

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES**

Meeting Agenda

Tuesday, January 12, 2016, 7:00 P.M.

1. Call to Order
2. Adoption of the Agenda A+
3. In-Person Public Commentary
4. Consent Calendar
 - a. Adoption of the December 2015 Minutes+
 - b. Acknowledgement of Bills Paid in December 2015: \$33,194.71+
 - c. Quarterly Activity Report
 - d. Other Activity Report
 - e. Collection Development Policy+

Old Business

5. Strategic Plan Update D+
6. Building Study D
7. Board Vacancy Applications D+
8. Union Contract & Ratification of Wage A+
9. E-mail Accounts A+

New Business

10. Introduction to Long-Term Funding Sustainability D+
11. Youth Services Support A+
12. New Event Fee Structure A+
13. City of Stillwater Strategic Plan D+

Reports

14. Director and Other Staff Reports+
15. Foundation Report
16. Board Committee Reports
 - a. Executive
 - b. Facilities
 - c. Finance
 - d. Governance and Policy
 - e. Human Resources
 - f. Succession Planning Task Force
 - g. Building Study Task Force
 - h. WCL/SPL Relationship Task Force
17. Public Commentary and Communications
18. 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 11, 2015.

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

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

Attachments: Calendar, Ongoing Board Work Assignments

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
December 8, 2015**

Minutes

PRESENT: Bell, Carlsen, Cassavante, Gordon, Richie, Stark

ABSENT: Hansen, Keliher, Menikheim

STAFF: Bertalmio, Goeltl

AGENDA ITEM 1: Call to Order

Meeting called to order at 7:04 pm by Bell, Vice-President

AGENDA ITEM 2: Adoption of Agenda

Two items were numbered 9 on the Agenda in the Board Packet. Agenda should have Extension of Existing WCL/SPL Contract as Agenda Item 10 and renumber through Adjournment as Agenda Item 17. Adopted with revisions. MSP.

AGENDA ITEM 3: In-Person Public Commentary

Board thanked Gordon for his years of service on the board of the Stillwater Public Library.

AGENDA ITEM 4: Consent Calendar

- Move 4e, Collection Development Policy, to 4A for discussion.
- Consent calendar adopted with changes.

AGENDA ITEM 4A: Collection Development Policy

Gordon presented grammatical changes to the policy for the review of the Governance Committee. Motion made that the Governance Committee make the corrections suggested by Gordon to the policy with a revised version to be submitted in the consent calendar at January's meeting. MSP.

AGENDA ITEM 5: Strategic Plan Update

- **1.1.1. Select New Service Model and Develop a Plan for Implementation:** Plan indicates that this task is completed, but only a portion of task is fully complete. Board asked that this task be marked as In Progress or broken out into two different tasks.
- **1.3.3 Hire a Facilities Consultant:** Comments says "Date Needs Revision." Board determined that this was an old comment and should be removed.
- **2.3.8 Increase Interaction with Other City Dept Heads:** Bertalmio provided updates on collaboration with different city departments.
- **3.3.1 Review existing community partnerships:** Bertalmio explained that the library prepared an inventory of existing partnerships. Examples of partnerships include Art Reach, Valley Friendship Club and Head Start. Bertalmio will provide the list at January's board meeting.

AGENDA ITEM 6: Building Study

The first meeting of the Building Study Task Force was November 4, 2015. The next meeting, scheduled for November 23, 2015, was postponed. A new meeting is planned for early January 2016.

*Note: The notation MSP is used in instances of unanimous approval of a motion.
In the event of division, the vote of each trustee voting will be recorded.*

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
December 8, 2015**

Minutes

AGENDA ITEM 7: Board Vacancy Caused By Term Ending

Trustee Gordon's term ends December 31, 2015. City has published the vacancy. Applications are due by December 14, 2015. Carlsen and Stark volunteered to serve on the interview committee. Gordon will forward interview questions to Carlsen and Stark. Board requested that the opening be posted on the homepage of our website.

AGENDA ITEM 8: Update on Union Negotiations

One meeting has occurred. Another meeting is scheduled for Friday. The current contract ends on 12/31/2015.

AGENDA ITEM 9: Finance 101

The Finance Committee presented an overview of funds received from the City, Stillwater Public Library Foundation, Friends of the Stillwater Public Library and other Supplemental Gifts in 2015. Board reviewed and discussed presentation and financial documents distributed in the December Board packet.

AGENDA ITEM 9: Extension of Existing WCL/SPL Contract

The current WCL/SPL contract expires in December 31, 2015. Washington County Library proposes extension of this contract until December 31, 2016. The only change from the current contract is the contract extension date. Motion made to enter into the contract with WCL through December 31, 2016. MSP.

AGENDA ITEM 10: Rollover of 2016 Capital Funds

The Finance Committee noted that they did not have an opportunity to review the rollover request prior to inclusion in the board packet. They requested that the words "and the Finance Committee" be removed from the Rollover of 2016 Capital Funds document under Agenda Item 10 in the December Board Packet. The Finance Committee also requested an updated Library Capital 2015 document be sent with the updated expenditure and rollover information.

Motion made to request operational rollover of \$9,407 and plant rollover of \$18,037. MSP.

AGENDA ITEM 11: City of Stillwater Strategic Plan

An updated City of Stillwater 2020 Strategic Vision document was included in the December Board Packet for the Board's review.

AGENDA ITEM 12: Director and Other Staff Reports

The Director's Report was included in the December Board Packet for the Board's review.

AGENDA ITEM 13: Foundation Report

Minutes from the Foundations October 21, 2015 meeting was included in the December Board Packet for the Board's review.

*Note: The notation MSP is used in instances of unanimous approval of a motion.
In the event of division, the vote of each trustee voting will be recorded.*

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
December 8, 2015**

Minutes

AGENDA ITEM 14: Board Committee Reports

- a. **Executive Committee:** Bertalmio has investigated City Attorney Magnuson's suggestion that trustees use city email accounts to conduct library business. If desired by Board, the City will issue accounts. The trustees would need to adhere to the city's IT usage policy. Board will discuss this further next month. Board would like to receive a copy of the policy, a list of the pros/cons in adopting city email accounts and a list of appropriate ways to use the city emails.

- b. **Facilities:** Facilities reported that moisture is seeping into Bertalmio's office again. The cause of the leak is unknown. The Facilities Committee recommended holding on any repair work now and waiting to see what happens this spring. They noted that it can be difficult to determine the source of leaks and moisture. The most likely area of the roof has been looked at and repaired. This improved leaking and moisture issues but did not fully resolve the problem.

Board requested that the Facilities Committee 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 Spring 2016. The Board requested that Bertalmio clarify with McCarty if capital funds may be used for repairs.

- c. **Finance:** None.

- d. **Governance and Policy:** Governance and Policy will meet with Anne Young soon to discuss the Event Policies.

- e. **Human Resources:** With Michele back, Human Resources will meet to discuss the Youth Services Area and will bring a report to the Board soon.

- f. **Succession Planning Task Force:** None.

- g. **Building Use Study Task Force:** None.

- h. **WCL/SPL Relationship Task Force:** None.

AGENDA ITEM 15: Public Commentary and Communications

Lynne distributed two thank you letters received by the Library to the Board.

AGENDA ITEM 16: Adjournment

Adjourned at 8:56 pm.

*Note: The notation MSP is used in instances of unanimous approval of a motion.
In the event of division, the vote of each trustee voting will be recorded.*

2015 Bill Resolutions - Payable in 2015

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

Invoice #	Invoice Date	VENDOR	ITEM	AMOUNT	FUND CODE	FUND NAME
INVOICES PAYABLE						
12012015	12/1/2015	Baker and Taylor	Materials - Juv	757.89	230-4230-2400-0000	Childrens Books
12012015	12/1/2015	Baker and Taylor	Materials - Processing	16.36	230-4230-3404-0000	Processing Fee
12012015	12/1/2015	Baker and Taylor	Materials - Ref	26.24	230-4230-2113-0000	Reference
12012015	12/1/2015	Baker and Taylor	Materials - Adult Nonfiction (SPLF)	48.00	232-4232-2113-0000	SPLF - Materials
12012015	12/1/2015	Brodart Co	Materials - Adult Fiction	321.94	230-4230-2401-0000	Adult Books - Fiction
12012015	12/1/2015	Brodart Co	Materials - Adult NonFiction	432.69	230-4230-2405-0000	Adult Books - Non Fiction
12012015	12/1/2015	Brodart Co	Materials - Processing	38.35	230-4230-3404-0000	Processing Fee
12012015	12/1/2015	Brodart Co	Materials - Adult (Athena & 235 Tribute)	235.65	235-4235-2101-0000	Library Donations Materials
12012015	12/1/2015	Brodart Co	Materials - Adult (SPLF)	176.55	232-4232-2113-0000	SPLF - Materials
28067	11/20/2015	Cartridge World Hudson	Supplies	117.98	230-4230-2101-0000	General Supplies
12012015	12/1/2015	Fremming Susan E	Staff Reimbursement for SCC	8.57	230-4230-2499-0000	Collection Development
12012015	12/1/2015	Fremming Susan E	Staff Reimbursement for Programming Supplies	39.59	230-4230-2101-0000	General Supplies
12012015	12/1/2015	Midwest Tape	Materials - Audio	161.12	230-4230-2402-0000	Audio
12012015	12/1/2015	Midwest Tape	Materials - Video	97.45	230-4230-2408-0000	Film/Video
12012015	12/1/2015	Midwest Tape	Materials - Processing	35.75	230-4230-3404-0000	Processing Fee
12012015	12/1/2015	Midwest Tape	Materials - Audio (Friends)	244.96	235-4235-2101-0000	Library Donations Materials
W15100719	11/18/2015	Office of MN IT Services	Telephone	371.07	230-4231-3101-0000	Telephone
12051523	11/7/2015	Scholastic Inc	Programming (Friends)	106.42	235-4236-4099-0000	Library Donations Programs
12342169	11/13/2015	Toshiba Business Solutions	Maintenance Contract	44.01	230-4230-3707-0000	Maintenance Agreements
SP007257	11/11/2015	Viking Auto Sprinkler Co.	Annual Fire Inspection	585.00	230-4231-3707-0000	Maintenance Agreements - Lib Plant
		INVOICES SUBTOTAL		3,865.59		
CREDIT CARD						
		None				
		CREDIT CARD SUBTOTAL		0.00		
		GRAND TOTAL		3,865.59		

Submitted for payment

Lynne S. Bertalmio, Director

2015 Bill Resolutions - Payable in 2015

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

Mary Richie, Secretary/Treasurer, Board of Trustees

Invoice #	Invoice Date	VENDOR	ITEM	AMOUNT	FUND CODE	FUND NAME
INVOICES PAYABLE						
OF67189	12/2/2015	3M	3M Sorter Maintenance Contract	9,000.00	230-4230-3707-0000	Maintenance Agreements
169558	11/2/2015	Ace Hardware	Janitorial Supplies	34.69	230-4231-2102-0000	Janitorial Supplies
170227	11/19/2015	Ace Hardware	Janitorial Supplies	43.91	230-4231-2102-0000	Janitorial Supplies
12152015	12/15/2015	Baker and Taylor	Materials - Juv	660.73	230-4230-2400-0000	Childrens Books
12152015	12/15/2015	Baker and Taylor	Materials - YA Fiction	85.24	230-4230-2401-0000	Adult Books - Fiction
12152015	12/15/2015	Baker and Taylor	Materials - YA NonFiction	164.11	230-4230-2405-0000	Adult Books - Non Fiction
12152015	12/15/2015	Baker and Taylor	Materials - Processing	25.48	230-4230-3404-0000	Processing Fee
12152015	12/15/2015	Baker and Taylor	Materials - Reference	263.21	230-4230-2113-0000	Reference
12152015	12/15/2015	Baker and Taylor	Materials - Adult Nonfiction (SPLF)	118.16	232-4232-2113-0000	SPLF - Materials
12152015	12/15/2015	Bertalmio Lynne	Staff Reimbursement - Mileage	15.64	230-4230-3200-0000	Mileage
12152015	12/15/2015	Blocher Carolyn	Staff Reimbursment - Mileage	37.95	230-4230-3200-0000	Mileage
12152015	12/15/2015	Blocher Carolyn	Staff Reimbursment - Supplies	10.00	230-4230-2101-0000	General Supplies
12152015	12/15/2015	Brodart Co	Materials - Adult Fiction	579.40	230-4230-2401-0000	Adult Books - Fiction
12152015	12/15/2015	Brodart Co	Materials - Adult NonFiction	321.24	230-4230-2405-0000	Adult Books - Non Fiction
12152015	12/15/2015	Brodart Co	Materials - Reference	53.52	230-4230-2113-0000	Reference
12152015	12/15/2015	Brodart Co	Materials - Processing	37.70	230-4230-3404-0000	Processing Fee
12152015	12/15/2015	Brodart Co	Materials - Adult (Athena & Memorial)	160.14	235-4235-2101-0000	Library Donations Materials
12152015	12/15/2015	Brodart Co	Materials - Adult (SPLF)	492.90	232-4232-2113-0000	SPLF - Materials
12152015	12/15/2015	Brodart Co	Materials - SCC	26.66	230-4230-2499-0000	Collection Development
56736247	11/19/2015	Cengage Learning	Materials - Adult Fiction Large Print (SOP)	900.00	230-4230-2401-0000	Adult Books - Fiction
56736247	11/19/2015	Cengage Learning	Materials - Adult Fiction Large Print (SOP - SPLF)	2,813.00	232-4232-2113-0000	SPLF - Materials
306-02444792-3	11/30/2015	Culligan of Stillwater	Water	70.05	230-4230-4099-0000	Miscellaneous Charges
2387805	8/1/2015	Cybrarian Corporation	Cybrarian Software Renewal	349.95	230-4230-3098-0000	Technology Support
2455591_NOV	11/25/2015	G & K Services	Towles & Rugs	82.54	230-4231-4099-0000	Miscellaneous Charges - Lib Plant
12152015	12/15/2015	Hedin Sue	Programming - Adult (SPLF 2014_12)	59.98	232-4232-2407-0000	SPLF - Programs
12152015	12/15/2015	Midwest Tape	Materials - Audio	1,389.92	230-4230-2402-0000	Audio
12152015	12/15/2015	Midwest Tape	Materials - Video	300.57	230-4230-2408-0000	Film/Video
12152015	12/15/2015	Midwest Tape	Materials - YA Audio Books (Friends)	251.94	235-4235-2101-0000	Library Donations Materials
12152015	12/15/2015	Midwest Tape	Materials - Processing	52.15	230-4230-3404-0000	Processing Fee
12022015	12/2/2015	Mimi's Motifs	Supplies	160.00	230-4230-2101-0000	General Supplies
1072725	12/2/2015	Quill Corporation	Supplies	273.89	230-4230-2101-0000	General Supplies
75248891	11/23/2015	Recorded Books Inc	Materials - Juv Audio Books (Friends)	445.97	235-4235-2101-0000	Library Donations Materials
75250202	11/23/2015	Recorded Books Inc	Materials - Juv Audio Books (Friends)	65.24	235-4235-2101-0000	Library Donations Materials
75250629	11/24/2015	Recorded Books Inc	Materials - Juv Audio Books (Friends)	166.71	235-4235-2101-0000	Library Donations Materials
75251197	11/24/2015	Recorded Books Inc	Materials - Juv Audio Books (Friends)	215.27	235-4235-2101-0000	Library Donations Materials
75253502	12/3/2015	Recorded Books Inc	Materials - Juv Audio Books (Friends)	42.07	235-4235-2101-0000	Library Donations Materials
75251660	11/30/2015	Recorded Books Inc	Materials - Juv Audio Books (Friends)	99.94	235-4235-2101-0000	Library Donations Materials
75251431	11/25/2015	Recorded Books Inc	Materials - Juv Audio Books (Friends)	115.00	235-4235-2101-0000	Library Donations Materials

