

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES**

Meeting Agenda,
Tuesday, January 10, 2017, 7 PM

1. Call to Order
2. Adoption of the Agenda
3. In-Person Public Commentary
4. Consent Calendar
 - a. Adoption of the December 2016 Minutes+
 - b. Acknowledgement of Bills Paid in December \$73,277.58+
 - c. Quarterly Activity Report
 - d. Other Activity Report*
 - e. Financial Report
5. City Administrator Tom McCarty - How the City Can Help in Director Search Process

Old Business

6. Director search process update
 - A. Update On Interim Search D+
 - B. Search Consultant RFP Document D+
 - C. Process For Selecting A Search Firm D
7. Strategic Plan Update I+
8. Building Reconfiguration Update D+

New Business

9. Ratification of 2017 Wages A+
10. 2017 Capital Fund Release Request A+
11. What Constitutes Successful Outreach in the Board's Mind? D+

Reports

12. Director +
13. Foundation Report
14. Board Committee Reports
 - a. Executive
 - b. Facilities
 - c. Finance
 - d. Governance and Policy
 - e. Human Resources
 - f. Succession Planning Task Force
 - g. WCL/SPL Relationship Task Force
 - h. Nominations Task Force
15. Public Commentary and Communications
16. Adjournment

If you are unable to attend this meeting, please leave a message for Lynne at 651.275.4338 ext. 118 before 5 P.M. on Monday, January 9, 2017.

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

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

Attachments: Calendar, Ongoing Board Work Assignments, SPLF Minutes

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
December 13, 2016
Minutes**

PRESENT: Bell, Lunn, Keliher, Menikheim, Otte, Richie, Stark

ABSENT: Carlsen, Hansen

STAFF: Bertalmio, Goeltl

AGENDA ITEM 1: Call to Order

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

AGENDA ITEM 2: Adoption of Agenda

Board welcomed new board member Sheri Lunn.

Board discussed the following changes:

- Move Agenda Item 15, the discussion of the 2017 WCL/SPL Contract, to Agenda Item 5A.
- Add Agenda Item 5B, a closed executive session to discuss the Director and Associate Director positions.

Agenda adopted as amended. MSP.

AGENDA ITEM 3: In-Person Public Commentary

None.

AGENDA ITEM 4: Consent Calendar

Consent calendar adopted as amended. MSP.

AGENDA ITEM 5: Keith Ryskoski, WCL Director

Washington County Library Director Keith Ryskoski presented WCL's project with CIVICTechnologies (CT) to the Board. The mission of CT is to "connect libraries in essential, new, and innovative ways with their ever changing communities and customers." CT takes WCL's patron data (library card holder and # checkouts) and overlays this with local neighborhood and market segmentation data to identify the characteristics, needs, and interests of the community, both county-wide and in specific service areas. This information can be used to help WCL develop, deliver, and market services to the community.

Results of the segmentation will be presented to the WCL board on the 3rd or 4th Tuesday of January. Director Ryskoski could connect SPL and CT to determine how put segmentation to use in Stillwater.

AGENDA ITEM 5A: WCL/SPL Contract

The board discussed the 2017 contract with WCL. The contract, Joint Powers Agreement Between Washington County and the Stillwater Public Library, was included in the December board packet. This a one-year extension of the current contract with only minor changes in wording from 2016. Ryskoski noted that there was no intent to do something significantly different from the old contract. Ryskoski's goal is that WCL and SPL discuss a 2018 contract in April or May 2017 for budgeting purposes.

Motion made to approve contract. MSP.

*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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AGENDA ITEM 5B: Closed Executive Session

At 7:50 p.m., the board entered a closed executive session to discuss personnel matters. No motions were made nor formal actions taken. The closed session concluded at 9:02 p.m.

AGENDA ITEM 6: Strategic Plan Update

None. The building reconfiguration update will be addressed in Agenda Item 7.

AGENDA ITEM 7: Building Reconfiguration

Bertalmio reported that phase one of the building reconfiguration is nearly done. The library is waiting for one piece of countertop. When this arrives, Gardner will come in and complete project. The new seating area where the Information Desk was located is almost complete. The carpeting is drying and then the newly reupholstered chairs will be placed.

For the teen area, new computer workstations have been ordered. As far as other items in the teen area, MSR needs to come out and do a plan.

AGENDA ITEM 8: 2017 Budget

Richie reviewed the 2017 budget changes as provided in the Agenda Item 8 Cover Sheet and in the 2017 Revised Budget document in the December board packet. The Finance Committee approached the gap between the adopted public support and the request public support with the following considerations:

- Treat the current budget as a one-year freeze as the 2018 budget is unknown and is outside of the board's control
- Limit the effect of budget changes on staffing and service to the public
- Limit the use of the reserve to the smallest amount possible
- Try to ensure the budget changes would not affect the library's ability to do outreach and pursue partnerships

Bell noted that changes of this size are difficult. She is concerned about the percentage of the budget spent on materials, noting that this figure is low and is lower than WCL's percentage spent on materials. While materials reduction aren't visible as quickly to public, it will become an issue if it continues over a longer time. Finance acknowledged the concern and noted that supplemental funds will be used to help cover gaps in materials expenditures.

Motion made to approve budget as presented in board packet. MSP.

AGENDA ITEM 9: 2017 Capital Budget

Board reviewed the changes to the 2017 Capital Outlay request as presented in the December board packet.

Menikheim questioned the timing of security camera system and indicated that his conversations with IT indicated that this project was slated for 2018. Bertalmio reported that she recently spoke with IT, and they requested this project be included for the 2017 budget.

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Menikheim also raised concerns about the request to retrofit exterior lights to LED. With a tight budget, he questioned if it was a wise use of tax payer funds to spend money now for possible savings down the road. Richie noted that the library may be better served at this point by moving the LED money into finishing the building reconfiguration work, the teen room, or additional new carpeting.

Board members Keliher and Otte countered that LED lighting will operate more efficiently than the existing lighting from the moment it turns on. Cost savings will begin immediately, and the lights will fully pay for themselves in about 6 years. It was noted that budget dollars have already been allocated to carpeting, and Lawson Short Term funds already have been allocated to the Teen Room.

Motion was made to provisionally approve the revised capital budget as outlined in the 2017 Capital Outlay document pending confirmation with the IT Director that it intends to complete the security camera project in 2017. For: Bell, Keliher, Lunn, Otte; Opposed: Richie, Menikheim, Stark. Motion passed.

AGENDA ITEM 10: Council Workshop and Communication Plan

Board discussed the City Council Communication Plan, the Lowdown article and the council workshop on November 15, 2016. The board decided to table the communication plan.

AGENDA ITEM 11: Reallocate Alice O'Brien Funds

Motion made to reallocate the \$1,800 from the Alice O'Brien Fund not used in 2016 for newsletters to cover the expenses of the 2017 newsletter. MSP.

AGENDA ITEM 12: 2016 Capital Fund Release Request

Motion made to request the release of \$5,000 in 2016 capital funds for major building repairs and improvements. MSP.

AGENDA ITEM 13: 2016 Capital Rollover Request

Motion made to request the capital rollover of:

- *\$1,200 for new printers for circulation and tech services.*
- *\$1,500 for a data projector for the Margaret Rivers Room.*
- *\$20,000 for the transfer of the library's telephone system to the City of Stillwater's telephone system.*

MSP.

AGENDA ITEM 14: Circulation Policy Revision

The Washington County Library deletes all accounts that have been inactive for 6 years, and also deletes bills that are 6 years old in compliance with County standards for writing off bills. SPL would like to delete accounts and bills on this schedule as it is very difficult to separate usage by patrons and of materials between the two libraries.

Motion made to update the circulation policy to authorize the deletion of accounts over six years in age. MSP.

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AGENDA ITEM 15: 2017 WCL/SPL Contract

Moved to Agenda Item 5A.

AGENDA ITEM 16: Possible Change to February 2017 Meeting Date

Motion made that the February 2017 meeting of the Board of Trustees be held on February 14 as the meeting schedule dictates. For: Menikheim, Otte, Lunn, Bell, Richie, Stark; Opposed: Keliher.

AGENDA 17: Director's Report

Board reviewed report in December board packet.

AGENDA 18: Foundation Report

Richie reported that the Foundation is focused on year-end donations and recruiting new board members for 2017. Style Speaks Volumes III had good results. Planning is underway for DestinationLibrary, a fundraising event in September 2017 in celebration of the 10th anniversary of the Foundation.

AGENDA ITEM 14: Board Committee Reports

- **Executive Committee:** City Administrator has indicated that the findings of the city's class comp study would be released publicly on January 17.
- **Facilities:** None.
- **Finance:** None.
- **Governance and Policy:** None.
- **Human Resources:** None.
- **Succession Planning Task Force:** Documents coming from staff by the end of December.
- **WCL Relationship Task Force:** They will follow-up with Keith Ryskoski.
- **Nominating Committee:** They will recommend people in January. Please let Richie or Hansen know if you have a nomination for President, Vice President, or Secretary/Treasurer. The term for officers is two years, and terms of all current officers end this year.

AGENDA ITEM 15: Public Commentary and Communications

None.

AGENDA ITEM 16: Adjournment

Adjourned at 10:08 pm.

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**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES
SPECIAL MEETING
December 21, 2016
Minutes**

PRESENT: Bell, Lunn, Keliher, Menikheim, Otte, Richie, Stark

ABSENT: Carlsen, Hansen

STAFF: Goeltl

AGENDA ITEM 1: Call to Order

Meeting called to order at 10:04 am by Keliher, President.

AGENDA ITEM 2: Adoption of Agenda

Agenda adopted. MSP.

AGENDA ITEM 3: In-Person Public Commentary

None.

AGENDA ITEM 4: Director Search Process

Board had extensive discussion regarding the interim director search process, focusing on the following topics:

- Options for sourcing an interim director: Board discussed various search methods for sourcing an interim director. The three primary options reviewed were 1) sourcing the position through Library Strategies, 2) sourcing the position with candidates from WCL, and 3) the board conducting the search itself which would include advertising the position, recruiting candidates, etc. Alternate options were proposed that included combinations of 1, 2, and 3. Costs, timing, and the pool of qualified candidates were considered with each option.
- Interim director requirements and job description: Board discussed the requirements and skills needed for an interim director. With both the Director and Assistant Director retiring, it was noted that job descriptions and transition plans from both positions should be reviewed when determining the job responsibilities and in evaluating candidates.

Board discussed that the Director's last day is February 28 and the Assistant Director's last day is in early February. The goal is to have an interim director starting, at least on a part-time basis, by February 1.

Motion made to pursue an interim director search with Library Strategies pursuant to a written quote not to exceed \$3,750. Approved – Bell, Otte; Opposed – Lunn, Menikheim, Richie, Stark. Motion Failed.

Motion made to pursue an interim director search with Library Strategies pursuant to a written quote not to exceed \$3,750 and to ask Washington County to provide candidates as part of the interim director search process. Approved – Lunn, Menikheim, Otte, Richie, Stark; Opposed – Bell. Motion Passed.

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STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES
SPECIAL MEETING
December 21, 2016
Minutes

In preparation for the January 10 regular meeting of the board, the following tasks were assigned:

- Connect with Library Strategies regarding beginning the interim director search. Obtain quote for interim search, discuss role of WCL, and next steps in the process. Task assigned to Keliher.
- Connect with Keith Ryskoski to determine WCL's ability and willingness to provide candidates for the interim director search process. Task assigned to Keliher.
- Connect with Tom McCarty and Donna Robole to determine the role that city HR could provide in the search process. Task assigned to Menikheim.
- Compile the key responsibilities of an interim director. Assess percentage of time spent on different areas of work. Task assigned to Bell and Keliher.
- Inform Magnuson and McCarty of Board's steps in the interim director search. Task assigned to Keliher.
- Review Library finances and identify sources of funds for interim and permanent director searches. Assigned to Finance Committee.

AGENDA ITEM 5: Public Commentary and Communications

None.

AGENDA ITEM 6: Adjournment

Adjourned at 12:26 pm.

