

STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES
Meeting Agenda
Tuesday, September 14, 2021
7:00 PM, Margaret Rivers Room

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 August 10, 2021 Minutes +
 - b) Acknowledgement of Bills Paid in August +
 - c) 2021 August Budget Status Report +

Informational/Discussion (20 minutes)

5. Trustee Information Sharing I+
6. Library Hours and Services D+
7. 2022 Budget Update D+

Decisional (10 minutes)

8. 2022 Employee Health Insurance A+
9. Masonry Repairs A+

Reports (20 minutes)

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

Closed Session (60 minutes)

14. Director Evaluation: Annual Review D+

Return to Open Session

15. Director Step Movement A+

16. 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, September 13, 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
August 10, 2021
Minutes**

PRESENT: Bell, Hemer, Hollatz, Lockyear, Richie

ABSENT: Carlsen, Cox, Hansen, Mathre, Council Liaison Collins

STAFF: Goeltl, Troendle

AGENDA ITEM 1: Call to Order

Bell called meeting to order at 7:00 PM.

AGENDA ITEM 2: Adoption of Agenda

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

AGENDA ITEM 5: Trustee Information Sharing

On a recent trip, Lockyear visited two Carnegie libraries in Wisconsin. Both libraries are around the age of the original Stillwater Public Library. At the library in Bayfield, they are in the process of preserving their historic columns.

Bell requested three volunteers to serve on an interview committee this fall. Richie will be completing her third term at the end of the year. Hollatz volunteered. Trustees are to contact Bell if interested in serving.

AGENDA ITEM 6: Events Task Force

On behalf of the Events Task Force, Lockyear requested trustee comments and ideas on the two proposals presented in the packet. A decision will come before the trustees for a vote in October.

Bell asked if the first option would exclude Light a Spark or other Foundation events. Lockyear noted that first option would permit events sponsored by the library, city, Foundation, and Friends. Bell also asked for clarification about which groups would be permitted to rent the meeting rooms. Lockyear responded that community organizations, government agencies, non-profits, and for-profits could rent meeting rooms.

Richie asked if any members of the group supported use of the terrace for special events. Lockyear reported that Hemer and Ellis did support use of the terrace for weddings as one of the proposed options, with some stipulations. Hemer discussed that the library could provide a venue for small weddings for 30-40 people on a limited number of days and times. It could maximize use of terrace and provide a service to the community. Ellis shared that the library would need to be all in if hosting

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weddings. The library makes an agreement with the couple, but what about the 30 guests, the mother of the bride, and the vendors. How are all of the questions and details managed? How do you staff it? Lockyear discussed that renting for a private event to an individual is different than renting to an organization.

Richie expressed concerns that the library does not have the bandwidth to manage weddings at this time. Hollatz noted that the budget and financials do not support weddings.

Bell noted that office space for the work-from-home population was considered. She commented that this idea would have a number of policy considerations. Lockyear indicated that a lot more research would be needed if the library wanted to look at offering something like this.

Bell observed that the two proposals are similar. For option two, the board may need to consider how rentals of the terrace and gallery impact patron use.

AGENDA ITEM 7: Library Hours and Services

Troendle reported that beginning on September 1, the library plans to return to pre-COVID weekday hours. The library would close at 8:00 PM, instead of 7:00 PM, on Monday through Thursdays. On September 12, the library would resume Sunday hours.

Troendle also reported that, as of August 9, Washington County requires employees and visitors to wear masks in county buildings. In alignment with this, Washington County Libraries now require masks for staff and patrons. Across metro-area libraries, masking guidelines vary. Troendle recommends following city guidelines. This means that masks remain optional for now. Basically, most staff wear masks when working with the public. Some of the public wear masks, and others don't.

AGENDA ITEM 8: Director Evaluation Process – September Annual Review & Goal Suggestions

Bell reminded trustees of the upcoming annual review of the director. She encouraged trustees to submit suggestions for goals to the Executive Committee by Friday.

AGENDA ITEM 9: Guidelines for How Trustees Communicate With the Public Regarding Library Business

On behalf of the Governance Committee, Hemer requested feedback regarding the decision trees included in the board packet regarding library-related communication.

Bell indicated the need for response from the board as a collective versus as an individual. During the recent city training on open meeting law and social media, the city attorney indicated that official business is considered any item that may come before the board now or in the future. Public response by trustees on social media could be conducting official business outside of open meeting laws.

Lockyear questioned if the first box on the social media tree was valid. She wondered if the trustees have the knowledge to be certain that there was not a quorum of trustees on the site and that the site was fully public. If the board believes that trustees would have this information and knowledge, the last

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option of “Respond to Post” on yes side should be eliminated. Trustees may choose to respond privately but should not be posting a public response.

Bell noted that the Director can respond to comments or questions about the library without being in violation of open meeting law.

Hemer clarified that the decision trees are guidelines and not policies.

AGENDA ITEM 10: Revised Trustee Job Description

Hemer reported that the revised trustee job description was included in the board packet for review. Once approved, the revised job description would be included in the trustee orientation manual and posted on the website.

Motion to approve job description. Hollatz moved. Lockyear second. Yes: Bell, Hemer, Hollatz, Lockyear, Richie; No: None.

AGENDA ITEM 11: Director and Other Staff Reports

Troendle asked for questions regarding the staff reports. Richie requested a 2022 budget update. Troendle reported that the City Administrator indicated that a draft would be provided to the City Council on August 11. The budget would be formally presented during the council meeting on August 17.

AGENDA ITEM 12: Foundation & Friends Report

Troendle reported that the Foundation had their first meet-and-greet in August. The purpose of the event is to make connections with donors, educate about the current work of the library and Foundation, and provide an opportunity for attendees to ask questions.

The Foundation is planning a For the Love of the Library event with Alan Page. The Foundation is hoping to have the event be a mix of live and pre-recorded content. The event is scheduled for Tuesday, November 16.

AGENDA ITEM 13: Board Committee Reports

- a) Board Governance Committee: No additional.
- b) Executive Committee: Did not meet.
- c) Facilities Committee: Report in packet. Masonry work is on hold due to the construction of the railing around the terrace. Committee is exploring options. Structural engineer is coming out to take a look at it.
- d) Finance: No report.
- e) Library Events Task Force: Report in packet.

AGENDA ITEM 14: Public Commentary and Communications

None.

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AGENDA ITEM 15: Adjournment

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

Meeting adjourned at 8:21 PM.

