during library hours to non-profit organizations, government agencies and community groups. If a question arises on a group's non-profit status, the Library may request a copy of the group's 501c3 form. The meeting must not charge a fee for entrance and should not involve sales or donations. Examples of meetings without a room fee:

- Governmental or Non-Profit Agency Meetings
- Public Information Sessions
- Debates/Political Rallies
- Club Meetings

For profit organizations are charged a room fee ranging from \$30-\$60/hr. Fees are also charged if there is an entrance cost or if a meeting involves sales or donations. Examples of meetings with a room fee:

- Classes/Private Lessons/Tutoring
- Depositions
- Sales Pitches
- Fundraising Events

**Room Set Up**

Each meeting space has a standard arrangement for seating. If a custom room configuration is requested, a \$25 set up fee is applied.

**Fee Schedule**

ROOM	BOOKING FEE	ROOM RATES			SET UP FEES
		Nonprofit Organizations, Government & Informal Community Groups		For Profit Organizations and Private Groups	
		Library Open	Library Closed	All Times	
Conference Room	\$5 (non-refundable)	\$0/hour	\$25/hour	\$30/hour	Standard Set Up – Board/Rectangle (Min Cap 3, Max Cap 12): \$0
Margaret Rivers A		\$0/hour	\$25/hour	\$30/hour	Standard Set Up – Board/Rectangle (Min Cap 3; Max Cap 20): \$0 Custom Set Up: \$25/hr with 1 hr. minimum
Margaret Rivers B		\$0/hour	\$25/hour	\$30/hour	Standard Set Up – Theatre Style (Min Cap 3, Max Cap 60): \$0 Custom Set Up: \$25/hr with 1 hr. minimum
Margaret Rivers A&B		\$0/hour	\$35/hour	\$60/hour	Standard Set Up – Theatre Style (Min Cap 3, Max Cap 120): \$0 Custom Set Up: \$25/hr with 1 hr. minimum
Serving Kitchen		\$35/hour	\$35/hour	\$35/hour	N/A

**Library Hours:** Monday – Thursday: 10 am – 8 pm; Friday & Saturday: 10 am – 5 pm; Sundays (Sept 13, 2015 – May 22, 2016): 1 pm – 5 pm

**Adoption/Revision Dates:**

REVISED MM/DD/YYYY

# STILLWATER

**PUBLIC LIBRARY**  
224 North Third Street  
Stillwater, MN 55082

## **RENTAL POLICIES AND GUIDELINES FOR MEETINGS**

*The Stillwater Public Library is foremost a public library. The library encourages public use of the library's facilities within the policies established by the Board of Trustees.*

*Meeting rooms are available for groups to come together to learn and exchange information and ideas. The library makes meeting rooms available to the public regardless of the beliefs or affiliation of the individuals or groups requesting their use. The fees that are charged are used to cover the costs of providing the facilities and to support the operations of the library.*

The Stillwater Public Library facilities available for community use and meeting rental include:

- Margaret Rivers Room A and/or B
- Conference Room
- Serving Kitchen

Meeting rooms are intended for groups of three or more and are not intended for individual use, study or one-on-one discussions. If interested in space for quiet study or consultation, please see library staff regarding use of study rooms.

The Storytime Room, the Computer Lab and the Teen Room are not available for reservation by the public. The Johnson Terrace is available for rental as an event space. Please ask library staff for information and policies on event rentals.

## **GENERAL RULES**

1. All rooms/rental areas will be reserved on a first come, first served basis for rental dates. The library will take reservations for meetings up to four (4) months in advance.
2. Fees and costs are subject to change from time to time. Rental clients will be charged those fees and costs that are in effect at the time a rental agreement is signed. A rental client is responsible for obtaining the current fee schedule.
3. When booking a meeting at the library, the client agrees to follow the rental policies and guidelines for meetings.
4. To reserve a meeting time and space, the client should contact the meeting coordinator at the library. Once a date, time and space have been determined, the library will send a meeting room confirmation and invoice to the client. The receipt of a \$5 booking fee from the client will secure the rental date.