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2016 Bill Resolutions

The following bills have been examined and are approved for payment.
 Mary Richie, Secretary/Treasurer, Board of Trustees

Invoice #	Invoice Date	VENDOR	ITEM	AMOUNT	FUND CODE	FUND NAME
INVOICES PAYABLE						
120616	12/6/2016	Baker and Taylor	Materials - Juv	150.94	230-4230-2400-0000	Childrens Books
120616	12/6/2016	Baker and Taylor	Materials - YA	644.85	230-4230-2406-0000	Teen Books
120616	12/6/2016	Baker and Taylor	Materials - Processing	19.11	230-4230-3404-0000	Processing Fee
120616	12/6/2016	Baker and Taylor	Materials - Juv (SPLF 2015.11 JF)	89.03	232-4232-2113-0000	SPLF - Materials
120616	12/6/2016	Baker and Taylor	Materials - Adult Nonfiction	220.32	230-4230-2405-0000	Adult Books - Non Fiction
120616	12/6/2016	Baker and Taylor	Materials - Ref	398.39	230-4230-2113-0000	Reference
AV605INST1521	11/28/2016	Baker and Taylor	Materials - Video (#75044058)	864.00	230-4230-2408-0000	Film/Video
37146-V8N3	11/22/2016	Bibliotheca LLC	RFID Workstation Maint Contract	391.00	230-4230-3707-0000	Maintenance Agreements
4587-L7F6	10/18/2016	Bibliotheca LLC	Sorter Maint Contract	9,450.01	230-4230-3707-0000	Maintenance Agreements
4587-L7F6	10/18/2016	Bibliotheca LLC	Self Check Maint Contract (Prepaid 2017)	8,229.44	230-0000-1410-1000	PRE PAID ACCOUNT
12062016	12/6/2016	Brodart Co	Materials - Adult Fiction	3,448.81	230-4230-2401-0000	Adult Books - Fiction
12062016	12/6/2016	Brodart Co	Materials - Adult Nonfiction	1,632.72	230-4230-2405-0000	Adult Books - Non Fiction
12062016	12/6/2016	Brodart Co	Materials - Processing	39.00	230-4230-3404-0000	Processing Fee
12062016	12/6/2016	Brodart Co	Materials - Adult Fiction (SPLF)	162.74	232-4232-2113-0000	SPLF - Materials
161019-1	11/16/2016	Communication Systems Specialists	Workstation Cabeling	265.00	230-4231-5200-0000	C/O & Improvements
155506	10/31/2016	ESR Inc	Shredding	14.08	230-4230-4099-0000	Miscellaneous Charges
42710	12/6/2016	Hedin Sue	Staff Reimbursement - Gallery	145.30	230-4230-4099-0000	Miscellaneous Charges
46389	11/16/2016	Master Mechanical Inc.	Preventative Maint - Q4	1,126.50	230-4231-3707-0000	Maintenance Agreements - Lib Plant
46474	11/28/2016	Master Mechanical Inc.	Heaters	747.72	230-4231-3703-0000	Building Repair Charges
96961	11/9/2016	Menards	Supplies	25.98	230-4231-2102-0000	Janitorial Supplies
12062016	12/6/2016	Midwest Tape	Materials - Audio	352.38	230-4230-2402-0000	Audio
12062016	12/6/2016	Midwest Tape	Materials - Video	638.73	230-4230-2408-0000	Film/Video
12062016	12/6/2016	Midwest Tape	Materials - Processing	98.40	230-4230-3404-0000	Processing Fee
W16100689	11/16/2016	Office of MN IT Services	Telephone	381.60	230-4231-3101-0000	Telephone
42710	12/6/2016	Petrie Angela	Equipment - Juv (SPLF WB 2016) Staff Reimbursmeme	101.95	232-4232-2302-0000	SPLF - Minor Equipment
2032288	11/21/2016	Quill Corporation	Supplies	345.75	230-4230-2101-0000	General Supplies
1089092767	10/27/2016	Penguin Random House Inc.	Materials - Audio Juv	10.00	230-4230-2402-0000	Audio
615591	11/18/2016	Recorded Books Inc	Materials - Video	499.20	230-4230-2408-0000	Film/Video
13224308	11/14/2016	Toshiba Business Solutions	Maintenance Contract	133.41	230-4230-3707-0000	Maintenance Agreements
13226482	11/15/2016	Toshiba Business Solutions	Maintenance Contract	145.96	230-4230-3707-0000	Maintenance Agreements
11268915	11/2/2016	Value Line Publishing Inc.	Materials - Reference	1,000.00	230-4230-2113-0000	Reference
51-7976594-1	11/25/2016	Xcel Energy	Energy	567.17	230-4231-3601-0000	Natural Gas
51-7976594-1	11/25/2016	Xcel Energy	Energy	3,354.70	230-4231-3600-0000	Electricity
		INVOICES SUBTOTAL		35,694.19		
CREDIT CARD						
150765	42671	American Library Association	Seniors Workshop	60.00	230-4230-3201-0000	Seminar/Conference Fees
15641264	42654	Dream Host	Monthly Website Fee	19.95	230-4230-3098-0000	Technology Support
12784617	42648	4Imprint	Book Club Kit Bags (SPLF)	375.35	232-4232-2302-0000	SPLF - Minor Equipment
7790605	42654	Amazon.com	Materials - Adult NonFiction	41.33	230-4230-2405-0000	Adult Books - Non Fiction
5685835	42661	Amazon.com	Materials - Adult NonFiction	41.18	230-4230-2405-0000	Adult Books - Non Fiction
5685835	42662	Amazon.com	Materials - Adult NonFiction	92.01	230-4230-2405-0000	Adult Books - Non Fiction
1256261	42664	Amazon.com	Materials - Adult NonFiction	58.61	230-4230-2405-0000	Adult Books - Non Fiction
1256261	42668	Amazon.com	Materials - Adult NonFiction	95.55	230-4230-2405-0000	Adult Books - Non Fiction
9045858	42668	Amazon.com	Materials - Adult NonFiction	18.23	230-4230-2405-0000	Adult Books - Non Fiction
399465	42654	Amazon.com	Materials - Reference	23.94	230-4230-2113-0000	Reference

Invoice #	Invoice Date	VENDOR	ITEM	AMOUNT	FUND CODE	FUND NAME
1256261	42669	Amazon.com	Materials - Adult NonFiction	83.16	230-4230-2405-0000	Adult Books - Non Fiction
9183410	42661	Amazon.com	Materials - Juv	6.49	230-4230-2400-0000	Childrens Books
4567442	42672	Amazon.com	Materials - Juv Audio	63.74	230-4230-2402-0000	Audio
5435442	42662	Amazon.com	Materials - Juv	16.01	230-4230-2400-0000	Childrens Books
4567442	42673	Amazon.com	Materials - Juv Audio	41.65	230-4230-2402-0000	Audio
4846629	42663	Amazon.com	Materials - Juv	22.93	230-4230-2400-0000	Childrens Books
2612259	42661	Amazon.com	Materials - Video	39.97	230-4230-2408-0000	Film/Video
3083413	42664	Amazon.com	Materials - Video	84.48	230-4230-2408-0000	Film/Video
6380238	42666	Amazon.com	Materials - Video	66.99	230-4230-2408-0000	Film/Video
6380238	42667	Amazon.com	Materials - Video (Refund)	(14.82)	230-4230-2408-0000	Film/Video
8280224	42674	Amazon.com	Materials - Video	48.10	230-4230-2408-0000	Film/Video
6380238	42674	Amazon.com	Materials - Video	169.35	230-4230-2408-0000	Film/Video
8280224	42674	Amazon.com	Materials - Video	38.70	230-4230-2408-0000	Film/Video
1256261	42691	Commercial Furniture Services	Teen Room - Reupholstery Services	2,100.00	227-4227-3099-0000	Other Govt Gifts - Professional Services
10262016	42669	SIM Home Theater	Periodicals	24.97	230-4230-2403-0000	Periodicals
		CREDIT CARD SUBTOTAL		3,617.87		
MANUAL BILL PAYOUTS (Check issued between bill resolutions to comply with payment terms)						
		None				
		MANUAL PAYOUT SUBTOTAL		-		
GRAND TOTAL				39,312.06		

Submitted for payment

Lynne S. Bertalmio, Director

2016 Bill Resolutions

The following bills have been examined and are approved for payment.
 Mary Richie, Secretary/Treasurer, Board of Trustees

Invoice #	Invoice Date	VENDOR	ITEM	AMOUNT	FUND CODE	FUND NAME
INVOICES PAYABLE						
W00154153	12/5/2016	1000 Bulbs.com	Lighting	\$ 817.11	230-4231-2101-0000	General Supplies - Lib Plant
182407	11/2/2016	Ace Hardware	Janitorial Supplies	\$ 11.98	230-4231-2102-0000	Janitorial Supplies
122016	12/20/2016	Baker and Taylor	Materials - Juv	\$ 1,065.43	230-4230-2400-0000	Childrens Books
122016	12/20/2016	Baker and Taylor	Materials - YA	\$ 537.58	230-4230-2406-0000	Teen Books
122016	12/20/2016	Baker and Taylor	Materials - Processing	\$ 40.67	230-4230-3404-0000	Processing Fee
122016	12/15/2016	Baker and Taylor	Materials - Adult Nonfiction	\$ 29.99	230-4230-2405-0000	Adult Books - Non Fiction
122016	12/20/2016	Baker and Taylor	Materials - Reference	\$ 33.94	230-4230-2113-0000	Reference
12202016	12/20/2016	Blocher Carolyn	Staff Reimbursement - Supplies	\$ 21.34	230-4230-2101-0000	General Supplies
12202016	12/20/2016	Blocher Carolyn	Materials - Adult Fiction (SPLF BF) Staff Reimburseme	\$ 30.00	232-4232-2113-0000	SPLF - Materials
122016	12/20/2016	Brodart Co	Materials - Adult Fiction	\$ 1,397.31	230-4230-2401-0000	Adult Books - Fiction
122016	12/20/2016	Brodart Co	Materials - Adult NonFiction	\$ 2,701.38	230-4230-2405-0000	Adult Books - Non Fiction
122016	12/20/2016	Brodart Co	Materials - Processing	\$ 91.00	230-4230-3404-0000	Processing Fee
122016	12/20/2016	Brodart Co	Materials - Adult (SPLF)	\$ 529.58	232-4232-2113-0000	SPLF - Materials
59470285	12/6/2016	Cengage Learning	Materials - Large Print	\$ 900.00	230-4230-2401-0000	Adult Books - Fiction
59470285	12/6/2016	Cengage Learning	Materials - Large Print (SPLF)	\$ 2,436.00	232-4232-2113-0000	SPLF - Materials
6022248	12/7/2016	Demco Inc.	Processing Supplies	\$ 104.49	230-4230-3404-0000	Processing Fee
2458225	12/6/2016	Gaylord Bros Inc.	Supplies	\$ 42.12	230-4230-2101-0000	General Supplies
2455591-1182218166	11/30/2016	G & K Services	Towels & Rugs	\$ 82.54	230-4231-4099-0000	Miscellaneous Charges - Lib Plant
2455591-1182173457	11/2/2016	G & K Services	Towels & Rugs	\$ 82.54	230-4231-4099-0000	Miscellaneous Charges - Lib Plant
122016	12/20/2016	Hedin Sue	Staff reimbursement for supplies	\$ 29.97	230-4230-2101-0000	General Supplies
604048	12/8/2016	Henricksen PSG	Bookshelves	\$ 698.80	230-4230-2302-0000	Other Minor Equipment
24836	12/14/2016	Intereum Inc.	Public Workstations	\$ 15,856.98	230-4230-5310-0000	C/O MIS Computer Equipment
122016	12/20/2016	Midwest Tape	Materials - Audio	\$ 320.92	230-4230-2402-0000	Audio
122016	12/20/2016	Midwest Tape	Materials - Video	\$ 550.18	230-4230-2408-0000	Film/Video
122016	12/20/2016	Midwest Tape	Materials - Processing	\$ 86.85	230-4230-3404-0000	Processing Fee
12202016	12/20/2016	Petrie Angela	Programs - Teen (Friends) Staff Reimbursement	\$ 69.72	235-4236-4099-0000	Library Donations Programs
12202016	12/20/2016	Petrie Angela	Supplies - Staff Reimbursement	\$ 35.04	230-4230-2101-0000	General Supplies
12202016	12/20/2016	Petrie Angela	Books - Juv - Staff Reimbursement	\$ 33.76	230-4230-2400-0000	Childrens Books
12202016	12/20/2016	Stillwater Public Library Foundation	Reimbursement of Oct & Nov CC Donations	\$ 725.17	232-0000-2000-1300	SPLF - Accounts Payable Pass Thru
13285307	12/7/2016	Toshiba Business Solutions	Maintenance Contract	\$ 71.35	230-4230-3707-0000	Maintenance Agreements
11282016_432.52	11/28/2016	Washington County Library	Annual Antivirus Renewal	\$ 432.52	230-4230-3098-0000	Technology Support
11302016_4099.2	11/30/2016	Washington County Library	Materials - Ebooks	\$ 3,607.72	230-4230-2409-0000	Electronic Materials
11302016_4099.2	11/30/2016	Washington County Library	Materials - Ebooks (SPLF H15)	\$ 491.54	232-4232-2113-0000	SPLF - Materials
		INVOICES SUBTOTAL		33,965.52		
CREDIT CARD						
None						
		CREDIT CARD SUBTOTAL		0.00		
MANUAL BILL PAYOUTS (Check issued between bill resolutions to comply with payment terms)						
None						
		MANUAL PAYOUT SUBTOTAL		0.00		
		GRAND TOTAL		33,965.52		