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Acknowledgement of Bills Paid in August 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 August 2021 bills paid				
BACKGROUND/CONTEXT: Following is a bills report summary for the month of August:				
August 2021 (2021 Fiscal Year)				
	<i>City</i>	<i>Foundation</i>	<i>Other Supplemental</i>	<i>Total</i>
Operating Expenditures	\$ 12,854.03	\$ 2,957.34	\$ 370.38	\$ 16,181.75
Capital Expenditures	\$ -	\$ -	\$ -	\$ -
Total	\$ 12,854.03	\$ 2,957.34	\$ 370.38	\$ 16,181.75
<p>Explanations of large or out of the ordinary payments are listed below: <i>Bill Resolution: August 10, 2021</i></p> <ul style="list-style-type: none"> • \$1,320 paid to Mobile Beacon for renewal of service plan on circulating hotspots. Funded by Foundation. 				
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: 8/10/2021 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						
860517	08/05/21	Abbott Paint	Paint	\$ 38.74	230-4231-2202-0000	Building Repair Supplies
1H36-DP4G-4TFY	07/28/21	Amazon Business	Materials - Adult Nonfiction	\$ 17.59	230-4230-2405-0000	Adult Books - Non Fiction
1LCT-F79F-7C4V	08/05/21	Amazon Business	Programs - Juv Story Stroll (SPLF)	\$ 77.04	232-4232-2407-0000	SPLF - Programs
1442	05/02/21	Artistry	Programs - Juv (Legacy) Klimt	\$ 165.00	235-4236-4099-0000	Library Donations Programs
1443	05/01/21	Artistry	Programs - Juv (Legacy) OKeefe	\$ 165.00	235-4236-4099-0000	Library Donations Programs
8047	07/14/21	ArtStart	Programs - Adult (SPLF)	\$ 425.00	232-4232-2407-0000	SPLF - Programs
2036088580	07/15/21	Baker and Taylor	Programs - Juv SRP (SPLF HJA)	\$ 9.00	232-4232-2407-0000	SPLF - Programs
2036120631	08/03/21	Baker and Taylor	Programs - Juv SRP (SPLF HJA)	\$ 5.00	232-4232-2407-0000	SPLF - Programs
6694537	07/14/21	Blick Art Materials	Programs - Adult Take & Makes (SPLF)	\$ 131.25	232-4232-2407-0000	SPLF - Programs
8102021	08/10/21	Brodart Co	Materials - Adult Fiction (Friends Wilson Tribute)	\$ 40.38	229-4229-2113-0000	Friends - Materials
8102021	08/10/21	Brodart Co	Materials - Juv	\$ 1,310.51	230-4230-2400-0000	Childrens Books
8102021	08/10/21	Brodart Co	Materials - Adult Fiction	\$ 2,042.99	230-4230-2401-0000	Adult Books - Fiction
8102021	08/10/21	Brodart Co	Materials - Adult Nonfiction (Westcott Tribute)	\$ 57.85	230-4230-2405-0000	Adult Books - Non Fiction
8102021	08/10/21	Brodart Co	Materials - Adult Nonfiction (Broderick Tribute)	\$ 34.65	230-4230-2405-0000	Adult Books - Non Fiction
8102021	08/10/21	Brodart Co	Materials - Adult Nonfiction	\$ 2,235.02	230-4230-2405-0000	Adult Books - Non Fiction
8102021	08/10/21	Brodart Co	Materials - YA	\$ 244.36	230-4230-2406-0000	Teen Books
8102021	08/10/21	Brodart Co	Materials - Processing	\$ 1,001.90	230-4230-3404-0000	Processing Fee
40903	07/21/21	Carpenter St. Croix Valley Nature Cent	Programs - Juv SRP (SPLF HJA)	\$ 162.32	232-4232-2407-0000	SPLF - Programs
4092123637	08/05/21	Cintas Corporation	Towels & Rugs	\$ 178.20	230-4231-4099-0000	Miscellaneous Charges - Lib Plant
306-024444792-3	07/31/21	Culligan of Stillwater	Water	\$ 27.95	230-4230-4099-0000	Miscellaneous Charges
8032021	08/03/21	Faurot Kimberly	Programs - Juv SRP (SPLF HJA) Staff Reimbursement	\$ 99.76	232-4232-2407-0000	SPLF - Programs
8032021	08/03/21	Faurot Kimberly	Supplies (Staff Reimbursement)	\$ 46.04	230-4230-2101-0000	General Supplies
7302021	07/30/21	Hedin Sue	Programs - Adult (SPLF) Staff Reimbursement	\$ 86.97	232-4232-2407-0000	SPLF - Programs
10003872618	07/05/21	Infogroup	Materials - Reference	\$ 390.00	230-4230-2113-0000	Reference
7262021	07/26/21	Jacobsen Aurora	Programs - Adult SRP (SPLF) Staff Reimbursement	\$ 30.00	232-4232-2407-0000	SPLF - Programs
11140291	07/21/21	KidCreate Studio/Get Messy	Programs - Juv SRP (SPLF HJA)	\$ 300.00	232-4232-2407-0000	SPLF - Programs
7202021	07/20/21	Madden Galanter Hansen LLP	Legal Services (June 2021)	\$ 90.00	230-4230-3099-0000	Other Professional Services
94723	07/13/21	Menards	Janitorial Supplies	\$ 23.37	230-4231-2102-0000	Janitorial Supplies
95272	07/27/21	Menards	Janitorial Supplies	\$ 18.51	230-4231-2102-0000	Janitorial Supplies
W21060587	07/15/21	Office of MN IT Services	Phone - June	\$ 143.70	230-4231-3101-0000	Telephone
2567325	07/29/21	Per Mar Security Services	Security Monitoring (8/2021-11/2021)	\$ 178.20	230-4231-3707-0000	Maintenance Agreements - Lib Plant
230041397	07/29/21	Regents of the U of M	Programs - Adult (SPLF)	\$ 100.00	232-4232-2407-0000	SPLF - Programs
7292021	07/29/21	Serendipity Art & Design	Programs - JUV SRP (SPLF HJA)	\$ 51.00	232-4232-2407-0000	SPLF - Programs
135970767	07/12/21	Uline Inc	Janitorial Supplies	\$ 407.07	230-4231-2102-0000	Janitorial Supplies
191591	08/18/21	Washington County Library	Q2 Notices	\$ 86.80	230-4230-3102-0000	Postage
			INVOICES SUBTOTAL	\$ 10,421.17		
CREDIT CARD						
25406693	6/12/2021	Dream Host	Website Hosting	\$ 21.45	230-4230-3098-0000	Technology Support
2942406	6/18/2021	Kahoot! AS	Programs - YA (SPLF)	\$ 120.00	232-4232-2407-0000	SPLF - Programs
142	6/1/2021	Kari's Create & Paint Studio	Programs - Adult SRP (SPLF)	\$ 40.00	232-4232-2407-0000	SPLF - Programs
6182021	6/18/2021	Mobile Beacon	Materials - Hotspots (SPLF)	\$ 1,320.00	232-4232-2113-0000	SPLF - Materials
			CREDIT CARD SUBTOTAL	\$ 1,501.45		
SPECIAL BILL PAYOUTS						
741394352	07/26/21	Xcel Energy	Gas	\$ 56.01	230-4231-3601-0000	Natural Gas
741394352	07/26/21	Xcel Energy	Electric	\$ 4,203.12	230-4231-3600-0000	Electricity
			SPECIAL BILL PAYOUT SUBTOTAL	\$ 4,259.13		
			GRAND TOTAL	\$ 16,181.75		

