

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES
Meeting Agenda
Tuesday, August 10, 2021
7:00 PM, Margaret Rivers Room**

Please use the 3rd St entrance or the parking ramp entrance to enter the building after 7:00 PM.

Introductory Business (5 minutes)

1. Call to Order
2. Adoption of the Agenda
3. In-Person Public Commentary

This portion of the meeting is an opportunity to address Trustees on subjects that are not part of the meeting agenda. The Board may take action or reply at the time of the statement or may give direction to staff based on the comments expressed. Please limit your comments to 5 minutes or less.

Regular Business (10 minutes)

4. Consent Calendar
 - a) Adoption of July 13, 2021 Minutes +
 - b) Acknowledgement of Bills Paid in July +
 - c) 2021 July Budget Status Report +

Informational/Discussion (40 minutes)

5. Trustee Information Sharing I+
6. Events Task Force Update D+
7. Library Hours and Services D+
8. Director Evaluation Process – September Annual Review & Goal Suggestions D+
9. Guidelines for How Trustees Communicate With the Public Regarding Library Business D+

Decisional (10 minutes)

10. Revised Trustee Job Description A+

Reports (20 minutes)

11. Director and Other Staff Reports +
12. Foundation and Friends Report +
13. Board Committee Reports +
 - a. Board Governance
 - b. Executive
 - c. Facilities
 - d. Finance
 - e. Library Events Task Force
14. Public Commentary and Communications

15. Adjournment A

If you are unable to attend this meeting, please leave a message for Mark at 651.430.8753 before 5 PM on Monday, August 9, 2021.
A=Action Item I=Information Item D=Discussion Item +=Document in Packet *=Document to be Distributed Later
#=Document Distributed Previously Attachments: 2021 Calendar, 2021 Roster

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
July 13, 2021
Minutes**

PRESENT: Bell, Cox, Hansen, Hemer, Hollatz, Lockyear, Mathre, Richie, Council Liaison Collins

ABSENT: Carlsen

STAFF: Goeltl, Troendle

AGENDA ITEM 1: Call to Order

Bell called meeting to order at 7:01 PM.

AGENDA ITEM 2: Adoption of Agenda

Motion to adopt agenda. Cox moved. Hollatz second. Yes: Bell, Cox, Hansen, Hemer, Hollatz, Lockyear, Mathre, Richie; No: None.

AGENDA ITEM 3: In-Person Public Commentary

None.

AGENDA ITEM 4: Consent Calendar

Motion to adopt consent calendar. Lockyear moved. Hemer second. Yes: Bell, Cox, Hansen, Hemer, Hollatz, Lockyear, Mathre, Richie; No: None.

AGENDA ITEM 5: Trustee Information Sharing

Lockyear discussed a recent article in the Star Tribune about the South St. Paul Public Library. Bell provided a brief history about the library, the building, and relationship with Dakota County Library.

AGENDA ITEM 6: Library Hours and Services

Troendle reported that the staff and public continue to be in the reentry phase of COVID. The library is seeing increased visits and circulation. Plans are underway to open the welcome area for public use sometime in August.

AGENDA ITEM 7: Director Evaluation Process – September Annual Review & Goal Suggestions

Bell requested that trustees submit suggestions of goals for the director to pursue in the upcoming year. The suggestions should be sent to any member of the Executive Committee by August 6.

AGENDA ITEM 8: Capital Budget: 2022 – 2026 CIP

Lockyear discussed the Facilities Committee's addition of the remaining costs of the masonry project (\$157,000) to the 2022 capital request. The masonry project work has been a multi-year project which began in 2019. The Committee expressed concerns about continuing with this multi-year plan. Additional damage could be occurring each year that the masonry is not repaired as water infiltrates more extensively. In addition, yearly equipment set ups and cost increases could result in higher project expenses. It may also be beneficial to complete the masonry project prior to the roof work. A number of efficiencies could be gained by completing this project more quickly and coordinating with the roofing work.

**STILLWATER PUBLIC LIBRARY
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Collins asked about the cost of damages from roof issues to date. Lockyear said that she would look back at records and provide an update.

Motion to adopt 2022-2026 CIP. Cox moved. Hansen second. Yes: Bell, Cox, Hansen, Hemer, Hollatz, Lockyear, Mathre, Richie; No: None.

AGENDA ITEM 9: 2022 Operating Budget

Troendle presented the Finance Committee's proposed 2022 operating budget as outlined in the board packet. Troendle noted that the focus of the 2022 budget is investing in people with requests to increase hours of three reference positions, reallocating sub hours of custodial staff to a regular position, and increasing the supervisory staff to 40 hours per week. The materials budget was increased by 15% to return to 2020 levels. Total modifications lead to a 9.8% increase.

Motion to adopt 2022 Operating Budget. Hollatz moved. Mathre second. Yes: Bell, Cox, Hansen, Hemer, Hollatz, Lockyear, Mathre, Richie; No: None.

AGENDA ITEM 10: Director and Other Staff Reports

Troendle directed trustees to the reports in the board packet. Lockyear appreciated the links in the Information Services report regarding recent library news (e.g Kanopy). Trustees acknowledged the talents and contributions of retiring employee Sue Hedin.

AGENDA ITEM 11: Foundation & Friends Report

No additional information.

AGENDA ITEM 12: Board Committee Reports

- a) Board Governance Committee: Report in packet. Hemer requested trustee feedback on ideas to promote the library trustees and vacancies:
 - Include trustee headshot photos or a group photo on website to provide a more personal approach to the board.
 - Posting fliers in local businesses and community gathering places regarding vacancies.
 - Richie suggested using non-trustees on board committees.
 - Bell requested an easier way to view agendas, minutes, board presence on website.
- b) Executive Committee: Committee did not meet.
- c) Facilities Committee: Report in packet.
- d) Finance: Report in packet.
- e) Library Events Task Force: Report in packet.

AGENDA ITEM 13: Public Commentary and Communications

None.

STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
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AGENDA ITEM 14: Adjournment

Motion to adjourn. Hemer moved. Richie second. Yes: Bell, Cox, Hansen, Hemer, Hollatz, Lockyear, Mathre, Richie; No: None.

Meeting adjourned at 8:06 PM.

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Acknowledgement of Bills Paid in July 2021				
OWNER: Goeltl, Business & Communications Manager		PRESENTER: Troendle, Director		
REQUESTED AGENDA TYPE (A, I, D): A		IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?		
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Approval of July 2021 bills paid				
BACKGROUND/CONTEXT: Following is a bills report summary for the month of July:				
July 2021 (2021 Fiscal Year)				
	<i>City</i>	<i>Foundation</i>	<i>Other Supplemental</i>	<i>Total</i>
Operating Expenditures	\$ 19,908.11	\$ 1,714.92	\$ 586.51	\$ 22,209.54
Capital Expenditures	\$ -	\$ -	\$ -	\$ -
Total	\$ 19,908.11	\$ 1,714.92	\$ 586.51	\$ 22,209.54
<p>Explanations of large or out of the ordinary payments are listed below:</p> <p><i>Bill Resolution: July 6, 2021</i></p> <ul style="list-style-type: none"> • \$902.46 paid to Loffler for regular maintenance/toner contract. • \$605.00 paid to Heritage Printing for library's portion of city newsletter. <p><i>Bill Resolution: July 20, 2021</i></p> <ul style="list-style-type: none"> • \$322.47 paid to Rose Floral for flowers for pots on terrace and at 4th Street door. Plants were paid for with supplemental funds. Flowers were selected and planted by Ivy Club members. 				
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: 7/06/2021 Bill Resolution – 2021 Bills 7/20/2021 Bill Resolution – 2021 Bills				
PREVIOUS ACTION ON ITEM:				
REVIEWED BY COMMITTEE?:				

