

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
February 9, 2016
*Amended and Adopted March 8, 2016***

Minutes

PRESENT: Bell, Carlsen, Hansen, Richie, Stark

ABSENT: Cassavante, Keliher, Menikheim

STAFF: Goeltl

AGENDA ITEM 1: Call to Order

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

AGENDA ITEM 2: Adoption of Agenda

Adopted. MSP.

AGENDA ITEM 3: In-Person Public Commentary

AGENDA ITEM 4: Consent Calendar

Board requested the following changes to the January 2016 minutes:

- Agenda Item 11 - Youth Services Support: In the second paragraph, Add "It was noted that it is unprecedented to use the library's supplemental funds for personnel costs" as the last sentence.
- Agenda Item 10 – Introduction to Long-Term Funding Sustainability: In the second paragraph, change the clause "and that there is a mindset that \$273,000 in discretionary funds (the difference between the maintenance of effort paid and what is required to be paid) can be applied in a different way" to "and that there is a mindset that \$273,000 in discretionary funds (the difference between the budget set by the City Council and Maintenance of Effort, the minimum amount the State allocate for the library as required by state law) can be applied in a different way."
- Agenda Item 5 – Strategic Plan Update: In the Stillwater Mini-Scene section, change "gets" to "get" and "meets" to "meet."

Minutes adopted as amended. MSP.

Consent calendar approved. MSP.

AGENDA ITEM 5: Adjourn to Executive Session for Director's Personnel Evaluation

Motion made to postpone the executive session for Director's Personnel Evaluation to a future meeting.

Bell reported that Keliher prepared an evaluation report in preparation for the executive session discussion, incorporating all of the individual comments from the trustee evaluations into the report. Bell clarified that the report was not a summary of the evaluations but rather a composite view to help convey divergent opinions and rankings.

Board members expressed concern about conducting the director's personnel evaluation when three board members would be absent from the discussion. The evaluation of the director's performance is

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

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING**

February 9, 2016

Amended and Adopted March 8, 2016

Minutes

one of the most important responsibilities of the board and only occurs once per year. Input, verbal discussion and participation from a fuller complement of board members is critical for an effective process. Also, President Keliher is one of the absent members, and a key function of the chair is to lead this discussion.

Other board members expressed that it would be wise to continue with the evaluation as scheduled on the agenda because of the following reasons: 1) board members recently completed the evaluations and the information was fresh in their minds, 2) the board will be provided with a thorough composite report that contains the feedback of all trustees, 3) the board has Lynne's self-evaluation for her feedback, 4) time has been set aside on the agenda for this and other items have been pushed to future months, and 5) there is still a quorum of members to have a representative discussion. A concern was also raised that it is bad precedent to rearrange the agenda because people are absent. This discussion was planned well in advance. Meetings could be manipulated based on attendance if the board altered moving ahead with the business on the agenda based on who was present and absent.

The board also discussed the process of evaluation. They asked about follow-up in March on the evaluation process, goal setting, providing Lynne with the review, and the link between performance and salary.

Board voted on motion to postpone evaluation. Yes – Richie, Stark. No – Bell, Carlsen, Hansen.

Adjourned at 7:25 pm for a closed, executive session for Library Director performance evaluation. Open meeting resumed at 9:00 pm.

AGENDA ITEM 6: Strategic Plan Update

- **2.3.7 Leadership Summit:** In late 2015, Keliher, Menikheim and Richie were working on planning a library leadership summit with the Trustees, staff, Friends and the Foundation. They decided to hold on this summit until early 2016 instead of scheduling over the holidays. Keliher is meeting with the presidents of the Foundation and Friends to restart discussion about a summit.
- **2.2.5 Board Task Force to Create Succession Plan:** This was originally scheduled for February. Richie has requested that we move this deadline back to April/May accommodate Vicki DeFord's availability. In the meantime, Vicki DeFord will give task force some prep work to do.

AGENDA ITEM 7: Building Study

Board members discussed that Bertalmio was going to follow-up with MSR for an update to share with the board. No specific end date for the project has been determined.

AGENDA ITEM 8: Board Vacancy Applications

Carlsen and Stark interviewed two candidates for the library board vacancy and reported that both candidates were well qualified. They recommended Brandon Otte for the opening on the library board.

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

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
February 9, 2016
*Amended and Adopted March 8, 2016***

Minutes

Motion made to accept the recommendation of the nominating committee and to inform city hall that Brandon Otte is the Library Board's recommendation to fill the library board vacancy. MSP.

AGENDA ITEM 9: Report on Nonunion Wage Scales and Personnel Policy

The board received the following documents in the packet: "Nonunion Wage Scales and Personnel Policy", "Staff Salary Ranges", and the "Personnel Policy & Procedures Manual."

AGENDA ITEM 10: Library Support of City Goals

This was discussed at previous meetings. Now that the city has a strategic plan that has been adopted, the library can support the city's goals of communication.

AGENDA ITEM 11: Release of 2016 Capital Funds Part 1

Motion made to release funds of \$1,250 as stated in the "Release of 2016 Capital Funds Part 1" document presented in the February board packet. MSP.

AGENDA ITEM 12: Release of 2014 Annual Report to the State

This report is done annually. The 2014 report is included in the board packet. The data for 2015 is due in April 2016. Stark would like to see historical statistics on collections, hours, youth program attendance, reference questions/transactions, and visits.

AGENDA ITEM 13: Director and Other Staff Reports

Board reviewed and discussed Director Reports. They discussed Every Student Succeeds Act (ESSA) and the potential impact on the library.

AGENDA ITEM 14: Foundation Report

Foundation met at the end of January. They meet on the 4th Wednesday of the month. The Foundation will be having an annual meeting on Wednesday, February 24, 2016 from 8:00 am – 10:00 am. The event coordinator and volunteer coordinators will speak, and there will be a behind-the-stacks tour of the library. The Foundation is looking at doing a celebration around 10 years of the Foundation in 2017, establishing an endowment fund, etc. Beer for Books is on Tuesday, March 29, 2016 at Lift Bridge.

AGENDA ITEM 15: Board Committee Reports

- a. **Executive Committee:** None.
- b. **Facilities:** There is an issue with the roof, leak in dome and a minor accident in the parking ramp. Carlsen will meet with Bertalmio to further discuss.
- c. **Finance:** The Finance Committee will discuss capital at March meeting. Fiscal year 2015 is still wrapping up.
- d. **Governance and Policy:** Committee did receive a prioritized list of policies to review from Lynne. The next item on the agenda is the events policy. The board did adopt a new fee

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

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
February 9, 2016
*Amended and Adopted March 8, 2016***

Minutes

schedule, but there are six other sub-parts to review. The Drug Testing policy is next on the priority list.

- e. **Human Resources:** None
- e. **Succession Planning Task Force:** None
- f. **Building Use Study Task Force:** Discussed in prior agenda item.
- g. **WCL/SPL Relationship Task Force:** Director of WCL will be coming to board meeting in March.

AGENDA ITEM 17: Public Commentary and Communications

AGENDA ITEM 18: Adjournment

Adjourned at 9:27 pm.

.

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