Submitted for payment

Mark Troendle, Library Director

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: 2021 August 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 – August 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 (initial estimate: \$47,939). Due to issue with water infiltration and the construction of the terrace railing, the Facilities Committee is exploring alternate repair options with a revised cost to be determined. \$20,000 of the masonry work 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 \$577,597. We are through 62% of the pay periods and are running under the budgeted pace of \$600,000. Cost savings to date include the open Office Specialist position and reduced Q1 substitute staff expenditures. The Office Specialist position is hired and will begin in October. Substitute use is now increasing as staff take vacations, and the library returns to full hours. 	

- **Materials:** The 2021 city budget for materials is \$92,321. Collection ordering from major vendors began in mid-February. Expenditures total \$50,206.30. In addition, the following expenditures need to be transferred into 2021:
 - *Pending Journal Entry:* \$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 periodicals (230-4230-2403-0000), \$625 to subscriptions (230-4230-4001-0000), \$1,616.28 to SPLF funded materials (232-4232-2113-0000).
 - *Pending Journal Entry:* \$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 \$24,434.26 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.

230 Funds – Plant Expenditures:

- **Plant – Personnel Services:** Personnel expenditures total \$75,307. This is slightly below the budgeted pace of \$78,507.
- **Plant – Services and Charges:** 2021 budget is \$117,441. Total expenses are \$43,828.
 - **Building Repair Charges:** The amount allocated for building repair charges is \$20,000, with \$8,854 expended.
 - *Pending Journal Entry:* \$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.

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:

2021 August Budget Status Report

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

General Ledger

Budget Status

User: kgoeltl
 Printed: 9/9/2021 - 3:06 PM
 Period: 1 to 8, 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: 9/9/2021 - 2:47 PM
 Period: 1 to 8, 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	862.30	862.30	-362.30	0.00	-362.30	0.00
230-0000-3520-0100	Copier/Printer Sales	5,000.00	26.00	26.00	4,974.00	0.00	4,974.00	99.48
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	888.30	888.30	5,311.70	0.00	5,311.70	85.67
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	697.00	697.00	803.00	0.00	803.00	53.53
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	200.00	200.00	300.00	0.00	300.00	60.00
230-0000-3880-0020	Library Card Fees	420.00	120.00	120.00	300.00	0.00	300.00	71.43
230-0000-3880-0030	Lost Materials	3,000.00	770.24	770.24	2,229.76	0.00	2,229.76	74.33
230-0000-3880-0040	Processing Fees	5,000.00	24.00	24.00	4,976.00	0.00	4,976.00	99.52
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	19,740.00	19,740.00	-19,740.00	0.00	-19,740.00	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	14,644.33	14,644.33	13,442.33	0.00	13,442.33	47.86
R45	OTHER FINANCING SOURCES							
230-0000-3910-0100	Transfer In-General Fund	1,393,796.00	929,197.36	929,197.36	464,598.64	0.00	464,598.64	33.33
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
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

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	R45 Sub Totals:	1,393,796.00	929,197.36	929,197.36	464,598.64	0.00	464,598.64	33.33
	Revenue Sub Totals:	1,428,082.66	944,729.99	944,729.99	483,352.67	0.00	483,352.67	33.85
	Dept 0000 Sub Totals:	-1,428,082.66	-944,729.99	-944,729.99	-483,352.67	0.00		
Dept 230-4230 E05	LIBRARY OPERATIONS PERSONNEL SERVICES							
230-4230-1000-0000	Full Time Salaries	422,152.30	112,188.66	112,188.66	309,963.64	0.00	309,963.64	73.42
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	11,920.66	11,920.66	-11,920.66	0.00	-11,920.66	0.00
230-4230-1113-0000	Vacation Pay	0.00	22,269.86	22,269.86	-22,269.86	0.00	-22,269.86	0.00
230-4230-1200-0000	Part Time Salaries	356,602.67	318,629.60	318,629.60	37,973.07	0.00	37,973.07	10.65
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	31,938.31	31,938.31	26,468.31	0.00	26,468.31	45.32
230-4230-1420-0000	FICA/Medicare	59,574.76	35,351.47	35,351.47	24,223.29	0.00	24,223.29	40.66
230-4230-1500-0000	Hospital / Medical	87,166.32	42,556.50	42,556.50	44,609.82	0.00	44,609.82	51.18
230-4230-1520-0000	Dental Insurance	2,684.40	2,431.36	2,431.36	253.04	0.00	253.04	9.43
230-4230-1540-0000	Life Insurance	767.68	278.34	278.34	489.34	0.00	489.34	63.74
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	577,597.44	577,597.44	426,423.97	0.00	426,423.97	42.47
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	874.58	874.58	3,625.42	0.00	3,625.42	80.56
230-4230-2113-0000	Reference	2,125.00	565.00	565.00	1,560.00	0.00	1,560.00	73.41
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	15,821.55	15,821.55	2,036.95	0.00	2,036.95	11.41
230-4230-2401-0000	Adult Books - Fiction	18,232.50	13,284.30	13,284.30	4,948.20	0.00	4,948.20	27.14
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	12,016.10	12,016.10	5,281.40	0.00	5,281.40	30.53
230-4230-2406-0000	Teen Books - Materials	4,675.00	3,391.68	3,391.68	1,283.32	0.00	1,283.32	27.45
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
	E10 Sub Totals:	99,471.00	52,784.06	52,784.06	46,686.94	0.00	46,686.94	46.94
E15	SERVICES AND CHARGES							
230-4230-3098-0000	Technology Support	10,700.00	2,542.62	2,542.62	8,157.38	0.00	8,157.38	76.24
230-4230-3099-0000	Other Professional Services	5,000.00	3,004.00	3,004.00	1,996.00	0.00	1,996.00	39.92
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	777.39	777.39	722.61	0.00	722.61	48.17
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	5,948.51	5,948.51	8,051.49	0.00	8,051.49	57.51