2021 Bill Resolutions

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

INVOICE #	INVOICE DATE	VENDOR	ITEM	AMOUNT	FUND CODE	FUND NAME
INVOICES PAYABLE						
1KYH-6HHJ-RN11	6/10/2021	Amazon Business	Supplies	29.98	230-4230-2101-0000	General Supplies
1PQR-HGCCQ-LMJ4	6/16/2021	Amazon Business	Programs - JUV SRP (SPLF HJA)	37.38	232-4232-2407-0000	SPLF - Programs
1V7I-D7D6-KYW6	6/28/2021	Amazon Business	Programs - JUV SRP (SPLF HJA)	52.39	232-4232-2407-0000	SPLF - Programs
1VCT-X9J3-K66X	6/21/2021	Amazon Business	Materials - YA	11.99	230-4230-2406-0000	Teen Books
1440	5/1/2021	Artistry	Programs - Juv (Legacy)	250.00	235-4236-4099-0000	Library Donations Programs
2036051837	6/23/2021	Baker and Taylor	Programs - Juv SRP (SPLF HJA)	314.50	232-4232-2407-0000	SPLF - Programs
1229514	6/21/2021	Blackstone Audio	Materials - Adult Audio (S.AAB)	129.20	230-4230-2402-0000	Audio
1226822	6/8/2021	Blackstone Audio	Materials - Juv Audio (S.JAB)	22.94	230-4230-2402-0000	Audio
7062021	7/6/2021	Brodart Co	Materials - Juv	1956.61	230-4230-2400-0000	Childrens Books
7062021	7/6/2021	Brodart Co	Materials - Adult Fiction	1829.57	230-4230-2401-0000	Adult Books - Fiction
7062021	7/6/2021	Brodart Co	Materials - Adult Nonfiction (230 FSC/Bealka)	44.58	230-4230-2405-0000	Adult Books - Non Fiction
7062021	7/6/2021	Brodart Co	Materials - Adult Nonfiction	1642.16	230-4230-2405-0000	Adult Books - Non Fiction
7062021	7/6/2021	Brodart Co	Materials - YA	241.35	230-4230-2406-0000	Teen Books
7062021	7/6/2021	Brodart Co	Materials - Processing	815.05	230-4230-3404-0000	Processing Fee
7062021	7/6/2021	Brodart Co	Materials - Adult Fiction (229 Friends/Wilson)	14.04	229-4229-4099-0000	Friends - Misc
7062021	7/6/2021	Brodart Co	Materials - Adult Fiction (230 Edstrom/Puppin)	15.12	230-4230-2401-0000	Adult Books - Fiction
7062021	7/6/2021	Brodart Co	Materials - Adult Fiction (230 Rossini/Wilson)	25.23	230-4230-2401-0000	Adult Books - Fiction
4086866673	6/10/2021	Cintas Corporation	Towels & Rugs	178.20	230-4231-4099-0000	Miscellaneous Charges - Lib Plant
124142057	6/1/2021	Comcast	Internet - June	188.06	230-4230-3098-0000	Technology Support
6182021	6/18/2021	Hedin Sue	Programs - Adult Take & Makes (SPLF) Staff Reimburs	47.46	232-4232-2407-0000	SPLF - Programs
3755830	6/23/2021	Loffler Companies	Copier/Printer	902.46	230-4230-3707-0000	Maintenance Agreements
93239	6/11/2021	Menards	Supplies	88.74	230-4231-2102-0000	Janitorial Supplies
93356	6/14/2021	Menards	Supplies	61.91	230-4231-2102-0000	Janitorial Supplies
93405	6/15/2021	Menards	Supplies	31.70	230-4231-2102-0000	Janitorial Supplies
7062021	7/6/2021	Midwest Tape	Materials - Audio (S.AM)	10.49	230-4230-2402-0000	Audio
7062021	7/6/2021	Midwest Tape	Materials - Video (S.AV)	72.71	230-4230-2408-0000	Film/Video
7062021	7/6/2021	Midwest Tape	Materials - Processing	14.80	230-4230-3404-0000	Processing Fee
W21050580	6/14/2021	Office of MN IT Services	Phone - May	143.70	230-4231-3101-0000	Telephone
6242021	6/24/2021	Petrie Angela	Programs - Juv SRP (SPLF HJA)	272.68	232-4232-2407-0000	SPLF - Programs
30652032	6/14/2021	Scholastic Inc	Programs - Juv SRP (SPLF HJA)	321.68	232-4232-2407-0000	SPLF - Programs
55004	6/17/2021	Tan Ni	Programs - Adult (SPLF)	350.00	232-4232-2407-0000	SPLF - Programs
		INVOICES SUBTOTAL		\$ 10,116.68		
CREDIT CARD						
None						
		CREDIT CARD SUBTOTAL		\$ -		
SPECIAL BILL PAYOUTS						
28433	06/10/21	Heritage Printing	June 2021 City Newsletter	\$ 605.00	230-4230-3400-0000	Printing and Publishing
737550101	06/25/21	Xcel Energy	Gas	\$ 107.17	230-4231-3601-0000	Natural Gas
737550101	06/25/21	Xcel Energy	Electric	\$ 4,630.95	230-4231-3600-0000	Electricity
		SPECIAL BILL PAYOUT SUBTOTAL		\$ 5,343.12		
		GRAND TOTAL		\$ 15,459.80		

Submitted for payment

Mark Troendle, Library Director

2021 Bill Resolutions

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

INVOICE #	INVOICE DATE	VENDOR	ITEM	AMOUNT	FUND CODE	FUND NAME
INVOICES PAYABLE						
117L-3177-RPDV	07/04/21	Amazon Business	Janitorial Supplies	\$ 66.48	230-4231-2102-0000	Janitorial Supplies
13K3-W67C-CLM6	07/14/21	Amazon Business	Processing Supplies	\$ 29.99	230-4230-3404-0000	Processing Fee
2036070300	07/06/21	Baker and Taylor	Programs - Juv SRP (SPLF HJA)	\$ 17.00	232-4232-2407-0000	SPLF - Programs
1231716	07/06/21	Blackstone Audio	Materials - Adult Audiobooks (S.AAB)	\$ 153.01	230-4230-2402-0000	Audio
7202021	07/20/21	Brodart Co	Materials - Juv	\$ 1,593.10	230-4230-2400-0000	Childrens Books
7202021	07/20/21	Brodart Co	Materials - Adult Fiction	\$ 1,071.24	230-4230-2401-0000	Adult Books - Fiction
7202021	07/20/21	Brodart Co	Materials - Adult Nonfiction	\$ 1,580.11	230-4230-2405-0000	Adult Books - Non Fiction
7202021	07/20/21	Brodart Co	Materials - YA	\$ 743.82	230-4230-2406-0000	Teen Books
7202021	07/20/21	Brodart Co	Materials - Processing	\$ 255.35	230-4230-3404-0000	Processing Fee
4089387451	07/08/21	Cintas Corporation	Towels & Rugs	\$ 178.20	230-4231-4099-0000	Miscellaneous Charges - Lib Plant
100003473	07/02/21	Cole Papers	Janitorial Supplies	\$ 55.89	230-4231-2102-0000	Janitorial Supplies
126048068	07/01/21	Comcast	Internet - July	\$ 188.06	230-4230-3098-0000	Technology Support
306-024444792-3	06/30/21	Culligan of Stillwater	Water	\$ 43.05	230-4230-4099-0000	Miscellaneous Charges
6973830	07/07/21	Demco Inc.	Materials - Processing	\$ 57.06	230-4230-3404-0000	Processing Fee
7092021	07/09/21	Hedin Sue	Programs - Adult Take & Makes (SPLF) Staff Reimburs	\$ 48.62	232-4232-2407-0000	SPLF - Programs
7132021	07/13/21	Jacobsen Aurora	Programs - Adult SRP (SPLF) Staff Reimbursement	\$ 30.00	232-4232-2407-0000	SPLF - Programs
94085	06/29/21	Menards	Janitorial Supplies	\$ 31.90	230-4231-2102-0000	Janitorial Supplies
500613697	06/25/21	Midwest Tape	Materials - Video (S.AV)	\$ 37.49	230-4230-2408-0000	Film/Video
500613697	06/25/21	Midwest Tape	Materials - Processing	\$ 2.24	230-4230-3404-0000	Processing Fee
SWLIBR	06/30/21	Rose Floral	Terrace Flowers (235 Houston)	\$ 322.47	235-4238-4099-0000	Library Donations Miscellaneous
		INVOICES SUBTOTAL		\$ 6,505.08		
CREDIT CARD						
301152679502214	6/1/2021	Candyland	Programs - Adult SRP (SPLF)	\$ 30.00	232-4232-2407-0000	SPLF - Programs
20018	6/1/2021	Cooks of Crocus Hill	Programs - Adult SRP (SPLF)	\$ 75.00	232-4232-2407-0000	SPLF - Programs
25177896	5/12/2021	Dream Host	Website Hosting	\$ 21.45	230-4230-3098-0000	Technology Support
2937	6/1/2021	Mikes Electric Bikes	Programs - Adult SRP (SPLF)	\$ 48.21	232-4232-2407-0000	SPLF - Programs
184999	6/1/2021	River Market Co-Op	Programs - Adult SRP (SPLF)	\$ 30.00	232-4232-2407-0000	SPLF - Programs
373505	6/1/21	Valley Bookseller	Programs - Adult SRP (SPLF)	\$ 40.00	232-4232-2407-0000	SPLF - Programs
		CREDIT CARD SUBTOTAL		\$ 244.66		
SPECIAL BILL PAYOUTS						
None						
		SPECIAL BILL PAYOUT SUBTOTAL		\$ -		
GRAND TOTAL				\$ 6,749.74		

Submitted for payment

Mark Troendle, Library Director

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: 2021 July Budget Status Report	
OWNER: Troendle, Library Director Goeltl, Business & Communications Manager	PRESENTER: Troendle, Library Director
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>BACKGROUND/CONTEXT: Attached is a budget status report for the period of January 1 – July 31, 2021.</p> <p><u>120 Funds – Capital Projects:</u></p> <ul style="list-style-type: none"> • Revenues: In 2021, the library is budgeted to receive \$45,000 in capital funds from the city. In addition, the library also planned for the possibility of \$30,000 in supplemental funds for capital projects. To date, \$20,000 of supplemental funding has been received for 2021 capital projects. • Expenditures: Capital expenditures total \$8,734.79. <ul style="list-style-type: none"> ○ \$4,420 was expended in C/O Machinery & Equipment for a floor scrubber, budgeted at \$5,000. ○ \$4,314 was expended for C/O & Improvements for the LED lighting retrofit project, budgeted at \$6,500. ○ A significant capital expense will be the masonry repair project (\$47,939). \$20,000 of this project will be funded by a grant from the Huelsmann Foundation, received through the SPLF. <p><u>230 Funds – Revenues:</u> The budget for library-generated revenues was approved at \$34,286.</p> <ul style="list-style-type: none"> • Just under half of this total (\$16,666) reflected the preliminary budget for an in-kind gift from the Foundation for funding of the volunteer coordinator in 2021. • \$5,000 was budgeted for copier/printer sales, and \$8,000 was budgeted for lost material and processing charges. To date, minimal funds have been received in these areas. Revenue shortfall is anticipated due to the continuing practice of increased leniency in material returns and free, limited printing during COVID. • Interest Earnings/Investments is currently reported at -\$6,906.91. Per Finance, this reflects the difference between booked value and market value of investments. At the close of the fiscal year, Finance will update the difference, reflecting the interest earnings for the year. <p><u>230 Funds – Operating Expenditures:</u></p> <ul style="list-style-type: none"> • Personnel Services: Personnel expenditures total \$506,168. We are through 54% of the pay periods and are running under the budgeted pace of \$525,817. Cost savings to date include the open Office Specialist production and reduced Q1 substitute staff expenditures. • Materials: The 2021 city budget for materials is \$92,321. Collection ordering from major vendors began in mid-February. Expenditures total \$43,873.26. In addition, the following expenditures need to be transferred into 2021: <ul style="list-style-type: none"> ○ <i>Pending Journal Entry:</i> \$6,406.28 was pre-paid in 2020 to Ebsco Publishing for the purchase of 2021 magazine and newspaper subscriptions. Finance will transfer \$4,165 to 	