Submitted for payment

Lynne S. Bertalmio, Director

TOTAL LOANS from Washington County Libraries

2016 LOANS	January	February	March	April	May	June	July	August	Sept.	October	Novem.	Decem.	TOTAL
Woodbury	66,320	65,518	72,376	67,634	64,709	79,340	80,839	79,566	67,325	67,862	63,739	58,894	834,122
Forest Lake	26,731	27,510	30,591	29,695	27,879	33,031	33,329	34,012	28,478	27,302	27,836	23,398	349,792
Park-Grove	18,815	18,256	21,099	20,786	19,969	24,114	24,996	25,102	19,380	20,079	18,833	17,296	248,725
Oakdale	10,992	11,778	12,937	12,844	11,613	13,361	13,808	13,630	12,262	12,040	11,157	9,920	146,342
Wildwood	11,262	10,771	12,141	11,823	11,406	14,172	15,258	14,034	10,973	11,286	10,574	9,576	143,276
Valley	2,217	2,225	2,676	2,588	2,119	2,813	3,037	2,967	2,191	2,119	2,018	1,968	28,938
Marine*	405	396	437	354	413	481	473	452	425	324	384	340	4,884
Hugo*	254	419	375	249	337	327	313	219	237	226	261	312	3,529
Newport*	73	34	58	29	31	55	46	48	66	45	46	65	596
Law Library	76	77	52	44	34	60	43	61	48	96	47	58	696
Downloads	22,486	21,021	23,537	20,950	19,789	21,267	21,405	20,893	19,969	20,994	19,892	21,095	253,298
SS (Mostly ILL)	781	738	868	740	782	620	674	858	733	586	638	548	8,566
Stillwater	23,274	23,618	26,482	24,626	23,786	30,152	28,854	28,251	23,672	24,216	23,285	19,676	299,892
Bayport	5,199	5,455	5,685	5,569	4,819	5,893	4,600	5,414	5,384	5,710	5,419	5,117	64,264
TOTAL Loans	188,885	187,816	209,314	197,931	187,686	225,686	227,675	225,507	191,143	192,885	184,129	168,263	2,386,920

* Library Express Service

**PG's Self-Check machine was pointing to a HC port, so their numbers have been adjusted (Sept 2360, Oct 7340 and Nov 3725 subtracted from FL & added to PG)

2015-16 % CHANGE	January	February	March	April	May	June	July	August	Sept.	October	Novem.	Decem.	TOTAL
Woodbury	-7.6%	-2.4%	-5.9%	-1.5%	-5.5%	-4.1%	-5.9%	-0.5%	-4.5%	-0.8%	-0.2%	-5.6%	-3.8%
Forest Lake	-11.6%	-2.9%	-5.5%	1.6%	1.2%	-6.9%	-9.4%	-3.7%	-3.2%	-5.0%	6.5%	-8.0%	-4.2%
Park-Grove	-5.6%	-2.2%	-6.3%	3.5%	2.6%	-12.2%	-9.3%	1.3%	-10.3%	-4.3%	-1.9%	-6.5%	-4.6%
Oakdale	-18.1%	-12.5%	-9.3%	-1.2%	-4.6%	-15.7%	-10.2%	-10.5%	-9.3%	-8.2%	-2.1%	-10.5%	-9.6%
Wildwood	-4.9%	-6.8%	4.8%	-2.2%	4.1%	2.2%	6.5%	4.8%	-2.8%	-5.2%	-5.0%	-8.0%	-0.7%
Valley	5.5%	-3.9%	-2.4%	10.1%	-2.4%	-0.4%	17.8%	5.0%	-10.0%	-14.7%	-2.8%	-2.1%	0.1%
Marine	-12.9%	-14.5%	-0.2%	-38.8%	-12.3%	26.6%	6.5%	2.0%	-3.0%	-15.0%	-17.8%	-27.5%	-10.2%
Hugo	-52.9%	15.1%	10.0%	-28.0%	33.2%	-16.8%	-10.3%	-32.4%	-29.3%	-34.1%	-25.4%	18.2%	-16.0%
Newport	135.5%	-2.9%	-6.5%	-49.1%	-18.4%	-33.7%	-37.0%	-5.9%	0.0%	-30.8%	21.1%	85.7%	-6.0%
Law Library	76.7%	11.6%	-16.1%	-52.2%	-8.1%	39.5%	-21.8%	0.0%	-22.6%	28.0%	-16.1%	-57.4%	-12.0%
Downloads	16.9%	15.6%	15.9%	15.9%	5.4%	8.8%	2.4%	-1.2%	3.3%	8.4%	2.7%	6.8%	8.3%
SS (Mostly ILL)	-6.8%	1.4%	-5.7%	-4.4%	31.6%	-13.6%	-9.3%	23.8%	-2.3%	-19.7%	-9.1%	-20.0%	-3.5%
Stillwater	-6.2%	1.4%	3.2%	1.8%	3.7%	0.2%	-3.6%	2.8%	-5.3%	-4.0%	-2.9%	-5.3%	-1.6%
Bayport	-0.2%	19.7%	1.8%	10.4%	13.4%	13.9%	-22.1%	5.4%	7.5%	2.0%	6.8%	5.7%	4.7%
TOTAL % Change	-5.8%	-0.7%	-2.1%	1.7%	-0.2%	-3.8%	-5.5%	-0.6%	-4.3%	-2.3%	0.2%	-5.6%	-2.5%

2015 LOANS	January	February	March	April**	May	June	July	August	Sept.	October	Novem.	Decem.	TOTAL
Woodbury	71,750	67,095	76,954	68,693	68,485	82,701	85,873	80,002	70,519	68,385	63,879	62,385	866,721
Forest Lake	30,253	28,338	32,361	29,237	27,544	35,465	36,788	35,309	29,430	28,753	26,141	25,435	365,054
Park-Grove	19,937	18,658	22,510	20,083	19,472	27,476	27,561	24,786	21,609	20,983	19,201	18,497	260,773
Oakdale	13,425	13,457	14,256	12,999	12,177	15,842	15,379	15,231	13,524	13,111	11,398	11,089	161,888
Wildwood**	11,843	11,561	11,582	12,093	10,953	13,863	14,331	13,394	11,284	11,900	11,132	10,414	144,350
Valley	2,102	2,315	2,742	2,350	2,170	2,824	2,578	2,827	2,435	2,483	2,076	2,010	28,912
Marine*	465	463	438	578	471	380	444	443	438	381	467	469	5,437
Hugo*	539	364	341	346	253	393	349	324	335	343	350	264	4,201
Newport*	31	35	62	57	38	83	73	51	66	65	38	35	634
Law Library	43	69	62	92	37	43	55	61	62	75	56	136	791
Downloads	19,232	18,184	20,308	18,077	18,769	19,548	20,894	21,146	19,329	19,371	19,365	19,758	233,981
SS (Mostly ILL)	838	728	920	774	594	718	743	693	750	730	702	685	8,875
Stillwater	24,820	23,282	25,671	24,190	22,942	30,090	29,927	27,493	24,999	25,224	23,971	22,285	304,894
Bayport	5,211	4,556	5,587	5,046	4,250	5,175	5,905	5,136	5,010	5,597	5,076	4,840	61,389
TOTAL Loans	200,489	189,105	213,794	194,615	188,155	234,601	240,900	226,896	199,790	197,401	183,852	178,302	2,447,900

**WW's Self-Check machines were pointing to WB's ports, so their numbers have been adjusted accordingly (7850 subtracted from WB & added to WW) 1/5/2017

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION:	
Building Reconfiguration Update	
OWNER: Executive Committee	PRESENTER: President
REQUESTED AGENDA TYPE (A, I, D): D	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? No IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
BACKGROUND/CONTEXT: <p>The board president will provide an update on the board's work with Library Strategies to select an interim director. Included following this cover sheet is a copy of the board's agreement with Library Strategies as well as a brief position description Library Strategies is distributing on our behalf.</p> <p>The other significant topic in this discussion is reviewing the template RFP document provided to the board by the city administrator (a copy of which is included in this packet). It outlines basic expectations of an executive search consultant, a standard process for selecting from among the responding search firms, and a rough timeline for the process of hiring a search firm -- among many other details. The board president is proposing that the board's goal for this meeting is to discuss the key provisions in this RFP template and provide guidance to the executive committee, which would then complete and distribute the RFP document.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Resolution/Follow-Up Notes

OUTCOME OF DISCUSSION:
NEXT STEPS:



**Memorandum of Agreement
Between the
Stillwater Public Library
&
Library Strategies, a Consulting Group of
The Friends of the Saint Paul Public Library**

This memorandum will serve as an Agreement between the Stillwater Public Library (“the Library”) and Library Strategies, a Consulting Group of The Friends of the Saint Paul Public Library. The Friends of the Saint Paul Public Library is a 501(c)(3) organization.

Scope of the Agreement

Library Strategies will assist the Library’s Board of Trustees in recruiting an Interim Library Director to serve the Library in the transition period from the retirement of the current Director until a new Director is hired.

Specific Tasks

Library Strategies will conduct a process to identify and vet an Interim Director. Specific tasks include:

- Work with representatives of the Board to identify the requirements for an Interim Director and establish a process for hiring and managing the chosen individual.
- Identify individual skills and experience critical to leading the Library through the transition to a new Library Director.
- Assist the Board in identifying the timeframe for the interim position, salary/fee schedule and on-boarding process.

- Recruit and interview two to three candidates for the Board to consider as candidates for the interim position.
- Assist the Board in contract negotiations with the chosen Interim Director.

Terms of the Agreement

The project will begin on January 3, 2017 and will end upon the hiring of the Interim Director.

Fees for Services

Consulting fees will not exceed \$3,750 based on an hourly rate of \$150. Expenses (mileage) will be billed at their actual costs.

A \$1,000 retainer is due upon signing the Memorandum of Agreement. Library Strategies will invoice the Library for consulting fees and expenses at the completion of the project.

Confidentiality

Library Strategies consultants agree to respect the privacy of all individuals involved in the execution of the project described in this Agreement. Our consultants agree to maintain the confidentiality of any personal or financial information gleaned from individuals or organizations who participate in the activities described above.

Dissolution of this Agreement

Either party reserves the right to dissolve this Agreement by giving ten (10) days notice of dissolution.

Mike Keliher
For the Stillwater Public Library
Board of Trustees

Sue Hall
For Library Strategies

Date

Date

Interim Director for Stillwater Public Library – The Stillwater Public Library is seeking an Interim Director to manage all library operations while an executive search is being conducted for a new Library Director. Responsibilities will include organizing and directing all administrative, technical services, circulation, collection development and programming activities. The Interim Director will supervise all Library staff and will report to the Library Board.

The start date for the Interim Director is flexible but will begin no later than February 15. The Interim Director must commit to full-time employment with a flexible termination date but at least through June 30.

Salary will be commensurate with market rate without benefits.

Minimum requirements: MLS from ALA-accredited institution. Public library management preferred.

Applications will be accepted through January 13. To discuss your interest in the position, or submit your resume, contact Sue Hall, Library Strategies: sue@thefriends.org or 651-287-0060.

**STILLWATER PUBLIC LIBRARY BOARD STILLWATER,
MINNESOTA**

REQUEST FOR PROPOSALS

**EXECUTIVE SEARCH SERVICES
FOR LIBRARY DIRECTOR**

Proposal Due Date:

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**REQUEST FOR PROPOSALS
EXECUTIVE SEARCH SERVICES
LIBRARY DIRECTOR**

SECTION 1. INTRODUCTION & BACKGROUND

The City of Stillwater Public Library Board of Trustees, hereinafter referred to as the Library Board, is seeking the services of an experienced and qualified firm to provide executive search services for the position of Stillwater Public Library Director, as more fully set forth in this Request for Proposals (RFP).