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
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	1.73	1.73	398.27	0.00	398.27	99.57
	E15 Sub Totals:	67,147.12	24,434.26	24,434.26	42,712.86	0.00	42,712.86	63.61
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	535.47	535.47	2,464.53	0.00	2,464.53	82.15
	E20 Sub Totals:	4,219.01	1,743.12	1,743.12	2,475.89	0.00	2,475.89	58.68
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	656,558.88	656,558.88	518,299.66	0.00	518,299.66	44.12
	Dept 4230 Sub Totals:	1,174,858.54	656,558.88	656,558.88	518,299.66	0.00		
Dept 230-4231	LIBRARY PLANT							
E05	PERSONNEL SERVICES							
230-4231-1000-0000	Full Time Salaries	62,832.24	29,887.01	29,887.01	32,945.23	0.00	32,945.23	52.43
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	2,524.43	2,524.43	-2,524.43	0.00	-2,524.43	0.00
230-4231-1113-0000	Vacation Pay	0.00	2,737.45	2,737.45	-2,737.45	0.00	-2,737.45	0.00
230-4231-1200-0000	Part Time Salaries	31,941.30	18,521.55	18,521.55	13,419.75	0.00	13,419.75	42.01
230-4231-1410-0000	PERA	7,001.44	3,884.51	3,884.51	3,116.93	0.00	3,116.93	44.52
230-4231-1420-0000	FICA/Medicare	7,250.18	3,882.20	3,882.20	3,367.98	0.00	3,367.98	46.45
230-4231-1500-0000	Hospital / Medical	17,534.16	13,244.46	13,244.46	4,289.70	0.00	4,289.70	24.46
230-4231-1520-0000	Dental Insurance	757.80	568.44	568.44	189.36	0.00	189.36	24.99
230-4231-1540-0000	Life Insurance	116.00	57.60	57.60	58.40	0.00	58.40	50.34
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	75,307.65	75,307.65	52,125.47	0.00	52,125.47	40.90
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	1,684.87	1,684.87	2,815.13	0.00	2,815.13	62.56
230-4231-2202-0000	Building Repair Supplies	1,500.00	177.44	177.44	1,322.56	0.00	1,322.56	88.17
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	1,862.31	1,862.31	5,387.69	0.00	5,387.69	74.31
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	862.20	862.20	837.80	0.00	837.80	49.28
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	20,996.73	20,996.73	21,003.27	0.00	21,003.27	50.01

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
230-4231-3601-0000	Natural Gas	14,000.00	6,374.78	6,374.78	7,625.22	0.00	7,625.22	54.47
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	6,740.43	6,740.43	2,759.57	0.00	2,759.57	29.05
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	43,828.18	43,828.18	73,612.82	0.00	73,612.82	62.68
E20	MISCELLANEOUS							
230-4231-4099-0000	Miscellaneous Charges	1,100.00	1,059.76	1,059.76	40.24	0.00	40.24	3.66
	E20 Sub Totals:	1,100.00	1,059.76	1,059.76	40.24	0.00	40.24	3.66
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	122,057.90	122,057.90	131,166.22	0.00	131,166.22	51.80
	Dept 4231 Sub Totals:	253,224.12	122,057.90	122,057.90	131,166.22	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
	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	944,729.99	944,729.99	483,352.67	0.00	483,352.67	33.85
	Fund Expense Sub Totals:	1,428,082.66	778,616.78	778,616.78	649,465.88	0.00	649,465.88	45.48
	Fund 230 Sub Totals:	0.00	-166,113.21	-166,113.21	166,113.21	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>On August 11, Troendle sent an email to trustees that were absent from the August board meeting requesting feedback from the Events Task Force on the draft proposals for use of the event wings space.</p> <p>On August 23, Troendle sent a link to news article regarding the use of American Rescue Plan money to restore funding to the 2022 St. Paul Public Library budget: https://replica.startribune.com/infinity/article_popover_share.aspx?guid=95bccf66-d271-4949-835e-6bae5a713668</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: 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>In September, the library resumed pre-COVID levels of operations. The library’s hours are Monday-Thursday from 10 AM – 8 PM, Friday and Saturday from 10 AM – 5 PM, and Sunday from 1 PM – 5 PM. Meeting rooms are open for reservation up to 90 days in advance of the meeting date. The Friends ongoing book sale in the welcome area is open to the public and features a new donation drop box. Face mask signage was replaced with new signs that say face masks are recommended.</p> <p>The city’s Workplace of Tomorrow Team continues to meet and discuss our response to the pandemic. The team is currently in the process of surveying staff for feedback on what is working well and what could be improved, as well as attitudes on masks and vaccinations. After the survey is completed, the group will reconvene to review the results and determine if revisions to current protocols should be further explored or proposed.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: 2022 Budget Update	
OWNER: Finance Committee Mark Troendle, Director Keri Goeltl, Business & Communications Manager	PRESENTER: Finance 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>Operating Update:</p> <ul style="list-style-type: none"> In July, the library submitted a 2022 operating budget request to the city of \$1,560,106. The request included a 9.83% increase from the transfer-in from the general fund (a change of \$137,023) from 2021. On August 17, City Administrator McCarty brought an initial proposal to the Council for an overall levy increase of 6.5%. The City Administrator proposed an increase of 2.7% for the library, an increase of \$37,023 from 2021. On September 7, City Administrator McCarty brought a modified budget to the Council's work session. One option for consideration was increasing the library's transfer-in from the general fund to 3.0%. During the discussion, the mayor suggested that the 0.3% increase (from 2.7% to 3.0%) could come from the library's fund balance. City Council will continue to discuss at the next meeting. <p>Capital Update:</p> <ul style="list-style-type: none"> In July, the library submitted a 2022 capital budget request to the city of \$892,000 for library projects, with \$142,000 for library buildings and grounds (masonry) and \$750,000 for the library roof. In addition, the library projected an additional \$15,000 in masonry costs to be funded with supplemental gifts. The library also requested \$26,000 for IT-related projects. On August 17, City Administrator McCarty brought an initial proposal to the Council for \$730,000 in capital outlay for the library roof. The city identified cost savings to reduce projected roof project by \$20,000. The City Administrator recommended using the library's fund balance to pay for the masonry project and IT-related projects. <p>Next Steps:</p> <ul style="list-style-type: none"> At the September 21, 2021 City Council meeting, the Council will need to approve the Preliminary 2022 City Budget, the Preliminary 2022 Tax Levy and establish the 2022 Truth in Taxation Council meeting date in December 2021. At the December 2021 Truth in Taxation meeting, the City Council is required to adopt the final 2022 City Budget and Tax Levy. The Finance Committee has met to review operating budget options based on the projected (but not approved) transfer-in from the general fund. Once the preliminary budget is approved by the council, the Finance Committee will develop a revised budget for board consideration. 	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: 2022 Employee Health Insurance	
OWNER: Troendle, Director	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: Motion to approve the Memorandum of Agreement between the library's AFSCME Council 5, Local No. 517 and the City of Stillwater regarding health insurance decision changes effective January 1, 2022	
BACKGROUND/CONTEXT: <p>In August, the city's Labor Management Insurance Work Group reached consensus to accept the BlueCross BlueShield Minnesota 2022 health insurance proposal. The city would be moving out SWWC Minnesota Healthcare Consortium (which is switching to Medica as its insurance provider) and will be contracting directly with BlueCross BlueShield for services. The proposal will give the City of Stillwater a rate decrease of 13.8%, with a renewal cap of no more than 9.5% next year. The proposed plan design matches 2021 plans, and the networks would remain the same.</p> <p>The health insurance proposal will go to City Council for approval on September 21. The library's union has reviewed the agreement and accepts the proposal.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Library Memorandum of Agreement	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