<p>periodicals (230-4230-2403-0000), \$625 to subscriptions (230-4230-4001-0000), \$1,616.28 to SPLF funded materials (232-4232-2113-0000).</p> <ul style="list-style-type: none">○ <i>Pending Journal Entry</i>: \$499.20 was pre-paid in 2020 to Blackstone for 2021 standing order plan for foreign films. This will need to be transferred to account 230-4230-2408-0000 video.● Services and Charges: The 2021 budget is \$67,147. A total of \$23,233 has been expended to date. One large expense is the maintenance agreement with Bibliotheca. \$8,419 was paid to date for the service agreement on the self-checks and RFID pads. Maintenance agreement for sorter remains on hold.
<p><u>230 Funds – Plant Expenditures:</u></p> <ul style="list-style-type: none">● Plant – Personnel Services: Personnel expenditures total \$66,178. This is slightly below the budgeted pace of \$68,738.● Plant – Services and Charges: 2021 budget is \$117,441. Total expenses are \$39,247.<ul style="list-style-type: none">○ Building Repair Charges: The amount allocated for building repair charges is \$20,000, with \$8,854 expended.○ <i>Pending Journal Entry</i>: \$389.96 was prepaid in December to Otis Elevator for January and February 2021 maintenance agreements. Finance will transfer this charge to 230-4231-3707-0000 in 2021.
<p>ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: 2021 July Budget Status Report</p>
<p>PREVIOUS ACTION ON ITEM:</p>
<p>REVIEWED BY COMMITTEE?:</p>

General Ledger

Budget Status

User: kgoeltl
 Printed: 8/3/2021 - 4:02 PM
 Period: 1 to 7, 2021



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Dept 120-4230	LIBRARY							
E25	CAPITAL OUTLAY							
120-4230-5200-0000	C/O & Improvements	70,000.00	4,314.49	4,314.49	65,685.51	0.00	65,685.51	93.84
120-4230-5210-0000	C/O & Improvements - COVID 19	0.00	0.00	0.00	0.00	0.00	0.00	0.00
120-4230-5300-0000	C/O Machinery & Equipment	5,000.00	4,420.30	4,420.30	579.70	0.00	579.70	11.59
120-4230-5310-0000	C/O MIS Computer Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
120-4230-5320-0000	C/O Mach & Equip - COVID 19	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E25 Sub Totals:	75,000.00	8,734.79	8,734.79	66,265.21	0.00	66,265.21	88.35
	Expense Sub Totals:	75,000.00	8,734.79	8,734.79	66,265.21	0.00	66,265.21	88.35
	Dept 4230 Sub Totals:	75,000.00	8,734.79	8,734.79	66,265.21	0.00		
Dept 120-4231	LIBRARY PLANT							
E25	CAPITAL OUTLAY							
120-4231-5200-0000	C/O & Improvements	0.00	0.00	0.00	0.00	0.00	0.00	0.00
120-4231-5300-0000	C/O Machinery & Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E25 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Dept 4231 Sub Totals:	0.00	0.00	0.00	0.00	0.00		

General Ledger

Budget Status

User: kgoeltl
 Printed: 8/4/2021 - 3:16 PM
 Period: 1 to 7, 2021



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Fund 230	LIBRARY FUND							
Dept 230-0000								
R05	TAXES							
230-0000-3010-0100	Current Property Taxes	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R05 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
R25	CHARGES FOR SERVICES							
230-0000-3500-0100	Meeting Room Rental Fees	500.00	100.00	100.00	400.00	0.00	400.00	80.00
230-0000-3520-0100	Copier/Printer Sales	5,000.00	10.00	10.00	4,990.00	0.00	4,990.00	99.80
230-0000-3880-0200	Gallery Fees	500.00	0.00	0.00	500.00	0.00	500.00	100.00
230-0000-3880-0500	Book & Other Enterprise Sales	200.00	0.00	0.00	200.00	0.00	200.00	100.00
	R25 Sub Totals:	6,200.00	110.00	110.00	6,090.00	0.00	6,090.00	98.23
R40	MISCELLANEOUS							
230-0000-3810-0200	Interest Earnings-Investments	1,000.00	-6,906.91	-6,906.91	7,906.91	0.00	7,906.91	790.69
230-0000-3820-0100	Gifts	1,500.00	432.00	432.00	1,068.00	0.00	1,068.00	71.20
230-0000-3820-0110	In Kind Gifts	16,666.66	0.00	0.00	16,666.66	0.00	16,666.66	100.00
230-0000-3830-0100	Sale of Property	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3860-0100	Lease/Rentals	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3860-0200	Parking Rental	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3870-0100	Refunds and Reimbursements	500.00	0.00	0.00	500.00	0.00	500.00	100.00
230-0000-3880-0020	Library Card Fees	420.00	60.00	60.00	360.00	0.00	360.00	85.71
230-0000-3880-0030	Lost Materials	3,000.00	754.24	754.24	2,245.76	0.00	2,245.76	74.86
230-0000-3880-0040	Processing Fees	5,000.00	0.00	0.00	5,000.00	0.00	5,000.00	100.00
230-0000-3880-0050	Registration	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3880-0100	Miscellaneous Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3880-0300	Cash Short/Over	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R40 Sub Totals:	28,086.66	-5,660.67	-5,660.67	33,747.33	0.00	33,747.33	120.15
R45	OTHER FINANCING SOURCES							
230-0000-3910-0100	Transfer In-General Fund	1,393,796.00	813,047.69	813,047.69	580,748.31	0.00	580,748.31	41.67
230-0000-3910-0232	Transfer In-Library Fundraiser	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0404	Transfer In-Co Bonds 2004	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0405	Transfer In-GO CO Bonds 2005	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0412	Transfer In-GO CO Bonds 2012	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0414	Transfer In-GO CO Bonds 2014	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0415	Transfer In-2015 GO CO Bonds	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
230-0000-3910-0416	Transfer In-CO Bonds 2006	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0420	Transfer In-Co Bonds	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0423	Transfer In-2001 C/O Bonds	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0424	Transfer In-Co Bonds 2000	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0426	Transfer In - CO Bonds 2016	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0427	Transfer In - CO Bonds 2017	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0490	Transfer In-Capital Projects	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R45 Sub Totals:	1,393,796.00	813,047.69	813,047.69	580,748.31	0.00	580,748.31	41.67
	Revenue Sub Totals:	1,428,082.66	807,497.02	807,497.02	620,585.64	0.00	620,585.64	43.46
	Dept 0000 Sub Totals:	-1,428,082.66	-807,497.02	-807,497.02	-620,585.64	0.00		
Dept 230-4230	LIBRARY OPERATIONS							
E05	PERSONNEL SERVICES							
230-4230-1000-0000	Full Time Salaries	422,152.30	98,367.78	98,367.78	323,784.52	0.00	323,784.52	76.70
230-4230-1100-0000	Overtime - Full Time	0.00	32.68	32.68	-32.68	0.00	-32.68	0.00
230-4230-1111-0000	Severance Pay	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-1112-0000	Sick Pay	0.00	10,532.59	10,532.59	-10,532.59	0.00	-10,532.59	0.00
230-4230-1113-0000	Vacation Pay	0.00	17,792.49	17,792.49	-17,792.49	0.00	-17,792.49	0.00
230-4230-1200-0000	Part Time Salaries	356,602.67	279,581.41	279,581.41	77,021.26	0.00	77,021.26	21.60
230-4230-1210-0000	Part Time Salaries - In Kind	16,666.66	0.00	0.00	16,666.66	0.00	16,666.66	100.00
230-4230-1300-0000	Overtime - Part Time	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-1410-0000	PERA	58,406.62	27,952.02	27,952.02	30,454.60	0.00	30,454.60	52.14
230-4230-1420-0000	FICA/Medicare	59,574.76	30,885.51	30,885.51	28,689.25	0.00	28,689.25	48.16
230-4230-1500-0000	Hospital / Medical	87,166.32	38,590.00	38,590.00	48,576.32	0.00	48,576.32	55.73
230-4230-1520-0000	Dental Insurance	2,684.40	2,189.28	2,189.28	495.12	0.00	495.12	18.44
230-4230-1540-0000	Life Insurance	767.68	244.90	244.90	522.78	0.00	522.78	68.10
230-4230-1990-0000	Grant Pass Thru	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E05 Sub Totals:	1,004,021.41	506,168.66	506,168.66	497,852.75	0.00	497,852.75	49.59
E10	SUPPLIES							
230-4230-2000-0000	Office Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-2101-0000	General Supplies	4,500.00	828.54	828.54	3,671.46	0.00	3,671.46	81.59
230-4230-2113-0000	Reference	2,125.00	175.00	175.00	1,950.00	0.00	1,950.00	91.76
230-4230-2114-0000	Data Base Searching	1,700.00	881.00	881.00	819.00	0.00	819.00	48.18
230-4230-2302-0000	Other Minor Equipment	3,000.00	0.00	0.00	3,000.00	0.00	3,000.00	100.00
230-4230-2400-0000	Childrens Books	17,858.50	14,511.04	14,511.04	3,347.46	0.00	3,347.46	18.74
230-4230-2401-0000	Adult Books - Fiction	18,232.50	11,241.31	11,241.31	6,991.19	0.00	6,991.19	38.34
230-4230-2402-0000	Audio	13,090.00	3,442.19	3,442.19	9,647.81	0.00	9,647.81	73.70
230-4230-2403-0000	Periodicals	4,165.00	-71.92	-71.92	4,236.92	0.00	4,236.92	101.73
230-4230-2405-0000	Adult Books - Non Fiction	17,297.50	9,670.99	9,670.99	7,626.51	0.00	7,626.51	44.09
230-4230-2406-0000	Teen Books - Materials	4,675.00	3,147.32	3,147.32	1,527.68	0.00	1,527.68	32.68
230-4230-2407-0000	Programs	1,650.00	1,703.25	1,703.25	-53.25	0.00	-53.25	0.00
230-4230-2408-0000	Film/Video	7,012.50	876.33	876.33	6,136.17	0.00	6,136.17	87.50
230-4230-2409-0000	Electronic Materials	3,825.00	0.00	0.00	3,825.00	0.00	3,825.00	100.00
230-4230-2499-0000	Collection Development	340.00	0.00	0.00	340.00	0.00	340.00	100.00