5. The client is responsible for paying the \$5 non-refundable booking fee within five (5) working days after receiving the meeting invoice. If the booking fee is not paid within this time frame, the date will be released for rental to others.
6. In all cases, the rental fee and other charges are due in full before the scheduled meeting. The Stillwater Public Library reserves the right to cancel meetings without notice, and to request written proof of non-profit status for fee payments.
7. If the client intends to cancel the reservation, the client is responsible for letting the library know as soon as possible so it can release the space. The \$5 booking fee is non-refundable and due to the library. Other room costs may be refundable with 48 hours' notice.
8. Meeting room users are responsible for paying any specific damages caused by their group.
9. By order of the Board of Trustees, the library is a smoke-free facility. Smoking is not allowed anywhere in the building, on the terrace, in the parking garage, or on the grounds.
10. Renters must abide by the occupancy limits set by the library. See page 4.
11. When the library is closed, meetings may be held only if the library is able to staff the facility.
12. No cooking or food preparation is allowed in the building or on the grounds. No small appliances (i.e. NO COFFEE MAKERS, POPCORN POPPERS, TOASTERS) may be used. The serving kitchen is for food service only. A warming oven, ice maker and refrigerator are available for your use if you rent the serving kitchen. Please note: there is no freezer.
13. If you wish to serve refreshments at a meeting, refreshments must be packaged and non-perishable or purchased through a licensed caterer on the library's caterer list under a separate agreement. No homemade food or drinks may be brought into the library for a meeting.
14. State and local fire codes apply:
  - a. No flammable substance or material may be used unless it meets fire safety standards
  - b. No open flames or candelabra are allowed.
  - c. No lights, candles, or candelabra are allowed to be placed in or on evergreen trees, wreaths, sprays, etc.
  - d. Miniature, cool lights may be used.

e. Fireworks, including sparklers, may not be used at the library.

15. The library is not responsible for personal or rental property before, during or after the meeting.

### **SET-UP**

1. The standard room arrangements are:
  - a. Conference Room: Board room style table with chairs.
  - b. Margaret Rivers A: Adjoining rectangular tables with chairs.
  - c. Margaret Rivers B or Margaret Rivers A & B: Theatre style seating with chairs facing projection screen (East), a head table and a side table.

If a different arrangement of chairs and tables is desired for Margaret Rivers A, B or A & B, the library staff will set up and take down tables and chairs for a charge of \$25/hour with a minimum of one hour of set up time.

2. Nothing may be affixed to the library walls (i.e. NO TAPE, TACKS, NAILS, 3M HANGERS).
3. Only library tables and chairs may be used in the meeting rooms. No chairs, tables or furniture items may be brought into the meeting rooms from home or rental companies. Furniture from the gallery area and terrace may not be brought into the meeting rooms.
4. Meeting room or gallery area furniture may not be used outside the building. This includes the terrace.
5. A ceiling-mounted projection system and microphones are available for use with the rental of Margaret Rivers B or Margaret Rivers A&B. Presenters bring their own laptops to plug into the projection system and run the presentation. Library support and assistance with technology and/or audio set-up is limited.

### **CLEAN-UP**

1. Renters must have all personal belongings out of the building by the prearranged time.
2. A fee will be charged for any clean up beyond normal usage.

### **CRAFT PROJECT POLICY**

These meeting spaces are not appropriate for children and students doing craft projects involving crayons, markers, paint, glue, clay, etc. Rental clients who use the rooms for meetings featuring craft or building projects are required to provide adequate protection of library tables, furniture, and carpeting to prevent damage by cutting, scratching, or denting. Glitter, confetti,

paints, and solvents are strictly prohibited. Any costs for replacement or repair of library property arising from such damage will be paid by the group sponsoring the meeting. Groups will be charged an additional fee if extra clean-up is required.

### **SUPERVISION OF CHILDREN AND TEENS**

Children must be supervised at all times. There must be at least one adult for every ten (10) students in grades 1-12 and at least one adult for every five (5) students in kindergarten or pre-school. Students and group leaders may not bring food, beverages, or candy into the library. Rules #12 and #13 apply to people of all ages.

### **SALE OF GOODS, TUITION FOR CLASSES, ETC.**

Any group, organization, or individual that sells, offers to sell, or charges tuition at its meeting will make plain to attendees that the library is not sponsoring the meeting.

### **ALCOHOL USE POLICY**

No alcohol may be served at meetings. If alcohol is to be served, event rental policies and rates would apply. Please ask the library staff for information and policies on event rentals.

### **CAPACITIES**

Capacities for the facilities are as follows:

<b>Room</b>	<b>Capacity with Tables</b>	<b>Capacity with Chairs Only (Auditorium Style)</b>
Margaret Rivers Room A	20	30
Margaret Rivers Room B	40	60
Margaret Rivers Room A & B	70	120
Conference Room	12	12

### **HOURS OF USE**

Meeting reservations will be taken from 7 a.m. until 10 p.m. dependent upon the availability of library staff to monitor the building.