LIBRARY MEMORANDUM OF AGREEMENT

This Memorandum of Agreement is entered into between the City of Stillwater (hereinafter "City") and AFSCME Council 5, Local No. 517 (hereafter "Union").

WHEREAS, the City and the Union are parties to collective bargaining agreement for 2021-2022; and

WHEREAS, the City and Union participated in a Labor Management Insurance Work Group process wherein health insurance plan design changes were discussed; and

WHEREAS, the City and Union have agreed to health insurance plan design change for health insurance premiums effective January 1, 2022; and

WHEREAS, upon the City receiving and accepting the proposals by Blue Cross Blue Shield Minnesota - Direct for health insurance for 2022, this information has been shared during the Labor Management Insurance Work Group.

NOW, THEREFORE, the City and the Union agree to the following health insurance plan decision changes effective January 1, 2022.

1. The plan design change shall be as follows:
 - a. The City of Stillwater accepts the Blue Cross Blue Shield Minnesota Direct proposal.
 - b. The proposal provides a rate decrease for 2022 single and family coverage.
 - c. The proposal provides a 2023 renewal rate cap of no more than 9.5%.
 - d. There is no change in deductible, out of pocket maximum, and the networks remain the same.
2. This Memorandum of Agreement is contingent upon the ability of the City to make changes for the group health insurance plan including but not limited to the agreement of all bargaining units.
3. This Memorandum of Agreement represents the complete and total agreement between the parties regarding this matter.

IN WITNESS WHEREOF, the parties have executed this Memorandum of Agreement the 21st day of September, 2021.

CITY OF STILLWATER

AFSCME COUNCIL 5, LOCAL NO. 517

BCBSMN Direct - Medical Plans

- BCBSMN has provided a proposal that will ultimately give the City of Stillwater a rate decrease of 13.8%. With a renewal rate cap of no more than 9.5% next year.
- Plans proposed match the current plans.
- The networks would remain the same.



SWWC Cooperative / BCBSMN				
Current Rates	Gold Aware	Gold HVN	3300 Aware	3300 HVN
Single	\$821.50	\$763.50	\$680.50	\$634.50
Family	\$2,144.50	\$1,986.50	\$1,776.50	\$1,648.50

Blue Cross Blue Shield MN - Direct				
Proposed Rates	Gold Aware	Gold HVN	3300 Aware	3300 HVN
Single	\$762.44	\$706.19	\$592.13	\$544.15
Family	\$1,990.32	\$1,843.50	\$1,545.74	\$1,420.48
Family Differential from Current	(\$154.18)	(\$143.00)	(\$230.76)	(\$228.02)

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Masonry Repairs	
OWNER: Facilities Committee	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: Motion to approve granting authority to the Facilities Committee to make decisions on who to employ to repair the terrace capstones, what solution to use, and, if needed, the ability to use up to an additional \$60,000 from fund balance, supplemental funds (first Kilty, then unrestricted), and/or reallocate any remaining capital funds left over from completed projects.	
BACKGROUND/CONTEXT: As reported by Building Restoration Corporation (BRC), 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. Exploration of alternative options has been ongoing. BRC proposed covering the capstones with sheet metal, which is not a preferred solution. On August 2, the City's Facilities Manager was asked for assistance, and he consulted with two different contractors who both agree that cleaning out the existing grout (sand), installing weeps to allow water to escape from both sides of the stone, and redoing the grouting and caulking is the best option. This work can be completed without having to remove the stones as to not cause potential leak points around the existing pins that were installed to stabilize the stone during initial installation. The Facilities Manager said that there are no structural issues with the capstone surrounding the perimeter of the patio area of the library as they are ornamental and not structural in function. The issue is poor design from the start; the capstone should have never been placed directly on the metal flashing the way it was; it did not allow for water to escape efficiently causing the grout to deteriorate to the point of disintegrating into sand. Currently, we are waiting for a price estimate for this new option. \$53,500 was originally budgeted for completion of the work, before this alternative was proposed. Without an estimate, we do not know if this amount already allocated will be sufficient, but we believe an estimate will be available by the time of the September 14 library board meeting. As we are concerned about timing and weather, we are requesting the board grant authority to the Facilities Committee to make decisions as to what solution should be used, who should be employed to do the work, and the ability to use up to an additional \$60,000 in fund balance, supplemental funds (above and beyond the original \$53,500), and/or reallocate remaining capital funds (\$2,766) if needed to complete the work. Additional funds may not be needed, but we would like to be prepared for contingencies until more information is available.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Report from the Library Director, Mark Troendle

Major Accomplishments

- Youth Services Supervisor Angie Petrie and Mark were invited to speak to the Stillwater Sunrise Rotary Club about the library's role in promoting literacy—particularly early literacy—in our community. Angie had the more difficult task of not only speaking longer but also condensing down all that Youth Services does in this regard; her presentation was very engaging.
- A lot of recruitment and hiring-related activities occurred, which Mark is intricately involved in:
 - Three substitute Library Associate candidates were extended offers to join our team as on-call staff. They all accepted and were onboarded in August. Mark met with each to complete the required HR and Payroll paperwork, while Information Services Supervisor Aurora Jacobsen provided orientation. Additional recruitment is ongoing.
 - A 26-hour per week Library Associate position was posted and filled by internal applicant Jodi Kaericher, who made a lateral move from an 18-hour Associate position.
 - An 18-hour per week Associate position was then made available for union members to sign. As no one did, this became an external job announcement to recruit a pool of applicants, which is still in-process.
 - The 20-hour per week Office Specialist position was posted and will be filled internally by Sarah Foslien. Sarah has been working as a Library Assistant I in Circulation, but the Office Specialist role is classified at a higher level that could benefit from Sarah's marketing and organizational skills. Sarah will not start in her new role until mid-October to allow for an orderly transition in Circulation.
 - A 24-hour per week Library Assistant position in Circulation was then posted, which was signed for by internal staff member Cindy Selnes, who is making a lateral move from a 20-hour position.
 - Cindy's 20-hour per week position is currently posted for union members to sign. If no eligible member does, a job announcement will then be made externally.
- Library Foundation President Shawn Glaser and Mark spoke to a group of donors in early August to share updates from both organizations and thank the attendees for their support. Also, Mark participated in a Library Foundation Events and Marketing meeting to help prepare for November's For the Love of the Library event, which now looks to be a virtual event due to COVID trends.