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	E10 Sub Totals:	99,471.00	46,405.05	46,405.05	53,065.95	0.00	53,065.95	53.35
E15	SERVICES AND CHARGES							
230-4230-3098-0000	Technology Support	10,700.00	2,521.17	2,521.17	8,178.83	0.00	8,178.83	76.44
230-4230-3099-0000	Other Professional Services	5,000.00	2,914.00	2,914.00	2,086.00	0.00	2,086.00	41.72
230-4230-3100-0000	Circulation System	6,129.12	0.00	0.00	6,129.12	0.00	6,129.12	100.00
230-4230-3101-0000	Telecommunications	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-3102-0000	Postage	1,500.00	690.59	690.59	809.41	0.00	809.41	53.96
230-4230-3200-0000	Mileage	400.00	0.00	0.00	400.00	0.00	400.00	100.00
230-4230-3201-0000	Seminar/Conference Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-3202-0000	Meals	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-3203-0000	Housing	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-3400-0000	Printing and Publishing	2,500.00	1,210.00	1,210.00	1,290.00	0.00	1,290.00	51.60
230-4230-3401-0000	Binding	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-3404-0000	Processing Fee	14,000.00	4,946.61	4,946.61	9,053.39	0.00	9,053.39	64.67
230-4230-3500-0000	General Insurance	1,518.00	0.00	0.00	1,518.00	0.00	1,518.00	100.00
230-4230-3707-0000	Maintenance Agreements	25,000.00	1,635.91	1,635.91	23,364.09	0.00	23,364.09	93.46
230-4230-3713-0000	Computer Maintenance/Licenses	0.00	9,314.10	9,314.10	-9,314.10	0.00	-9,314.10	0.00
230-4230-3803-0000	Data Base Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-3804-0000	Equipment Rental	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-3900-0000	Sales Tax	400.00	0.66	0.66	399.34	0.00	399.34	99.84
	E15 Sub Totals:	67,147.12	23,233.04	23,233.04	43,914.08	0.00	43,914.08	65.40
E20	MISCELLANEOUS							
230-4230-4000-0000	Memberships and Dues	594.01	300.00	300.00	294.01	0.00	294.01	49.50
230-4230-4001-0000	Subscriptions	625.00	0.00	0.00	625.00	0.00	625.00	100.00
230-4230-4093-0000	COVID-19	0.00	907.65	907.65	-907.65	0.00	-907.65	0.00
230-4230-4099-0000	Miscellaneous Charges	3,000.00	507.52	507.52	2,492.48	0.00	2,492.48	83.08
	E20 Sub Totals:	4,219.01	1,715.17	1,715.17	2,503.84	0.00	2,503.84	59.35
E35	DEPRECIATION							
230-4230-7010-0000	Depreciation-Purchased	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-7020-0000	Depreciation-Contributed	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E35 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Sub Totals:	1,174,858.54	577,521.92	577,521.92	597,336.62	0.00	597,336.62	50.84
	Dept 4230 Sub Totals:	1,174,858.54	577,521.92	577,521.92	597,336.62	0.00		
Dept 230-4231	LIBRARY PLANT							
E05	PERSONNEL SERVICES							
230-4231-1000-0000	Full Time Salaries	62,832.24	25,243.93	25,243.93	37,588.31	0.00	37,588.31	59.82
230-4231-1100-0000	Overtime - Full Time	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4231-1111-0000	Severance Pay	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4231-1112-0000	Sick Pay	0.00	2,368.12	2,368.12	-2,368.12	0.00	-2,368.12	0.00
230-4231-1113-0000	Vacation Pay	0.00	2,677.73	2,677.73	-2,677.73	0.00	-2,677.73	0.00
230-4231-1200-0000	Part Time Salaries	31,941.30	16,715.34	16,715.34	15,225.96	0.00	15,225.96	47.67

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
230-4231-1410-0000	PERA	7,001.44	3,403.39	3,403.39	3,598.05	0.00	3,598.05	51.39
230-4231-1420-0000	FICA/Medicare	7,250.18	3,400.25	3,400.25	3,849.93	0.00	3,849.93	53.10
230-4231-1500-0000	Hospital / Medical	17,534.16	11,814.52	11,814.52	5,719.64	0.00	5,719.64	32.62
230-4231-1520-0000	Dental Insurance	757.80	505.28	505.28	252.52	0.00	252.52	33.32
230-4231-1540-0000	Life Insurance	116.00	50.40	50.40	65.60	0.00	65.60	56.55
230-4231-1990-0000	Grant Pass Thru	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E05 Sub Totals:	127,433.12	66,178.96	66,178.96	61,254.16	0.00	61,254.16	48.07
E10	SUPPLIES							
230-4231-2101-0000	General Supplies	450.00	0.00	0.00	450.00	0.00	450.00	100.00
230-4231-2102-0000	Janitorial Supplies	4,500.00	1,235.92	1,235.92	3,264.08	0.00	3,264.08	72.54
230-4231-2202-0000	Building Repair Supplies	1,500.00	138.70	138.70	1,361.30	0.00	1,361.30	90.75
230-4231-2203-0000	Furn/Air Cond Repair Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4231-2302-0000	Other Minor Equipment	800.00	0.00	0.00	800.00	0.00	800.00	100.00
	E10 Sub Totals:	7,250.00	1,374.62	1,374.62	5,875.38	0.00	5,875.38	81.04
E15	SERVICES AND CHARGES							
230-4231-3002-0000	Contractual	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4231-3099-0000	Other Professional Services	4,000.00	0.00	0.00	4,000.00	0.00	4,000.00	100.00
230-4231-3101-0000	Telephone	1,700.00	718.50	718.50	981.50	0.00	981.50	57.74
230-4231-3500-0000	General Insurance	26,241.00	0.00	0.00	26,241.00	0.00	26,241.00	100.00
230-4231-3600-0000	Electricity	42,000.00	16,793.61	16,793.61	25,206.39	0.00	25,206.39	60.02
230-4231-3601-0000	Natural Gas	14,000.00	6,318.77	6,318.77	7,681.23	0.00	7,681.23	54.87
230-4231-3703-0000	Building Repair Charges	20,000.00	8,854.04	8,854.04	11,145.96	0.00	11,145.96	55.73
230-4231-3707-0000	Maintenance Agreements	9,500.00	6,562.23	6,562.23	2,937.77	0.00	2,937.77	30.92
230-4231-3713-0000	Computer Maintenance/Licenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E15 Sub Totals:	117,441.00	39,247.15	39,247.15	78,193.85	0.00	78,193.85	66.58
E20	MISCELLANEOUS							
230-4231-4099-0000	Miscellaneous Charges	1,100.00	881.56	881.56	218.44	0.00	218.44	19.86
	E20 Sub Totals:	1,100.00	881.56	881.56	218.44	0.00	218.44	19.86
E40	OTHER FINANCING USES							
230-4231-9490-0000	Transfer Out-Cap Proj Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E40 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Sub Totals:	253,224.12	107,682.29	107,682.29	145,541.83	0.00	145,541.83	57.48
	Dept 4231 Sub Totals:	253,224.12	107,682.29	107,682.29	145,541.83	0.00		
Dept 230-4900	IMPROVEMENT PROJECTS							
E15	SERVICES AND CHARGES							
230-4900-3099-0000	Other Professional Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E15 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E25	CAPITAL OUTLAY							
230-4900-5200-0000	C/O & Improvements	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	E25 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Dept 4900 Sub Totals:	0.00	0.00	0.00	0.00	0.00		
	Fund Revenue Sub Totals:	1,428,082.66	807,497.02	807,497.02	620,585.64	0.00	620,585.64	43.46
	Fund Expense Sub Totals:	1,428,082.66	685,204.21	685,204.21	742,878.45	0.00	742,878.45	52.02
	Fund 230 Sub Totals:	0.00	-122,292.81	-122,292.81	122,292.81	0.00		

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Trustee Information Sharing	
OWNER: Trustees	PRESENTER: Trustees
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>BACKGROUND/CONTEXT: This standing agenda item allows trustees to share information with each other. Informational updates could include reports on workshops or programs attended, observations from visits to other libraries, and reviews of library-related news.</p> <p>Trustees: When visiting libraries, please consider picking up library calendars, program guides and other marketing pieces for the Business and Communications Manager. These materials help provide ideas and inspiration for staff.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Events Task Force Update	
OWNER: Events Task Force	PRESENTER: Event Task Force
REQUESTED AGENDA TYPE (A, I, D): D	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>BACKGROUND/CONTEXT: Following the May presentation, the Events Task Force has met monthly to discuss the three questions we feel are essential to meeting the charge of the task force.</p> <ol style="list-style-type: none"> 1. How does the SPL mission inform our use of the Event Wing? 2. What should be the basis for prioritizing use of the Event Wing space? 3. Should event rentals be allowed? If so, at what level of sustainability/priority based on existing staff and resources? <p>As a result of our discussions using the survey results, Board input, and research that the Events Task Force conducted over the past year, the team developed the following two draft proposals. The charge and summary of the vision/considerations discussion of the task force are also included as background information. The next steps for the Task Force are:</p> <ul style="list-style-type: none"> • Board comments and feedback will be incorporated into the draft proposals. • Final proposals will be presented for Board action in October. • A list of suggestions for changes to the Meeting and Event Policy will be presented at the October Board meeting. 	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
<ol style="list-style-type: none"> 1. Task Force Charge 2. Draft Proposals 3. Summary of Vision/Considerations Discussion 	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Stillwater

Public Library

LIBRARY EVENTS TASK FORCE CHARGE

1. Review and recommend for board consideration at least two options on the purpose and rationale for providing space for events, both public and private, at the Stillwater Public Library.
2. Assure that recommended options align with the library's goals, mission, and strategic plan.
3. Identify policies that may need to be developed, as opposed to developing the policy at this point.

(Note: Concerns about budget, large group gatherings, staff capacity, and cancellation of the One23 contract prompted this review. While the board voted to terminate the One23 contract, it has not addressed the question of if/how to provide library space for events.)

Considerations

- Study and define the purpose of providing library space for events.
- Is the intention to raise revenue? To provide a community service? To be revenue neutral?
- Assess benefits and risks of providing space for events.
- Should the library provide space for both private and public events?
- Limit use of library space to non-profit community groups only?
- Provide space for weddings and other private events?

Consider:

- Event policies of other public libraries and nonprofit organizations.
- Community input, including from the library's neighbors.
- Relationship of events to the SUP granted by the city to the library.
- Costs of managing event space, especially in a period of budget restrictions.
- Staff capacity.
- Custodial needs, COVID concerns, wear and tear on the building.
- Fee structure.

Timeline

Complete work with a final presentation within 12 months. Provide brief quarterly interim updates.