Invoice #	Invoice Date	VENDOR	ITEM	AMOUNT	FUND CODE	FUND NAME
12152015	12/15/2015	Stillwater Public Library Foundation	SPLF November CC Reimbursement	400.00	232-0000-2000-1300	SPLF - Accounts Payable Pass Thru
12397214	12/3/2015	Toshiba Business Solutions	Maintenance Contract	83.43	230-4230-3707-0000	Maintenance Agreements
120115_4680.85	12/1/2015	Washington County Library	Materials: E-Books	2,500.00	230-4230-2409-0000	Electronic Materials
120115_4680.85	12/1/2015	Washington County Library	Materials: E-Books (SPLF Huel13/14)	2,180.85	232-4232-2113-0000	SPLF - Materials
INVOICES SUBTOTAL				25,149.15		
CREDIT CARD						
Dec CC		Amazon	Materials - Adult Non Fiction	\$163.26	230-4230-2405-0000	Adult Books - Non Fiction
Dec CC		DreamHost	Tech Support	\$19.95	230-4230-3098-0000	Technology Support
Dec CC		Lithographs.com	Misc	\$29.00	230-4230-4099-0000	Miscellaneous Charges
Dec CC		Starbucks	Staff Recognition	\$35.00	230-4230-4099-0000	Miscellaneous Charges
Dec CC		USPS	Postage	\$117.72	230-4230-3102-0000	Postage
CREDIT CARD SUBTOTAL				364.93		
MANUAL BILL PAYOUTS (Check issued between bill resolutions to comply with payment terms)						
51-7976594-1	11/25/2015	Xcel Energy	Gas	597.98	230-4231-3601-0000	Natural Gas
51-7976594-1	11/25/2015	Xcel Energy	Electric	3,217.06	230-4231-3600-0000	Electricity
MANUAL PAYOUT SUBTOTAL				3,815.04		
GRAND TOTAL				29,329.12		

Submitted for payment

Lynne S. Bertalmio, Director

STILLWATER PUBLIC LIBRARY

Collection Development and Management Policy

Adopted April 4, 1995

Revised July 1998

Revised April 2000

Revised November 2001

Revised May 2004

Revised September 2008

Revised January 2016

Vision for the Collection

Patron use is the most powerful influence on the library's collection. Circulation, patron purchase requests, and hold levels are important components in the development of the collection. The other driving force is the library's Strategic Plan 2014-2017.

In addition to patron demand, selections are made to provide depth and diversity of viewpoints to the existing collection. The library may also collect in greater depth any identified special collections.

Inherent in the collection development philosophy is an appreciation of each patron of the Stillwater Public Library. The library provides materials and access to materials to support each individual's life journey and does not place a value on one patron's needs or preferences over another's. The library upholds the right of the individual to access information, even though the content may be controversial, unorthodox, or unacceptable to others.

Materials for children and teenagers are intended to broaden their vision, provide recreational reading, encourage and facilitate reading skills, supplement their educational needs, stimulate and widen their interests, and lead to recognition and appreciation of literature. The reading and viewing activity of children is ultimately the responsibility of parents who guide and oversee their own children's development. The library does not intrude on that relationship.

Collection Development

Purpose of the Policy

The purpose of this policy is to define the underlying principles which direct the development and management of the library's collection. This policy guides the selection, acquisition, accessibility, maintenance, preservation and scope of the Stillwater Public Library collection. It establishes roles, responsibilities, and defines a process for addressing patron questions and concerns.

This policy further defines the work necessary to achieve the following key result as outlined in the *Stillwater Public Library's Strategic Plan 2014-2017 Goal 1 Strategy 2*:

“The Stillwater Public Library will develop current and contemporary collections to support a confident and self-reliant citizenry. The library will consistently rebalance and right-size collections to meet changing and developing needs and interests of the community. Annually, the library staff will create a collection plan to guide selection, weeding, and retention of materials to guarantee the vitality of the collection.”

Principles of Collection Development

The Library's collection is one of the Stillwater Public Library's major assets. It is developed and managed to meet the cultural, informational, educational, and recreational needs of residents of Stillwater.

The Library follows professional standards defined by the American Library Association, including the [Library Bill of Rights](#), [Freedom to Read](#), and [Freedom to View](#) statements.

Definitions

“Materials” as it occurs in this policy has the widest possible meaning. It includes print, audiovisual, digital, and electronic formats.

“Collection” is defined as materials that are selected for the Stillwater Public Library. Selected materials may be owned, housed or leased by the Stillwater Public Library, made accessible via download, or via the Library's or other libraries' website and online databases.

“Selection” refers to the decision made to add a given item to the Stillwater Public Library collection and to make it accessible. Library-selected web-based resources accessed via the Library's website are considered a part of the Library's collection. Not all materials and information found via the Internet are part of the collection. Please refer to the Library's *website policy*.

“Weeding” refers to the action of removing a previously selected item from the collection, withdrawing it because it contains outdated or misleading information, is in deteriorating physical condition, or is no longer of interest to the public.

“WCL/SPL” refers to Washington County Library/Stillwater Public Library.

Roles and Responsibilities in Collection Development

The Library Board is responsible for the Collection Development & Management Policy.

The Library Director operates under the direction of the Board of Trustees and within the framework of the Library Board's Collection Development and Management Policy. The Library Director delegates to staff the authority to interpret and apply this policy in daily operation.

The community is encouraged to participate in the collection development process through suggestions and feedback.

Target Audience

The target audience for the collection is the Stillwater resident. However, the Stillwater Public Library recognizes that its relationship and its participation in a joint library catalog with the Washington County Library create a unique reciprocal partnership in the provision of a collection to meet the needs of both city and county residents. The Stillwater Public Library also participates in both regional and national networks that coordinate efforts to share its collection via interlibrary loan. As a participant in these networks, the Stillwater Public Library serves residents beyond its borders, from the Twin Cities metropolitan area to the state of Minnesota, the upper Midwest region and beyond.

Scope of the Collection

The Stillwater Public Library collects, organizes, and makes available materials of contemporary, historic, and archival significance. The collection offers materials in choices of format, treatment, and level of difficulty. The collection is reviewed and revised on a continual basis to meet present-day needs.

The Library will not attempt to develop a complete research collection. Requests for materials not owned by the Library, especially scholarly materials, will be referred to other libraries in the metropolitan area through established channels.

The Library recognizes the purposes and resources of other libraries and media centers in the metropolitan area and will not needlessly duplicate functions and materials.

The Library must make careful selection of materials due to constraints on the acquisition budget and on space. As a result the library:

- Purchases professional materials only when they are also of interest to the nonspecialist.
- Purchases textbooks or other curriculum-related materials only when they also serve the general public.
- Acquires materials in a variety of formats for the study of popularly requested languages other than English, but does not seek to build collections in foreign

languages. The library will work through the interlibrary loan system to obtain these materials for patrons.

- Acquires materials published about the local area and those produced or published by local authors, printers, or publishers only when such materials meet selection criteria established for all materials.

Materials are weeded from the collection to maintain the collection's usefulness, currency, and relevance. Materials removed from the collection may be sold, donated to nonprofit organizations, or used in collaboration with other government agencies.

Special Collections

Please refer to the *St. Croix Collection Policy*.

Access & Resource Sharing

All Stillwater Public Library materials are available for use by all patrons within the building. For information on the circulation of library materials, please refer to the library's *Circulation Policy*. Access to materials is ensured by the way materials are organized, managed, and displayed. The Library uses standards-based cataloging and classification systems. The collection is accessed through the joint WCL/SPL catalog, the Library's website, and patron/staff interaction.

Materials have use limitations to ensure equitable and efficient access. Access to some materials may be limited by their rarity, value, uniqueness, fragile physical condition, or a combination of these factors. In-house and remote access to digital and electronic resources is provided within technical, budgetary, cooperative and licensing constraints.

The Library participates in interlibrary loan networks to make materials not in the collection available for patrons. Collection development and management is a participative effort within the larger community of libraries throughout the metropolitan area, state, and nation. The Library will actively seek to broaden these networks through agreements with other libraries and groups of libraries.

Copyright

The Library recognizes and respects intellectual property rights and conforms to legislative mandates regarding copyright protections.

Intellectual Freedom

The Library provides an impartial environment in which individuals and their interests are brought together with the universe of ideas and information spanning the spectrum of knowledge and opinions. The library subscribes to the American Library Association's [Library Bill of Rights](#), [Freedom to Read](#), and [Freedom to View](#) statements.

Collection development and management decisions are based on the merit of the work as it relates to the Library's mission and its ability to meet the expressed or anticipated needs

and interests of the community; decisions are not made on the basis of any anticipated approval or disapproval of the material. The inclusion of an item in the library collection in no way represents an endorsement of its contents. Library materials are not marked or identified to show approval or disapproval of the contents, nor are materials sequestered except for the purpose of protecting them from damage or theft.

The Library recognizes that many materials may be controversial and that any given item may offend some. Only individuals can determine what is most appropriate for their needs and can define what material or information is consistent with their personal or family values. Individuals may apply those values to the use of library materials only for themselves. They may not restrict the freedom of others to read or access library materials. Parents and legal guardians have the responsibility for their children's use of library materials.

Reconsideration of Library Materials

Library patrons may request reconsideration of a library material selection decision by submitting a written *Request for Reconsideration of Library Materials* form. The Library will respond in writing to an individual's written request.

The Library Board, upon request, hears written appeals of a decision about a Request for Reconsideration. Decisions on appeals are based on careful review of the objection, the material, and Library Board policies including: this policy, the American Library Association's [Library Bill of Rights](#), [Freedom to Read](#), and [Freedom to View](#) and guidelines on intellectual freedom. The final decision on appeals rests with the Library Board and will be taken up at publically held Board meetings.

Selection

Funding Statement

Library funding, which includes funding for the collection, is allocated annually by the Stillwater City Council. Additional support for the Library's collection is provided by the Stillwater Public Library Foundation, the Friends of the Stillwater Public Library, trusts, gifts, and other donations. The collection is enhanced by gifts of money and actual materials. Please see the library's *Donations Policy*. Gift materials must meet the same standards of selection as purchased items before they will be added to the collection.

Evaluative Criteria

Collection development staff members rely on a set of criteria to guide selection decisions. The library selects materials of both permanent and current interest, based on the merits of the work in relation to the needs, interests, and demands of the community. Each item is evaluated as a whole and not on the basis of a particular part or section. For more information on evaluative criteria, please see the "*Stillwater Public Library Collection Management*" document.

In addition, the staff monitors changes in the population, patterns of use of the collection, changes in learning styles, and technology to determine the need for modifications in the composition of the collection, the inclusion of new formats, or the discontinuance of elements of the collection.

Maintenance and Preservation

Collection Maintenance

Staff relies on a set of criteria to guide on-going collection maintenance decisions. Based on evaluation, materials may either be kept, replacement copies may be purchased, materials may be preserved to ensure long term retention, or materials may be permanently withdrawn from the collection. For more information on collection maintenance, please see the *“Stillwater Public Library Collection Management”* document.