Heads-Up

- As the library's representative, Mark continues to participate in the Workplace of Tomorrow Team as we navigate the evolving pandemic. Group members have a wide range of opinions, and it was decided to survey all staff across departments to gather additional input before potentially making recommendations to change current protocols.
- Mark participated in a website testing session with the developer of the new site so that our Business and Communications Manager could observe the process and administer future sessions.

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 next event will be September 15.
- 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

August Programs:

- Connect Through Books on August 2nd had 7 participants.
- Evening After Hours on August 4th had 10 attendees.
- Summer Landscape in Watercolor on August 5th had 19 artists.
- Mystery Book Club on August 11th had 12 people.
- Summer Concert on the Terrace on August 19th drew 165 concertgoers.
- Library Table at the Farmer's Market on August 21 had 106 attendees. Miss Kim provided a puppet show as part of the activities and multiple people talked about how much they enjoyed the show.
- Summer Reading had 338 total submissions.
- Sue's Final Make and Take, Coiled Paper Bowl, had 135 participants.

Personnel

- The most significant things that happened this month were all personnel related:
 - Sue Hedin retired after serving the library for 22 years. Reference will especially miss her attention to aesthetics, her enthusiasm for audiobooks, and her professionalism at the desk.
 - Jodi Kaericher moved up to 26 hours to fill Sue's position. The next vacancy to fill will be Jodi's former 18 hour a week position, as advertised on the library's website.
 - Three new reference subs were hired and trained: Cami Andersen, Matt Goff and Lori Lundstrom. There will be a second round of interviews and training in October.
 - Two new Circulation subs were hired. Diane Polley will add circulation duties to her existing shelving hours. Sofie Cohen will begin training in October.

Circulation

- There were 28594 physical checkouts and renewals and 4726 eMaterials checkouts and renewals in July.
- Staff filled 41 Library Lockers pick-ups in August.
- Stillwater staff issued 99 new library cards at the library in August. An additional 28 people submitted card applications online.
- Circulation is continuing to stay busy with returns from the summer months.
- Patrons are continuing to come back in to the library and happy to be able to use the story time room for art projects!

Reference

- Staff prepared and checked out 2 Book Bundle requests.
- The library was very grateful to accept some donated bookends from Concordia College in Saint Paul. Concordia has reduced their shelving so the bookends are no longer needed there. These bookends will replace some aging bookends that have been leaving marks on the shelving units.
- Staff worked with the volunteers to find pictures documenting Mary Ann Sandeen's history with the library. The Minnesota Association of Library Friends recognized Mary Ann for her contributions to Friends groups statewide.

- Sue got special feedback on the Make and Take Crafts we offered during the pandemic. One patron mentioned that she would pick up three kits and send off two in the mail to her daughters. When the daughters received the kits, the family connected on FaceTime and completed the projects together.
- The City of Stillwater donated the model of the Lift Bridge used to plan for the new pedestrian entrance. For now, the model is in the quiet study area. For this short time, people can see both bridges there from the same window—the model and the new bridge.

Upcoming in September

- Mystery Book Club on September 8th
- Connect Through Books on September 13th
- Artist Reception on September 14th
- Gyotaku Fish Prints on September 16th
- Walking Tour of 19th Century Stillwater on September 18th
- Pumpkin in Oil Pastel on September 23rd

August Programs – attendance in parentheses

Storytime

- See “Books & Benches” Storytime, listed under Outreach / Community Engagement Programs and Visits

K-5 kit programs with video instruction

- “Elephant Garden Illustration” – Serendipity Arts (47)
- “Monet’s Water Lilies”- KidCreate (30)

Teen program

- “Art Appreciation for Teens: Georgia O’ Keefe and American Modernists” (live via Webex) (1)

Self-Directed (available during open hours) Activities

- Insects - Scavenger Hunt – (at least 290)
- Where’s Waldo and Woof? “Secret Scavenger Hunt” search
- Summer Explorers (in person) – (~653) Kids picked up materials and a free book
- Summer Explorers (Beanstack) – (392 readers interacted with Beanstack)
- Pop-up Take & Make Kits – Unclaimed and extra kits were available for families intermittently for families unable to register for in-person programs.

Program Notes

- In general, August was a programming break month as the Youth Services Department worked to wrap up the Summer Reading program, prepare the Storytime Room space for drop-in “Art Cart” activities beginning in September, organize storage space to help support outdoor autumn storytime programming, and plan autumn programming content.
- Beginning September 8th and for as long as the weather permits, we will offer weekly and 2nd Saturday Storytime on the 4th Street Lawn.

Personnel

- Angie interviewed Circulation Substitute candidates with the Circulation Services Lead.
- Our current YS Programming Assistant has resigned from her position effective September 11. New staff is being sought.

Youth Spaces

- A whopping 653 readers wrote their name on a paper hot air balloon and added it to the sky of Summer Explorers to show their participation. Names were left up throughout the month of August as the kids enjoy looking for their names when they come back to the library!

Outreach / Community Engagement Programs and Visits

- “Books & Benches” Storytime in-person at Pioneer Park (in cooperation with The Phipps and the Somerset Elementary Family Book Drive) – Monday, August 9 – (89)
- Library Outreach Table with 3-minute Pop-up Puppet Show at Stillwater Farmer's Market – Saturday, August 21 – (116 estimated) – The puppet show was performed 31 times. It was very well received, though quite exhausting. The kids LOVED the real tiny carrots we handed out in conjunction with the show, and many folks took pages to make their own little puppet shows at home.
- Angie accompanied Mark to a Sunrise Rotary Club Meeting to present on how the public library supports literacy in the community. They were very appreciative of the information we shared.

Website

- Angie has been working on website content for the youth and teen pages on the new website.