Members

Paula Hemer, Pat Lockyear, Ryan Mathre, Keri Goeltl, Sandy Ellis

Stillwater

Public Library

EVENT WING USE: DRAFT PROPOSALS (8/5/2021)

OPTION 1:

Maximize public use of the Event Wing Space;

- Promote awareness of terrace and activities/resources on terrace.
- Explore additional self-directed and active library programming on terrace that works within existing staff resources. Activities in the Event Wing could include:*
 - increasing the number and variety of library-sponsored programs;
 - offering periodic outdoor movie night or night sky events;
 - adding self-directed library programs;
 - providing outdoor educational/historical/book-related exhibits;
 - inviting community organizations like ArtReach, local music groups, local science and ecology groups to develop passive programming.
- Provide amenities that are comfortable, inviting, shaded and unique.
- Add elements of interest such as:*
 - games and educational toys for children;
 - play area for children with moveable rubber mats;
 - mounted binoculars and telescope;
 - webcam for live feed of river activity;
 - stage area for library-sponsored events, plays or concerts.
- Allow rental of Margaret Rivers Room and Conference Room. Do not allow rental of terrace or gallery by outside organizations.
- No private social events hosted by individuals allowed, including but not limited to weddings, birthdays or anniversary parties.

OPTION 2:

Include all of Option 1 plus –

- Add rentals for the terrace and gallery by community organizations, government agencies, non-profits, and for-profits for meetings and special activities.
- No private social events hosted by individuals allowed, including but not limited to weddings, birthday or anniversary parties.
- Suggested limitations to maximize public use and reduce impact on staffing and resources:**
 - Limit the number of events to a manageable number, starting small and scaling up if successful.
 - Limit the size of rentals so events can move inside in case of poor weather.
 - Limit types of events, i.e., no amplified live music (except for library-sponsored events), no alcohol, no tents over a certain size that require extensive set ups.
 - Restrict timeframe for advance reservations.
 - Limit the number of Saturday reservations during library hours.
 - Stay within SUP limits and under thresholds set in SUP.
 - Set rental rates to cover library costs plus some revenue with additional fees if outside of normal library hours.

*These are brainstorming ideas only generated by the Task Force. All must be considered within scope of budget and staffing capacity.

** Finalized limitations would be determined when creating the new Meeting and Event Policy.

Stillwater

Public Library

VISION/CONSIDERATIONS DISCUSSION

To begin crafting the two proposals the Event Task Force spent considerable time discussing our vision of the terrace, how it can better serve the mission of the library, and what role, if any, hosting weddings and special events have in the future use of the Event Wing. The following is a summary of comments generated during our discussions:

Vision:

- Oasis, place to escape the cobwebs of daily life
- Place to get away from din of downtown
- Place that is cozy, serene, welcoming for people to congregate and collaborate
- Space that is cool, comfortable and inviting
- A place the community talks about using and spreads the word and their excitement to others
- Space that reaches out to non-traditional patrons
- Used as sci-fi room is used with minimal investment of staff/dollars to increase usage. Sci-fi room now always in use due to rearrangement of furnishings
- Place for patrons to relax and play, art groups and local community groups to create, perform, pursue interests and activities
- Space that extends what the library has inside to the outside and excites people's interests

Ideas to optimize use of terrace — make it more inviting:

- Improve shade — increase number of sunshades and have them be easily operated
- Improve seating — make it more comfortable, easily moved by patrons and more inviting
- Add elements of interest, webcam of river, telescope, art pieces, educational elements tied to history of library/Stillwater, movie screen for movies on the terrace, discovery/educational components, storybook elements and games for children
- Increase awareness and promote library events, passive programming, use of the terrace within the library and the community — reach out to arts organizations, small groups, schools to inform of availability of space for use as open times for artists/performers, school field trips
- Engage volunteers to help with groups, events

Other considerations regarding uses of Event Wing:

- Compatibility of uses — how space is to be used to determine investment in shade coverings and seating to reduce need for staff to move furniture
- Programming requires planning, getting events/activities on calendars and promoting those activities
- Maintenance needs must be sustainable
- Keep impact on staff and costs minimal yet optimize use of terrace
- Determine amount of free use time vs scheduled activity/reserved use time
- Look at idea of office space for work-from-home population

Weddings vs no weddings considerations:

- Consider goal of hosting weddings:
 - Is this a community service the library should provide?
 - Are there other ways community members can get this need met?
 - Does it fit with the mission and vision of the library?
 - Weddings of any type can still be a burden on library, are they more work than they are worth?
- Determine Foundation's role/interest in managing micro weddings
- Outside vendors add layer of complexity and require additional administration oversight and time
- If micro weddings held, need to have strict limitations on size, time and what is allowed
- Limit number of days set aside for holding weddings
- Offer to local residents/community members only
- Rentals need to cover costs: administration time and maintenance
- Use one year trial period approach with new model
- This may be opportunity to get away from holding weddings

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Library Hours and Services	
OWNER: Troendle, Director	PRESENTER: Troendle, Director
REQUESTED AGENDA TYPE (A, I, D): D	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>BACKGROUND/CONTEXT:</p> <p>Last month, the Minnesota Department of Health (MDH) provided updated guidance on the use of water fountains. Per the MDH: “Water fountains are an important resource in public spaces, especially during summer when heat and dehydration can be the most dangerous. The risk of getting COVID-19 from touching a solid surface (like a water fountain button) is low, and COVID-19 has not been found in drinking water. Therefore, water fountains and bottle fillers can be used during the COVID-19 pandemic.”</p> <p>The library’s bottle filling station remained available throughout the pandemic as it operates without the need to touch any surfaces. The library’s water fountains, though, remained deactivated until last month as clear guidance was not available. When the director read the new guidance from the MDH, the fountains were once again restored to service and available for use. It should be noted that throughout the pandemic, Maintenance Worker Shain Henry routinely flushed each fountain to keep the water quality in good condition for when they would be eventually reactivated.</p> <p>When the library board last approved a change in mask requirements in May, it was stated that the library would align with state mandates. While the CDC recommends wearing a mask indoors in areas of high or substantial spread (Washington County now falls into that latter category) of COVID, it’s not a mandate. A statewide mask mandate can’t be ordered because the Governor no longer has emergency powers.</p> <p>Most library staff already voluntarily wear a face covering when working with the public. Patron use of masks is mixed. The City of Stillwater has not, as yet, mandated that employees or the public wear masks in public buildings. Statistically, per https://mn.gov/covid19/vaccine/data/index.jsp, in Washington County as of August 3, 77.9% of people have received at least one vaccine dose, and 74.4% have completed the vaccine series. The city’s COVID-19 Response Team next meets on August 11 to review the status of public health conditions. The director does not believe the library’s approach should be more restrictive than the city’s.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

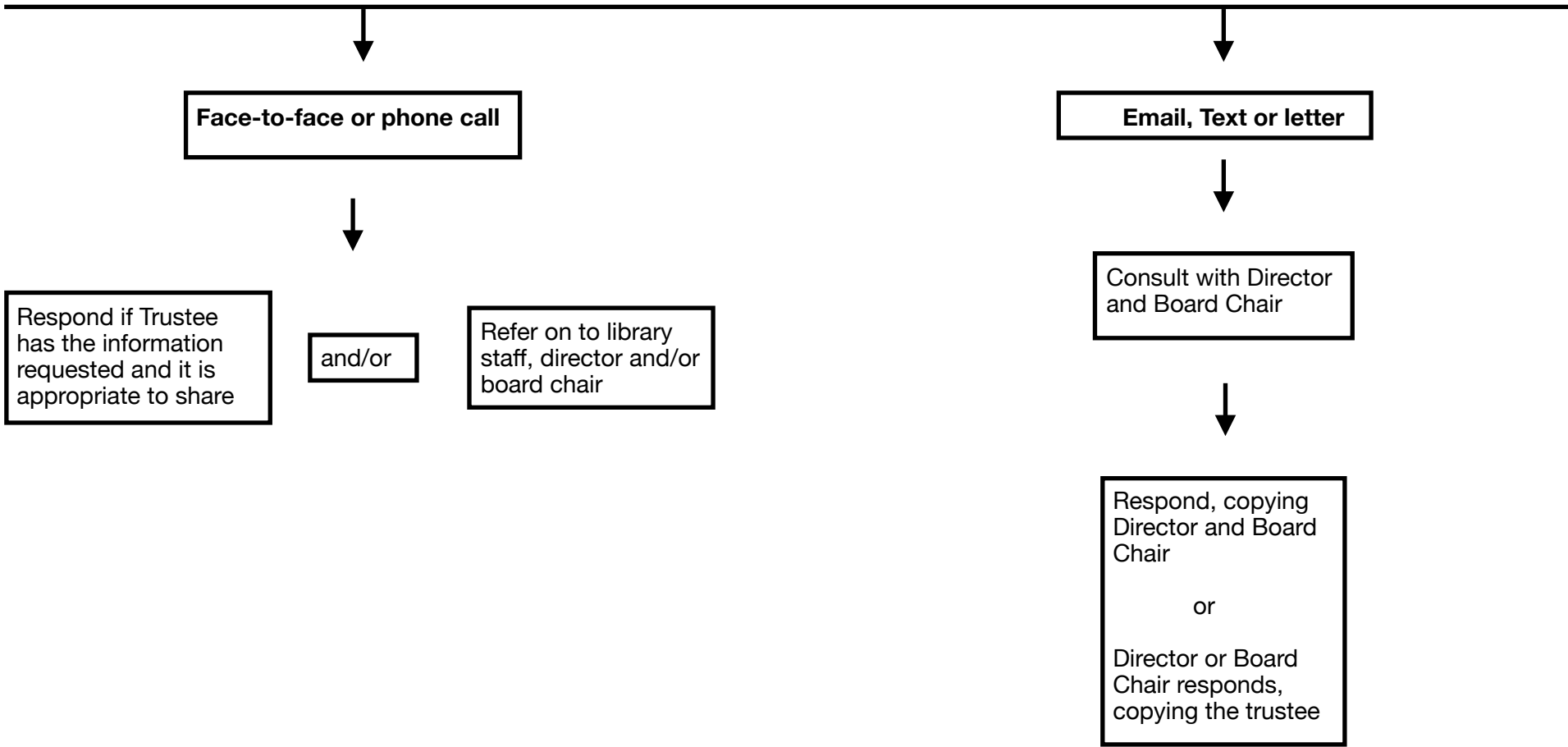
Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Director Evaluation Process – September Annual Review & Goal Suggestions	
OWNER: Bell, President	PRESENTER: Bell, President
REQUESTED AGENDA TYPE (A, I, D): D	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
BACKGROUND/CONTEXT: <p>At the September meeting, the board will conduct an annual review of the library director and establish new goals. Trustees were encouraged to submit suggestions for S.M.A.R.T. goals by sending them to the Executive Committee for consideration. The purpose of this discussion is to gather feedback on possible future goals.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