Preservation

The library uses a variety of means to preserve materials of long-standing value. Preservation methods used include the following: preservation photocopying, encapsulation, digitization, replacement of content through the purchase of another edition, rebinding, repair and use restrictions.

Process

This policy is reviewed by the Library Director (or designee) every four years and makes recommendations to the Library Board Program/Policy Committee. The Committee reviews and revises as necessary, endorses and advances to the full Library Board for approval.

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	
2.3.9	Investigate City goals and determine how the Library can support the goals	Doug Menikheim and Lynne Bertalmio	December 2015	Strategic Plan has been completed; Library will select roles to support in conjunction with City Administrator
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	By January 2016	Dates must be determined soon
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	The County has signed with Library Strategies for plan support; community planning retreats are being held

- 2015 -

GOAL/STRAT.	TACTIC	RESPONSIBILITIES	TIMEFRAME	PROGRESS
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	Once Administrator and Council have heard strategic plan presentation, they will receive updates on plan progress; presentation need to be scheduled

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	Two months after the building study is completed	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	
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 starting; 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	By this date, we will have identified a suitable goal to support and have established a plan for implementation
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
1.3.3	Hire a facilities consultant	Director and Board	By April, 2015	Date needs revision
2.2.3	Assess current staff levels and standard competencies in technology	Management team	By October 15, 2015 Follow up on annual basis	Established for current staffing model; Happening as 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 written; it will go to the Board in November; 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	January 2016	Establish revised timeline with MSR
1.3.5	Budget to implement facilities recommendations	Director, Board	June, 2016	Although it will not be sufficient, there is a figure in the 2016 capital budget to implement facilities changes; it is not possible to be precise without the study
1.4.4	Address budget and staffing implementation changes resulting from possible additional hours	Director and Management team, Board	June 2016	This effort is on hold
1.2.5	Review collections budget annually to meet collections model and goals	Director and Management team	January - June of every year	Collections budgets for 2016 will need revision as part of the total 2016 budget revision
1.2.7	In the facilities use study, explore options for the St. Croix Collection	Consultant and Director	February 2016	
3.2.6	Train staff in the delivery of the new PR and marketing plan	Management team	June – December, 2015	Staff assignments and organization are taking place. Staff is examining tools and key messages.
2.1.1	Create a staffing plan based on the	Director and	February 2016 to	

	directions of the new service model	management team	June 2016	
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)	Timing dictated by City of Stillwater	The City of Stillwater understands that there is a need for this City-wide HR
2.2.1	Explore HR support options and make recommendations to the Board	Director, Board HR Committee	By June, 2015	An HR staffer is in the City's recommended budget for 2016
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	
2.3.8	Increase interaction with other City dept. heads	Director and Management team	By June 2015	Working on projects with Planning Department and the Fire Department
2.2.5	Convene a Board task force to create a succession plan for the Director and other leaders	Board leadership	February 2016	Task Force established; plan/report to Board winter 2016
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; Begin with research of MELSA Plan of Association, contract, other associate library contracts; Later, meet with WCL
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 is completing an inventory of current partnerships, looking for ways to evaluate potential partners

3.3.2	Create methods to evaluate present and future library partnerships	Management team	February 2016	
2.1.2	Present staffing directions to the Board	Director	By February 2016	Depends on pending change in service model

- 2016 -

1.3	Reconfigure space and facilities	Director and lead staff	2016 and 2017	Building changed to increase efficiency and make the building more secure
2.2	Revisit, review, implement elements of tech savvy environment plan	Management team	July 2016	Enhancement of tech environment of the Library for both patrons and staff
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	There is not look money for additional hours in 2016
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	
3.3	Expand awareness of library services and events through active partnerships with local and online media	Management Staff	2016	Library services and events are identified in 2 new media venues.
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	November 2016	Library and School District partner on 2 new projects (1 each year)
1.1	Implement the new service model in 2-3 phases, to start in 2016	Management team	2016	Implement of plan to extent possible in 2016
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	Library Director	January - November,	A minimum of 3 community presentations

	to community organizations representing targeted underserved populations	and Management Team	2016	
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, early 2016	Provide ongoing status to Library Board on this partnership, 2016 - 2017
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 April, 2016	Increase Library services and programs by 10% for targeted audiences
1.1	Regularly monitor the implementation of the new service model	Director and Board	July and January, starting in July, 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, 2015 and June, 2016	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	New, consistent job descriptions and evaluation criteria and procedures in place by January 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	Report to Board on opportunities and options.

-2017-

1.4	Implement additional open hours if approved	All staff	January, 2017	New hours
-----	---	-----------	---------------	-----------

Date: 9-22-15

**CITY OF STILLWATER
APPLICATION FOR APPOINTMENT
TO ADVISORY BOARDS AND COMMISSIONS**

Name: Brandon Otte

Address: 1013 7th St. S., Stillwater MN 55082

Home Telephone: 952-451-9443

Keep Private: Yes No

Email Address: brandon.otte@gmail.com

Keep Private: Yes No

Work Telephone: 651-425-4111

1. How long have you lived in Stillwater? 5/11 Yrs/Mo. 1 Which Ward

2. What Stillwater community activities have you been involved in?
I have not been involved in any other community activities other than attending community events.

3. Please describe any previous experience you have which is similar to serving on a volunteer advisory board/commission/committee.
I have never served on a volunteer advisory board, but I have worked as a newspaper reporter in covering such boards and I'm familiar with how they function.

4. Do you have a preferred Board/Commission that you are interested in serving on?
Yes No If yes, fill in name of Board/Commission: The Library Board of Directors

5. Would you consider an alternate appointment? Yes No
If yes, which one? _____

4. Please describe any schedule conflicts with the regular meeting schedules for the board/commissions (i.e., routine travel, work schedules and the like).
I have none.

5. Why do you wish to be on a board/commission?
I would like to become more involved in my community. I think it's always good to have fresh ideas to keep our community strong.

6. Please describe any other relevant information you would like us to know.

STILLWATER PUBLIC LIBRARY

224 Third St. N.

Stillwater MN 55082

651.275.4338

www.stillwaterlibrary.org

Supplemental Application/ Appointment to the Board of Trustees

The Stillwater Public Library is the governing and policy-making body for the library. The nine-member Board meets the second Tuesday of each month at 7 p.m. In addition to regular meetings, there are committee assignments which require a commitment of time. Terms are three years in length with the possibility of two reappointments. The appointment will be made by the Mayor and City Council.

For further information about the Board or the library, contact:

Lynne Bertalmio, Director, 651.275.4338 ext. 118

Name: Brandon Otte

Education history:

I have a bachelors degree in journalism from the University of Wisconsin - Platteville, and a Masters of Library Science from Western Kentucky University.

Brief employment history:

After earning my degree in journalism, I worked as a newspaper reporter covering schools, churches and other community events for three years while also earning my degree in library science through Western Kentucky University's online program. Since then, I have worked in school libraries for seven years as both a licensed library media specialist and as a library clerk.

Involvement in libraries, other library boards, or community groups and organizations:

I have not been involved in other library boards, but libraries in general are my life - I love everything about them. This would be my first foray into community involvement in Stillwater.

Why are you interested in the library Board?

I love what our library offers to our community, and I want to be part of both short-term and long-range planning on how to make sure it remains a vital part of Stillwater. As a parent of young children, I want to make sure that our library remains a leader in innovative programming and services well into the future.

Date: 2 DEC 2015
~~11 Sep 2015~~

CITY OF STILLWATER APPLICATION FOR APPOINTMENT TO ADVISORY BOARDS AND COMMISSIONS

Name: ROGER A. FUNK

Address: 2600-HIDDEN VLY LN

Home Telephone: 651-439-4036

Keep Private: Yes No
Email Address: r.funk67@Q.com

Keep Private: Yes No
Work Telephone: (cell) 651-253-7708

1. How long have you lived in Stillwater? 34 Yrs/Mo. W-4 P-17 Which Ward

2. What Stillwater community activities have you been involved in?
Volunteer - Stillwater Library (2+ years)
Volunteer - Stillwater Historical Society (3 months)

3. Please describe any previous experience you have which is similar to serving on a volunteer advisory board/commission/committee.
Taught school (WBL) 10+ years (various committees); Church council (5 yrs);
US Army (Active & Reserve) 29+ years (command positions); 3M (22 yrs) -
IT mgr for division; owned business in Stillwater (Golf Shoppe)
15 years

4. Do you have a preferred Board/Commission that you are interested in serving on?
Yes No If yes, fill in name of Board/Commission: Stillwater Public Library
Board of Trustees

5. Would you consider an alternate appointment? Yes No
If yes, which one? _____

4. Please describe any schedule conflicts with the regular meeting schedules for the board/commissions (i.e., routine travel, work schedules and the like).
No restrictions other than occasional vacations

5. Why do you wish to be on a board/commission?
The Stillwater Library plays an important part in serving a growing community.
my background in IT and management positions can hopefully add
new insights into future library development.

6. Please describe any other relevant information you would like us to know.
I have been a volunteer at the Library for the last 2+ years.
I have thoroughly enjoyed it and hope I can serve the Library
in other capacities.

STILLWATER PUBLIC LIBRARY

224 Third St. N.
Stillwater MN 55082
651.275.4338
www.stillwaterlibrary.org

Supplemental Application/ Appointment to the Board of Trustees

The Stillwater Public Library is the governing and policy-making body for the library. The nine-member Board meets the second Tuesday of each month at 7 p.m. In addition to regular meetings, there are committee assignments which require a commitment of time. Terms are three years in length with the possibility of two reappointments. The appointment will be made by the Mayor and City Council.

For further information about the Board or the library, contact:

Lynne Bertalmio, Director, 651.275.4338 ext. 118

Name: Roger A Funk

Education history: Grade 1-12 North St. Paul (1961)
Bachelor's degree (1966) St. Cloud State BS-Math / Business Ed.
Master's degree (1975) River Falls MS-Math Education

Brief employment history:

US Army (1967-1971) attained Rank of Cpt/Company Cmdr.
US Army Reserve (1971-1996) attained Rank of Col/ various
Command and Staff positions
Teacher's Coach (1971-1981) WBL School District - Math grades 10-12
3M (1981-2003) - IT mgmt. positions
Stillwater Golf Shoppe (1987-2002) - partner/owner

Involvement in libraries, other library boards, or community groups and organizations:

Volunteer desk - Stillwater Library
Volunteered for short time at Stillwater historical society

Why are you interested in the library Board?

I would like to see the Library continue to grow & think I could provide some new insight on the Library Board.

2016 – 2017 ~~2015~~
Agreement

Between the

Stillwater Public Library Board of Trustees

and

Local 517 Council 5
of the American Federation of State, County,
and Municipal Employees, AFL-CIO

TABLE OF CONTENTS

Article I	Preamble	1
Article II	Recognition	1
Article III	Union Security	1
Article IV	Hours of Work	1
Article V	Part-Time Employees	2
Article VI	Probationary Periods	2
Article VII	Holidays	3
Article VIII	Sick Leave	3
Article IX	Vacation	5
Article X	Severance Pay	6
Article XI	Leaves	7
Article XII	Responsibility of Employment	8
Article XIII	Wages	8
Article XIV	Overtime	9
Article XV	Grievance Procedure	9
Article XVI	Discipline	11
Article XVII	Seniority / Layoff	12
Article XVIII	Work Force	13
Article XIX	Insurance	13
Article XX	General Provisions	13
Article XXI	Savings Clause	15
Article XXII	Employer Authority / Employee Rights	15

Article XXIII Waiver	16
Article XXIV Termination	16

ARTICLE 1. PREAMBLE

1.1 This AGREEMENT entered into by the Stillwater Public Library Board hereinafter referred to as the Employer, and Local 517 affiliated with Council No. 5 and the American Federation of State, County and Municipal Employees, AFL-CIO, hereinafter referred to as the Union, has as its purpose, the promotion of harmonious relations between the Employer and the Union; the establishment of an equitable and peaceful procedure for the resolution of differences; and the establishment of rates of pay, hours of work and other conditions of employment.

1.2 All personnel policies unless otherwise stated shall be applied uniformly across the entire bargaining unit.

ARTICLE II. RECOGNITION

2.1 The Employer recognizes the Union as the exclusive representative in a unit defined as:

All employees of the Stillwater Public Library who are public employees within the meaning of Minnesota Statutes 179A.03, Subd. 14, excluding supervisory and confidential employees and essential employees.

ARTICLE III. UNION SECURITY

3.1 The Employer agrees to deduct the Union dues from the pay of those employees who individually request, in writing, that such deductions be made. The amounts to be deducted shall be certified to the Employer by a designated representative of the Union, and the aggregate deductions of all employees shall be remitted together with an itemized statement, to the designated representative by the first of the succeeding month after such deductions are made.

Any fair share fee collected shall be processed in accordance with Minnesota Statutes, Section 179A.06, Subd. 3.

3.2 The Union agrees to indemnify and hold the Employer harmless against any and all claims, suits, orders or judgments brought or issued against the Employer as a result of any action taken or not taken by the Employer under the provisions of this Article.

ARTICLE IV. HOURS OF WORK

4.1 The normal work week shall be five (5) eight (8) hours days. This article is intended only to define the normal hours of work to provide the basis for the calculation of overtime pay. Nothing herein shall be construed as a guarantee of hours of work per day or per week.

4.2 Schedules. Work schedules showing the work shifts, work days and hours and employee assignment shall be posted on a personnel board at each work site at least two (2) weeks prior to the start of each scheduling period.

