

STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
January 12, 2016
Amended and Adopted February 9, 2016
Minutes

PRESENT: Bell, Hansen, Keliher, Menikheim, Richie, Stark

ABSENT: Carlsen, Cassavante

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

Adopted. MSP.

AGENDA ITEM 3: In-Person Public Commentary

AGENDA ITEM 4: Consent Calendar

Adopted. MSP.

AGENDA ITEM 5: Strategic Plan Update

- *2.3.4 Meeting with Foundation Leadership to discuss potential financial support of strategic plan:* Under the Progress section, indicate SPLF support of Sunday Hours. Also note that that the Library expects to see plan from MSR in February. Library Board will follow-up with SPLF regarding building needs after plan is received. Timeframe should be updated to February for meeting with SPLF regarding support for building efforts.
- *2.3.7. Leadership Summit:* This is on the to-do list for early 2016.
- *1.2 Review Collection Budget Annually to Meet Collections Model and Goals:* Bertalmio explained that in January staff would review the current year collection budget, assess needs and begin looking ahead to next year's needs and areas of emphasis. Stark requested a look back at 2015 as part of this process. Board asked for a report reviewing the 2015 Collections Budget and how it was spent in March.
- *1.2.7 In the Facilities Use Study, Explore Options for the St. Croix Collection.* Board discussed MSR's work as well as possible discussions with the Washington County Historical Society. Board decided to wait for MSR findings and report before pursuing further.
- *Stillwater Mini-Scene:* Stark requested that the library get a regular spot on the Stillwater Scene letter that goes out with the city bills. The library used to have Shelf Life inserted as a separate handout with the city bills, and Stark would like to see the library have space on the Scene insert. Motion made that the director meet with Tom McCarty regarding the Library having a continuing presence on the Stillwater Scene and reports back to the board. MSP.

AGENDA ITEM 6: Building Study

The last meeting was on January 5, 2016. Meetings are scheduled for January 19, 2016 and for January 29, 2016. Board discussed that there is a Board vacancy on the building task force as Gordon is no longer

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on the board. Keliher will contact Carlsen to see if he is interested in taking Gordon's place on the task force.

Board discussed progress of the building study. The plans were primarily focused on the co-location of the service desk. Board requested to see the versions of the MSR plans.

The next issue is the question of security and service on the upper level. MSR seems to be looking at having all collections on lower level and mezzanine, but it leaves the question of what is happening on the upper level. Future meetings may address this further. A phased approach to this project may be needed.

AGENDA ITEM 7: Board Vacancy Applications

Two candidates applied for the library board vacancy. The interviewing committee is Carlsen and Stark. They will provide for recommendations to the Board in February.

AGENDA ITEM 8: Union Contract & Ratification of Wage

Board discussed the 2016-2017 Union Agreement and the Ratification of 2016 Wage Rates for Nonunion Positions as presented in the January board packet.

Motion made to adopt the 2016-2017 Agreement as presented in the January board packet. MSP.

Motion made to adopt the Ratification of the Nonunion Wage Rates as presented in the January Board Packet. MSP.

Motion made that the director provides a full summary and background of the non-union wage scale and the personnel policy for non-union employees at the February board meeting. MSP.

Motion made that the Board extends the same monthly health-care contribution to nonunion staff as union staff. MSP.

Board discussed documenting needed questions and process steps for the next contract review.

AGENDA ITEM 9: E-mail Accounts

The City has agreed to issue city email accounts to library board members for use in conducting library business. Board reviewed the "Using City of Stillwater E-mail for Library Board Business" document included in the January board packet and discussed the pros and cons of moving to this system. Board requested that the director follow-up with City IT to determine if (1) all of the Board members need to adopt use of a city email address or if individual members could opt for a City email address independently, and (2) of a single Trustees email address could be created for constituents to send questions and feedback which would then trigger an email to all board members.