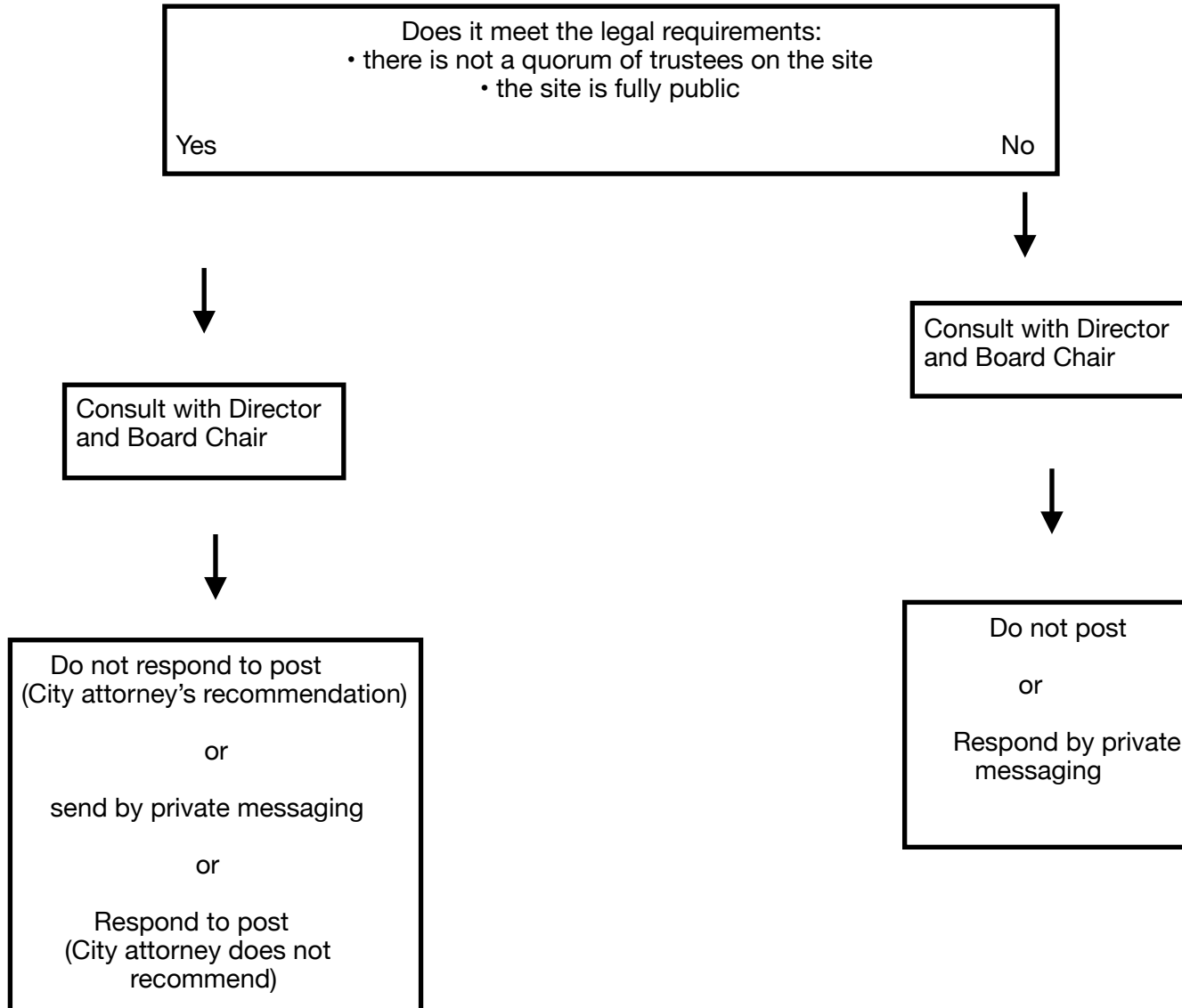
Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Guidelines for How Trustees Communicate With the Public Regarding Library Business	
OWNER: Board Governance Committee	PRESENTER: Board Governance Committee
REQUESTED AGENDA TYPE (A, I, D): D	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>BACKGROUND/CONTEXT:</p> <p>The purpose of this discussion is to receive feedback from trustees regarding two decision trees developed by the Board Governance Committee. The decision trees are intended to provide guidelines to help trustees determine how to respond to citizen posts on social media platforms and to any communication directed specifically to a trustee.</p> <p>The social media decision tree was created in response to Trustee Mathre’s inquiry at a board meeting during the COVID shutdown. He had read a post on the Nextdoor social platform asking why the library wasn’t open for more hours. The city attorney was consulted for her guidance prior to and during the development of these guidelines.</p> <p>The second decision tree, offering guidelines for when a trustee receives communication by phone or face-to-face, was developed after Trustee Hemer received an email from a patron complaining that the library’s hours were too restricted.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Two communication decision trees	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Trustee Receives Library-Related Communication



Trustee Becomes Aware of Library-related Post on a Social Media Platform



Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Revised Trustee Job Description	
OWNER: Board Governance Committee	PRESENTER: Board Governance Committee
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: The Board Governance Committee recommends approval of the revised Trustee Job Description.	
BACKGROUND/CONTEXT: <p>The Committee revised, updated and condensed the current Trustee Job Description, which was last revised in 1999. The document will be shared with trustees prior to each annual self-assessment survey, given to trustee candidates prior to the interview, included in the trustee orientation manual and posted on the Library website.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Draft revision of the trustee job description	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Draft Revision of the Stillwater Public Library
Board of Trustees Job Description

As a member of the Stillwater Board of Trustees, trustees are responsible for the governance of the library pursuant to M.S. 134.34: establishing and reviewing policy, setting goals and objectives, hiring and evaluating the Library Director, establishing and monitoring the library budget; promoting and advocating for the library in the community.

It is important to remember that the Board's authority, while broad, is a collective authority. Trustees must work cooperatively with other members of the Board.

Participation:

- Attends all Board meetings and participates appropriately:
 1. Prepares for Board meetings;
 2. Serves on Board committees as assigned by the Board chair;
 3. Abides by majority decisions reached by the Board and publicly supports these decisions.
- Has the ability and time to participate effectively in Board activities and decision making.

Administrative:

- Exercises fiduciary responsibility for the use of public and private funds; monitors the budget and approves expenditures throughout the year;
- Hires, sets salary, evaluates and supervises a qualified library director to implement board decisions and directions and carry out day-to-day operations of the library, its programs and services;
- Works with the director to establish a strategic plan with short and long range goals;
- Reviews and signs necessary contracts;
- Adopts and regularly reviews policies regarding library services and programs.

Community Relations:

- Advocates for and represents the interests and needs of the library;
- Represents the interests and needs of the community;
- Acts as an advocate for the library through contacts with civics groups and public officials.

Preparedness:

- Understands relevant laws such as the Minnesota Open Meeting law and actively supports library legislation;
- Keeps current on library trends and practices by: reading the literature, attending professional meetings for trustees, and visiting other libraries;
- Has a willingness to become more knowledgeable of basic library tenets such as: Intellectual Freedom, Freedom to Read, Confidentiality of Patron Records, Library Bill of Rights and the Public's Right to Information.

Report from the Library Director, Mark Troendle

Major Accomplishments

- Secretary/Treasurer Mary Richie and Mark met with City Administrator McCarty and Finance Director Provos on July 29 to review the library's budget proposal and answer questions related to our operating and capital requests for next year. We had a productive conversation. Sincerely appreciated is the significant time and effort spent by the Finance Committee, Facilities Committee, the Library Board as a whole, IT staff, and Business and Communications Manager Goeltl to bring all the pieces together so that we were able to present a cogent case for investing additional resources in library services.
- Community Development Director Tim Gladhill and Mark met to discuss a possible future collaborative opportunity; a tour of the library and its many resources was provided as well.
- Mark wrote a quarterly progress report for the Huelsmann Foundation detailing the status of the masonry restoration project. (A quarterly report is a requirement of this generous benefactor.) A number of new photos were included to help illustrate why repairs are needed and the challenges that have been encountered in the current phase. At present, the planned work remains paused for reasons described in the Facilities Committee report.
- Mark drafted a job announcement for two substitute recruitment processes and provided the necessary forms to Information Services Supervisor Aurora Jacobsen for placement on our website and Facebook. The announcement was also promoted externally to broaden our reach. By the end of July, Mark and Aurora had already conducted four interviews.
- The following recently-received comment is from an anonymous donor:
"Stillwater Library did an outstanding job getting us through the past year and a half with all the Covid restrictions. We've always been so impressed with our library and this past year reminded us once again how valuable our system is and how blessed we are to live here in the Stillwater Valley."

Heads-Up

- If you've been waiting for an opportunity to donate books, we're pleased to report a book collection drive is scheduled for Thursday, August 19 from 10 a.m. until 7 p.m. in the library's Third Street parking ramp.

Near-Term Future Focus

- Additional recruitment and hiring processes.
- Assist the Library Foundation by participating in donor meet and greet events this summer as well as contribute to the planning of their fall program. The first event was held August 4 on the terrace.
- Coronavirus (COVID-19) planning elements will continue.
- Review of library policies.

Report from the Information Services Supervisor, Aurora Jacobsen

Public Services

Circulation, Adult Programming and Reference

July Programs:

- Sunflowers in Acrylic had 23 participants.
- Connect Through Books on July 12th had 3 readers.
- Mystery Book Club on July 14th had 6 attendees.
- Minnesota Summer Skies had 5 stargazers.
- 18 Crafters learned how to make a Rosemaling Plaque.
- Staff at the library table at the Farmer's Market on July 24th talked to at least 50 people. There was no report on the number of dogs petted, but the rumor is that number was also substantial.
- Karen Tan Artist Reception had 38 attendees. Staff met many, many fans of Karen Tan's art classes.
- There were 121 Make and Take Seed Art kits distributed.

Personnel

- As the library's use of substitute Public Services staff changed drastically during the past year's fluctuation of library hours, many substitute's availability also changed. Both the Information Services Supervisor and Circulation Services Lead felt a need to increase the roster of available substitutes. Job advertisements for both reference and circulation subs are on the library's website. Interviews for the reference position began the last week of July.
- Aurora met with a practicum student from University of Wisconsin-Madison to create a plan for the student to complete her Fall practicum with the library.