### **PARKING GARAGE**

The library's 43-car parking garage is available for exclusive use for your meeting only when the library is closed. When the library is open, parking is on a first-come, first served basis.

## **ADVERTISING GUIDELINES**

All advertisements, announcements or posters must list individual or organizational names responsible for the event. The renter must make clear that the event is held at the Stillwater Public Library but is not sponsored by the library by including the following statement on posters or other advertisements: *This event is not sponsored by the Stillwater Public Library.*

## **BUILDING SECURITY**

A library staff member will be available throughout the meeting.

## **THE SERVING KITCHEN**

If the meeting will include food service, users may lease the serving kitchen in addition to the Margaret Rivers Room. The Public Health Department allows the use of licensed caterers only. The library maintains a list of licensed caterers who have been approved to use our facility. Please ask for the library's catering guidelines.

## **THE JOHNSON TERRACE**

When the library is open, the terrace is available for use by library patrons and others unless an event has booked exclusive use.

If booking the Johnson Terrace, event policies and rates would apply. Please ask the library staff for information and policies on event rentals.

## **Policy Adoption/Revision Dates:**

REVISED MM/DD/YYYY

## Director's Report

**Relationship with the Board:** Some publishers are experimenting with limited-duration licenses for e-books. These licenses allow libraries to purchase e-book club “kits” with enough copies for book clubs, community reads, and other group events. Selectors are discussing this possibility in anticipation that increasing numbers of publishers will make limited-duration licenses available. \* One of the top discussions at the ALA conference in San Francisco was the collection and use of patron data. The ability to collect and analyze lots of data is something desired in many industries. Libraries would benefit from better knowledge of the use made by library patrons and those patrons' characteristics. This is the kind of knowledge that could improve the customer experience. However, libraries have always guaranteed their users a great amount of privacy, much of it required by law in the state of Minnesota. Our own frustrating attempts to gather information about patron use of the facility point out that our users don't have much to fear from us in regard to privacy loss, but collecting and using mega-data is a possible discussion point with WCL which may be presented with some software enhancements for the Symphony automated system in the near future. \* We have heard a rumor that the Bayport Public Library has named a new director. Maureen will be able to inform us. Melissa Brechon is still Interim Director at MELSA.

**Goals and Objectives:** Staff members have been working on pieces of what will be the complete PR plan for the library. We have the design for a MailChimp e-newsletter and an editor in Carolyn Blocher. We have developed a few tools to aid all staff in suggesting topics and issues to be communicated to the general public and specific targeted audiences. WE continue to discuss key messages, audiences to target, and efficiency improvements for PR.\* With their full complement of staff now back in the office, MSR will begin addressing our building study. Staff members have started to tour newly completed library projects to see how other libraries have handled building issues. I would suggest that you do the same, concentrating on public libraries of about our size. If you would like to know of some likely candidates for tours, just ask.

**Community and Professional Relationships:** September 13 will be the first Sunday of the school year that we will be open. The SPL Foundation reached its fundraising goal handily in July. Foundation Board members are discussing Sunday hours September through December 2016. Mary Divine did a feature article on the hours, the major gift, and the matching funds during the last full week of August. Press releases have gone to the local papers and the StarTribune. Flyers have been distributed to area churches as a good way to reach people. Our flyer should be in the first electronic backpack of District 834's school year and central services have been informed. Area libraries have received flyers. Both the library and the Foundation have signs up in the building and there are bright banners in place. We have been handing out bookmarks with the information. The news is on our website and social media. What's more, we have heard members of the public talk about the service excitedly.

**Staff and Personnel:** We are registering staff for a variety of fall conferences and training opportunities.\* Staff members are also starting to use Lynda.com for training. If you have not visited this new database, be certain to do so to see what a great resource it is.\* Our new intern Melissa Butler began work with us on September 1. Melissa is a distance education student who will complete her MLS from Kent State in December. She is interested in administration, but would like to become well versed in all areas of library operation. She will spend her first week shadowing staff in circulation and participating in discussions with Carolyn and Jody about how to best structure an inventory effort. In her second week, she will shadow reference staff and participate in adult services decisions.