Stillwater Public Library is a _____

The Stillwater Public Library operated under a _____ since 1997. The Library Board, consisting of (7) members, is responsible for all Library actions, determining community needs, establishing priorities and policies, and presenting an annual budget to the Stillwater City Council.

The Library Director has _____. The Library Director is the chief administrative officer of the Library and directs the operations to accomplish the goals and objectives set by the Library Board. The Library Director is responsible for carrying out the directives of the Library Board and for the hiring and managing of the Library staff which currently consists of ___ employees with ___ divisions.

Detailed information about the Stillwater Public Library Board can viewed on the website located at: <http://stillwaterlibrary.org/>

SECTION 2. INSTRUCTIONS TO PROPOSERS

2.1 Request for Proposal Information

It is the responsibility of the Consultant to carefully read the entire Request for Proposal (RFP), which contains provisions applicable to successful completion, and submission of an RFP. If any ambiguity, inconsistencies or errors are discovered in the RFP, the _____. Only interpretations or corrections of the RFP made in writing through addenda by the _____ will be considered binding. The _____ must receive all requests for interpretations or corrections no later than the date specified in the RFP timetable. The RFP consists of all documents identified in the Scope of Work section of this RFP.

2.2 Timetable

The anticipated timetable for the RFP process including the selection of the top ranked firm is as follows:

- RFP available for distribution.....
- Deadline for receipt of questions
- Deadline for submittal of RFP
- Short List Determination.....
- Deadline for PRICE submittal(short-listed firms only)....
- Consultant Interviews (conference call).....
- Final Proposal
- Approval of selected consultant.....

2.3 Proposal Submission

- 2.3.1 A multi-step selection process will be used for this search.
- Step one will consist of submittal and evaluation of a Request for Proposals (RFP).
 - The evaluation team will rate and shortlist between approximately three (3) and five (5) of the consultants.
 - The shortlisted consultants will be invited to participate in an oral interview and final scoping meeting.
 - Following the oral interview the shortlisted consultants will be requested to submit a Final Proposal by the time and date included in Section 2.02 in the form describe below.
- 2.3.2 All proposals should be submitted via email to: _____

2.4 RFP Submittal

2.4.1 Part A – Technical Proposal (consisting of the firm’s qualification, scope of work, schedule, etc.). All proposals must be submitted electronically and shall be able to print on 8 ½” x 11” paper, except for any drawings, charts, diagrams, or similar information. _____ will confirm via email when proposals are received. Firms having difficulties sending (emailing) their proposals may call _____

2.4.2 Part B – Price Proposal

After being notified of being on the “short-list” these firm(s) shall submit their price via email. The Price Proposal – Part B shall be submitted electronically in Adobe.pdf format to _____. All submittals by electronic, mail, or in person must be received by no later than the time and date indicated in Section 2.2.

Part B – Price Proposal, must be signed by an officer of the company, who is legally authorized to enter into a contractual relationship in the name of the Proposer.

2.4.3 Part C -Final Proposal

After the interview, the short-listed proposer shall submit any changes to the original proposal along with a cover letter clarifying why the changes were made. Any changes to the proposed cost must be also submitted.

The submittal of a Proposal will be considered by the Library Board as constituting an offer by the Proposer to perform the required services at the stated prices.

2.5 Additional Information/Addenda

2.5.1 Requests for additional information or clarification must be made no later than the date specified in the RFP Timetable. Requests should contain the Proposer’s name, address, phone number, facsimile number or e-mail address. Electronic facsimile will be accepted at _____. Internet e-mail should be addressed to:

- 2.5.2 The Library Board's Designee will issue responses to inquiries and any other corrections or amendments in written addenda issued prior to the Proposal due date. Proposers should not rely on any representations, statements or explanations other than those made in this RFP or addenda issued subsequent to the issuance of this RFP. Where there appears to be a conflict between the RFP and any addenda issued, the last addenda issued will prevail.
- 2.5.3 It is the Proposer's responsibility to assure receipt of all addenda. The Proposer should verify with the Purchasing Manager prior to submitting a proposal that all addenda have been received.

2.6 Modified Proposals

A Proposer may submit a modified proposal to replace all or any portion, of a previously submitted proposal up until the Proposal due date. The Evaluation Committee will only consider the latest version of the proposal as part of its deliberations.

2.7 Withdrawal of Proposals

Proposals shall be irrevocable until contract award, unless the proposal is withdrawn. A proposal may be withdrawn in writing upon the expiration of ninety days after the due date of the proposals, if the written request is received by _____ prior to the award of a contract.

2.8 Late Proposals, Late Modifications, and Late Withdrawals

Proposals received after the Proposal due date and time are late and will not be considered. Modifications received after the Proposal due date are also late and will not be considered. Letters of withdrawal received after the expiration of ninety days from the Proposal due date or after the award of contract, whichever comes first, are late and will not be considered.

2.9 RFP Postponement or Cancellation

The Library Board may, at its sole and absolute discretion, reject any and all, or parts of any and all proposals, re-advertise this RFP, postpone or cancel at any time this RFP process, or waive any irregularities in this RFP and to award a contract in the best interest of the Stillwater Public Library.

2.10 Proposal Preparation Costs

All expenses involved with the preparation and submission of proposals to the Library Board, or any work performed in connection therewith shall be borne by the Proposer(s). No payment will be made for any responses received, nor for any other effort required of or made by the Proposer(s) prior to the award of a contract.

2.11 Oral Presentations

The Library Board will require the shortlisted Proposers to give oral presentations in support of their proposals or to exhibit and otherwise demonstrate the information contained therein. The interview will also serve as a basis to clarify the scope of work for the search. The presentations are tentatively scheduled for the dates indicated in Section

2.2.

2.12 Exceptions to RFP

Proposers may take exceptions to any of the terms of this RFP unless the RFP specifically states that exceptions may not be taken. Should a Proposer take exception where none is permitted, the proposal will be rejected as non-responsive. All exceptions taken must be specific, and the Proposer must indicate clearly what alternative is being offered to allow the Library Board a meaningful opportunity to evaluate and rank the proposals.

Where exceptions are permitted, the Library Board shall determine the acceptability of the proposed exceptions and the proposals will be evaluated based on the proposals as submitted. The Library Board, after completing the evaluations, may accept or reject the exceptions.

It is the intent of the Library Board to entertain alternative proposals that may provide the same or similar services as called for in the RFP.

2.12 Confidential Information

Confidential information submitted as part of a proposal must be clearly marked as such. However, such information will be kept confidential only to the extent that the Minnesota Data Practices Law permits. No proposal information or selection process information will be released until a final recommendation has been prepared by the _____ or the process is terminated. Prior to that time, only a list of the Proposers will be made public.

2.13 Negotiations

The Library Board may award a contract on the basis of initial offers received, without discussions. Therefore, each initial offer should contain the Proposers best terms and conditions. The Library Board reserves the right to enter into limited contract negotiations with the selected Proposer. If the Library Board and the selected Proposer cannot negotiate a successful contract, the Library Board may terminate said negotiations and begin negotiations with another selected Proposer. This process will continue until a contract acceptable to the Library Board has been executed or all proposals are rejected. No proposer shall have any rights against the Library Board arising from such negotiations or termination thereof.

2.14 Rules, Regulations and Licensing Requirements

All Proposers shall comply with all laws, ordinances and regulations applicable to the services contemplated by the RFP. Proposers are presumed to be familiar with all Federal, State, and Local laws ordinances, codes and regulations that may affect the services to be offered.

2.15 Review of Proposals for Responsiveness

Each proposal will be reviewed to determine if the proposal is responsive to the submission requirements outlined in the RFP. A responsive proposal is one that follows the requirements of the RFP, includes all

documentation, is submitted in the format outlined in the RFP, is a timely submission, and has the appropriate signatures as required on each document. Failure to comply with these requirements may deem a proposal as non-responsive.

2.16 Litigation

The contract resulting from this RFP shall be constructed in accordance with the laws of the State of Minnesota. Any litigation between the parties arising out of, or in connection with the contract shall be brought exclusively in Washington County Court.

2.17 Assignment, Transfer or Subcontracting

The Consultant shall not assign any interest in the contract resulting from this RFP and shall not transfer any interest in the same (whether by assignment, or notation) without the prior written consent of the Library Board. Consent will not be given to any proposed assignment which would release the Consultant of responsibilities under this contract. The Consultant must obtain prior written consent from the Library Board to delegate, assign, transfer, or subcontract any functions or responsibilities required to fulfill the obligations under the contract resulting from this RFP.

2.18 Termination for Cause

If the Consultant fails to fulfill any of the obligations under the contract resulting from this RFP in a timely manner, or otherwise violates any of the covenants, agreements or stipulations material to the contract, the Library Board shall thereupon have the right to in a written notice to the firm at least seven (7) days before the termination date to the Consultant of such termination.

SECTION 3. SCOPE OF SERVICES

The successful Proposer is directly responsible for and shall provide all personnel, materials, supplies, and work product to conduct the executive search for replacement of the Library Director. It is anticipated that the work effort will involve a national search for qualified candidates.

3.1 Services and Tasks

The Stillwater Public Library Board requests the following services, which shall be provided in accordance with the industry best standards and professional ethics. The list is intended to provide a list of minimum tasks and services anticipated as being necessary to complete a successful recruitment.

- i. Assist and facilitate the Library Board in the development of a position and recruitment profile concerning the specific qualifications, nature of the duties and responsibilities for the position that reflects both current and long range expectations and issues to be addressed by the new Library Director. Work to include guidance on developing the compensation package for the position.

NOTE: The _____ shall work with the Consultant to select the Library Director and recommend the same to the Library Board for approval.)

- ii. Prepare a recruitment brochure for the position for distribution and publication.
- iii. Prepare a management questionnaire to be included in the candidate application in order to evaluate the skill set and knowledge of the applicant on leadership, management and current which will be used in the screening and evaluation process.
- iv. Conduct a professional search and recruitment effort utilizing local, regional, and national networks to seek qualified candidates.
- v. Place announcements in the appropriate professional publications, on the Internet, and other appropriate media to provide maximum exposure for the position.
- vi. Receive and process all applications from the recruitment and announcement efforts.
- vii. Screen all applications received in comparison to the approved recruitment and position profile.
- viii. Interview prospective qualified candidates and make background inquiries and reference checks to verify educational achievement and work experience.
- ix. Present resumes and background information on those individuals considered to be most qualified for the position (8-10 to be considered for a personal interview).
- x. Facilitate and assist the Committee on Administration in narrowing the field of qualified candidates to be invited for personal interviews (no fewer than 5 candidates).
- xi. Complete additional background inquiries of the top qualified candidates.
- xii. Facilitate the preparation of the questions to be used and assist the Library Board during the interview process.
- xiii. Assist and facilitate the deliberations resulting in the selection of a candidate to whom a job offer will be extended.
- xiv. Assist in conveying and negotiating the final terms and conditions for a contract offer to be considered by the Library Board for approval.
- xv. Notify all applicants of the final appointment.

3.2 Optional Tasks and Supplemental Services

- i. They may request the following additional services from the Consultant.
- ii. Design and conduct a process for assessing the candidates writing, speaking, personal interaction, and decision making skills and abilities during the interview process. A full assessment center is not anticipated under this optional task.

- iii. Recommend, provide, and administer personality and leadership “type” testing to the final interview candidates. Examples of tests might be Myers-Briggs Type Indicator (MBTI), Telemetric International Styles of Leadership Inventory, or Situational Leadership II and Developmental Task Analysis II by Ken Blanchard Companies.

3.3 Tasks Performed by the Library Board

The Library Board proposes to complete the following tasks.

- i. Coordinate arrangements for selected top candidates to travel to Stillwater to participate in the selection process.
- ii. Arrange for and prepare the facilities necessary to conduct the interview process.
- iii. Provide personnel and transportation as needed to conduct community tours and site visits.

SECTION 4. PREPARING AND SUBMITTING PROPOSAL

Proposers should carefully follow the format and instructions outlined below, observing format requirements where indicated. Proposals must contain each of the documents described, fully completed and signed as required. Proposers shall provide documentation that demonstrates their ability to satisfy the qualifications needed to successfully complete the search. Proposals submitted which do not include the items described or which do not meet the qualification requirements or which fail to provide the necessary supporting documentation may be considered non-responsive and may not be considered for award.