Upcoming

- Beasty Bodies! – A Live Animal Presentation by Carpenter Nature Center (outside) – Saturday, September 4
- Second Saturday Family Storytime – Saturday, September 11
- Folk Art Tree Collage - Art for Kids, Serendipity Art & Design – Saturday, September 11
- Fall Scavenger Hunt – all month
- Fall Tree Art Cart Project in the Children’s Library – all month
- Blackout Poetry Project in the Teen Library – all month



Mini Puppet Show Featuring the Farmers Market Vegetables!



Puppet Theater used as a backdrop for Art Cart in the Children's Library





Choosing free books at Books & Benches



Miss Kim showing children some of the handmade props at Books & Benches



The Art Bench and crowd at Books & Benches. Miss Kim pivoted throughout the presentation so all could see the various elements.

Stillwater Public Library Foundation
Board Meeting – July Meeting – Held 7/23/21
Video Conference

Members Present: Amber Dailey-Hebert, Roger Funk, Shawn Glaser, John Gray, Paige Hoyle, Dustin Moeller, Kevin Sandstrom, Summer Seidenkranz, Mark Troendle, Ryan Collier, Sandy Ellis, Alicia Gordon-Macalus

1. Welcome - President Shawn Glaser called the meeting to order on Go To Meeting at 8:30. Members checked in.
2. Approval of the Minutes - Minutes for the June meeting was approved electronically prior to this meeting.
3. Reports
 - a. President- Shawn
 - Gift from Curtain Estate is coming soon, this gift will assure longevity of the library.
 - Looking into wording need to release public statement about the Curtin gift.
 - Alicia wants to recognize Lori's participation in gift giving.
 - Looking into making future meetings hybrid. Current room is only setup for in person.
 - Mark commented that upgrading room for hybrid meetings will require city IT involvement.
 - b. Library Director - Mark
 - Acknowledged Kim for outdoor story time.
 - Nature Center on Library lawn had 166 attendees.
 - Meeting rooms were opened on July 6.
 - Library will have booth at Farmer's Market on July 24 from 2-4pm.
 - Reassessing plan for masonry project.
 - Submitted 2021 planning budget to the city.
 - c. Finances - Dustin
 - Gave a finance report including reference to a strong balance sheet
 - Looking into 3 local investment options. Recommendation will be presented to board in August.
 - Need to find someone to do required audit
 - d. Governance – Amber
 - Need to recruit new members to Governance committee.
 - Thanked Kevin for participation on Bylaws committee.
 - e. Events & Marketing – Summer
 - Presented schedule for small group events, see below

07/16/21 EC E&M Update

1. Small Group Donor Connection Events:
Dates:

- Wed, August 4th - 1:30pm, afternoon Tea
- Fri, August 13th - 7:30am, Morning Coffee
- Wed, September 15th - 5:30pm, Happy Hour

Target audience: 25 donors/event

Content:

- Introductions/networking between donors and board members
- Short program: Mark & Shawn – programs/updates/repairs enabled by donations and discussion of needs
- Library tour?

Post event:

- Thank you for each donor with envelope if mailed and link if emailed

f. Executive Director - Alicia

- Love of the Library on back burner, looking to have Lee as moderator, Alan Page for Q and A.
- Rebuilding website continues, goal is to make website more modern and simpler for donations.
- Looking into techniques for modernizing and simplifying donations.
- Alicia will call donors that don't have email.
- Impact report went out.
- Will see Curtain check soon. Thanked Lori for maintaining relationship with the Curtains.

4. Other Business – None

5. Adjournment – The meeting was adjourned at 9:49 a.m. Next meeting at Library on August 27.

Respectfully submitted,

Paige Hoyle, Secretary

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>Board Governance Committee Meeting Notes August 25, 2021, 3:00 p.m. Present: Maureen Bell, Paula Hemer, Ryan Mathre, Mark Troendle</p> <p><u>Agenda Items Covered:</u></p> <ol style="list-style-type: none"> 1. <u>Finalize decision tree guidelines</u>, for how trustees communicate with the public regarding library business. <ul style="list-style-type: none"> - Consensus was reached to accept the original decision tree “Trustee Receives Library- related Communication.” - Consensus was reached to accept the revised decision tree “Trustee Becomes Aware of Library-related Post on a Social Media Platform.” Trustees should be aware that the option stating “Respond to Post (not recommended by city attorney)” was removed in the revised tree. - Both decision trees will be added to the trustee orientation document. 2. <u>Board self-assessment survey</u> <ul style="list-style-type: none"> - Mark noted a couple of typos in the Survey Monkey content which Ryan corrected. - Both the Trustee Job Description and the Open Meeting Law will be linked to question 1. - The box at the end of the survey titled “suggestions” will be changed to “Suggestions for future training.” - Trustees will be made aware during the September Board meeting’s Committee Report, that they will be receiving the Survey Monkey on October 1 and need to complete it by October 20th. - There was discussion about whether the survey’s intent is to be an assessment of the trustee as an individual or an assessment of the board as a whole. Since the document was formally approved by the Board, no substantive changes should be made to the document at this time. 3. <u>Review and revise the application form completed by trustee candidates</u> <ul style="list-style-type: none"> - The Trustee Job Description will be linked on the application form. - There were questions about when the City will post the opening and if the City will send an email announcement to its Constant Contacts. <p><u>Assignments:</u></p> <ul style="list-style-type: none"> - Keri will be sending out the Survey Monkey Self-Assessment Survey to trustees on October 1. - Mark will ask Beth Wolf when the City will post the trustee opening and if the City will send an email announcement to its Constant Contacts. 	

Next Meeting: No meeting in September; October 27th at 3:00 is the next scheduled meeting.

Agenda items for future meetings:

September:

- Discuss, online, possible content for posters and flyers recruiting trustees. Mark to provide a draft.

October:

- Review results of the Self-Assessment Survey and discuss training needs based on the suggestions from the survey.
- Review revision of trustee candidate interview questions.
- Determine what guidance to provide to the ad hoc interview committee.
- Determine which library documents to be presented to trustee applicants prior to the interview.
- Discuss process for photographing trustees for the library's website.

November:

- Determine protocol for orientation of new trustees.