**Business and Finance:** Anne Young reports that bookings for 2016 are on a par with 2015 bookings at this time last year. She reports one area of concern. We are booking a greater number of ceremonies than we have had in the past. The rental charge is the same for a ceremony as for a ceremony with reception. Receptions, however, rent more furniture than ceremonies alone. This could result in reduced revenues. Anne and I recommend that, when the Policy and Governance Committee examines event policies, it also looks at rental rates to see if the fees may possibly be restructured and raised while remaining competitive.

**Technology:** Staff members planning how to complete an inventory using iPads and the new MobileCirc application. \* Circulation staff attended an ECFE open house at the end of August to register attendees for library cards. This is another effort made possible by our iPads and MobileCirc. \* There are still technological difficulties in implementing NoveList recommendations on the SelfChecks. Carolyn will be meeting with the 3M rep later this month to try to iron out the problems.

## Board of Trustees Calendar

2015

September	8	SPL Board Meeting 7 p.m., including City Attorney Dave Magnuson with Legal Responsibilities of Boards
	13	First Open Sunday
	14	F of the SPL Meeting 6:30 p.m.
	16	SPLF Board Meeting 7:30 a.m.
	24	SPLF Donor Appreciation Event with Larry Millett
October	7	SPLF Executive Committee meeting 8 a.m.
	8 and 9	MLA Conference, RiverCenter, St. Paul
	12	F of the SPL Meeting 6:30 p.m.
	13	SPL Board Meeting 7 p.m., City Administrator Tom McCarty with City Strategic Plan
	21	SPLF Board Meeting 7:30 a.m.
November	4	SPLF Executive Committee meeting 8 a.m.
	9	F of the SPL Meeting 6:30 p.m.
	9 & 10	SPLF Style Speaks Volumes
	10	SPL Board Meeting 7 p.m.
	12	Give to the Max Day
	18	SPLF Board Meeting 7:30 a.m.
	4 through 7	Friends fall booksale Foundation Direct Mail Campaign
December	2	SPLF Executive Committee meeting 8 a.m.
	14	SPL Board Meeting 7 p.m.
	15	SPLF Board Meeting 7:30 a.m.
	31	Board terms end
	31	Union contract ends

<b>BOARD MEETING FOLLOW-UP</b>				
<b>Board Meeting</b>	<b>Task</b>	<b>Description</b>	<b>Responsible</b>	<b>Status</b>
7/14/2015	Strategic Plan 2.3.7 Leadership Summit	Plan a library leadership summit of Board, SPLF and Friends. Menikheim and Richie volunteered to help with this.	Keliher Menikheim Richie	
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	
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	
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	
8/11/2015	Strategic Plan	Review Strategic Plan and provide new timeframe recommendations for board approval.	Bertalmio Keliher	
8/11/2015	Building Study Committee	Provide recommended list of Building Study Committee members for board approval.	Keliher	
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	
8/11/2015	Sunday Hours	Provide board with a list of key contacts receiving information about Sunday Hours.	Bertalmio	
8/11/2015	Meet with Community Leaders	Engage with other community leaders - WCL Director, SAPS Board President, SAPS Superintendent; Stillwater City Administrator. Invite to Board Meetings, meet with personally, etc.		
8/11/2015	Trustee Interviewing Committee	Form Committee to interview Board of Trustee Applicants. Gordon volunteered to serve on Committee.	Gordon	
8/11/2015	Pavers	Pavers are defective. Follow up with city engineering and Dave Magnuson.	Gordon	
8/11/2015	Supplemental Funds Meeting	Schedule meeting with Finance Committee and Magnuson to discuss use of McCluer-Webster and some of the smaller funds held at the city.	Bertalmio	

STILLWATER PUBLIC LIBRARY FOUNDATION MEETING  
July 15, 2015

Members Present: Peggy Ahola, Lynne Bertalmio, Carrie Byrne, Jane Dickinson, Andy Kass, Jean Morse, Sandy Nicholson, Merilee Read, Fred Rengel, Carol Stabenow, Ann Wolff

WELCOME: President Ann Wolff called the meeting to order at 7:36 a.m. with a party which included a toast with sparkling juice, treats, and ribbon-tied reports to celebrate that the Foundation had exceeded \$500,000 in its fund-raising efforts during its seven and one-half years' existence.

Ann also shared the recent St. Croix Valley Magazine that featured pictures taken in May at the "Mad Men" Event.

SECRETARY'S REPORT: The minutes for the June 17, 2015 board meeting were unanimously approved.

TREASURER'S REPORT: Peggy indicated that she will send out a Treasurer's Report. She also said that she will be resigning from the board when her term expires at the end of 2015. She recommends that we find a new treasurer to join the board in time to work with her during the last quarter of the year in order to make a smooth transition. Several people were suggested for this book-keeper/accountant position: Kristina Arndt, Jerry Wohlers, and Nanc Anders.