4.3 All employees shall be scheduled a one-half (1/2) hour lunch break.

4.4 All employees' work schedules shall provide for at least one (1) fifteen (15) minute rest period during each one-half (1/2) shift. The rest period shall be scheduled at the middle of each one-half (1/2) shift, whenever possible. Employees who are authorized to work beyond their regular quitting time shall receive a fifteen (15) minute rest period before they start to work on each shift. In addition, they shall be granted the regular rest periods that occur during the shift.

4.5 It is the employer's responsibility to arrange for substitutes for time off requested at least two weeks in advance.

4.6 Flexible Daily Work Hours: Notwithstanding the normally established and observed daily work hours for employees, employees may, with the express written approval of their supervisor, establish and observe individual flexible daily work hours.

ARTICLE V. PART-TIME EMPLOYEES

5.1 Part-time employees shall be eligible to earn employee benefits, as pro-rated below, provided that such employees work regularly scheduled hours in each pay period, as opposed to being subject to call or to work when available.

<u>Average Hours Worked Per Week</u>	<u>Percent of Benefits</u>
20 to 25.99 hours per week	50%
26 to 35.99 hours per week	75%
36 or more hours per week	100%

Employees whose average hours total between 14 and 19.99 worked per week shall be eligible for a 50% prorated share of vacation, sick leave, and holiday benefits only. They are not eligible for any other benefits.

5.2 Part-time employees shall be paid an hourly rate computed by dividing the full-time annual rate for which they would be eligible by two thousand eighty (2080) hours.

5.3 Temporary Appointments. When positions are temporary, this is clearly stated at the time of appointment.

ARTICLE VI. PROBATIONARY PERIODS

6.1 All newly hired or rehired employees will serve a probationary period. The probationary period shall end upon the employee completing 1,040 work hours or,

provided the employee has been in the position for at least twelve (12) months, 780 work hours (the "Probationary Period"). The Probationary Period is the period during which time the employee's ability to perform the work will be determined.

6.2 All employees will serve a Probationary Period in any job classification in which the employee has not served a previous Probationary Period.

6.3 At any time during the Probationary Period, a newly hired or rehired employee may be terminated at the sole discretion of the Employer.

6.4 At any time during the Probationary Period, a promoted or reassigned Employee may be demoted or reassigned to the Employee's previous position at the sole discretion of the Employer.

ARTICLE VII. HOLIDAYS

7.1 Holidays with pay are defined as:

New Years Day	January 1
Martin Luther King Birthday	The third Monday in January
President's Day	The third Monday in February
Easter	Easter Sunday
Memorial Day	The last Monday in May
Independence Day	July 4
Labor Day	The first Monday in September
Thanksgiving Day	The fourth Thursday in November
Christmas Eve Day	December 24
Christmas Day	December 25
New Year's Eve Day	December 31
Floating Holidays	Two (2) per year

Employees shall be eligible for holiday pay provided they are on paid status on the day before and the day after the holiday.

7.2 Employees scheduled to work on any of the above listed holidays shall be given an alternate day off.

7.3 Floating holidays shall accrue at the rate of 1/6 day per month during the employees first calendar year of employment and at the rate of two (2) days per year thereafter.

ARTICLE VIII. SICK LEAVE

8.1 Full time employees will earn sick leave at the rate of eight (8) hours per full month worked. Sick leave may be accumulated to a maximum of nine hundred and sixty (960) hours. Employees do not earn eight (8) hours of sick leave in months in which they will miss twenty-one (21) working days due to illness.

8.2 Sick leave may be authorized for the following reasons with limits as specified:

(a) For illness or injury, dental or medical treatment for the employee. Sick leave may be used for a sick or injured child in accordance with Minnesota Statutes. Sick leave usage by the employee may be subject to approval by the department head. The Employer may require verification for an absence of three (3) days or more, from a recognized medical authority attesting to the necessity of the leave, ability to return to duty, or other information deemed necessary.

(b) Employees shall be able to use up to 160 hours of accrued personal sick leave per year to care for an adult child, spouse, sibling, parent, grandparent, or step-parent. "Spouse" does not include unmarried domestic partners. Family care leave uses a rolling 12-month period measured backward from the date leave is taken and continuous with each additional leave day taken. Family care leave cannot be carried over to a subsequent year and Employees shall not be eligible for pay for any unused family care leave. Proof of sickness or disability will need to be provided for any family member.

(c) A male employee shall be granted five (5) days of sick leave for the birth or adoption of his child.

8.3 An employee unable to work because of illness or accident whose paid sick leave is exhausted, shall be granted a leave of absence for a period not to exceed nine (9) months. Employees will return at the same seniority in the salary schedule, will retain promotion rights and will earn vacation schedule seniority for sick leave under this paragraph. Existence and extent of illness or disability must be verified by a written statement from a medical doctor when requested by the department head or his or her designee.

8.4 Should illness occur while an employee is on vacation, the period of illness may be charged to sick leave and the charge to vacation reduced accordingly. An employee requesting such a change may be required to submit a written statement from a physician attesting to illness and the period of disability.

8.5 Employees injured during the performance of their duties for the Employer and thereby rendered unable to work for the Employer will be paid the difference between the employee's regular pay and Workers Compensation insurance payments for a period not to exceed ninety (90) working days per injury not charged to the employee's vacation, sick leave, or other accumulated benefits, after a five (5) working day initial waiting period per injury. The five (5) working day waiting period shall be charged to the employee's sick leave account less Worker's Compensation insurance payments.

If recovery is not complete, an additional recovery period not in excess of thirty (30) sick leave days may be granted. Sick leave shall then be deducted on a prorated basis with no deduction of sick leave being made for that portion of the employee's absence which is covered by Workers Compensation insurance. No employee can receive more than the

employee's normal take home pay as a result of any library pay supplement to Worker's Compensation insurance benefits.

8.6 Sick leave will be suspended after the benefits specified in sections 8.1, 8.2, and 8.5 have been exhausted. However, an employee who has fulfilled all of the requirements for a vacation which has not been taken may request vacation during disability.

8.7 The Employer provides for Family Medical Leave Act leave in accordance with applicable laws. See the website of the U.S. Department of Labor (www.labor.gov) and the State of Minnesota Department of Labor (www.labor.mn.us) for details.

8.8 Use of Vacation and Sick Leave:

- A. During the first 40 hours for full-time employees, an employee may choose to take FMLA as unpaid. For part-time employees and those who work variable hours, a weekly average of the hours worked shall be used to determine the amount of time allowed as initial unpaid leave for FMLA purposes.

After the initial period of unpaid leave for FMLA purposes, an employee must substitute accrued paid vacation time for any part of a family/medical-leave taken for any reason. Accrued sick leave may only be used in the case of the illness or medical disability of the employee or the employee's child.

- B. When an employee has used accrued paid time for a portion of family/medical leave, the employee may request an additional period of unpaid leave to be granted so that the total of paid and unpaid leave provided equals 12 weeks.

ARTICLE IX. VACATION

9.1 Vacation is accrued to full time employees in accordance with the following schedule:

<u>Years</u>	<u>Days</u>	<u>Hours</u>
0 – 1	5/6 day per month	
1 – 4	10 days/year	80 hours/year
5 – 9	15 days/year	120 hours/year
10 – 15	20 days/year	160 hours/year
After 15	1 additional day for each year up to twenty years	

9.2 Vacation shall be granted at the time requested by the employee upon approval of department head. If the nature of the work makes it necessary to limit the number of employees on vacation at the same time, the employee with the greater departmental seniority shall be given his/her choice of vacation period.

9.3 If a holiday occurs during the calendar week in which a vacation is taken by an employee, the employee's vacation used shall be reduced by one work day.

9.4 Any employee who is laid off, discharged, retired, or separated from the service of the Employer for any reason, prior to taking his/her vacation, shall be compensated in cash for the unused vacation he/she has accumulated at the time of separation.

9.5 Vacation may be used in units of fifteen (15) minutes with the approval of the department supervisor.

9.6 Inclement Weather. In cases where the library has been closed due to inclement weather or building conditions, those staff members who are scheduled to work will be paid for the hours missed, not to exceed eight (8) hours.

If the library remains open and a staff member is unable to be present when scheduled because of weather conditions, he/she will not receive payment, unless the employee requests that such time be counted as vacation and his/her vacation benefits have not been exhausted.

9.7 Employees may carry over a maximum of 80 hours of unused vacation to the next year.

ARTICLE X. SEVERANCE PAY

10.1 Permanent employees shall be eligible for severance compensation upon retirement, death or resignation in accordance with the following conditions:

- (a) Employee shall have been employed by the Library for ten (10) years or more.
- (b) Compensation will be one-half (1/2) of employee's unused sick leave.
- (c) Death benefits shall be paid to the surviving spouse or the employee's estate.

10.2 The Employer will sponsor a Post Employment Health Care Savings Plan that allows employees to save money to pay medical expenses and/or insurance premiums after termination of public service.

- A. All funds collected by the Stillwater Library on behalf of the employee will be deposited into the employee's Post Employment Health Care Savings Plan account administered by the MN Post Employment Health Care Savings Plan established under MN Stat. 352.98 and as outlined in the MN State Retirement System's (MSRS) Trust Plan and Documents.
- B. All employees shall be eligible to participate, including those employees that are covered under City Ordinance No. 844 who qualify for the City's Hospital/Medical Insurance for Retired Employees.
- C. Employees shall contribute 100% of their accrued severance in the Post Employment Health Care Savings Plan.

ARTICLE XI. LEAVES

11.1 Funeral Leave

(a) An employee shall be granted a paid funeral leave of up to three (3) working days in case of death in the immediate family. Immediate family shall be defined as the employee's spouse, children, parents, siblings, grandparents, grandchildren and shall include parents and siblings of the employee's spouse. Such leave shall not be deducted from any other accumulated leave.

(b) Time off with pay, not to exceed one (1) day, shall be allowed in the event an employee is selected to be a pallbearer in a funeral and/or is required to perform Color Guard activities as an active member of the United States Armed Forces, including reserve forces. Additional time off may be taken from personal or vacation leave with the approval of the Director.

11.2 Employees shall be granted a leave of absence with pay any time they are required to report to jury duty or jury service. All fees shall be returned to the Employer except those paid for duty on the employee's normal day off and those paid for meals and mileage. Any hours not on jury duty shall be worked.

11 -3 Notice. An employee using jury duty or funeral leave shall notify the Employer of such intent as soon as the necessity for such leave is known.

11.4 Unpaid leave for a limited period, not to exceed six (6) months, may be granted for any reasonable purpose, and such leaves may be extended or renewed for any reasonable period. Employees shall submit a written request for personal leave to the Library Director, who may approve or disapprove such leave with the consent of the President of the Library Board. All personal leaves shall be without compensation.

(a) Application for Leave. Any request for a leave of absence without pay shall be submitted, in writing, by the employee to the Director or his or her designee. The request shall state the reason the leave of absence is being requested and the length of time off the employee desires. Authorization for a leave of absence shall be furnished to the employee by the Director or his or her designee, and it shall be in writing.

(b) A request for a leave not exceeding one (1) month shall be answered within five (5) work days. A request for a leave of absence exceeding one (1) month shall be answered within ten (10) work days.

(c) Employees shall be returned to the position in their department if the leave is for sixty (60) calendar days or less and to their classification in their department if the leave is in excess of sixty (60) calendar days.

(d) Union Business. Employees elected to a local union office or selected by the local union to work which takes them from their employment with the Employer, shall, at the

written request of the Union, be granted a leave of absence not to exceed six (6) months. Such leaves may be extended or renewed for any reasonable period.

(e) Parental Leaves. Parental leaves not to exceed six (6) months shall be granted at the request of the employee for the birth or adoption of the employee's child. Such leaves may be extended or renewed for any reasonable period.

(f) Educational Leaves. Educational leaves of absence shall be granted in accordance with the personnel regulations.

ARTICLE XII. RESPONSIBILITY OF EMPLOYMENT.

12.1 Prohibitions

No person shall knowingly make any false statement, certificate, mark, rating or report in regard to any test, certificate, or appointment held under the library's personnel system or in any manner commit or attempt to commit any fraud preventing the impartial execution of the provisions of this resolution. No person seeking employment or promotion in the library's service shall either directly or indirectly give, render, or pay any money, service, or other valuable consideration to any person for or on account of or in connection with his/her test, proposed appointment, promotion or proposed promotion.

12.2 Conflict of Interest

It is expected that every employee shall exercise good judgment in avoiding involvement with conflicting outside business interests. These include, but are not limited to:

- (a) Those in which an employee has financial interest in, or receives benefit from, a business in which he/she occupies a position which may enable him/her to influence the placing of library business.
- (b) Those in which he/she accepts full or part-time work elsewhere, where such activity interferes with his/her duties and job performance.

ARTICLE XIII. WAGES

13.1 Employees shall receive raises as reflected in the attached salary schedule marked Appendix A-1 2014 Wages; and Appendix B-1 (Longevity).

13.2 Call Time. Any full-time employee called to return back to work after his/her regularly scheduled shift shall be paid for a minimum of four (4) hours.

13.3 The following educational reimbursement pay shall be established beginning with the signing of the contract: Employees may be reimbursed for tuition and other expenses

as approved for courses in library science and other related fields when such courses are required or approved by the Library Director and the Employer.

13.4 Employees shall receive an additional \$0.50 per hour for all hours worked on any Sunday.

13.5 Employees promoted in classification shall receive a minimum 5% increase to the closest step and will be eligible for longevity pay based on total Library seniority.