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Executive Committee Report	
OWNER: Executive Committee	PRESENTER: Executive 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>Executive Committee Meeting Notes August 18, 2021, 10:30 a.m. Conference Room Present: Bell, Lockyear, Richie, Troendle</p> <p>Director’s Annual Performance Review and Goals</p> <ul style="list-style-type: none"> • The Committee reviewed and verified the accuracy and currency of the director’s position description. • A copy of the description will be included in the confidential packet sent to trustees before the September board meeting. • The Committee reviewed suggestions submitted by trustees and the director for next year’s performance goals. The director will refine/clarify in preparation for the annual review in September. <p>Self-Assessment for Board Committees</p> <ul style="list-style-type: none"> • The board’s four standing committees (Board Governance, Executive, Facilities, Finance) have been working since the current structure was implemented two years ago. At that time, each committee drafted its own charter and determined its operating procedures. • After two years of experience, each standing committee will be asked for feedback on the current structure. Also, Mark and Keri will be asked for feedback on the current structure and structure and how the committees affect their workload. • The Committee reviewed a draft questionnaire which each standing committee will be asked to complete as a group. <p>2022 Budget Request Update The Committee discussed the City Council budget hearing held on 8/17/21.</p> <p>Trustee Comments on Event Task Force Proposals With a focus on compliance with the Open Meeting Law, the Committee discussed how to handle email responses on the Event Task Force draft proposals from board members who were absent at the August meeting.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Finance Committee Report	
OWNER: Finance Committee	PRESENTER: Finance 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>Finance Committee Meeting Notes September 9, 2021, via Zoom Present: Goeltl, Hansen, Hollatz, Richie, Troendle</p> <p>2022 Operating Budget Planning</p> <ul style="list-style-type: none"> • Committee reviewed City Administrator’s proposed operating budget to Council and subsequent possible recommendation for revision. • Committee considered budgetary options based on a projected (but not approved) 3% increase. • Committee will revisit budget following City Council’s approval of the preliminary 2022 city budget and preliminary 2022 tax levy in September. • Committee discussed the support of the Stillwater Public Library Foundation, both as the library looks to supplement city funding in 2022 and in planning for funding in years to come. Committee expressed interest in meeting with the Foundation’s Finance and/or Executive Committee. 	
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 August 25, 2021 Present: Ellis, Goeltl, Hemer, Lockyear, Mathre, Troendle</p> <p>Discussion:</p> <ul style="list-style-type: none"> Pat noted that there were some assumptions by trustees that the ideas for terrace use were actually part of the proposal. Moving the * up from the bottom of the page closer to Option 1 may make it more clear that these are ideas not plans. Clarifying in Option 1 that library affiliates may rent the event spaces was discussed. Regarding changes to policies pertinent to the board's upcoming decision on use of the event spaces, it was noted that this committee's charge was just to identify policies. Mark noted that he typically drafts the language. <p>Decisions and Assignments:</p> <ul style="list-style-type: none"> Keri will move the asterisks in the Options proposal up from the bottom of the page closer to Option 1 for more clarity. She will also add the term "affiliates" to identify the Library Foundation and Friends of the Library who may rent the Terrace and Gallery as well as Margaret Rivers Room and Conference room, to bullet 5 in Option 1. Pat will draft the content of the cover sheet for the October action item and include the charge of the task force: the rationale for providing space for events both public and private and an explanation of how it meets the library board's mission and strategic plan. The Meeting and Event Policy will need revision after the October vote as well as the Fee Structure document which is not a policy but procedure document. <p>Next Meeting: No meeting is scheduled for September. The October meeting date is yet to be set.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS Proposed Event Wing Options Revised (Clarifications made based on trustee feedback)	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Stillwater

Public Library

EVENT WING USE: DRAFT PROPOSALS (REV 9/9/2021)

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 by community organizations, government agencies, non-profits, and for-profits. Do not allow rental of terrace or gallery by outside organizations but allow rental by Library affiliates (City of Stillwater, Friends of Stillwater Public Library, and Stillwater Public Library Foundation).
- No private social events hosted by individuals allowed, including but not limited to weddings, birthdays or anniversary parties.

*Suggested activities in the event wing and elements of interest are brainstorming ideas only generated by the Task Force. All must be considered within scope of budget and staffing capacity.

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.

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

Agenda Items Details

<p>AGENDA ITEM NAME & BRIEF DESCRIPTION: Director Evaluation: Annual Review (Closed Session)</p>	
<p>OWNER: Bell, President</p>	<p>PRESENTER: Bell, President</p>
<p>REQUESTED AGENDA TYPE (A, I, D): D</p>	<p>IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1st READ, 2nd READ/FINAL APPROVAL:</p>
<p>IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:</p>	
<p>BACKGROUND/CONTEXT: The September meeting will include the annual director performance evaluation process.</p> <p>In a separate confidential packet, the following documents will be printed and provided to Trustees for the closed session. These documents should not be copied, shared, or discussed outside of the closed session.</p> <ul style="list-style-type: none"> • Library Director position description • Annual Review Form completed by Director Troendle • Goal Development Worksheet completed by Director Troendle <p>The trustees are to prepare for a discussion using the topics outlined in the Annual Review Form. This discussion will take place in a recorded closed session that includes trustees and the director, and we'll also work through the goal-setting discussion for the year ahead. The closed session will conclude with a brief discussion among the trustees only.</p> <p><u>Request to Hold a Closed Meeting:</u> Motion to close the meeting pursuant to Minn. Stat. Section 13D.05 to evaluate the performance of the library director who is subject to the board's authority. At its next open meeting, the board shall summarize its conclusions regarding the evaluation.</p> <p><u>Request to Reopen Meeting:</u> Motion to reopen meeting following the conclusion of the annual performance evaluation of the director.</p>	
<p>ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:</p>	
<p>PREVIOUS ACTION ON ITEM:</p>	
<p>REVIEWED BY COMMITTEE?:</p>	

Agenda Items Details

<p>AGENDA ITEM NAME & BRIEF DESCRIPTION: Director Step Movement</p>	
<p>OWNER: Bell, President</p>	<p>PRESENTER: Bell, President</p>
<p>REQUESTED AGENDA TYPE (A, I, D): A</p>	<p>IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1st READ, 2nd READ/FINAL APPROVAL:</p>
<p>IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Motion to approve movement to step 9 effective the first full pay period following the director’s anniversary date and subject to satisfactory performance evaluation.</p>	
<p>BACKGROUND/CONTEXT: After the completion of the annual review in September 2020, the board moved to place Director Troendle on the compensation pay grid at grade 11, step 8. Per the performance evaluation process, future annual step movement occurs along the compensation pay grid and is subject to a satisfactory performance review. If the board evaluates the director’s performance as satisfactory, a motion should be made to approve a step increase effective the first full pay period following the director’s anniversary date of September 5.</p>	
<p>ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:</p>	
<p>PREVIOUS ACTION ON ITEM:</p>	
<p>REVIEWED BY COMMITTEE?:</p>	

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

Council Liaison:
Ryan Collins

1

Library Director:
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

Updated: 2/4/2021