STRATEGIC PLANNING: Andy presented a summary for the committee. The broad topics that the committee identified were:

- Fundraising
- Donor Relations
- Staffing
- Board Structure
- Finance & Budget

(See the report following the minutes for further information.)

Ann and Steve will create a list of tasks that could be done by a hired staff person.

Recommendations were made to develop the 2016 budget to include an administrative assistant and book-keeper.

LIGHT A SPARK: Ann read some positive quotes from a Light a Spark game. Merilee provided a preliminary event report which prompted additional discussion of the event. The Boy Scouts have offered to assist with parking again next year. The suggestion was made to analyze where the LAS attendees come from, i.e. locals vs. visitors.

SUNDAY LIBRARY HOURS: Ann shared the poster that has been designed for this initiative. She reported that both e-mail and standard mail messages have been sent requesting donations for the Sunday Library Hours.

WEBSITE: Jean reported that Ann, Blaise Junker and she had met with Dan Gustafson to discuss the possibility of hiring him to create a new SPLF website. Based on the recommendation of that committee, a motion was approved to spend up to \$3,000 to hire Dan to complete the website, provide training, and offer on-going technical support for the site for 12 months.

UPCOMING EVENTS:

Tapas & Thanks - September 24 – Jane and Ann reviewed the letter that will be sent to past and current SPLF and SPL board members requesting them to donate funds to support the donor appreciation event.

- Jane asked board members to contribute “Tapas & Thanks” baskets that will be used for table centerpieces and then given as prizes to attendees.

Style Speaks Volumes – November 9 & 10 – The committee for this event includes Merilee, Fred, Carrie, and Sandy. Carol will arrange for a committee meeting.

SOMETHING COOL IN THE SHADE: The donors for the terrace shade project, Terry & Roxie Johnson will be in town Aug. 1-9 and Aug. 21-Sept. 3. Ann will look into planning a get-together with them some morning before 10 a.m. She will notify the board once arrangements are made.

OTHER: Lynne reported on the full schedule of events – programs and concerts - that are occurring at SPL this summer, much of which has been funded by the SPLF.

Adjournment: 9:05

Respectfully submitted,

Jean Morse, Secretary

HANDOUTS distributed at the July Meeting:

From Ann – Charts showing Accounting of SPLF Income -2008-2015  
& Accounting of Grants Awarded – 2010 – Present

From Merilee –Light a Spark 2015 Re-Cap

REPORTS sent to board members by e-mail for the July ‘15 meeting:

<u>Sender</u>	<u>Date</u>	<u>Title</u>
Jean	7/4/15	Minutes for June ‘15 Meeting
Ann	7/13/15	2105 06 17 Talking Points (2 formats)
		Conflict of Interest Policy
		Donor Appreciation Funding Letter
		2015 07 08 Minutes– Exec. Committee
		Sunday Hours Update
		Roster

SEE STRATEGIC PLAN COMMITTEE REPORT BELOW.....

## STRATEGIC PLAN COMMITTEE REPORT

JULY 15, 2015

From Andy Kass, Chair

### Broad Topics:

#### Fundraising

Individual Donors

Foundations

Permanent Endowment *Set up with SCVF so it is ready*

*Challenge grant with City of Stillwater*

#### Donor Relations

Communications

Thank yous

#### Staffing

Full time Executive Director *Put off for three years or so*

Part-time administrator/manager *We need a job description before we consider this*

Part-time bookkeeper *Immediate need being pursued*

#### Board Structure

Terms of office *Nine years seems a bit long for Board members*

Succession *More structure. President should serve two years and one extra to aid new President, Vice-President takes over from President*

Committee structure *More autonomy so Committees meet in off months from Board. This allows people to serve on a committee without committing to the Board*

Specific skills for Board members *Attorney, Finance, Fund Raising, experience on other non-profits*

#### Finance & Budget

Who does the monthly/quarterly bookkeeping? *The new Bookkeeper*

CPA firm for Foundation tax returns *Hire Ahola to continue*

Annual budgets *Finance Committee. 2016 budget work beginning*

**Washington County Library Board**  
Regular Meeting at Library Administrative Offices  
8595 Central Park Place  
Woodbury, MN  
June 22, 2015

**Present**

**Board:** Bance, Cram, Jurgens, Meyer, Reeves, Skinner  
Commissioner Bigham (Library Board Liaison)

**Staff:** Ryskoski, Schneider

**1. Call to Order**

Skinner called the meeting to order at 6:40 p.m.