ARTICLE XIV. OVERTIME

14.1 Time and one-half (1 1/2) the employee's regular hourly rate of pay shall be paid for work performed in excess of the normal work week of forty (40) hours. Compensated leave shall be considered worked hours for the purpose of determining eligibility for overtime compensation.

14.2 Overtime work shall be distributed as equally as practicable to qualified employees.

14.3 Employees have an obligation to work overtime at the request of the Employer.

14.4 Overtime shall be calculated to the nearest fifteen (15) minutes.

ARTICLE XV. GRIEVANCE PROCEDURE

15.1 Definition of Grievance. A grievance is defined as a dispute or disagreement as to the interpretation of application of the specific terms and conditions of this Agreement. An employee has the right to have Union representation.

15.2 Organization Representatives. The Employer will recognize representatives designated by the Union as the grievance representative of the bargaining unit having the duties and responsibilities established by this Article.

15.3 Processing of Grievance. If the employee and the employee representative have notified the designated supervisor, the employee and the aggrieved employee's representative shall be allowed a reasonable amount of time without loss in pay, if the grievance is investigated and presented to the Employer during the normal working hours.

15.4 Grievance Procedure. Grievances shall be processed in the following manner:

STEP 1. The Union Steward with or without the employee, shall take up the grievance or dispute with the employee's immediate supervisor within ten (10) working days of the employee's knowledge of its occurrence. The supervisor shall respond within five (5) work days.

STEP 2. If the grievance is not settled in Step 1, it shall be referred, in writing, to the Library Director or his/her designee within ten (10) working days after the designated supervisors answer in Step 1. The department head or his designee shall discuss the grievance within ten (10) working days with the employee and the Union representative at a time mutually agreeable to the parties. If the grievance is settled as a result of such a meeting, the settlement shall be reduced to writing and signed by the Library Director or his/her designee and the Union. If no settlement is reached, the Library Director or his/her designee shall give written answer to the Union within ten (10) days following their meeting.

STEP 3. If the grievance is not settled in Step 2 and the Union desires to appeal, it shall be referred by the Union, in writing, to the Employer or its designee within ten (10) working days after the department head or his/her designees answer in Step 2. A meeting between the Employer or its designee and the Union shall be held at a time mutually agreeable to the parties. If the grievance is settled as a result of such a meeting, the settlement shall be reduced to writing and signed by the President of the Library Board or his/her designee and the Union. If no settlement is reached, the Employer or its designee shall give written answer to the Union within ten (10) working days following the meeting.

STEP 4. Choice of Remedy. If after Step 3, the grievance remains unresolved, an employee must choose, in writing, an avenue of remedy as follows:

If an employee pursues a dispute arising from any provision covered in this Agreement through any available appeal procedure other than the grievance procedure, the employee shall be prohibited from making any further appeal under the remaining steps of this grievance procedure unless precluded by law.

STEP 5. If the grievance is not settled in Step 3, it may be submitted to the Minnesota Bureau of Mediation Services by mutual consent.

STEP 6. Arbitration. If the grievance is not settled in accordance with the foregoing procedure, either party may refer the grievance to arbitration within ten (10) working days after the Union's receipt of the Employees written answer in Step 3, as provided in Minnesota's Statutes, Section 179A.21. The selection of an arbitrator shall be made in accordance with the *Rules Governing the Arbitration of Grievances* as established by the Public Employment Relations Board.

(a) The arbitrator shall have no right to amend, modify, nullify, ignore, add to, or subtract from the terms and conditions of the contract. The arbitrator shall consider and decide only the specific issue(s) submitted in writing by

the Employer or its designee and the employee and the Union, and shall have no authority to make a decision on any other issue not so submitted.

(b) The arbitrator's decision shall be submitted in writing within thirty (30) days following the close of the hearing of the submission of briefs, by the parties, whichever be later, unless the parties agree to an extension. The arbitrator shall be without power to make decisions contrary to or inconsistent with or modifying or varying in any way, the application of laws, ordinances, or rules and relations having the force and effect of law. The decision shall be based solely on the arbitrator's interpretation or application of the express terms of this Agreement and to the facts of the grievance presented. The parties may, by mutual written agreement, agree to submit more than one grievance to the arbitrator provided that each grievance will be considered as a separate issue and each on its own merit.

(c) The fees and expenses for the arbitrator's services and proceedings shall be borne equally by the Employer and the Union, provided that each party shall be responsible for compensating its own representatives and witnesses. If either party desires a verbatim record of the proceedings, it may cause such a record to be made, provided it pays for such a record. If both parties desire a verbatim record of the proceedings, the costs shall be shared equally.

15.5 Waiver. If a grievance is not presented within the time limits set forth above, it shall be considered "waived." If a grievance is not appealed to the next step within the specified time limit or any agreed extension thereof, it shall be considered settled on the basis of the Employer's last answer. If the Employer does not answer a grievance or an appeal thereof within the specified time limits or any agreed to extension, the employee and the Union may elect to treat the grievance as denied at that step and appeal the grievance to the next step. The time limit in each step may be extended by mutual written agreement of the Employer and the Union in each step. The term "working days" as used in this Article shall mean the days Monday through Friday, exclusive of holidays.

15.6 Grievance Representative. Employees presenting a grievance under Step 2 shall be represented by a representative of the Union.

15.7 Record. All documents, communications and records dealing with a grievance shall be filed separately from the personnel files of the involved employee(s).

ARTICLE XVI. DISCIPLINE

16.1 The Employer will discipline employees for just cause only. Discipline will be in one of the following forms:

- a. oral reprimand
- b. written reprimand
- c. suspension

- d. demotion
- e. discharge

16.2 Suspensions, demotions and discharges will be in written form.

16.3 Written reprimands, notices of suspension, notices of demotion and notices of discharge which are to become part of an Employee's personnel file shall be read and acknowledged by signature of the Employee. Employees and the Union will receive a copy of such reprimands and/or notices.

16.4 Employees may examine their own individual personnel files at reasonable times under the direct supervision of the Library Director or his or her designee.

16.5 An employee receiving such discipline may submit the disciplinary action to the grievance procedure beginning at Step 2.

16.6 Employees will not be questioned concerning an investigation of disciplinary action unless the employee has been given an opportunity to have a Union representative present at such a questioning.

ARTICLE XVII. SENIORITY/LAYOFF

17.1 Library seniority means an employees length of continuous service with the Employer as measured by cumulative hours worked.

17.2 Classification seniority means the length of continuous service in a particular classification.

17.3 On January 1 and July 1, the Employer or its designee shall establish a seniority list. The list shall contain the name of each Employee in the order of classification seniority and shall also reflect each employee's date of classification and library seniority.

17.4 A reduction of the work force will be accomplished by classification in reverse order of classification seniority provided all probationary and temporary employees in the classification(s) where the layoff occurs are laid off first. In the event of layoffs or a reduction of the work force employees may exercise their library seniority rights to a job classification of a higher, the same, or lower pay within the bargaining unit provided that all job relevant qualifications between employees are equal.

17.5 Employees shall be recalled from layoff according to seniority and job classification. No new employee shall be hired for a job classification in which a layoff has occurred until all employees on layoff status within that job classification have been given ample opportunity to return to work within twenty-four (24) months of said layoff. The Library Director will notify employees on layoff to return to work by registered mail

at the employee's last recorded address. The employee must return to work within three (3) weeks of receipt of this notice to be eligible for reemployment.

17.6 An employee being laid off retains seniority in the bargaining unit for two (2) years. Employees shall be recalled from layoff according to their seniority. Notice of recall shall be sent to employees at their last known address by registered mail. The employee must return to work within three (3) weeks of receipt of this notice in order to be eligible for re-employment. No new employee shall be hired, in a classification where employees are on layoff status until all employees on layoff status in the classification desiring to return to work have been recalled.

17.7 Breaks in Continuous Service

An employee's continuous service record shall be broken by voluntary resignation, discharge for just cause or retirement.

ARTICLE XVIII. WORK FORCE

18.1 Any vacancy or newly created position in a department will be posted in a conspicuous place in all departments where employees within the bargaining unit work. Such notice shall be posted for at least five (5) work days prior to filling such vacancy or newly created position. Whenever practicable, vacancies shall be filled from among the present employees in the department, giving first consideration to seniority and qualifications. If it becomes necessary in filling a vacancy to bypass an employee's seniority, reasons for said denial shall be given, in writing, to such employee. The Employer or its designee agrees to meet and confer with the Union over a reduction in classification prior to reducing the classification for a vacancy which has not been posted.

ARTICLE XIX. INSURANCE

19.1 A. Employer will contribute up to ~~\$1,141.86~~ **\$1,176.86** per month per employee for group health insurance including dependent coverage.

B. The Employer will contribute \$42.10 per month per employee for group dental insurance including dependent coverage.

19.2 The Library shall provide a twenty thousand dollar (\$20,000) term life insurance policy for all employees regularly scheduled to work 20 hours per week or more.

19.3 The Employer shall send Union Representatives a schedule listing insurance renewal and plan design LMC meetings. If LMC meeting dates are not determined in advance, the Employer shall send to Union Representatives, in a timely manner, the next scheduled LMC meeting date.

19.4 Affordable Care Act: In the event that the health insurance provisions of this Agreement fail to meet the requirements of the Affordable Care Act and its related regulations or cause the Employer to be subject to a penalty, tax, or fine, the Union and

the Employer will meet immediately to bargain over alternative provisions so as to comply with the Act and avoid and/or minimize any penalties, taxes, or fines for the Employer.

ARTICLE XX. GENERAL PROVISIONS

20.1 Neither the Union nor the Employer shall discriminate against any employee because of Union membership or non-membership, nor because of age, race, creed, gender, color, religious belief or political belief, sexual or affectional preference.

20.2 Union Use Of Bulletin Boards. The Employer agrees to furnish and maintain suitable bulletin boards in convenient places. The Union shall limit its posting to official notices and bulletins of the Union to such bulletin boards.

20.3 The Employee agrees to recognize stewards and alternates as certified by the Union subject to the following stipulations:

(1) Employee Union officers shall be granted a reasonable amount of time off without pay during work hours for Union business, provided they notify their designated supervisor.

(2) Non-employee representatives of the Union shall be permitted to come on the premises of the Employer for the purpose of investigating and discussing grievances if they first notify the Employer's designee and provided the Union representative does not interfere with the work of the employees.

(3) The Union will notify the Employer, in writing, of the designated steward and alternate and of the other designated representative of the Union. The Union will notify the Employer of any changes in designation within ten (10) working days of the change.

20.4 Contract Negotiations. Up to two members of the Union will be allowed time with pay for the purposes of contract negotiations whenever negotiations are scheduled during regular working hours.

20.5 Work Rules. The Employer shall have the right to establish reasonable work rules and personnel policies which shall be equitably and uniformly applied. Prior to the effective date, any work rule or policy shall be posted on all bulletin boards for a period often (10) consecutive work days. In addition, copies shall be furnished to the Union and when effective, all existing rules and policies shall be furnished to all employees. New employees shall be furnished a copy of all work rules when hired.

20.6 The Employer will provide all in-service training required by the Employer at the Employer's expense.

20.7 Any subject matter placed in the employee's personnel file which could be

detrimental to the employee's future promotion, transfer, present or future employment, shall be served upon the employee in writing. Such matters shall be a proper subject for the grievance procedure. All materials in an employee's file shall be available for the employee's inspection.

20.8 Mileage. The library will reimburse employees for the use of personal automobiles for authorized library business at the rate set by the Internal Revenue Service. The increase will become effective on the date the new rate is announced by the IRS.

20.9 Work Out of Classification. An employee who is specifically assigned to perform work which is in a higher classification for ten (10) consecutive days or more shall be paid at the higher classification retroactive to the first day of working at the higher classification.

20.10 Adding New or Existing Job Classifications. If new classifications or existing classifications are added, the Employer or its designee agrees to meet and negotiate over the wages with the Union.

ARTICLE XXI. SAVINGS CLAUSE

Should any Article, Section or portion thereof, of this Agreement be held unlawful and unenforceable by any court of competent jurisdiction, such decision of the court shall apply only to the Article, Section or portion thereof directly specified in the decision; upon the issuance of such a decision, the parties agree immediately to negotiate a substitute for the invalidated Article, Section or portion thereof.

ARTICLE XXII. EMPLOYER AUTHORITY/EMPLOYEE RIGHTS

22.1 Employer Authority

(a) The Employer retains the full and unrestricted right to operate and manage all personnel, facilities, and equipment; to establish functions and programs; to set and amend budgets; to determine the number of personnel; to establish work schedules; and to perform any inherent managerial function not specifically limited by this Agreement.

(b) Any term and condition of employment not specifically established or modified by this Agreement shall remain solely within the discretion of the Employer to modify, establish, or eliminate.

(c) Prior to contracting or subcontracting any work performed by employees covered by this Agreement, the Employer or its designee agrees to meet and confer with the Union to discuss possible ways and means to minimize the elimination of positions covered by this Agreement.

22.2 Employee Rights

(a) Employees shall have the right, freely and without fear of penalty or reprisal by the Employer to join and participate in the Union.

(b) Employees choosing to participate in the internal affairs of the Union as an officer, steward or other capacity, may do so without fear of reprisal by the Employer for such participation consistent with the employee's job duties and responsibilities and the provisions of this Agreement.

ARTICLE XXIII. WAIVER

This Agreement shall present the complete agreement between the Union and the Employer.

The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make requests and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the complete understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the Employer and the Union for the term of this Agreement, each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated, to bargain collectively with respect to any subject or matter referred to or covered in this Agreement or with respect to any subject or matter not specifically referred to or covered by this Agreement, even though such subject or matter may not have been within the knowledge or contemplation of either or both parties at the time that they negotiated or signed this Agreement.

