

**STILLWATER PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
October 11, 2016  
Minutes**

**PRESENT:** Bell, Carlsen, Hansen, Keliher, Otte, Richie, Stark

**ABSENT:** Menikheim

**STAFF:** Bertalmio, Goeltl

**AGENDA ITEM 1: Call to Order**

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

**AGENDA ITEM 2: Adoption of Agenda**

*Agenda adopted. MSP.*

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

None.

**AGENDA ITEM 4: Consent Calendar**

Stark requested the following changes in the September minutes:

- *Agenda Item 11 – Council Communication Plan:* Add the following “This is a discussion item. No formal procedures were agreed upon or adopted. Keliher, Menikheim, and Bertalmio will revise Communication Plan for October board meeting.”
- *Agenda Item 15 – Public Commentary and Communications:* Replace text with “Stark asked that SPL contact patrons to let them know before service procedures change. For example, patrons no longer receive notification of holds by phone. Only those with email addresses on file are notified. This is a recent change that left many in the dark.”

*Consent calendar adopted with changes to the minutes. MSP.*

**AGENDA ITEM 5: Strategic Plan Update**

Board reviewed the Implementation Plan Draft – By Date as included in the October board packet. It was noted that that the library is beginning work on one of the largest elements of the strategic plan – the building reconfiguration. This will allow progress to soon be made on many items that have been on hold until this project was completed.

2.3.7 Library Leadership Summit: Keliher, Richie and Menikheim will begin meeting to plan a leadership summit. It was noted that Friends and SPLF do not meet in December.

**AGENDA ITEM 6: Building Reconfiguration**

Gardner plans to begin construction on the building reconfiguration project on Monday, October 17, 2016. IT staff have been working on moving the technology components. Estimated completion timeframe for project is 3-5 weeks.

Press releases were sent to media today about project. Board requested that ongoing photo updates appear on website about project.

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**AGENDA ITEM 7: 2017 Budget**

The Finance Committee and Director are looking at different scenarios to achieve the \$56,729 reduction needed in the 2017 budget. They will continue to refine scenarios over the upcoming month and present options to the board in November.

**AGENDA ITEM 8: Revised 2015 Annual Report to the State of Minnesota**

A revised 2015 Annual Report was submitted to the State of Minnesota. Line E13, Other Operating Expenditures, was initially reported as \$212,117 to the State. After re-examining expenditures, staff determined that two separate mistakes were made that resulted in double-counting of expenditures. A corrected total of \$178,290 for other operating expenditures was submitted to the State.

*Motion made to accept revised annual report to the state. MSP.*

Board inquired about the availability of Annual Report data from all libraries and requested a comparative report across libraries using the state data. Bertalmio reported that work has begun on this, and Richie will review.

Board also inquired about line "D06: Technology Plan" under the Policies/Plans section of the Annual Report. This line indicates that the library's technology plan was last updated in 1999. Bertalmio explained that a majority of the library's technology is coordinated with Washington County Library. Board requested more information on the SPL and WCL technology plans to assess if updates are needed to the SPL plan.

**AGENDA ITEM 9: Council Communication Plan**

Board discussed the draft of the City Council Communication plan document provided in the October board packet and a possible work session with the city council on November 1, 2016 at 4:30 pm. Bertalmio and Bell reported that they would be unable to attend if a meeting was held on that date.

Board requested that Bertalmio meet with City Administrator McCarty regarding agenda for a work session with council. Items on the agenda could include the Council Communication Plan, Washington County Library relationship, and a building reconfiguration update.

Bell contacted the State Library to inquire if they were aware of any Minnesota public library managing another public library by contract or by a joint powers agreement. The response: "Joint powers agreements are used to establish the consolidated regional library systems and their city/county members. The consolidated regional systems, as opposed to MELSA, provide varying levels of management of local libraries/branches. Other than that, we have not been able to uncover other examples of joint powers agreements for the management of libraries."

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Background:

- Minnesota has 12 regional public library systems. Six of the systems are "federated" in that local governments retain ownership of public libraries. The remaining six are "consolidated" where the regional system, not individual counties and cities, actually operate the libraries as a single unit. (from [Public Libraries: Evaluation Report](#), Office of the Legislative Auditor, 2010, p. xi.)
- MELSA, the regional public library in the metro area, is a federated system. City libraries, like SPL, that existed before regional public library systems were created could become associate libraries by contracting with the county library for shared services. SPL has had such a contract with WCL for many years. Associate library status brings the benefits of a regional public library system to our library and our residents. Two examples: a statewide library card and access to a wealth of ebooks.