4.1 Request for Proposals (RFP)

- a. The Proposal must contain the following sections:

Cover Page: The Cover Page should include the following information:

Proposer’s Name

Contact Person for RFP

Business Address

Business Phone

Facsimile Phone

E-mail Address – Primary Contact

Web Site Address

Title of RFP: Project: Executive Search Services - Library Director

- b. Table of Contents: The Table of Contents should outline in sequential order the major areas of the Proposal. All pages of the Proposal, including the enclosures, must be clearly and consecutively numbered and correspond to the Table of Contents.

- c. Organizational Structure: The Proposer shall describe the organizational structure (corporation, partnership, individual sole proprietor, etc.) by providing the following information.

Services or activities engaged in by the corporation/organization. The Proposer shall include branches or other subordinate units or divisions that will perform or assist in performing any work resulting from this RFP.

Number of years the firm has been in existence. Date incorporated/organized & State of incorporation/organization

Size of the corporation, partnership, or individual sole proprietor.

Primary markets and services provided.

- d. Technical Qualifications: The Proposal should address how the Proposer will accomplish the Scope of Service, as described in Section 3 of this RFP. The Proposal should be structured and presented in a format and in such a manner that the Selection Committee can easily rate the submittal based on the evaluation criteria outlined in Section 5 of this RFP. This submittal should include the following minimum information.

1. General Qualifications – Describe the general qualifications of the firm.
2. Special Qualifications – Describe any special or unique qualifications of the firm as it relates to this search. (State why your firm should be chosen.)
3. Staff Qualifications – Include resumes demonstrating relevant experience of key personnel to be assigned to the search. Indicate the role of the key staff member in the search. Indicate who will be the search manager and the estimated percentage of time that each the Proposers key personnel will spend on the search.
4. Previous Experience – Provide a list of clients, including name, address, contact person, and telephone number, for whom similar or related services have been provided in the past 5 years. Include a short description of the search, the name of the search manager and staff that were assigned along with their role in the search.
5. Search Implementation – Describe how the Proposer will organize and perform the work outlined in the Scope of Services. List the names of any sub-consultants intended to be used and the percentage of the total services to be provided by sub-consultants.
6. Understanding of Search – Describe the firms understanding of the search and the planned approach to achieve the objectives of the search. This may be submitted in any format that the Proposer feels is appropriate.
7. Time Schedule – Include a time schedule to complete the Scope of Services contemplated for the search.

4.3 Final Proposal (RFP)

The final RFP to be submitted after the interview. –The technical data should be amended and modified as appropriate to address the issues and reflect the scope of services discussed during the oral interviews and outlined in any addendum for the search which may have been issued.

4.4. Part B – Price Proposal

The Proposer must fully complete the Price Proposal Form:

Price: A proposed “lump sum” not to exceed fee for the base services as outlined in the technical proposal submitted. The total lump sum price will be used for determining the price component of the Proposal rating.

Additional Services: A proposed “lump sum” not to exceed fee for the various supplemental services requested.

SECTION 5. EVALUATION/SELECTION PROCESS

The proposals (RFP’s) will be evaluated by a **Selection Committee. The Selection Committee** will evaluate the technical aspects of the proposal and participate in the oral interviews.

A recommendation for Contract award will be based on technical (qualifications) and price.

5.1 Part A – Technical Qualifications (subject to change)

The Selection Committee will first evaluate and rate all responsive proposals on the seven (7) technical and qualification criteria listed below. The maximum possible point total for Part A is 100 points. A proposer must attain a minimum of 75% (75 points) of the possible available Part A points to be considered qualified for the search.

Executive Search Process & Implementation Plan (20 points)

(The proposed plan for implementing the executive search)

Staff Qualifications, Key Personnel & Roles (20 points)

(Qualifications and professional skills, related to the proposed search, of the key **individuals** to be assigned to the search)

Previous Experience, Firm (20 points)

(Overall rating and demonstrated capability of the **firm** to successfully complete searches of a similar nature as shown by a listing of completed executive searches by the firm within the past 5 years)

Time Schedule (10 points)

(Time estimated to complete the scope of work)

Familiarity with Local and State Issues (10 points)

(Experience working in the local area along with an understanding of local and state search issues, governmental organizational structures and employment regulations in the State of Minnesota)

Ability of the Consultant to encourage more qualified candidates to apply and the ability to assist with the selection of the “best” candidate (10 points)

Other Added Value Services (10 points)

5.2 Part B – Price Proposal

The price proposal submission will be assigned a maximum total of 30 points.

The responsive proposal with the lowest total cost will be given the maximum points.

Every other responsive proposal will be given points proportionately in relation to the lowest total price proposed. This point total will be calculated by dividing the lowest total price proposed by the price proposed for the Proposal being evaluated, with the result then being multiplied by the weight (30 points) to arrive at a cost score of less than the maximum total points for price.

Example: $(LPP \div PPP) \times TP = \text{Points}$

LPP = Lowest Price Proposed

PPP = Proposer's Price Proposal TP = Total Points Available (60) Points = Points assigned for Price

5.3 Overall Ranking

The Purchasing Manager will then determine the overall ranking by adding the Technical Qualification score (Part A) with the Price Proposal score (Part B) to determine the overall ranking. Following the evaluation and ranking of the proposals, the Selection Committee will recommend to the Library Board that a contract be negotiated with the highest ranked Proposer.

5.4 Contract Award

The Library Board reserves the right to award a contract to the Proposer whose Proposal is deemed to be in the best interest of the Stillwater Public Library.

5.5 Terms of Agreement

Upon mutually agreeing to the terms of the contract, a written agreement will be prepared by the Library Board utilizing the City of Stillwater's contract agreements (amended to the specific terms of this contract). It is important to note that the Library Board will not indemnify the Consultant.

5.6 Failure to Reach Agreement

If an agreement cannot be reached with the top rated firm, negotiations will be terminated and the Library Board will open negotiations with the second rated firm. The negotiation process will continue until an agreement is reached with one of the short listed firms. If no agreement is reached with the short listed firms the negotiation process will be terminated at the Library Board's discretion.

SECTION 6. STANDARD TERMS & CONDITIONS

6.1 Acceptance-Rejection: Library Board reserves the right to accept or reject any or all quotes and to waive technicalities in any quotation or part thereof deemed to be in the best interest of Stillwater Public Library.

6.2 Non-Discrimination/Affirmative Action: Stillwater Public Library is committed to equal employment opportunity and is obligated not to discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age or physical or mental handicap in regard to any position for

which qualified. Further you are advised that as a contractor, subcontractor, vendor or lessee of Library, you may be subject to Executive Order 11246, as amended, and Section 503 of the Rehabilitation Act, as amended. If covered, acceptance of this contract or purchase order shall constitute your agreement that you will not discriminate against any employee or applicant for national origin, age or physical or mental handicap in regard to any position for which qualified; and that you will comply with other specific requirements of these laws. In the event of noncompliance with the nondiscrimination clause, this purchase order or contract may be canceled, terminated, or suspended in whole or in part and you may be declared ineligible for further contracts or purchase orders.

- 6.3 **Applicable Law:** This contract shall be governed under the laws of the State of Minnesota and is made at Stillwater, MN, and venue for any legal action to enforce the terms of the agreement shall be in Washington County District Court.
- 6.4 **Assignment:** No right or duty in whole or in part by the contractor under this contract may be assigned or delegated without the written consent of Library Board.
- 6.5 **Cancellation:** Library Board reserves the right to cancel this contract in whole or in part without penalty due to the non-appropriation of funds or for failure of the contractor to comply with terms, conditions, and specifications of this contract.
- 6.6 **Delivery:** Delivery shall be F.O.B. destination unless otherwise specified.
- 6.7 **Deviation and Exceptions:** Deviations and exceptions from terms, conditions, or specifications shall be described fully under the proposer's letterhead, signed, and attached to the request for proposal. In the absence of such statement, the proposal shall be accepted as in strict compliance with all terms, conditions, and specifications and the proposer shall be held liable.
- 6.8 **Entire Agreement:** These standard terms and conditions shall apply to any contract order awarded as a result of this request for proposal except where special requirements are stated elsewhere in the request. In such the contract order with reference to parts and attachments shall constitute the entire agreement with previous communications pertaining to the subject of this request for proposal being hereby superseded.
- 6.9 **Guaranteed Delivery:** Failure of the contractor to adhere to the delivery schedule that is specified or to promptly replace rejected materials shall render the contractor liable for all costs in excess of the contract price if alternate procurement is necessary. Excess costs shall include administrative costs.
- 6.10 **Invoicing:** shall be individually invoiced in accordance with the instructions contained on the purchase order or contract.

The Library Board is subject to payment provisions outlined by the City of Stillwater's Purchasing Policy. The Library Board, after receipt of a properly completed invoice or receipt and acceptance of the property or service whichever is later, will make payment within thirty (30) days as long as the properly completed invoice or receipt is received on or before the _____ of the month. If a properly completed invoice or receipt is not received by the _____ of the month, the contractor waives the right to collect interest under

_____ if payment is not made within thirty (30) days.

6.12 Quantities: Quantities shown on this request for proposal are based on estimated needs. Library Board reserves the right to increase/decrease quantities to meet actual needs or availability of funds.

6.13 Taxes: Library Board and its departments are exempt from payment of all federal taxes and Minnesota State and local taxes on its purchases except Minnesota excise tax as described below:

The Library Board is exempt from state sales tax per Minnesota Statute _____

SECTION 7. RESPONSIBILITY OF THE LIBRARY BOARD

7.1 Library Board's Project Officer. The Library Board will appoint a project officer to function as project officer to act as the Library Board's representative with respect to the work performed under this contract.

7.2 Prompt Response. To prevent an unreasonable delay in the Consultant's work, the Library Board will examine all reports, drawings, specifications and other documents and will make authorizations in writing to the Consultant to proceed with work within a reasonable time period.

7.3 Project Requirements. The Library Board will furnish, at the Consultant's request, such information as is needed by the Consultant to aid in the progress of the project, providing it is reasonably obtainable from Library Board records.

SECTION 8. INSURANCE.

Consultant agrees that in order to protect itself and the Library Board under indemnity provisions set forth above, it will at all times during the term of this contract, keep in force policies of insurance as indicated in this contract. The Consultant shall not commence work until a Certificate of Insurance covering all of the insurance required by these specifications is approved and a Notice to Proceed is issued by the Library Board of Trustee's President.

PROFESSIONAL LIABILITY

- A. Limits
 - (a) \$500,000 each claim/\$1,000,000 annual aggregate
- B. Must continue coverage for 2 years after final payment for service/job

GENERAL LIABILITY COVERAGE

- A. Commercial General Liability
 - (a) \$2,000,000 general aggregate
 - (b) \$1,000,000 products - completed operations aggregate
 - (c) \$1,000,000 Personal injury and advertising injury
 - (d) \$1,000,000 each occurrence limit
- B. Claims made form of coverage is not acceptable.
- C. Insurance must include:

- (a) Premises and Operations Liability
- (b) Blanket Contractual Liability including coverage for the joint negligence of the City of Stillwater, its officers, council members, agents, employees, authorized volunteers and the named insured
- (c) Personal Injury
- (d) Explosion, Collapse and Underground Coverage
- (e) Products/Completed Operations
- (f) The general aggregate must apply separately to this project/location

BUSINESS AUTOMOBILE COVERAGE

- A. \$1,000,000 Combined Single Limit for Bodily Injury and Property Damage each accident
- B. Must cover liability for "Any Auto" - including Owned, Non-Owned and Hired Automobile Liability

WORKERS COMPENSATION AND EMPLOYERS LIABILITY - If required by Minnesota State Statute or any Workers Compensation Statutes of a different state.

Must carry coverage for Statutory Workers Compensation and Employers

Liability limit of:

\$500,000 Each Accident

\$500,000 Disease Policy Limit

\$500,000 Disease - Each Employee

ADDITIONAL PROVISIONS

* Additional Insured - On the General Liability Coverage and Business Automobile Coverage. City of Stillwater, and its officers, council members, agents, employees, and authorized volunteers shall be Additional Insureds.

* Endorsement - The Additional Insured Policy endorsement must accompany the Certificate of Insurance.

* Certificates of Insurance - A copy of the Certificate of Insurance must be on file with the **City Clerk**.

* Notice - NOTE: **City of Stillwater** requires 30 day written notice of cancellation, non-renewal or material change in the insurance coverage.

* The insurance coverage required must be provided by an insurance carrier with the "Best" rating of "A-VII" or better. All carriers shall be admitted carriers in the State of Minnesota.