ARTICLE XXIV. TERMINATION

This agreement shall be effective as of January 1, ~~2016~~ 2015, and shall remain in full force and effect through December 31, ~~2017~~ 2015. It shall be automatically renewed from year to year thereafter unless either party shall notify the other, in writing, by November 1, ~~2017~~ 2015, that it desires to modify this Agreement. This Agreement shall remain in full force and be effective during the period of negotiations or until notice of termination of this Agreement is provided to the other party.

IN WITNESS THEREOF, the parties hereto have set their hands this _____ day of _____, 2015.

EMPLOYER

UNION

By: _____
Mike Keliher, President
Board of Trustees

By: _____

Printed name

By: _____
Lynne S, Bertalmio, Director

Its: _____

By: _____

Printed name

Its: _____

By: _____

Printed name

Its: _____

2016 Schedule A

Classification	Entry	1040 Hours	2080 Hours	4160 Hours	6240 Hours
Aide	13.58	14.26	14.97	15.25	16.50
Custodian I	17.31	18.43	19.54	20.62	21.71
Custodian II	19.07	20.26	21.49	22.67	23.85
Library Assistant I	17.75	18.88	20.00	21.09	22.23
Library Assistant II Secretary	18.78	19.97	21.12	22.29	23.46
Library Associate	21.31	22.65	23.97	25.33	26.65
Librarian I	24.70	26.25	27.77	29.32	30.87

2017 Schedule A

Classification	Entry	1040 Hours	2080 Hours	4160 Hours	6240 Hours
Aide	13.95	14.65	15.38	15.67	16.95
Custodian I	17.79	18.93	20.08	21.19	22.31
Custodian II	19.59	20.82	22.08	23.29	24.51
Library Assistant I	18.23	19.40	20.55	21.67	22.84
Library Assistant II Secretary	19.29	20.52	21.70	22.90	24.11
Library Associate	21.90	23.27	24.63	26.02	27.38
Librarian I	25.38	26.98	28.53	30.13	31.72

Schedule B
Longevity Scale 2015

Monthly Longevity Payments							
		After		After		After	
		10,400 Hrs.		20,800 Hrs.		31,200 Hrs.	41,600 Hrs.
		5 Yrs.		10 Yrs.		15 Yrs.	20 Yrs.
Aide		56		110		165	196
Custodian I		60		118		177	212
Custodian II		60		118		177	212
Library Assistant I		61		121		180	216
Library Assistant II		64		128		192	231
Secretary							
Library Associate		72		144		216	261
Librarian I		84		168		251	303
Part-time employees shall be paid on a pro-rata basis as determined by dividing the appropriate monthly longevity pay by 173.3 hours and multiplying the result by the hours worked per month.							

Ratification of 2016 Wage Rates
Nonunion Positions

The 3% increase will also be applied to wage scales for nonunion employees as follows:

Name	Classification	Step on Scale	Longevity	Total Wage
Blocher	Assistant Director*	56,785/yr	2,074/yr	58,859/yr
Petrie	Supervisory Librarian*	31.48/hr	NA	31.48/hr
Jacobsen	Supervisory Librarian*	29.87/hr	NA	29.87/hr
Bovee	Library Assistant I**	20.00/hr	na	20.00/hr
Pederson	Library Assistant I**	22.23/hr	na	22.23/hr
Various	Shelvers	NA	NA	9.63/hr
Various	Reference Substitutes	NA	NA	19.18/hr
Various	Circulation Substitutes	NA	NA	15.97/hr
Various	Substitute Custodian	NA	NA	17.31/hr

*These classifications have Board adopted wage scales.

**This classification is pegged to the union wage scale schedule A.

Using City of Stillwater E-mail for Library Board Business

The City of Stillwater is willing to make City of Stillwater e-mail accounts available to Stillwater Public Library Board members although the City does not usually make accounts available to its boards and commissions. The City has a policy for its e-mail accounts which library Board members will have to sign and abide by. Here are some further considerations before moving to City accounts:

Considerations

Board members would have two e-mail accounts to manage – a City account and a personal account. There would be new software and software upgrades to manage.

Board members would use the City e-mail account only for library/City business. All library business would be done on City accounts.

Board members could avoid having personal e-mails subpoenaed.

The Board's City e-mail account could be listed publicly for any members of the community wishing to address Board member(s).

E-mail usage must not contravene the State of Minnesota's Open Meeting Law

- No daisy chain messages
- No REPLY ALL messages in response to an e-mail sent to the entire or a majority of Board members.

Important e-mails must be retained for the public record

STILLWATER PUBLIC LIBRARY

INSTITUTIONAL BOARD POLICY

FEBRUARY 2002

MARCH 2006

REVISED FEBRUARY 2011

STAFF TECHNOLOGY AND INTERNET USE POLICY

Purpose

The Library's intention in establishing this policy is not to impose restrictions that are contrary to the Library's established culture of openness, trust and integrity. The Library is committed to protecting its employees, partners and the public from illegal or damaging actions by individuals, either knowingly or unknowingly. This policy serves to protect the security and integrity of the Library's electronic communication and information systems by educating employees about appropriate and safe use of available technology resources.

All data created on the Library's systems remains the property of the Stillwater Public Library. There is no guarantee of confidentiality of information stored on any device belonging to the Stillwater Public Library. Authorized individuals within Stillwater Public Library will monitor equipment, systems, network traffic, e-mail, computer files, internet use and any other technology or technology use as it determines necessary and may disclose information from these sources to third parties without providing notice to employees.

All employees are responsible for reading and following information that may be distributed from time-to-time by the technology department about appropriate precautions to protect Library systems.

An employee who violates any aspect of this policy may be subject to disciplinary action including revocation of certain system privileges or termination.

Some exceptions to the Computer Use Policy will be allowed to users based on job responsibilities and duties, per department policy and in accordance to applicable State and Federal laws.

Personal Use

The Library recognizes that some personal use of Library-owned computers and related equipment has and will occur. Some controls are necessary, however, to protect the Library's equipment and computer network and to prevent abuse of this privilege.

- Only Library employees may use Library-owned staff equipment. Non-Library employees, including family members or friends of employees are not allowed to use Library staff equipment or technology resources. Personal use must take place during non-work hours (breaks, lunch hour, before or after work). Personal use should never preempt work use.

- Reasonable use of Library e-mail systems for personal correspondence is allowable, provided it does not interfere with an employee's normal work and is consistent with all provisions in this policy. Employees should treat this privilege as they would the ability to make personal phone calls during work hours.
- Employees are not allowed to use or connect personal laptops or routers to Library-owned systems. Connection of such devices will result in confiscation of the device and a loss of network privileges. The length of suspension will be determined by supervisory staff.
- Files from appropriate personal use of the Library's equipment may be stored on your computer's local hard drive, providing the size of all personal files does not exceed 50 MB. At no time may personal files that contain copyright material, such as mp3 files or photos, be stored on Library computer systems. The Library may inspect any data or information stored on its equipment or network, even if the information is personal to the employee.
- Using Library equipment or technology or knowingly allowing another to use Library equipment or technology for personal business interests, for-profit ventures, political activities or other uses deemed by the Stillwater Public Library to be inconsistent with Library activities is not allowed. If there is any question about whether a use is appropriate it should be forwarded to the MIS Specialist for a determination.

Software, Hardware, Games and Screen Savers

In general, all software and hardware required for an employee to perform his or her job functions will be provided by the Library. Requests for new or different equipment or software should be made to your supervisor. The department head should then contact the Information Technology Department.

The following is approved software that may be downloaded by employees without prior approval:

- Microsoft updates as provided in automatic updates to the user.
- Anti-virus updates as provided in automatic updates to the user.
- Microsoft clipart and photo files contained on the site www.microsoft.com.

Unapproved software or downloads (free or purchased) that are not library-related and are not approved by Library administration may compromise the integrity of the Library's computer system and are prohibited.

The technology department, without notice, may remove any unauthorized programs, software, equipment, downloads, or other resources if they are not properly licensed or could harm Library systems or technology performance or if they have not been authorized by the technology department.

If there is any question about whether software or hardware, downloads, etc. are appropriate it should be forwarded to the technology department for a determination.

Electronic Mail

The Library provides employees with an e-mail address for work-related use. Some personal use of the Library e-mail system by employees is allowed, provided it does not interfere with an employee's normal work and is consistent with all Library policies.

The Library allows employees to access personal email accounts via the Internet provided such access occurs during non-work hours and fully complies with this computer use policy.

An employee's personal e-mail (and other personal documents) accessed via a Library computer are considered "public" data and are not protected by privacy laws. The Library will monitor any employee's use of e-mail without prior notice. Employees should not expect privacy in any activity conducted on a Library-owned computer.

- E-mail that is simple correspondence and not an official record or transaction of Library business should be deleted as soon as possible and should not be retained by employees for more than three months. The Library will not retain e-mail longer than one week in network back-ups. E-mail backups are only used for disaster recovery.
- Electronic communication that constitutes an official record of Library business must be kept in accordance with all records retention requirements and should be copied to appropriate files for storage.
- Use common sense and focus primarily on using e-mail for Library business. Never transmit an e-mail that you would not want your boss or other employees to read, or that you'd be embarrassed to see in the newspaper.
- Do not correspond by e-mail on confidential communications (e.g. letters of reprimand, correspondence with attorneys, medical information).
- Do not open e-mail attachments or links from an unknown sender. Delete junk or "spam" e-mail without opening it if possible, do not respond to unknown senders.
- Do not gossip or include personal information about yourself or others in an e-mail.

The following activities are strictly prohibited:

- Do not use harassing language, including sexually harassing language or any remarks including insensitive language or derogatory, offensive or insulting comments or jokes in an e-mail. This includes the transmission of sexually explicit images, ethnic slurs, racial epithets, religious or political statements or anything else that may be construed as harassment or discrimination based on race, religion, age, national origin, sex sexual orientation, disability, marital status or other classification protected by state and federal law. All emails must comply with all Library policies, including those related to respectful workplace, harassment prevention and workplace violence.
- Employees are prohibited from using profanity or derogatory remarks in an e-mail, even when in jest
- Sending unsolicited email messages including "junk mail" or other advertising material to individuals, internally or externally, who did not specifically request such material (email spam). Certain Library related functions may be excluded from this provision. The Stillwater Public Library will be a responsible user of technology and will not engage in "spamming". (Spam is defined as unauthorized and/or unsolicited electronic mass mailings.)
- Unauthorized use, or forging, of email header information.
- Solicitation of email for any other email address, other than that of the posters account, with the intent to harass.
- Creating or forwarding "chain letters", or other "pyramid" schemes of any type.
- Employees are not allowed to subscribe to any listservs or register with websites using their Library e-mail address unless they are specifically work related. Example: do not use your

Library e-mail to sign up for a newsletter from weight watchers or to have coupons sent to you from Kohl's.

- Employees, including Council or Commission members, are not allowed to automatically forward electronic mail sent to a Library e-mail address to a personal e-mail address.

If you are unsure whether an electronic communication is a government record for purposes of records retention laws, or is considered protected or private under data practices, check with your supervisor or the City clerk.

System and Network Activities

The following activities are prohibited:

- Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by the Stillwater Public Library.
- Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which the Stillwater Public Library does not have an active license.
- Exporting software, hardware, technical information, encryption software or technology, in violation of export control laws.
- Introduction of malicious programs into the network or server(s) (i.e. viruses, worms, Trojans, email bombs, etc.).
- Effecting security breaches or disruptions of network communication. Security breaches include but are not limited to, accessing data of which the employee is not the intended recipient or logging into a server or account that the employee is not expressly authorized to access, unless these duties are within the scope of regular duties. An example would be IT staff engaged in network or system support or application of these policies may access all system data, servers, switches, etc. and accounts. For purposes of this section, disruption includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service and forged routing information for malicious purposes.
- Port scanning and security scanning is expressly prohibited except by IT staff engaged in network or system support or application of these policies.
- Circumventing user authentication or security of any host, network or account.
- Using any program/script/command or sending messages of any kind with the intent to interfere with or disable any user's sessions, network function or system.

Social Media

Social media are primarily Internet and mobile based tools for sharing and discussing information. These tools include, but are not limited to, Facebook, LinkedIn, MySpace, Blogs, microblogs such as Twitter, YouTube, Flickr etc. Some of this is discussed in this policy; however, the Stillwater Public Library has a policy in place to address social media. If you have any questions or are unsure of what the policy states, please contact Library administration.

Instant Messaging

Employees are not allowed to use personal IM as a mechanism for communication through the Library's computer network or when using Library equipment, and are not allowed to download or install any pIM software on their Library computer for personal use. Some exceptions may be allowed, but only with approval from Library administration.

Storing and Transferring Data

As a general rule Library related files and correspondence should not be created on personal or home computers. Library business should be conducted on Library owned equipment. In those instances where home or personal computers are used for Library related functions users will adhere to all relevant Library policies. Electronic documents, including e-mails and business-related materials created on an employee's home or personal computer, should be stored on the Library's network in accordance with Library records retention policies and the Minnesota Data Practices Act. The Library provides storage on the network for all documents relating to Library business. Each employee is provided with a folder on the H: drive for individual storage.