**Pledge of Allegiance**

**2. Recognition of Public**

Molly O'Rourke, County Administrator was present and Amy Worwa, Manager North region.

**3. Adoption of Agenda**

Jurgens moved adoption of the agenda. Meyer seconded the motion. Vote: All in Favor. Motion carried.

**4. Consent Calendar Approval** – Skinner asked for a motion to adopt the consent calendar and the list of donations. Bigham moved adoption. Meyer seconded the motion. Vote: All in Favor. Motion carried. Skinner asked for a motion to accept the minutes. Cram requested the one sentence in 4 C where text was missing be fixed and to include outreach as a budget priority in the 2016 proposals. Meyer moved adoption with the requests for modifications as made by Cram. Reeves seconded the motion. Vote: All in Favor. Motion carried.

**5. Unfinished and New Business**

A. New Library Director – Molly O'Rourke, County Administrator summarized some of her decision making in hiring Ryskoski as the new director. She felt his leadership experience and the opportunity to develop and further relationships would be valuable in moving the Library forward. Ryskoski, who had done a briefing of his background with the board members during the informal time before the meeting was called to order, added that he would welcome teaming up with board members as he made visits and worked on relationships. Meyer requested he let board members know when he was planning to be in their areas in the county. O'Rourke asked board members to let Ryskoski know people he should meet.

B. Strategic Planning Process Update on Forums, Staff meetings and Survey– Schneider provided a quick outline of the planning process to date for board members. Cram noted she felt things were moving along but still felt there was under representation so far of nonusers. There was some discussion of how the survey was sent out and the return envelopes were missing stamps. The survey can be completed online but recipients need to use the code that is on the envelope. Skinner asked what return rate on the surveys would be expected in order to ensure an adequate collection. O'Rourke indicated she did not remember but would check with the consultants. Bigham added she

attended the community forum at the south service center in Cottage Grove and made some suggestions to improve the process as it goes forward. O'Rourke added the forums were added input but the "rapid results planning" day long meetings in the fall form the core of the consultants' normal process. The people attending will be selected carefully to ensure a cross representation of all the potential stakeholders that have been identified. It is expected there will be 40-50 people attending each of the meetings. Reeves added the process should be data driven and determining the amount of data gathering needed should be benchmarked by the consultants.

- C. 2016 Budget Planning – Schneider summarized the 2016 budget process which is moving ahead. Cram asked how the Board could be helpful and O'Rourke indicated that Ryskoski would be able to share with the Board information on the budget in August. O'Rourke said there was no placeholder for Lake Elmo in the budget and they are interested in associate library status. She felt it was important to move further into the strategic planning process, research needs to be done on what costs the County should be charging and consideration needs to be given to Stillwater and Bayport in discussions and planning. For example a question may be how do you define use? She summarized saying they recognize there will be costs coming out of the strategic planning process and they will have to decide on how to set aside dollars. Board members felt it was important to continue being involved with the budget process and decided they would meet again August 24<sup>th</sup> for that purpose.
- D. Other –Schneider told board members that the senior library manager position in the South had been filled. Jessi Schulte-Honstad will be joining the library staff on August 17<sup>th</sup>. The lockers and book drop have been relocated from Newport City Hall to the newly opened Newport Transit Station. They were put to use the first day the installation was completed. Library managers have recently met with Emily Fulton-Fischer with the University of Minnesota Extension to discuss 4-H in the county and brainstorm on ways to collaborate with each other. In April to June library staff had 30 some school and community engagements reaching over 3,100 youth in the county.

Meyer moved a formal thank you by the Library Board to recognize Schneider for her exceptionally capable work in leading the library as interim director and continuing to do so through this period of change. Cram seconded the motion. Vote: All in Favor. Motion carried.

- 6. Director and Board Reports** – Jurgens told the board he recently attended a program at Oakdale with his five year old and there were over 30 people in attendance. The program included both a story on dinosaurs and activities. He comments to staff "well done".

**7. Adjournment**

Skinner entertained a motion to adjourn. Cram moved adjournment. Reeves seconded the motion. The meeting adjourned at 7:55 p.m.

The next scheduled meeting of the Library Board is August 24, 2015 at 6:30 p.m. in the Library Administrative Offices, Washington County Library, and 8595 Central Park Place, Woodbury, MN.