**AGENDA ITEM 10: Board Vacancy – Interviews Being Scheduled**

Interviews are scheduled with the four applicants on October 25, 2016. The interview committee will provide recommendations to board on November 9, 2016. Board will vote and provide a recommendation to the council.

**AGENDA ITEM 11: Event Policy Revision**

Board reviewed the revision of the event policy as provided in the October board packet. The revision included changing the hours of event rental from 9am – 9pm on Sunday through Thursday. Board discussed the addition of a provision allowing the library board to grant an exception to these hours.

*Motion made to approve the revised event rental policy with the addition that the library board may make an exception to the Sunday through Thursday hours upon application. MSP.*

The board also discussed proceeding with tent tie-downs. A donor to the Stillwater Public Library Foundation is interested in providing funding for a tie-down system for tents on the Terrace. In the past, tents have been set-up using a weight system. Tent rental companies are no longer permitting the use of weighted tents on the Terrace and now will only rent tents using the tie-downs. A tie-down system would allow the library to take pending 2017 bookings and will allow tent delivery and pick up to be moved further from the cobble street area. Stark express concern about accepting a donation for the tie-downs if the library's ability to hold events would be revoked in the future. Stark requested that the donor be informed that the library's future use of the Terrace as a means of revenue-generation is under review by the City Council.

The library is also looking to address other concerns presented by the neighbors and is pursuing the possibility of increasing the yellow curb painting on 4<sup>th</sup> Street to extend the no parking area, updating signage in the alley, and increased staffing during event loading/unloading.

**AGENDA ITEM 12: 2017 Holidays**

A list of Proposed 2017 Holidays was included in the October board packet. With uncertainty about Sunday service in 2017, the recommendation is to move the observance of Christmas Eve and New Year's Eve holidays to the preceding Saturday. If the library does have Sunday Hours in 2017, the calendar will be revisited.

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*Motion made to adopt the proposed 2017 Holiday calendar with a correction. The date of the "Day After Thanksgiving" should be change to Friday, November 24, 2017. MSP.*

**AGENDA ITEM 13: Allocate Undesignated Gifts**

Board reviewed Library Supplemental Funds: 2016 Gifts & Grants Received (Quarter 3) document as presented in the October board packet. Board discussed the donations requiring board allocation and the recommended allocations listed on the cover sheet:

- Reserve \$5,000 gift from Stillwater Township (line LIB11) in Fund 227: Other Governmental Gifts for possible use in building reorganization
- Reserve \$9,564 (line LIB17) in Fund 224: Helen Lawson Fund for possible use in building reorganization
- Allocate two gifts of \$200 each (lines LIB 10 & 13) to 230-0000-3820-0100: Gifts to offset materials purchases.

*Motion made to approve recommended allocations as listed on the cover sheet. MSP.*

**AGENDA ITEM 14: Director's and Other Staff Reports**

Bertalmio reported that libraries are part of the original sharing economy. The library could explore possibilities for loaning more than library materials. One idea is the circulation of WiFi hotspots.

Board requested a copy of FAQ document provided to staff regarding the construction project.

Board also discussed outreach to the growing senior populations and exploring book delivery possibilities with Lakeview Hospital, Lakeview Hospice and nursing homes.

**AGENDA ITEM 15: Foundation Report**

Richie reported that the minutes from the Foundation board meeting are included in the October board packet. The Foundation held its donor appreciation event which featured Trustee Hansen. Board requested a synopsis of his speech.

The Style Speaks Volumes III fundraiser is scheduled for November 14 and 15, 2016. The annual direct mail letter will be sent in November. The Foundation is also preparing for 2016 and looking to add new members to their board.

**AGENDA ITEM 16: Board Committee Reports**

- a) **Executive Committee:** Executive Committee will pursue holding a workshop with the city council.
- b) **Facilities:** None.
- c) **Finance:** None.
- d) **Governance and Policy:** The committee is working on the photography and internet use policy.
- e) **Human Resources:** None.

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- f) **Succession Planning Task Force:** Staff are working on transition plans to be completed in November or December.
  
- g) **WCL/SPL Relationship Task Force:** It appears that WCL will be granting a one-year extension on contract. Contract has not been received.

**AGENDA ITEM 17: Public Commentary and Communications**

Richie requested that the board consider moving the board meeting start time from 7:00 pm to 6:00 pm. Some members discussed that it would be difficult for them to make it by 6:00 pm but 6:30 pm may be a possibility.

**AGENDA ITEM 18: Adjournment**

Adjourned at 8:57 pm.