STANDARD CONTRACT AGREEMENT

THIS AGREEMENT, is made this ____ day of _____, _____ by and between the City of Stillwater Public Library Board of Trustees, 224 3rd Street N, Stillwater, Washington County, Minnesota and _____ (hereinafter called "Consultant").

1. The Work. The Consultant agrees to perform services to complete an Executive Search for a Library Director for the Stillwater Public Library as indicated in Exhibit "A" - Proposal Form:

A. Other Services

The Consultant shall, upon request and without additional compensation, furnish such explanation as may be necessary to clarify and interpret the plans, specifications or report, as the case may be.

B. Additional Services

The Consultant shall provide additional products and/or services provided by this Agreement if such additional products and/or services are requested in writing by the Library Board's Project Manager or other authorized employee of the Library Board. Such additional costs may not be incurred prior to receipt of written approval by the Library Board. Compensation for services provided by this Agreement shall be as specified in _____. Costs for additional products and services not covered under this Agreement shall be negotiated and set forth in a written amendment to this Agreement executed by both parties. The amendment shall be executed by both parties prior to proceeding with the work covered under subject amendment.

All work will be done in a workman-like manner and materials will be fit for the purpose. Work must be completed according to the Stillwater Public Library Board's Request for Proposals dated _____.

2. Project Manager: The Consultant shall assign the following individual to management the project described in this contract (a resume of this individual is attached)

Name Contact Numbers

3. Changes in Project Manager: The Library Board has the right to approve or disapprove any proposed change from the individual named above. The Library Board shall be provided with a resume for any proposed substitute and shall be given the opportunity to interview that person prior to its decision to approve or disapprove.

4. **Responsibility of the Library Board.** At its own expense, the Library Board will have the following responsibilities regarding the execution of the contract by the Consultant.
 - a. **Library Board's Project Officer.** The Library Board will appoint a project officer to function as project officer to act as the Library Board's representative with respect to the work performed under this contract.
 - b. **Prompt Response.** To prevent an unreasonable delay in the consultant's work, the Library Board will examine all reports, drawings, specifications and other documents and will make authorizations in writing to the Consultant to proceed with work within a reasonable time period.
 - c. **Project Requirements.** The Library Board will furnish, at the Consultant's request, such information as is needed by the Consultant to aid in the progress of the project, providing it is reasonably obtainable from Library records.
3. **Payment.** This work, including all labor, materials and equipment needed to accomplish the Executive Search shall be completed by the Consultant as shown on the attached proposal form (Exhibit "A") to be paid to the Consultant to be processed as follows: 25% upfront, 25% after finalists for interview are chosen and 50% upon satisfactory completion of the process.
4. **Waiver of Liability.** It is further agreed that this work is undertaken at the sole risk of the Consultant. The Consultant does expressly forever release the City of Stillwater from any claims, demands, injuries, damage actions or caused of action whatsoever, arising out of or connected with the work according to the Request for Proposals for the project.
4. **Indemnification.** Any and all claims that arise or may arise against the Consultant, its agents, servants or employees, as a consequence of any action or omission on the part of the Consultant while engaged in the performance of this work shall in no way be the obligation or responsibility of the Library Board. The Consultant shall indemnify, hold harmless and defend the city, its officers and employees, against any and all liability, loss cost damages, expenses, claims or actions, including attorneys fee which the Library Board, its officers or employees may hereinafter sustain, incur or be required to pay, arising out of or by any reason of any act or omission of the Consultant, its agents, servants or employees in the execution, performance or failure to adequately perform their obligations under this contract.
5. **Insurance.** Consultant agrees that in order to protect itself and the Library Board under indemnity provisions set forth above, it will at all times during the term of this contract, keep in force policies of insurance as indicated in this contract. The Consultant shall not commence work until a Certificate of Insurance covering all of the insurance required by these specifications is approved and a Notice to Proceed is issued by the Library Board of Trustee's President.

5.1. PROFESSIONAL LIABILITY

A. Limits

(a) \$500,000 each claim/\$1,000,000 annual aggregate

B. Must continue coverage for 2 years after final payment for service/job

5.2. GENERAL LIABILITY COVERAGE

- A. Commercial General Liability
 - (a) \$2,000,000 general aggregate
 - (b) \$1,000,000 products - completed operations aggregate
 - (c) \$1,000,000 Personal injury and advertising injury
 - (d) \$1,000,000 each occurrence limit
- B. Claims made form of coverage is not acceptable.
- C. Insurance must include:
 - (a) Premises and Operations Liability
 - (b) Blanket Contractual Liability including coverage for the joint negligence of the City of Stillwater, its officers, council members, agents, employees, authorized volunteers and the named insured
 - (c) Personal Injury
 - (d) Explosion, Collapse and Underground Coverage
 - (e) Products/Completed Operations
 - (f) The general aggregate must apply separately to this project/location

5.3 BUSINESS AUTOMOBILE COVERAGE

- A. \$1,000,000 Combined Single Limit for Bodily Injury and Property Damage each accident
- B. Must cover liability for "Any Auto" - including Owned, Non-Owned and Hired Automobile Liability

5.4. WORKERS COMPENSATION AND EMPLOYERS LIABILITY - If required by Minnesota State Statute or any Workers Compensation Statutes of a different state.

Must carry coverage for Statutory Workers Compensation and Employers Liability limit of:

- \$500,000 Each Accident
- \$500,000 Disease Policy Limit
- \$500,000 Disease - Each Employee

5.5 ADDITIONAL PROVISIONS

*Additional Insured - On the General Liability Coverage and Business Automobile Coverage. City of Stillwater, and its officers, council members, agents, employees, and authorized volunteers shall be Additional Insureds.

*Endorsement - The Additional Insured Policy endorsement must accompany the Certificate of Insurance.

*Certificates of Insurance - A copy of the Certificate of Insurance must be on file with the **City Clerk**.

*Notice - **City of Stillwater** requires 30 day written notice of cancellation, non-renewal or material change in the insurance coverage.

*The insurance coverage required must be provided by an insurance carrier with the "Best" rating of "A-VII" or better. All carriers shall be admitted carriers in the

State of Minnesota.

6. Contract Documents include:

- a. Notice to Proceed
- b. Copy of Accepted Resolution
- c. Small Contract Agreement (Pages 1-3)
- d. Library Board's Request for Proposals (_____Pages)
- e. _____ . proposal dated _____ (____ Pages)
- f. Exhibit "A" of _____ Cost Proposal (3 Pages)

7. Termination. -

A. For Cause

If, through any cause not beyond the control of the Consultant, the Consultant shall fail to fulfill in timely and proper manner the obligations under this agreement, the Library Board shall have the right to terminate this contract by written notice to the Consultant. In this event, the Consultant shall be entitled to compensation for any satisfactory, usable work completed.

B. For Convenience

The Library Board may terminate this contract by giving written notice to the Consultant no later than 10 calendar days before the termination date. If the Library Board terminates the contract under this clause, the Consultant shall be entitled to just and equitable compensation for any satisfactory work completed.

8. Conflict of Interest. No elected/**appointed** official or employee of the **Library, Library Board or City of Stillwater** who exercises any responsibilities in the review, approval, or carrying out of this contract shall participate in any decision relating to this contract which affects his or her direct or indirect personal or financial interest.

9. Assignability. The Consultant shall not assign any interest in this contract and shall not transfer any interest in the same without the prior written consent of the Library Board.

10. Title Transfer. The products of this contract shall be the sole and exclusive property of the Library Board. Upon completion or other termination of this contract, and at the request of the Library Board, the Consultant shall deliver to the Library Board machine-reproducible copies of any and all materials pertaining to this contract. Future use of these products (plans, specifications, and all other materials produced under this contract) by the Library Board for different facilities without specific adaptation by the Consultant, will be at the risk of the owner.

11. Public Record Contract Clause. Both parties understand that the Library Board is bound by the public records law, and as such, all of the terms of this agreement are subject to and conditioned on the provisions of **MN. Statutes** 13.05. Contractor acknowledges that it is obligated to assist the city in retaining and producing records that are subject to the **Minnesota Data Practices** law, and that the failure to so shall constitute a material breach of this agreement, and that the contractor must defend and hold harmless from liability under that law in regard to records maintained or that should have been maintained by the contractor. Except as otherwise authorized, those records shall be maintained for a period of seven years after receipt of final payment under this agreement.

12. Confidentiality. No reports, information, and/or data given to or prepared or assembled by the Consultant under this contract shall be made available to any individual or organization by the Consultant without the prior written approval of the Library Board of Trustees.

13. Controversies. Any controversy or claim arising out of this contract shall be constructed in accordance with the laws of the State of Minnesota. Any litigation between the parties arising out of, or in connection with the contract shall be brought exclusively in Washington County Court.

14. Errors or Deficiencies. The Consultant shall without additional compensation revise any materials prepared under this contract if it is determined that the Consultant is responsible for any errors or deficiencies.

Further, the Consultant shall be responsible for costs incurred by the Library Board, which are over and above the costs that would have been incurred, had the error, omission or deficiency not occurred.

15. Contract Period. This agreement shall, unless otherwise stated elsewhere herein, terminate upon final payment to the Consultant. Both parties' obligations under this agreement, which by their nature are intended to continue beyond termination or expiration of this Agreement, shall survive the termination or expiration of this agreement.

16. Completeness of the Contract, This document and any specified attachments contain all terms and conditions of this contract and any alteration shall be invalid unless made in writing, signed by both parties, and incorporated as an amendment to this contract. There are no understandings, representations or agreements, written or oral, other than those incorporated herein.

17. Completion Date. Completion of work related to the Executive Search – Library Director shall be done according to the terms of the project’s proposal submitted on _____.

IN WITNESS WHEREOF, the parties have set their hands this ___ day of _____, 2017.

STILLWATER PUBLIC LIBRARY BOARD

By: _____
Michael Keliher, President

By: _____
Its:

STATE OF MINNESOTA)
) ss.
COUNTY OF WASHINGTON)

The foregoing instrument was acknowledged before me this ____ of _____, 2017 by Michael Keliher, President and _____ on behalf of the Stillwater Library Board of Trustees.

Notary Public
Commission Expires: ___/___/___

Commissioned At: _____

CONSULTANT

By: _____

By (Please Print): _____

Title (Please Print): _____

STATE OF MINNESOTA

)

) ss.

COUNTY OF _____

)

The foregoing instrument was acknowledged before me this ____ of _____, 2016 by
_____, its _____,
for _____.

Notary Public

Commission Expires: ___/___/___

Commissioned At: _____

EXHIBIT "A"
PROPOSAL FORM

**STILLWATER PUBLIC LIBRARY BOARD REQUEST FOR PROPOSALS FOR LIBRARY
DIRECTOR EXECUTIVE SEARCH SERVICES**

I hereby certify that I am authorized to make this offer on behalf of the named company and to bind said company to all conditions of this proposal. By submitting this proposal, I hereby represent that the firm identified below has thoroughly examined the Request for Proposals, is familiar with the Scope of Services, and is fully qualified to perform the services described to achieve the Library Board's objectives in a professional manner.

Name of Firm _____

Address _____

City/State/Zip _____

Signature _____

Name (Print) _____

Title _____

Telephone Number _____

Fax Number _____

E-Mail Address _____

PROPOSAL FORM

**STILLWATER PUBLIC LIBRARY BOARD REQUEST FOR PROPOSALS FOR
LIBRARY DIRECTOR EXECUTIVE SEARCH SERVICES**

Total Cost of Activities as described in Project Understanding portion of proposal (response to Section 3.0 Scope of Services). All costs related to travel, supplies, etc., are to be included.

Total Price Not-To-Exceed Cost for Executive Search for Replacement for Library Director: \$ _____

Alternate price proposals for Additional Services:

Total Price Not-To-Exceed Cost for Candidates' Special Assessment Process: \$ _____

Total Price Not-To-Exceed Cost for Personnel Leadership "Type" Testing for Final Interview Candidates: \$ _____

List other costs (If Applicable):

Description _____	\$ _____
Description _____	\$ _____
Description _____	\$ _____
Description _____	\$ _____

TOTAL PROPOSED COST FOR THIS PROJECT: \$ _____

Payment is expected to be process as follows: 25% upfront, 25% after interviews are held and 50% after the project is completed.