- Library-related documents that an employee creates on his or her home computer or any other computer system should be copied to the Library's network files.
- Documents or electronic communications that may be classified as protected or private information under data practices requirements should be stored separately from other materials.
- All network storage is for work-related data. No personal data may be stored on network storage devices. The IT staff will monitor network storage and delete any items that are non-work related without prior notice.
- All Library data should be stored on network devices, either department or individual folders. Users shall not store data that needs to be maintained as part of the Library's record on their personal hard drives. Network storage is backed up every night and will be maintained by the IT Department. Data stored on the Library's personal computer hard drives will not be backed up and is not the responsibility of the IT Department.
- All employees must periodically review data kept on the network storage and delete any unneeded or unnecessary files from the system.

Transferring data and documents between computer systems requires information to be stored on a floppy disk, CD-ROM, flash or USB drive, or other storage media. These items can also be used to transmit computer viruses or other items harmful to the Library's computer network. The Library has installed anti-virus software on each computer to protect against these threats by automatically scanning storage media for viruses and similar concerns.

Internet

The Library provides Internet access to employees for work on Library business. Employees may use this access for work-related matters in a professional manner.

Occasional personal use of the Internet is acceptable within the bounds of all Library policies. The following considerations apply to all uses of the Internet whether business related or personal:

- There is no quality control on the Internet. All information found on the Internet should be considered suspect until confirmed by another source.
- Internet use during work hours must be limited to subjects directly related to job duties.
- Personal use of the Internet during non-work hours (breaks, lunch hour, before or after work) is permitted. However, employees may not at any time access inappropriate sites. Some examples of inappropriate sites include but are not limited to adult entertainment, sexually explicit material, or material advocating intolerance of other people, races or religions, or in manners that otherwise violate Library policies related to respectful workplace and harassment prevention. This prohibition includes information on social media sites such as Facebook and MySpace, blogs and microblogs such as Twitter. If you are unsure whether a site may include inappropriate information, you should not visit it.
- No personal software or files may be downloaded from the Internet unless approved in advance by the technology department.
- Web radios for personal use are not allowed as they create unnecessary network traffic.
- Employees may not participate in any Internet chatroom – an online meeting place to discuss a particular topic, sometimes in semi-privacy – unless the topic area is related to Library business.
- The Library may monitor any employee's use of the Internet for any purpose without prior notice.

Passwords and Physical Security of Equipment

Employees are responsible for maintaining computer passwords and following these guidelines:

- Passwords must be at least six (6) characters long and contain characters from three of the following five categories: uppercase, lowercase, digits, non-alphanumeric, and unicode characters. Passwords also cannot contain three or more characters from the user's account name.
- The same password shall not be used for Stillwater Public Library accounts as for other non-Library access (e.g. personal e-mail account, banking account, etc.).
- Your passwords should not be shared or told to anyone with the exception of the IT staff. If it is necessary to access an employee's computer when he or she is absent, contact the IT Department.
- Passwords should not be inserted into e-mail messages or other forms of electronic communication.
- Passwords should not be stored in any location on or near the computer. If necessary, store your password in a document or hard copy file that is locked when you are absent from your desk. Do not store it electronically in a palm pilot or cell phone system.
- The computer system will prompt employees to update passwords every six months. Employees must change passwords when prompted.
- The "Remember Password" feature of applications shall not be used.
- Passwords shall not be revealed over the phone to ANYONE.
- The format of a password (e.g., "my family name") shall not be revealed.
- Passwords shall not be revealed on questionnaires or security forms.
- Passwords shall not be shared with family members, friends or anyone else.

Guidelines for Password Creation

Poor, weak passwords have the following characteristics:

- Contains less than six characters.
- Is a word found in a dictionary (English or foreign).
- Is a common usage word such as:
 1. Names of family, pets, friends, co-workers, fantasy characters, etc.
 2. Computer terms and names, commands, sites, companies, hardware, software.
 3. Birthdays and other personal information such as addresses and phone numbers.
 4. Word or number patterns like aaabbb, qwerty, zyxwvuts, 123321, etc.
 5. Any of the above spelled backwards.
 6. Any of the above preceded or followed by a digit (e.g., secret1, 1secret)

Strong passwords have the following characteristics:

- Contain both upper and lower case characters (e.g., a-z, A-Z)
- Have digits and punctuation characters as well as letters e.g., 0-9, !@#\$%^&*()_+|~- =\`{ }[]: ";' < > ?, ./)
- Are not words in any language, slang, dialect, jargon, etc.
- Are not based on personal information, names of family, etc.
- Try to create passwords that can be easily remembered. One way to do this is create a password based on a song title, affirmation, or other phrase. For example, the phrase might be: "This May Be One Way To Remember" and the password could be: "TmB1w2R!" or "Tmb1W>r~" or some other variation. **NOTE:** Do not use either of these examples as passwords!

All computers, laptops, and workstations must be secured with a password protected screensaver with the automatic activation feature set at 15 minutes or less. Use caution if you leave equipment unattended because it is generally small and portable. Do not leave Library computer equipment in an unlocked vehicle or unattended at any off-site facility (airport, restaurant, etc.).

Remote Access

Certain employees may be given the ability to access the Library's computer systems from remote locations or from home, using either personal equipment or Library-owned equipment.

Remote access is generally limited to staff classified as exempt and who frequently work independently on Library business. Non-exempt staff may be given temporary access from time to time as needed.

Employees with remote access privileges will be given specific instructions from the technology department about how to protect Library equipment and information resources. If you have any questions about remote access to the Library's network, check with the technology department.

Notice of Computer Problems

Employees are responsible for notifying the technology department about computer problems or odd computer behavior. Employees should err on the side of caution when reporting issues because small problems may indicate a more serious network or computer system issue.

Violations

Employees who are aware of the violation of the above inappropriate uses are obligated to notify their immediate supervisor, the Library Director or the MIS Specialist. Employees who violate this policy

shall be subject to disciplinary action, including but not limited to: reprimands, suspension of some or all computer and technology use privileges, and termination. Violations of this policy or misuse of the Library Technology system that are of a criminal nature may be referred for criminal prosecution.

In addition to any disciplinary action, the Library reserves the right to use all available legal means to receive reimbursement from a Library employee for any and all costs and expenses incurred in correcting or resolving computer problems associated with the unauthorized installation of software programs onto the computer or technology equipment assigned to that employee.

The Library shall monitor employee e-mail, computer files, Internet use and any other data and technology on its systems and equipment as it determines necessary and may disclose information from those sources to third parties without providing notice to employees. Managers and supervisors are responsible for ensuring the appropriate use of computers, E-mail, internet access and equipment through training, supervising, coaching, and taking disciplinary action, when necessary.

Employee Signature

I have received and read the above policies and have had an opportunity to ask any questions. I understand that my failure to follow these policies may result in disciplinary action including revocation of system privileges or termination.

I understand that the Library shall monitor employee e-mail, computer files, Internet use and any other data and technology on its systems and equipment as it determines necessary and may disclose information from those sources to third parties without providing notice to employees. I further understand that by using equipment and technology that belong to the Library, I am consenting to the monitoring of my use of that equipment and technology by the Library.

I understand that this Acknowledgement shall be kept as a permanent record in my personnel file.

Print Employee Name _____

Print Department Name _____

Employee Signature _____

Employee Signature Date _____

Long-term Funding Sustainability

The board's fiduciary responsibility is its most important responsibility. In advance of the upcoming 2017 budgeting cycle, the board would be wise to identify and examine a variety of ideas to help ensure the library's financial sustainability well into the future. What are our priorities? How can we make the most out of the budget and funding sources we have? What new funding sources might we explore? How might certain partnerships change the library -- and its funding situation -- for the better?

Today's meeting will kick off a series of discussions on this topic, with one eye on this spring's budgeting process and the other eye on the library's big-picture, long-term success.

SPL HR Committee Meeting Notes

December 15, 2015

Present: Maureen Bell, Lynne Bertalmio, Michele Cassavante, Doug Menikheim

Purpose:

The purpose of this meeting was to address the Library Board's direction outlined in the following motion which was passed at the October, 2015, meeting:

Motion made to adopt the 2016 Budget Request revisions presented in the October Board packet with the addition that the HR Committee will review the strategic plan as it pertains to Youth Services and look into enhancing this area within the financial structure as presented. MSP.

Discussion Points:

- The Library currently offers excellent programs and services for children. The community values and uses these services.
- The need to expand programs and service offerings for teens is identified in the Strategic Plan, Goal 3, Strategy 1.
- Adding responsibility for teen services to the Youth Services Supervisor position requires additional hours.
- The Library Board supported a 2016 budget request for four additional hours per week (\$7662 for the year) for the Youth Services Supervisor and four additional hours per week (\$5104 for the year) Youth Services program assistant. While the City Council granted a budget increase, the amount was insufficient to fund these additional hours.
- The Stillwater Public Library Foundation recently approved a grant request to support 100 hours of staff time to be used for a Youth Services Program Assistant.
- Undesignated/unrestricted funds are available for the purpose of adding staff hours.

Recommendation:

The HR Committee recommends that the Library Board:

- Thank the Stillwater Library Foundation for approving a grant to support 100 hours of staff time for a Youth Services program assistant who will provide support services.
- Because the Youth Services Supervisor needs additional hours to research, plan, and expand teen services, hire a substitute librarian to cover 5 hours per week of the Youth Services Supervisor's desk time.
- This approach increases time available for the Youth Services Supervisor to work on strategic plan goals without increasing budgeted hours for a permanent staff member.
- Cover the cost of a substitute librarian (\$5700 for 2016) with supplemental funds.
- Ask the Finance Committee for a recommendation on which supplemental fund to use for this purpose.

**Stillwater Public Library
Proposed Price Increase for 2016
Private Event Reservation Fee Schedule**

Private Events Rates	Week Day/Friday Rate	Saturday Rate	Sunday Rate
Includes	Terrace, Margaret Rivers Room, Conference Room, Kitchen, and Gallery		
4 Hour Rental	\$1,300.00	\$1,650.00	\$1,000.00
12 Hour Rental	\$3,000.00	\$3,500.00	\$2,250.00

~~The rental fee above reserves the space for four (8) hours.~~
The renter may choose between a 4 or 12 hour rental.

Reservations: The library will take reservations for events up to (18) months in advance.

Daily Rental Rates: See above. ~~The library will accept a 12-hour booking at the reduced price of a 10-hour booking.~~

~~**Security Deposit:**~~ A security deposit and noise compliance deposit may be required in addition to the rental fee.

~~**Set-Up Charge:** There will be an additional charge of \$50 for any event that requires set-up or take down in the Margaret Rivers Room, and an additional \$50 for set-up or take-down in the café area. A fee of \$100 is charged for additional outdoor set-up.~~ **Do we want to add to policies a limit on additional setups?**

Equipment: Only library chairs and tables may be used on the terrace. Furniture for up to 200 guests is included in the fee listed above. For additional furniture charges are \$3/chair and \$10/table. This includes 1 set up and 1 take down. ~~There is a charge of \$100 for a tent brought in from a rental company.~~

Exclusive Use: ~~For exclusive use of the terrace when the library is open, there is an additional charge of \$100/hour.~~ Exclusive use of the library is available only when the library is closed. For those events which require a greater degree of privacy, an additional security officer may be obtained. Contact the Event Coordinator for additional details.

Alcohol Use Fee: ~~Events serving alcohol will be assessed an additional charge of \$175.~~

**City of Stillwater
2020 Practical Strategic Vision**

GOAL I Develop Organizational Excellence
Strategic Initiative: Maintain High Community Standards

Action	Responsible Party	Timeline	Implementation Outcome/Measure
Develop community standards for snow removal, garbage & recycling removal, landscaping, etc.	Community, Department Heads Council	On going	Updated Ordinance Standards
Create Zoning Administrator / Code Enforcement Officer position	Community Development Director/City Administrator /City Council	2017 Budget Proposal; position funded in 2017 budget, fill position early in 2017.	Land use regulation and violation enforcement issues resolved in more timely fashion.

**City of Stillwater
2020 Practical Strategic Vision**

GOAL I Develop Organizational Excellence
Strategic Initiative: Increase Organizational Excellence

Action	Responsible Party	Timeline	Implementation Outcome/Measure
Create and fill Human Resources position	City Administrator / City Council	2016 Budget proposal; fill position by April 1, 2016	HR position filled
Develop staff performance evaluation system and conduct regular performance evaluations	City Administrator / HR Manager / City Clerk	November 2015 – July 2016	Performance evaluation system implemented; annual evaluations being conducted
Complete and implement compensation/classification analysis for city staff	City Administrator / HR Manager / City Council	2016 Budget proposal; complete analysis by June 1, 2016	Compensation/classification results implemented as part of 2017 labor negotiations
Implement State of Minnesota performance management plan for City of Stillwater	City Administrator / Finance Director / City Council	City Council approval of resolution by January 2016	State performance plan annual results published by July 1 each year / increase in LGA received
Value City employees – create professional development opportunities, succession planning, employee orientation programs	City Administrator / HR Manager / Dept. Heads/	Proposals to be included in annual budget requests	Employees motivated to seek professional development and advancement opportunities; provide higher quality customer service

**City of Stillwater
2020 Practical Strategic Vision**

GOAL I Develop Organizational Excellence
Strategic Initiative: Develop and Enhance Messaging (also for Strategic Goal II.)