Circulation

- There were 30,337 physical checkouts and renewals, and 4569 eMaterials checkouts and renewals in July.
- Staff filled 30 Library Lockers pick-ups in July.
- Circulation is excited to see so many returning faces and especially the children!
- The library's volume of returns is growing and the shelvees have been amazing.
- There have been updates occurring at Washington County Library and Aurora and Lori are addressing these.
- Circulation staff has enjoyed being outdoors and participating in the Farmer's Market.
- Planning for the fall scheduling with anticipation of changes in hours and staffing is underway.

Reference

- Staff prepared and checked out 4 Book Bundle requests.
- A multi-month project to identify and describe the 300 pictures from the City of Stillwater Planning Department and from the Holcombe collection was completed and submitted this month. Many community members assisted in looking through the pictures and identifying them, including Matt Thueson of the Historic Preservation Committee, Abbi Wittman from the City Planning Department and Lynne Bertalmio.
- Many more things that are "normal" returned to the library this month. Staff was thrilled to be able to offer study rooms to patrons once more. The Artist Reception was enjoyable for all who attended, and it is great to have the leftover flower arrangements on the Public Services Desk

once again. Having an in-person craft class and the Mystery Book Club return to the building were also energizing.

Upcoming in August:

- Connect Through Books on August 2nd
- Evening After Hours on August 4th
- Summer Landscape in Watercolor on August 5th
- Mystery Book Club on August 11th
- Summer Concert on the Terrace on August 19th
- Library Table at the Farmer's Market on August 21st

July Programs – attendance in parentheses

Storytimes - In-person (4 outdoor, 1 indoor due to inclement weather) (394)

- 3 Family/Preschool Storytime sessions (211)
- 1 special guest "Critter Storytime" with Carpenter Nature Center (166)
- 1 "Natural Wonders" evening Storytime with Tamarack Nature Preschool teacher, Jenny Hanlon (17)

K-5 kit programs with video instruction

- *Explore MN History – Gibbs Farm: Cornhusk Dolls (30)*
- *Under the Sea Diorama – Serendipity Arts (30)*
- *Explore MN History – Gibbs Farms: Dakota Beading (30)*

Teen program

- Art Appreciation for Teens: Gustav Klimt and the Art Nouveau Movement (live via Webex) (4)

Self-Directed (available during open hours) Activities

- *Robot 2.0 Scavenger Hunt – (290)*
- *Where's Waldo and Woof? "Secret Scavenger Hunt" search*
- *Summer Explorers*

Program Notes

Summer Explorers for kids and teens—There are 372 Stillwater readers enrolled in Beanstack as of 7/31/2021. We have distributed more than 750 physical Summer Explorer Kits. Kids are interacting with the program in a variety of ways and we are happy to offer that flexibility and celebrate their achievements! The primary goal remains unchanged and that's to instill a love for the library.

A *Story Stroll* featuring, "In the Tall, Tall Grass" by Denise Fleming was available on the Fourth Street Lawn during the month of July. It was nice to have it available for families to enjoy before and after storytime. At least once or twice parents used it to calm an upset toddler during storytime! Youth Services plans to create up to three new sets to display seasonally on the lawn. Each book layout will have an accompanying set of boards filled with suggested enrichment activities. The fall title will be, "Leaf Man" by Lois Ehlert.

Fall programming will be a hybrid of program offerings – Art/STEM kits, in-person programs, and self-directed activities. The latter will include rotating art and craft projects for both children and teens to explore. Different monthly samples and materials will be available in each area. The Scavenger Hunt will also rotate monthly. It remains ever popular and is good observational practice.

Youth Spaces

Youth Services Staff continued to have a presence at the Summer Headquarters table – answering reference questions, finding books, giving scavenger hunt clues, hearing about summer adventures, and celebrating reading and the library!

Upcoming Single Date Programs

- *Elephant Garden Illustration – At Hone Art for Kids – Saturday, August 7*
- *Art Appreciation for Teens: Georgia O'Keefe and American Modernists – Saturday, August 7*

- "Books & Benches" Storytime in-person at Pioneer Park – Monday, August 9
- Monet's Water Lilies - At Home Art for Kids – Saturday, August 14
- Library Outreach Table with 3-minute Pop-up Puppet Show at Stillwater Farmer's Market – Saturday, August 21

July Highlights



Stillwater Public Library Foundation
Board Meeting – June Meeting – Held 6/25/21
Video Conference

1. Quorum Present
2. Welcome – meeting called to order on Zoom at 8:33. All present Members checked in.
3. Approval of the Minutes - Minutes for the May meeting were approved by the board electronically prior to this meeting.
4. Library Director
 - a. With extended hours in June, attendance at library has been up and comfort levels regarding spacing, etc. has started to improve
 - b. Summer reading program going well with over 500 kids participating- Staff has been at farmer’s market and handed out library cards
 - c. City survey (Polco) to include library programming focus
 - d. Working on Library Capital Budget for city due in mid-July
 - e. Working on new Library web design with 16 Wins company. Previous completion date has been adjusted because of COVID
 - f. Question on roof repair was raised. City facility manager, along with a consultant estimated the job at \$750,000 + for replacement of underlayment, tiles, and new gutters. The Facilities Committee is considering getting a 2nd opinion. The city agrees that it is their responsibility for the repair, but it’s unknown if the repair will be funded next yearTO BE CONTINUED
 - g. Question asked on the availability of meeting rooms. They will probably be opened sometime in July but on a limited basis due to the staffing requirements needed for support (set-up and technical support).
5. Finance
 - a. Reviewed Balance Sheet and P&L.
 - b. Despite not having Light a Spark this year, our numbers still look good compared to last year.
6. Governance
 - a. Everyone has turned in their confidentiality forms
 - b. No other updates

7. Events & Marketing
 - a. Events planning meetings will commence again with a meeting on Tuesday, July 6. All are welcome to attend and invitations will be sent.
 - b. Light a Spark will not be happening, and a mailing was sent out to all donors signifying this decision with a request for continued financial support.
 - c. Impact report has been completed by Alicia and links to it will be put on the SPLF website.
 - d. July/Aug/Sept donor events will be held at the Library for designated donors consisting of a morning, noon, and mid-afternoon get togethers.
 - e. Love of the Library planning in full swing. See notes below.

8. Foundation Executive Director
 - a. Postcards sent out to all donors regarding Light a Spark and continued financial support requests.
 - b. Web site construction is still underway. Request from board member to library to have some insight into the current construction of the library site website refresh so both sites can have the same look and feel.
 - c. Love of the Library planning going well. Alan Paige will be our key-note speaker. The program will be a hybrid model with a pre-recorded presentation with a live Q&A with Alan to be held at the library for a select number of donors. We will have a moderator and an MC. Metro Connections will provide the technical support again. We will have another “library story” as part of the presentation. There will be NO event portal but will have a link to the event on our SPLF website.

9. Call was made for the meeting to be adjourned at 9:50. Motion was moved and seconded.

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Board Governance Committee Report	
OWNER: Board Governance Committee	PRESENTER: Board Governance Committee
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>Governance Committee Meeting Notes July 28, 2021, 3:00 p.m. Present: Maureen Bell, Paula Hemer, Ryan Mathre by Zoom, Mark Troendle</p> <p><u>Agenda Items Covered:</u></p> <ol style="list-style-type: none"> <u>Revised draft of Trustee Job Description</u> <ul style="list-style-type: none"> Maureen requested the following changes which will be incorporated into the draft: <ul style="list-style-type: none"> Under Administrative, add “Adopts and regularly reviews policies regarding library services and programs.”; Under Community Relations, delete “Acts as a liaison with the public, interpreting and informing local government, media and the public of library services and needs”; Under Community Relations, add “Acts as an advocate for the library through contacts with civic groups and public officials.” This draft will be added to the August board packet as an action item. Once approved by the board, it will be added to the library website, the orientation manual and given to trustee applicants. <u>Guidelines for how trustees communicate with the public regarding library business</u> The two decision trees, intended to be guidelines, were revised after consulting with the city attorney and will be added to the August board packet for discussion. <u>Recruiting new trustees</u> After trustee feedback during the July Board meeting, the committee discussed options for photographing trustees and possibly some staff to add to the library’s website. Mark reported that the updated website may not be ready until October and the trustee membership will change in January. Discussion will continue. Creating a flyer to be posted in local businesses and community gathering places was discussed. Members also considered adding a large pull-down poster within the library to highlight the existence and roles of trustees as well as instructions on how to apply to become a trustee. <p><u>Assignments:</u></p> <ul style="list-style-type: none"> Ryan will create a Survey Monkey file of the self-assessment survey and share it with committee members prior to the August meeting. Mark will draft a trustee recruitment flyer to be discussed at the September committee meeting. 	

Next Meeting: Wednesday, August 25th at 3:00 p.m.

Agenda items for future meetings:

August:

- Review draft of Survey Monkey Self-Assessment Survey and determine which documents to link to question #1.
- Revise addendum to Trustee application form.

September:

- Determine when in October to have trustees complete the Self-Assessment Survey.
- Review draft of a flyer for trustee recruitment.
- Continue discussion to determine how and when to photograph trustees for the updated website.

October: Review revision of trustee candidate interview questions. Determine which library documents to present to trustee applicants prior to the interview.