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Strategic Plan Update	
OWNER: Board of Trustees	PRESENTER: Director
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? No IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
BACKGROUND/CONTEXT: A major portion of the strategic plan was accomplished in December with the completion of the co-located desk. Staff members noted efficiencies at the co-located desk and have begun the new staffing schedule.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Resolution/Follow-Up Notes

OUTCOME OF DISCUSSION:
NEXT STEPS:

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

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

- 2014 -

GOAL/STRAT.	TACTIC	RESPONSIBILITIES	TIMEFRAME	PROGRESS
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	January 2016	SPLF has funded Sunday hours September 2015- May 2016 and Sept – Dec 2016; Foundation has agreed to pay for half of 2017 Sundays
2.3.9	Investigate City goals and determine how the Library can support the goals	Doug Menikheim and Lynne Bertalmio	December 2015	The City Administrator thinks that the library could best help with communication of City goals, initiatives, and opportunities; He will discuss this further with us as the City's planning advances
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
3.2.3	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
1.2.1	Run ILS reports on collection use and analysis for potential downsizing	Management team	First week February	Reports are supporting creation of new Collection Development Policy and collection plan
1.2.6	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
2.3.5	Ensure that all City Council members receive periodic communications about the Library, Friends and Foundation	Director	October 15, 2015 and ongoing	Administrator and Council will receive updates on plan progress
2.3.7	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	To be scheduled	Keliher, Richie, and Menikheim will schedule a summit for early in 2017
2.3.11	Request and pursue both Director and Library Board participation in the Washington County Library planning efforts	Director/Board member	Director is on Stakeholders Task Force	WCL Strategic Plan has been adopted; facilities plan has been drafted and approved by the Board of Commissioners

- 2015 -

GOAL/STRAT.	TACTIC	RESPONSIBILITIES	TIMEFRAME	PROGRESS
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2.3.6	Schedule regular topical, formal presentations (not budget or regular updates) to the Council at least annually	Board Chair/Director	Beginning January 2016	When the building study is completed and the library has made decisions on the issues raised, the advantages of some building changes should be presented to the Council
3.2.4	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
3.1.1	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
1.1.1	Select new service model	Director and Aurora Jacobsen, with Board review and approval	By March 1, 2015	Board voted April 2015 to have model tested by building study
1.1.1	Develop a plan for implementation of the new service model	Director, Carolyn Blocher, Aurora Jacobsen, Jody Vasilakes	By August 1, 2016	A plan for staffing, facilities, equipment needed in the new model
1.2.2	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
1.3.2	Issue a letter for a facilities study consultant	Director	By February 1, 2015	Completed
1.3.8	Complete project to provide shade on terrace	Director	Before May 1, 2015	Completed
1.4.2	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
2.2.4	Designate a staff champion for creating a tech savvy environment with the Library for both patrons and staff, and complete a plan for instituting the environment over 2 years	Carolyn Blocher and Aurora Jacobsen	By January 1, 2016	Tech competencies developed; staff assessments done; continuous technology training plan in place

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

3.2.6	Train staff in the delivery of the new PR and marketing plan	Management team	June – December, 2015	Staff assignments and organization have been made. Staff is examining tools and key messages.
2.1.1	Create a staffing plan based on the directions of the new service model	Director and management team	April 2016 to June 2016	Staff is working on parameters for off-desk time, partnership framework, staff accountability
2.1.3	Examine and revise staff job descriptions, and classifications. Conduct job evaluation and market studies to ensure consistency across job classes and pay equity. Create transition plan.	Management Team (possibly with outside HR support)	May – October 2016	The staff has completed job questionnaires; Flaherty Hood have selected benchmark positions and completed the market study; preliminary reports are due in October December January.
2.2.1	Explore HR support options and make recommendations to the Board	Director, Board HR Committee	By June, 2015	HR Director started work in April 2016
2.2.2	Allocate resources in the budget to fund staff training and professional development	Director, Board	By June of each year in 2014, 2015, and 2016	In budget
2.3.8	Increase interaction with other City dept. heads	Director and Management team	By June 2015	Director is participating in steering committee for class/comp study
2.2.5	Complete a succession plan for the Director and other leaders	Board leadership	December 2016	Vicki DeFord has presented findings of her study; key staff are drafting transition plans that are due in November or December
2.3 .12	Create a task force to examine the relationship to Washington County Library and discuss current and future collaborations	Director sets task force. Include Board members.	February 2016	Task Force is established; Members have MELSA Plan of Association, WCL contract, other associate library contracts; WCL has expressed desire to continue current contract through 2017; Committee has met with Keith Ryskoski
1.4.5	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
1.4.6	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

3.3.1	Review existing community partnerships	Management team	By October, 2015	With a framework suggested by the Minnesota Council on Nonprofits that helps to distinguish outreach from partnerships, the Management Team has completed an inventory of current partnerships
3.3.2	Create methods to evaluate present and future library partnerships	Management team	February 2016	Staff is revising – and simplifying – methodology developed by Cornell University for approving new partnerships, evaluating partnerships, and determining if partnerships have been successful in reaching outreach goals
2.1.2	Present staffing directions to the Board	Director	By May/June 2016	Some staffing changes have been incorporated in the 2017 budget request; Additional changes may be dependent on the class/comp study

- 2016 –

1.3	Reconfigure space and facilities	Director and lead staff	2016 and 2017	Desk work began October 2016; Construction should be complete in early December
2.2	Revisit, review, implement elements of tech savvy environment plan	Management team	July 2016	Report to Board in August 2016
1.4.3	Create recommended change plan for additional open hours (other than Sunday) in 2017	Director and Management team, Board review and approval	May 2016	On hold
3.3	Library will develop a plan for new partnerships that support the strategic plan	Director and Management team, Board review and approval	September 2016	Staff is maintaining existing partnerships; exploring new partnerships, developing a process for proposing partnerships, and creating partnership agreements; we have three areas of focus for 2017: seniors, disadvantaged youth, and community library skills

3.3	Expand awareness of library services and events through active partnerships with local and online media	Management Staff	2016	Thanks to Spike Carlsen, the library corner appears regularly in the Gazette; we are partnering with the City of Stillwater on a printed/mailed newsletter
3.3	Investigate and develop new partnerships with support organizations and community groups.	Management team	2016-2017	Library will develop new, meaningful partnerships with 2-4 new organizations; we began work with Our Community Kitchen; Adult Basic education; Valley Outreach; and Community Ed
3.3	Coordinate a meeting with School and Community Education staff to determine possible future partnerships.	Director	November 2016	Library and School District partner on 2 new projects (1 each year); Youth Services staff have begun working with Lily Lake School on book tasting; Director has met with Community Ed Director, meeting of library and district staff being planned for January 2017
1.1	Implement the new service model in 2-3 phases, to start in 2016	Management team	2016	Implementation of plan to extent possible in 2016, post co-location
1.2	Review collections budget annually to meet collections model and goals	Director and Management team	January - June of every year	Review and report to the Board
3.1	Make presentations about library services to community organizations representing targeted underserved populations	Library Director and Management Team	January - November, 2016	A minimum of 3 community presentations; in 2016, we have presented information about library services to Valley Outreach and Adult Basic Education; the library joined the discussion hosted by the St. Croix Valley Resource Center on building community; schedule is under development for meetings with senior housing staff; Sunrise Rotary is scheduled for December

3.1	Partner with community organizations to provide staff training on serving seniors, persons with disabilities, physical challenges and/or underserved and diverse populations	Library Director and Management Team	Library All Staff meeting on services to seniors autumn of 2016	Staff participated in dementia-friendly service provision; Trainings schedule for seniors services under development with MAAA and U of M resources
3.1	Identify underserved and diverse populations through demographic analysis and create prioritized, targeted efforts to reach out to these audiences.	Library Director and Management Team	By September, 2016	WCL has purchased Civic Technologies product to provide analytics about users and nonusers; once WCL receives reports in October Ryskoski will approach vendor about reports for Stillwater
1.1	Regularly monitor the implementation of the new service model	Director and Board	July and January, starting in October 2016	A review by the Board and lead staff. Presentation to the Board by Mgmt. team.
1.3	Budget to implement facilities recommendations	Director, Board	June 2016 and June 2017	Facilities changes incorporated into annual budget(s)
2.1	Continue to develop a staffing plan based on the directions of the new service model	Director and management team	By June 2016	A plan for restructuring staffing, based on the service model
2.1	Examine and revise staff job descriptions, and classifications. Conduct job evaluation and market studies to ensure consistency across job classes and pay equity. Create transition plan.	Management Team (possibly with outside HR support)	June, 2015 to June, 2016	Class/comp study is beginning; New, consistent job descriptions and evaluation criteria and procedures in place by February 1, 2017
2.1	Prepare the 2017 budgets to address the new staffing plan	Director, Board	June, 2016	Budgets incorporating funds to support needed changes in staffing patterns
2.2	Allocate resources in the budget to fund staff training and professional development	Director, Board	By June of each year in 2014 2015, and 2016	Increase of \$2,000 in professional development funds each year for 3 years (\$6,000 annually by year 3)
1.2	Explore possibilities for potential new partnerships for St. Croix Collection	Director and Assistant Director	April 2016	On hold

-2017-

1.3	Reconfigure space and facilities	Director and lead staff	2016 and 2017	New co-located desk is nearing completion; next phases and schedule to be determined.
2.2	Implement additional elements of tech savvy environment plan	Management team	2016 and 2017	Enhancement of tech environment of the Library for both patrons and staff
3.3	Investigate and develop new partnerships with support organizations and community groups.	Management team	2016-2017	Library will develop new, meaningful partnerships with 2-4 new organizations (school, government, social service agencies, arts organizations, etc.)
3.3	Coordinate a meeting with School and Community Education staff to determine possible future partnerships.	Director	2016-2017	Retreat being planned for January 2017 between public library and district staff
2.1	Begin first phase of implementing the staffing plan (projected 3 year process)	Management team	January 1, 2017	Significant change in staffing patterns and use. Direction for future changes.
1.2	Review collections budget annually to meet collections model and goals	Director and Management team	January - June of every year	Review and report to the Board

2.2	Develop and determine future staffing needs addressing the changing nature of work and evolving service model, to be used to direct future hiring and professional development activities	Management team	2017 and then annual review thereafter	Written report or guidelines to be used to direct future HR directions. Review by the Board by October, 2017.
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Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Building Reconfiguration Update	
OWNER: Facilities Committee	PRESENTER: Director
REQUESTED AGENDA TYPE (A, I, D): D	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? No IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
BACKGROUND/CONTEXT: The following spreadsheet shows the costs of construction for Phase I of the building reorganization and the sources of revenue to cover them. Please note that not all bills have been received or paid as of this date, but the work has been completed.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Resolution/Follow-Up Notes

OUTCOME OF DISCUSSION:
NEXT STEPS:

Building Project:
Phase one

	Expense	Amount	Revenue	Funding Source
Construction				
Gardner Contract				
	Initial	49,269		
	Change Order 1	500		
Cabling				
	Bill 1	265		
	Bill 2	1,720		
Total Expenditures		51,754		
			43,100	16 Capital
			5,000	16 Capital
			3,654	Other Govt Gifts
Total Revenues			51,754	
Furnishings				
Reupholstery	CFS	2,100	2,100.0	Other Govt Gifts

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Ratification Of 2017 Wages	
OWNER: Director	PRESENTER: Director
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? No IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Ratify the attached 2017 wages	
BACKGROUND/CONTEXT: The library has a contract with its union membership that specifies 2017 wages and longevity payments. The library Board also has adopted wage scales for its nonunion employees. The attached ratification of wages, requested by the City of Stillwater’s Finance Department, is based on those scales.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Resolution/Follow-Up Notes

OUTCOME OF DISCUSSION:
NEXT STEPS:


Stillwater Public Library
Ratification of 2017 Wages

Name	Classification	Wage (per hour unless noted*)	Longevity (per hour unless noted*)	Total Wage (per hour unless noted*)
Allessi, Theresa	Subsitute Library Associate	19.71	NA	19.71
Beaudet, Tina	Library Assistant I	22.84	0.35	23.19
Blocher, Carolyn	Asst Director	37.40	1.56	38.96
Bovee, Pat	Library Assistant I	20.55	NA	20.55
Boychuk, Mallory	Shelver	9.90	NA	9.90
Boychuk, Lauren	Shelver	9.90	NA	9.90
Butler, Melissa	Subsitute Library Associate	19.71	NA	19.71
Cebula, Joe	Substitute Custodian I	17.79	NA	17.79
Clements, Pam	Substitute Library Assistant I	16.41	NA	16.41
	Substitute Library Aide	13.95	NA	13.95
Danielson, Susie G.	Substitute Library Assistant I	16.41	NA	16.41
DeSteno, Deb	Subsitute Library Associate	19.71	NA	19.71
Dupre, Shelby	Shelver	9.90	NA	9.90
Forster, Leslie	Subsitute Library Associate	19.71	NA	19.71
	Shelver	9.90	NA	9.90
Fremming, Susan	Library Associate	27.38	NA	27.38
Gilfillan, Bonnie	Shelver	9.90	NA	9.90
Goeltl, Keri	Office Specialist	21.70	NA	21.70
Halligan, Barb	Subsitute Library Associate	19.71	NA	19.71
Hannah, Karen	Library Associate	26.65	NA	26.65
Hansen, Colleen	Subsitute Library Associate	19.71	NA	19.71
Hedin, Sue	Library Associate	27.38	0.42	27.80
Henning, Theresa	Substitute Custodian	17.79	NA	17.79
Henry, Marvin	Custodian II	24.51	0.35	24.86
Houston, Lori	Library Assistant I	22.84	1.25	24.09
Hovland, Mae	Shelver	9.90	NA	9.90
Howe, Lindy	Librarian I	31.72	0.97	32.69
Jacobsen, Aurora	Supervisory Librarian	32.34	NA	32.34
Jacobson, Rachel	Substitute Library Assistant I	16.41	NA	16.41
	Shelver	9.90	NA	9.90
Juran, Beth	Substitute Library Aide	13.95	NA	13.95
	Shelver	9.90	NA	9.90
Lay, Winkel	Substitute Library Assistant I	16.41	NA	16.41
	Substitute Library Aide	13.95	NA	13.95
	Shelver	9.90	NA	9.90
McAllister, Rowen	Shelver	9.90	NA	9.90
McHugh, Paula	Library Assistant I	22.84	0.70	23.54
Nordstrom, Gail	Subsitute Library Associate	19.71	NA	19.71
Ogura, Ginny	Substitute Library Assistant I	16.41	NA	16.41

Stillwater Public Library
Ratification of 2017 Wages

	Shelver	9.90	NA	9.90
Olson, Rebecca	Substitute Custodian	17.79	NA	17.79
Petrie, Angie	Supervisory Librarian	32.34	0.51	32.85
Polley, Megan	Library Aide	15.67	NA	15.67
Powers, Renee	Substitute Library Assistant I	16.41	NA	16.41
	Substitute Library Aide	13.95	NA	13.95
Ristow, Lisa	Custodian I	22.31	NA	22.31
Scheel, Hannah	Shelver	9.90	NA	9.90
Schuelke, Deb	Library Aide	16.95	NA	16.95
Stout, Joanne	Substitute Library Assistant I	16.41	NA	16.41
	Library Aide Substitute	13.95	NA	13.95
	Shelver	9.90	NA	9.90
Trent, Donna	Substitute Library Aide	13.95	NA	13.95
	Shelver	9.90	NA	9.90
Van Cleve, Nancy	Substitute Library Associate	19.71	NA	19.71
Van Norman, Joan	Substitute Library Associate	19.71	NA	19.71
	Substitute Library Assistant I	16.41	NA	16.41
	Shelver	9.90	NA	9.90
Vasilakes, Jody	Library Assistant II	20.53	NA	20.53
Young, Anne	Shelver	9.90	NA	9.90

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: 2017 Capital Budget Release	
OWNER: Director	PRESENTER: Director
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? No IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Release the mobile computer lab from the 2017 capital budget	
BACKGROUND/CONTEXT: To accommodate the new co-located desk and staff work room, the existing computer lab was sacrificed. Instruction in computer software, databases, and internet applications are still part of our programming efforts. City IT has proposed a mobile lab with charging station and laptop storage as a good alternative that will allow us to do programming throughout the building. The estimated cost is	
	
\$7,860.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Resolution/Follow-Up Notes

OUTCOME OF DISCUSSION:
NEXT STEPS:

2017 Capital Budget Release

To accommodate computer and software skill straining for the public, the library requests the release of the following item from its approved 2017 capital budget.

Item	Description	Cost
Mobile computer lab	The computer lab was sacrificed to provide enough space for the new desk and workroom. So as to continue teaching computer and database searching classes - an important library endeavor - we will use a mobile computer cart with laptops and charging station to teach in various locations in the building.	7,860.00

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION:	
What constitutes success in outreach in the board's thinking?	
OWNER: Director	PRESENTER: Director
REQUESTED AGENDA TYPE (A, I, D): D	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? No IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
BACKGROUND/CONTEXT: The staff has begun work on outreach to the community for the next year. Outreach is a pretty general term. As the staff is tackling the first targets that we have established (seniors, adult skill and job seekers, new youth groups, school district agencies), the staff would like to know in broad terms what the Board considers success in outreach to be.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Resolution/Follow-Up Notes

OUTCOME OF DISCUSSION:
NEXT STEPS:

Director's Report

Current Issues: Although ESSA (Every Student Succeeds Act) was passed and signed into law months ago, the State of Minnesota is working on how the act will be implemented in the state. This act does contain funding that could be used to employ school librarians. This year, there will be training workshops sponsored by the American Library Association, ALA's Washington office, and the American Association of School Librarians to try to get the most possible good out of the act.* In 2016, the FCC upheld the concept of net neutrality, confirming that internet service providers cannot engage in paid prioritization, something that could lead to additional fees or degraded service for internet users (library patrons). *The Pew Research Center announced that its 2016 survey saw an uptick in adults visiting physical library or bookmobile.

Goals and Objectives: Gardner Construction is due a ton of thanks for their helpful, cooperative work on our remodeling project. All that remains is the punch list: some nail holes need to be filled a few spots need paint touch up. The only disappointment in the process was the existence of the two roof drains in a wall that we had hoped to remove. The wall does make complete surveillance of the lower level more difficult, but City IT has said that we might be able to solve the problem with a security camera once we do the security camera upgrade planned for 2017. The move to the new desk was a relief for staff who found the temporary desk – made up of computer tables – cramped and awkward. The new staff schedule came into play with the beginning of January. We are still trying to get the bugs out of the schedule, but are confident that we can iron it out with a little experience. Library Associates and Librarians have taken inventories of skills and interests. Some areas will have to be reassigned with the departure of the Director and Assistant Director so that service to seniors and building connections with school district agencies may move ahead.

Community and Professional Relationships: One of our first targets for outreach is seniors. We have a training sessions for staff on serving seniors and programming for seniors tentatively scheduled for February.

Staff and Personnel: Flaherty Hood is planning to present the results of the class/comp study at the January 17 City Council meeting. The previous week, the class/comp task force will look at the results to try to prepare answers for questions that might arise at the public forum. It would be advisable for some Board members to be attend to hear the public presentation: the results of the study could be far reaching with recommended changes in point values, pay structure, and benefits. If the City adopts some or all of the recommended changes, the library will have to look at those same practices for comparability under the pay equity law.

Business and Finance: People often get engaged over the holidays. We have had a flurry of people looking at the library's event spaces. We need to proceed with the zoning enquiry to regularize this issue.

Technology: MELSA has decided to renew its Evanced subscription for another year. Evanced is the software that metro-area libraries use to book meeting rooms and publicize their events. Staff throughout the metro area have been looking at the newest software to see if it will give us any enhanced functionality in order to cut down on the time it takes to manage the meeting room portion of our meeting and event business. The library Foundation offers us a marketer for events, but meeting booking, management, and billing is done by our own staff. Making this portion of our operations efficient is a worthy goal.

BOARD MEETING FOLLOW-UP					
ID	Board Meeting	Task	Description	Responsible	Status
14	9/8/2015	Terrace Tie-Downs	Follow-up with Anne Young about the possible installation of tent tie-downs on the Terrace.	Bertalmio	11/28/16: In Progress Board decided to proceed with tie-downs on Terrace. SPLF confirmed that a donor is willing to fund project.
30	12/9/2015	Prioritize Facility Repairs/Work	Facilities should catalog a list of repairs needed and prioritize the work, including the leak in Bertalmio's office and the ceiling cracks throughout the building. List should be provided to board by the Spring of 2016.	Facilities Committee	11/28/16: In Progress The Facilities Committee should assess the state of the facility to prepare for the 2017-2022 Capital Plan.
50	3/8/2016	Building Reconfiguration	Develop a staffing model plan in preparation for co-location change.	Bertalmio	1/5/17: In Progress A new desk schedule has been developed and is being implemented. Senior staff have received outreach assignments of areas that they will lead. Area leaders are developing training schedules for staff for selected areas. Staff is participating with Adult Basis Education staff on a grant proposal.
52	3/8/2016	Partnerships & Outreach	Provide board with a plan for what would be realistic for the library to do in outreach over the next year.	Bertalmio	1/5/17: In progress Management Team is developing outreach plan.
53	3/8/2016	Board Goals	Discuss 2016 Board Goals.	Keliher	10/31/16: In Progress Process will begin with a review of bylaws and other existing "job descriptions" for trustees.
55	4/12/2016	Partnerships & Outreach	Review recent demographic data from school district (and other sources if available) to help identify underserved and diverse populations of the Stillwater area.	Bertalmio Otte	1/5/17: In Progress WCL has purchased Civic Technologies software that can be mounted on the ILS system to report on demographics for outreach and marketing. What could we do with just the raw data provided by this tool?
57	4/12/2016	Long-Term Financial Planning	Meet individually with members of the city council to help educate them about the library.	Bell Carlsen Hansen Keliher	11/28/16: In Progress This does not seem to be the Council's preferred method of receiving library information.
61	5/10/2016	Building Name Rights Task Force	After naming rights plan is received from staff, convene a small task force of Board, staff members and an SPLF board member to review plan and determine donor approach.		1/5/17: In Progress Staff will meet with Wells Fargo to offer an alternative opportunity for naming once the appropriate person at Wells Fargo can be identified.
64	5/10/2016	Teen Area	Furnishing costs for the teen room is TBD. Further discussion needs to occur with YS, TAB to review ideas and develop a more specific plan for the teen areas before costs can be determined.	Bertalmio	11/28/16: In Progress Design work will begin after the co-location work is complete.
70	8/9/2016	Supplemental Funds	The Finance Committee will work on a process for how to manage any new endowment-type gifts received by the library and will bring proposed process to the Governance Committee.	Finance	

73	8/9/2016	City Council Relations	Board requested that Bertalmio and Keliher put together an action plan for building city council relationships and educating council members. The board asked Bertalmio and Keliher to consider including the following components: Director attending council meetings if there is library business before the council, Director being part of the City team that plans agenda, Director building relationships with council members.	Bertalmio Keliher	11/28/16: In Progress Director will attend Council meetings when library actions are on the agenda.
76	8/9/2016	WCL Relations	Board asked Bertalmio to help drive relationship-building with WCL and reach out to WCL regarding a meeting with Bertalmio/McCarty.	Bertalmio	1/5/17: In Progress Tom McCarty is investigating a date for a second meeting with WCL, probably in January.
77	9/13/2016	Events	Board asked Bertalmio and Keliher to meet with Young to discuss the mitigation suggestions received in a 9/8/16 letter from the neighbors regarding events at the library.	Bertalmio Keliher	11/28/16: In Progress Board voted to approve changes to event policy at 10/11/16 meeting. The library is also looking to address other concerns presented by the neighbors and is pursuing the possibility of increasing the yellow curb painting on 4th Street to extend the no parking area, updating signage in the alley, increased staffing during event loading/unloading, and moving tent delivery away from the former Mulberry St.
80	9/13/2016	City Council Relations	Ask McCarty to formally place library on agenda on a quarterly or monthly basis. Library Director and a Board Member will attend meeting and provide brief update.	Bertalmio	11/28/16: In Progress The Council was not united in how they wish to receive communications..
88	11/9/2016	2017 Capital Budget	Facilities Committee to review budget and provide recommendations for reducing the 2017 Capital Budget at the December board meeting.	Bertalmio Carlsen Menikheim Otte	
89	11/9/2016	Board Office Nominations	Nominating Committee form and meet in preparation for the election of officers on the board for a two-year term beginning in 2017.		1/5/17: In Progress Slates of possible candidates will be presented by the committee at the Annual Meeting. Nominations will also be taken from the floor.

TICKLER ITEMS

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

TICKLER	10/9/2018	Board Officers Nominating Committee	In October/November 2018, Board should appoint a nominating committee for officers on the Board for a two-year term beginning in 2019.	Board	TICKLER
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