Action	Responsible Party	Timeline	Implementation Outcome/Measure
Create a Community communication strategy	IT Manager. / City Clerk / City Administrator / City Council	4 th Quarter 2015 – 2 nd Quarter 2016	Approve clear communication strategy; identify city spokesperson as necessary; implement updated City website
Develop City Branding Policy Initiative	City Administrator / City Clerk/ City Council	4 th Quarter 2015 – 2 nd Quarter 2016	Adoption of a City branding policy and standards

City of Stillwater
2020 Practical Strategic Vision

GOAL II Develop Our Community
Strategic Initiative: Promote Economic Development and Create Plan

Action	Responsible Party	Timeline	Implementation Outcome/Measure
Develop Economic Development Strategy	City Administrator/Comm. Development Director/City Attorney/City Council	4 th Quarter 2015 – 2nd Quarter 2016	Council conducts Economic Development work session; develop and adopts strategy
Update Economic Development Chapter of City Comprehensive Plan	Community Development Director – City Council	2017-2018 – (part of City Comprehensive Plan Update)	Approval by Met Council 2018-2019
Evaluate Economic Development staffing requirements	City Administrator/Community Development Director	2016	Review staffing needs as part of strategy review. Initiate recommendations with available funds in 2016.

**City of Stillwater
2020 Practical Strategic Vision**

GOAL II Develop Our Community
Strategic Initiative: Update Overall Downtown Plans

Action	Responsible Party	Timeline	Implementation Outcome/Measure
Develop and Update Downtown Chapter in City Comprehensive Plan	Community Development Director / City Council	4 th Quarter 2015 – 4 th Quarter 2016	Updated Downtown Chapter in City Comp Plan approved by Met Council in 2016
Complete Overall City Park Plan for Downtown and the community	City Planner / Public Works Supervisor / Parks Commission / City Council	2016-2017	Inclusion in City Comprehensive Plan update approval by Met Council in 2018/2019

**City of Stillwater
2020 Practical Strategic Vision**

GOAL II Develop Our Community
Strategic Initiative: Redefine Events Strategy and Policy

Action	Responsible Party	Timeline	Implementation Outcome/Measure
Review Stillwater Events Strategy	City Administrator & Community Development Staff / City Council / Public Works Supt./Parks Secretary	4 th Quarter 2015 – 1 st Quarter 2016	Council approves Stillwater Events Strategy
Review and Update Special Events Policies and Programs Consistent with Events Strategy	City Administrator & Community Development / City Council/ Parks Secretary	1 st Quarter 2016 – 3rd Quarter 2016	Updated Special Events policies and programs approved by Council; changes effective for 2016.

City of Stillwater
2020 Practical Strategic Vision

GOAL III Sustain Strategic Planning & Implementation
Strategic Initiative: Commit to Strategic Planning

Action	Responsible Party	Timeline	Implementation Outcome/Measure
Conduct regular strategic planning meetings with Council and Staff	City Administrator / City Council	Conduct strategic planning work sessions every six months (spring and fall)	Update status and results of strategic initiatives
Review Department vision and goals	Department Managers	Oct. 2015 – March 2016	Dept. vision and goals are aligned with City Strategic Plan Elements
Make tough decisions	Staff and City Council	Immediate	Consistent application of policies and procedures

**City of Stillwater
2020 Practical Strategic Vision**

GOAL III Sustain Strategic Planning & Implementation
Strategic Initiative: Commit to/ Implement and Launch Capital Planning

Action	Responsible Party	Timeline	Implementation Outcome/Measure
Develop and Implement realistic and functional Capital Improvement Plan (CIP)	Department Heads / Finance Director / City Administrator / City Council	Complete 2016-2020 CIP by January 2016 Update CIP by August 1 on annual basis	City Council approves CIP consistent with City Strategic Plan and City Comp. Plan
Accelerate 5-year CIP to fund priority needs within 2 years	Dept. Heads / Finance Director/ City Administrator / City Council	2016 Budget Process	City Council includes Capital Improvement budget as part of 2016 annual budget approval
Remodel Police Department and Upgrade City Hall	Police Chief / Community Development Director / City Clerk / City Administrator/ Finance Director / City Council	Phase 1 - 2016 Phase 2 - 2017	City Council approval of Phase 1 & 2, construction completed on budget & schedule, PD operates from remodeled space.
Develop a CIP funding plan that fits with current debt service standards	City Administrator / Finance Director / City Council	Annual Budget Proposals	Annual and long term City CIP funding plan comports with state, city and financial consultant debt service policies and practices

**City of Stillwater
2020 Practical Strategic Vision**

GOAL III Sustain Strategic Planning & Implementation
Strategic Initiative: Develop a Legislative Agenda

Action	Responsible Party	Timeline	Implementation Outcome/Measure
Develop a Legislative Agenda	Dept. Heads / City Administrator / City Council	December 2015 – February 2016	Identify legislative issues, meet and share issue positions with State elected officials

Director's Report

Relationship with the Board/Issues: American Libraries has published an article on the future for e-books that looks at trends that may affect e-book usage in libraries. After several years of rapid growth, the market share for e-books has plateaued at about 23% of sales. Most of the pundits that AL consulted see e-books remaining a vital format with perhaps more measured growth to come. Andrew Albanese (an editor at *Publishers Weekly*) blames publishers. He says, "Everything on my digital device gets cooler and cooler, it seems, except ebooks, which still, to this point, are mostly recreations of print books on digital screens." Big publishers appear to be slower to embrace significant change than libraries. Contrast the last ebook that you read with the content that is available through Zinio. Maja Thomas (former VP at Hachette) makes the case for libraries' critical role in ebooks – not so much as content provider as guide, "libraries provide consumers with no-risk ways to try new media. The large majority of people are not early adopters, so having a place where anyone can walk in and try out and learn about new technologies is enormously useful."*In 2015, *American Libraries* tracked 88 library referenda, most of them for increased operating or capital support. More than three quarters of the referenda passed, an improvement over recent years. * The slogan for ALA's new public awareness campaign is *Libraries Transform*.

Goals and Objectives: We are finishing our inventory of current partnerships, their advantages and disadvantages. Although we are not yet able to free staff from desk duty in order to do more work in the community as the co-location of desks has not yet occurred, there needs to be an organization-wide discussion on what partnerships mean to the library. What are the expectations for partnerships? Are we to form partnerships that will help us deliver services to the underserved? This appears to be a clear aim in the strategic plan. Are we to develop partnerships that will make the library better known/understood in the community? Are we to develop partnerships that reduce costs or increase revenues?

Community and Professional Relationships: The SPL Foundation is adding new Board members and redefining its committees. It has appointed a Development Committee and a strengthened PR Committee. *The Washington County Library Strategic Plan is now available for public comment. Library Strategies will work with the Library staff on a draft implementation plan over the next few weeks. Keith Ryskoski is leading the development of a facilities plan with the County's Office of Administration, Public Works Department and the County Board. Many materials are available at <https://www.co.washington.mn.us/index.aspx?nid=2298>

Staff and Personnel: In January into February, Carolyn Blocher is taking a Photoshop elements course from Century College. Angie Petrie is taking Youth Services Management class from the University of Wisconsin. Both are online classes. Jody Vasilakes is taking the Minnesota Council of Nonprofits Supervising for Employee Engagement.

Business and Finance: The Governance and Policy Committee met with Anne Young to consider changes to the library's event policy. The Committee made the decision to start its work with fees in

order to adopt these changes at the January 2016 Board meeting so that any events booked after that date would be booked under the new fees. In recommending these changes, the Committee looked at materials collected by Anne that showed the rates and structures of our closest competitors. The new structure simplifies rates. It does not necessarily raise all rates, but it seeks to ensure that the library receives an assured minimum for each event. Anne thinks that having permanent tent tie downs would allow wedding parties to save on the costs of their tents and allow the library to raise rents while still remaining competitive. When contacted, architect Bill Hickey said that designing permanent tent tie downs will be easier now that we have secured the CAD files for our current building study.

Technology: 3M / Biblioteka has announced improvements in the reports for the Cloud Library. WCL will now receive reports that will allow library staff to see who is using WCL titles – both our own users and those from other systems via the CloudLink. We will also be able to see which system owns the titles checked out by WCL portal users. I hope that this will allow us to break out use related to Stillwater patrons and materials. Not being able to see this information has been one of the most frustrating aspects of selecting eBooks. We hope to get this information in the final 2015 statistics when they are compiled.

Board of Trustees Calendar

2016

January

- 11 Friends meeting
- 12 SPL Board Meeting 7 p.m.
- 12 SPL Annual Meeting
- 20 SPLF Executive Committee meeting 8:30 a.m.
- 27 SPLF Board meeting

February

- 8 Friends meeting
- 9 SPL Board Meeting 7 p.m.
- 17 SPLF Executive Committee meeting 8:30 a.m.
- 24 SPLF Board meeting

March

- 8 SPL Board Meeting 7 p.m.
- 8 WCL Director Keith Ryskoski will talk about WCL's strategic plan
- 14 Friends meeting
- 16 SPLF Executive Committee meeting 8:30 a.m.
- 23 SPLF Board meeting
- MLA Legislative Day

April

- 1 Annual report due to the State of Minnesota
- 11 Friends meeting
- 10 through 16 National Library Week
- 12 SPL Board Meeting 7 p.m.
- 13 Library staff Appreciation Day
- 20 through 23 Friends Spring Booksale
- 20 SPLF Executive Committee meeting 8:30 a.m.
- 26 Club Book with Forrest Pritchard
- 27 SPLF Board meeting

May

- 9 Friends meeting
- 10 SPL Board Meeting 7 p.m.
- 10 Board 2017 Budget request discussion
- 18 SPLF Executive Committee meeting 8:30 a.m.
- 25 SPLF Board meeting

June

- 13 Friends meeting
- 14 SPL Board Meeting 7 p.m.
- 15 SPLF Executive Committee meeting 8:30 a.m.
- 22 SPLF Board meeting

July

Board of Trustees Calendar

4 SPLF Light a Spark
no Friends meeting
12 SPL Board Meeting 7 p.m.
13 2017 Budget Request Due
20 SPLF Executive Committee meeting 8:30 a.m.
27 SPLF Board meeting

August

no Friends meeting
9 SPL Board Meeting 7 p.m.
17 SPLF Executive Committee meeting 8:30 a.m.
24 SPLF Board meeting

September

12 no Friends meeting
13 SPL Board Meeting 7 p.m.
21 SPLF Executive Committee meeting 8:30 a.m.
28 SPLF Board meeting
29-30 MLA Conference in Duluth

October

10 Friends meeting
11 SPL Board Meeting 7 p.m.
19 SPLF Executive Committee meeting 8:30 a.m.
26 SPLF Board meeting

November

8 SPL Board Meeting 7 p.m.
14 Friends meeting
16 SPLF Executive Committee meeting 8:30 a.m.
23 SPLF Board meeting
TBA Give to the Max Day
TBA Friends fall booksale
TBA Foundation Direct Mail Campaign

December

Date pending SPLF Executive Committee meeting 8 a.m.
13 SPL Board Meeting 7 p.m.
No SPLF Board meeting or Friends meeting in December
31 Board terms end

BOARD MEETING FOLLOW-UP					
ID	Board Meeting	Task	Description	Responsible	Status
12	8/11/2015	Supplemental Funds Meeting	Schedule meeting with Finance Committee and Magnuson to discuss use of McCluer-Webster and some of the smaller funds held at the city.	Bertalmio	11/10/15 - Meeting Completed The Board should develop a document for the City of Stillwater that describes the conditions and use for each fund.
13	9/8/2015	City Email Accounts	Bertalmio contact city IT to see if city email accounts may be created for library trustees as email communications between board members or emails about library business could be public data.	Bertalmio	12/9/15 - In Progress: For the January Board Meeting, Board requested a list of pros/cons of adopting city emails, a copy of the policy and a list of appropriate ways to use the city emails.
14	9/8/2015	Terrace Tie-Downs	Follow-up with Anne Young about the possible installation of tent tie-downs on the Terrace.	Bertalmio	12/17/15 - In Progress: Young has talked with Hickey; Bertalmio has sent a reminder to Hickey
25	9/8/2015	Meeting Time Change - Bylaws	Investigate bylaws to see how/if meeting times for monthly meetings can be changed.	Bertalmio Keliher	9/27/15 - Research Complete: Bylaw research done. Bylaws don't restrict time. Discuss at annual meeting in January 2016
27	10/13/2015	2016 YS	HR Committee to review strategic plan as it pertains to YS and look into enhancing this area within the changed financial structure.	HR Committee	12/15/15 - Completed Motion for funding will be on January 2016 agenda.
28	10/13/2015	Union Negotiations	Bertalmio to schedule negotiation sessions with Union and Executive Committee.	Bertalmio	12/16/15 - Completed Agreement reached. Contract ready for ratification.
29	12/9/2015	Board of Trustee Opening	Carlsen and Stark to interview candidates for Board of Trustees position and provide recommendation after all applications are received (due by 12/14/15).	Carlsen Stark	12/18/15 - In Progress Two applications were received. Keri Goeltl will schedule interviews with candidates.
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	
31	12/9/2015	Capital Fund Use	The Board requested that Bertalmio clarify with McCarty if capital funds may be used for building repairs.	Bertalmio	12/10/15 - Completed: Bertalmio clarified with McCarty that capital funds may be used for major building repairs (repairs over \$1,000).
32	12/9/2015	Capital Fund Use	Board requested that an updated Library Capital 2015 document be sent with the updated expenditure and rollover information	Bertalmio	12/22/15 - Completed Report has been generated and will be distributed in January Board packet.
"TO DO" REMINDER FILE					
ID	Board Meeting	Task	Description	Responsible	Status
23	9/8/2015	Pavers - Neighbor Communication	Inform neighbors about paver replacement and potential timing and disruption.		TICKLER: No known date for paver replacement; Communicate to neighbors when date is known.