November: Review results of the Self-Assessment Survey and discuss training needs based on the comments from the survey

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Facilities Committee Report	
OWNER: Facilities Committee	PRESENTER: Facilities Committee
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>Facilities Committee Meeting Notes July 30, 2021 Present: Carlsen, Cox, Lockyear, Troendle, and Ben Hartberg of Calyx Design</p> <p><u>Exterior Masonry work:</u></p> <p>As reported by BRC, because of the railing construction capstones around the terrace cannot be removed to complete necessary work to reduce water infiltration without removing railing and deconstructing portions of the wall.</p> <ul style="list-style-type: none"> • Committee members examined the metal covering proposed by BRC to cover the capstones. • Issues regarding caulking, adequate seals around fence posts and appearance of the metal covering were discussed. • Carlsen suggested a possible solution of inserting a flashing just beneath the lip of the capstone to shed water. He also suggested investigating a stucco covering EFIS. • Lockyear suggested investigating sealants to make the capstone water repellant in addition to flashing under the lip. • Committee asked Troendle to consult with City Facilities Manager for his opinion about BRC option, committee suggestions, other ideas he may have. • All agreed it would be helpful to have a ball park estimate of a complete redo which involves removing the railing around the terrace to compare with costs of other options. • Committee agreed to meet to discuss options after getting input from City Facilities Manager. • Troendle will contact BRC to request an estimate of complete redo, including removing railing. <p><u>4th Street Landscape Design consultation with Ben Hartberg:</u></p> <p>Committee provided Hartberg with a Summary of Changes to the concept design (see below). Specific points were emphasized and discussed:</p> <ul style="list-style-type: none"> • Carlsen noted that handicap access from the main walkway off of 4th street is a priority and the design should echo the proposed circular theme and meet ADA requirements. Hartberg stated that handicap access needs to look and feel the same for all patrons and must be a 5% grade or less. • City mowing requirements were discussed. 	

- Carlsen shared his drawings illustrating his ideas for the handicap access, benches and trees in the southern portion of the lawn.
- Lockyear noted the comments from HPC, City Planner recommending that no trees be planted to obstruct the view of the building and the request by staff that structures not be placed in the large lawn area south of the sidewalk as it is used for children's programming.
- Pros and cons of fencing along the 4th street sidewalk were discussed with options of knee walls and plantings considered.
- Cox requested Hartberg look at foundation areas and make suggestions for how to handle that space and plantings. Hartberg said he would provide a list of potential plants that would be appropriate.
- Lockyear asked that the design include the southern border between the library and church property to give it more definition.
- Carlsen requested that the next design use a modular approach that allows for adding and subtracting elements of the design. Also noting that the work will need to be completed in phases with the main walkway being the first phase.
- Hartberg asked about the quality of the lawn, sprinkler systems and the option to replace sod. Committee agreed that the lawn is not of good quality. Troendle said there is a sprinkler system and it is in working order.

Hartberg asked for clarification on what the committee would like, 2D or 3D drawings. He explained that 2D require less time. He said we are at the halfway point in the contract and he would be able to provide schematics with more detail. He indicated it is likely he would be able to provide construction drawings without going over existing contract amount if we only require 2D drawings.

Carlsen explained that the project will be delayed due to the other major building repair projects, new roof and exterior masonry issues. Hartberg said he would be able to work on design changes this fall, starting at the end of September/early October. Committee agreed with this timing. Carlsen noted that we want to get to a point where we know what is included, where it is located and the cost.

Next meeting: To be determined based on Troendle's conversation with City Facilities Manager.

SUMMARY OF SUGGESTED DESIGN CHANGES

These suggested changes to concept design incorporate input from trustees, staff and HPC and address maintenance issues:

Handicap access to ramp:

- Develop a feasible access ramp from main walkway to current ramp area
- Analyze grades and determine if current and connecting ramp will meet ADA requirements
- Ensure design of connecting ramp echos circular theme

Central walkway circle:

- Move benches 8-10 feet out from central circle with benches being arranged in a semi-circular fashion with trees planted to provide shade
- Or remove benches and trees at main circle and leave lawn open

- Remove inner circle planter for cleaner view of facade,
 - Possibly incorporate maze or book titles in pavement,
 - Consider central element to main circle, possibly sculpture or other element that doesn't interfere with view of historic entrance
- Use urns/pots to hold plantings at four openings of circle rather than along walkway

Children's maze area:

- Remove maze and create an informal area for children
- Include a sculpture or kid friendly element to draw interest/attention
- Use southeast foundation area and southern boundary as story walk area leading to circular benches around ash tree

Surface parking lot area:

- Create paved area along curb of surface parking lot to allow easier access to building from parking area
 - Keep interior edge curved or reflective of circular theme
 - Incorporate space for benches on the paved area to take advantage of shade from existing trees
 - Remove reading pods

Borders/edgings/plantings and existing fixtures:

- Incorporate foundation plantings and planting along southern boundary into design plan
- Use urns instead of ground level plantings when possible/appropriate
- Include stone wall option for border along 4th street
- Include existing light fixtures in designs

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Library Events Task Force Report	
OWNER: Library Events Task Force	PRESENTER: Library Events Task Force
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>Library Events Task Force Meeting Notes July 14, 2021 Present: Ellis, Goeltl, Hemer, Lockyear, Mathre, Troendle</p> <p>Discussion: The entire meeting was focused on discussing our main charge, recommending “two options on the purpose and rationale for providing space for events both public and private”.</p> <p>Option 1: There was agreement to include:</p> <ul style="list-style-type: none"> • Maximizing public use of the event wing space; • Allowing no private social events; • Continuing rental of meeting rooms, including the two Margaret Rivers and Conference rooms. <p>Option 2:</p> <ul style="list-style-type: none"> • Include all of Option 1 plus • Add rentals for the terrace and gallery by community organizations, non-profits and for-profits. • There was extensive discussion on the pros and cons of allowing mini-weddings, with the majority of members opposed. <p>Decisions and Assignments:</p> <ul style="list-style-type: none"> • While consensus was not reached, members agreed to support the above Options 1 and 2. • Since mini-weddings were not included in the options, discussion with the Foundation’s executive director regarding their possible involvement in offering mini-weddings was dropped. • Pat and Paula will finalize the verbiage of the two options and consult with Task Force members prior to submitting it for the August 10th Board meeting.’ • Each member is asked to read the “Meeting and Event Policy” considering changes in light of Options 1 and 2. <p>Next Meeting: Wednesday, August 25, 4:00 PM</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Stillwater Public Library 2021 Calendar

<p>January 1: Library Closed, New Year's Day 12: SPL Board Meeting, 7:00 pm 18: Library Closed, MLK Day 22: SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> • Board passes ratification of wages prepared by Director (if needed) • Annual Meeting 	<p>February 9: SPL Board Meeting, 7:00 pm 15: Library Closed, Presidents' Day 26: SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> • Event Wing Survey (Feb) 	<p>March 9: Presentation at Stillwater Township, 7:00 pm (based on prior years) 9: SPL Board Meeting, 7:30 pm 26: SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> • Director evaluation: 6-month progress check
<p>April 1: Annual Report to State Due 4: Library Closed, Easter 4-10: National Library Week 13: SPL Board Meeting, 7:00 pm 23: SPLF Board Meeting, 8:30 am</p>	<p>May 11: SPL Board Meeting, 7:00 pm 28: SPLF Board Meeting, 8:30 am 31: Library Closed, Memorial Day</p> <ul style="list-style-type: none"> • Begin operating budget prep • Events Task Force Check-In 	<p>June 8: SPL Board Meeting, 7:00 pm 25: SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> • Big Read in the St. Croix Valley: The Latehomecomer by Kao Kalia Yang • 2022 capital outlay request and 2022-2026 CIP due • 2022 operating budget discussions • Facilities 101 & Finance 101
<p>July 5: Library Closed, Independence Day Observed 13: SPL Board Meeting, 7:00 pm 23: SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> • 2022 operating budget due 	<p>August 10: SPL Board Meeting, 7:00 pm 27: SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> • City Council budget hearing • Events Task Force Check-In • Appoint interview committee for year-end board vacancies (annual) and nominating committee for officer positions (every other year) 	<p>September 6: Library Closed, Labor Day 13: Friends Meeting, 6:30 pm 14: SPL Board Meeting, 7:00 pm 24: SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> • Council budget changes; Levy adopted • Events Task Force Proposal (Sept/Oct) • Director evaluation: annual review • Request 2022 health insurance info • Negotiate labor contract with union in fall (Executive Committee) • Possible joint meeting of SPL, BPL and WCL
<p>October 11: Friends Meeting, 6:30 pm 12: SPL Board Meeting, 7:00 pm 22: SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> • Implement board self-assessment survey • Adopt holidays for succeeding year 	<p>November 8: Friends Meeting, 6:30 pm 9: SPL Board Meeting, 7:00 pm 10-13: Fall Used Book Sale 25: Library Closed, Thanksgiving Day 26: SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> • Report on self-assessment results 	<p>December 14: SPL Board Meeting, 7:00 pm 24: Library Closed, Christmas Eve 25: Library Closed, Christmas Day 31: Library Closed, New Year's Eve 31: SPL Board Terms End 31: WCL/SPL Contract Ends</p> <ul style="list-style-type: none"> • Succeeding year budget adopted by Council • Provide authorization for year-end expenditures if needed

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

Stillwater

Public Library

2021 LIBRARY BOARD

The Library Board is organized by City of Stillwater Charter, Chapter 1, Article XIV. Its purpose is to operate and maintain the Stillwater Public Library and the expenditures of all library funds. The Board meets on the 2nd Tuesday of the month at 7:00 p.m. at the Stillwater Library, 224 3rd Street N. For a full list of city boards and commissions, visit <https://cityofstillwater.granicus.com/boards>.

Members	Term	Ward
Maureen Bell (President)	3rd Term: Jan 1, 2020 - Dec 31, 2022	4
Gregg "Spike" Carlsen	2nd Term: Jan 1, 2019 - Dec 31, 2021	2
Bethany Cox	1st Term: Jan 1, 2020 - Dec 31, 2022	3
Craig Hansen	1st Term: Jan 1, 2021 - Dec 31, 2023	1
Paula Hemer	1st Term: Jan 1, 2019 - Dec 31, 2021	3
Sharon Hollatz	1st Term: Jan 1, 2021 - Dec 31, 2023	1
Ryan Mathre	1st Term: Jan 1, 2021 - Dec 31, 2023	3
Pat Lockyear (Vice-President)	1st Term: Jan 1, 2020 - Dec 31, 2022	2
Mary Richie (Secretary/Treasurer)	3rd Term: Jan 1, 2019 - Dec 31, 2021	2
<i>Council Liaison:</i> Ryan Collins		1
<i>Library Director:</i> Mark Troendle		

2021 Committee Rosters:

Board Governance:	Bell, Hemer, Mathre, Troendle
Executive:	Bell, Lockyear, Richie, Troendle
Facilities:	Carlsen, Cox, Lockyear, Troendle
Finance:	Hansen, Hollatz, Richie, Troendle

2021 Task Forces:

Event Task Force:	Hemer, Lockyear, Mathre; Staff: Goeltl; Community: Sandy Ellis
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Updated: 2/4/2021