AGENDA ITEM 10: Introduction to Long-Term Funding Sustainability

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Menikheim reported that he has been meeting individually with Library Trustees and City Council members to discuss the long-term sustainability of the library. He is concerned that the library is not sustainable into the future and reminded the board of its fiduciary responsibility for the library.

Menikheim reported that his research has found that the City has been allocating more money than the maintenance of effort requires; that the building requires more expenses than we can afford; that the library hasn't been a part of the city planning in the last 5 years; that the city is paying \$300,000 per year on the bonds from the library's 2006 remodeling; that the money allocated to the library is 15% of the operational levy; 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.

Menikheim would like to know how much does it cost to run the library in a given year. Bertalmio explained that that this in the Annual Report to the state. Menikheim requested that the Board receive this information on a piece of paper annually. Menikheim would also like to know how the Friends, SPLF and trust money been applied.

Meinkheim believes that the Board needs to have conversations with the Friends, SPLF and Council. Menikhem would like the Board to look at possibility of merging with the Washington County Library and asked the Board to investigate the costs and savings associated with a merger. Menikheim would like the board to find financial partners to help support the building costs, including possible partners to rent space on the upper level. He requested that the Board look within the library and the SPF to increase revenues.

Hansen questioned the use of the framework of sustainability in this discussion. He noted that this is a false measure for a service provided by the city. While any nonprofit or government agency should not anticipate being fully supported into the future, this is an issue of longer term financial planning and not an issue of sustainability. The board proactively can look at partnerships, foundations and other areas to improve the long-term health of the library.

Bell noted that the trustees and council may need to have further discussions about maintenance of effort and return on investment. Bell noted that she would put this discussion in the context of strategic plan and not as a problem of sustainability. Bell stated that sustainability is not a problem. The library is here to provide services to community. We need to understand needs and defend why the library is important. As a board, we need to stand behind the vision of what the library is to the community.

Stark advocated the use of metrics. She stated the number of visits is decreasing. Is the library getting the foot traffic needed for such a big building? Is the library going out to the high school, Boutwell's Landing or other partners? The city may support the library if we meet metrics.

Keliher asked if the difference between the amount of money the city allocates to the library versus the maintenance of effort required is any more "discretionary" than any other city department's budget. The

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city might have the option to take back a significant portion of another department's budget, but that doesn't make significant cuts likely or a good idea.

Richie requested further board education regarding maintenance of effort.

The board discussed the key takeaways:

- Board would like further education on Maintenance of Effort.
- Board would like a report on the annual dollars need to run the library – the money in and out. Board asked that Bertalmio provide and review with them the 2014 Annual Report in February.
- Board would like to change name of this discussion from sustainability to long-term financial planning.
- Board requested that Bertalmio does preliminary research on possible costs and savings associated with any merger with Washington County.

AGENDA ITEM 11: Youth Services Support

Board discussed the "SPL HR Committee Meeting Notes (December 15, 2015)" presented in the January Board packet. Bell reminded the Board that 2016 budget request presented to the city council was reduced, and the changes made it inadequate to support the library's proposed staffing changes. In October's board meeting, the HR Committee was charged with reviewing the Strategic Plan as it pertains to Youth Services and look at enhancing this area within the financial structure. Based on this review, the HR Committee recommends that the Library uses \$5,700 in supplemental funds to cover the cost of a substitute librarian to free up time for the Youth Services Supervisor position.

Richie questioned the original purpose of the October motion. She believed that it was to review the Youth Services area under the structure of the existing city funds and was not intended to have the HR Committee look at the use of supplemental funds as a resource. Supplemental funds are a valuable and limited resource. It was noted that it is unprecedented to use the library's supplemental funds for personnel costs.

The board asked the HR Committee if this recommendation had full support of the committee. Menikheim reported that he was a member of the committee and did not support this recommendation because the library would be adding to personnel costs. He noted that if youth services is a strength for our library, then why would we add to it. Menikheim questioned if there was better use for this money.

Keliher noted that if Youth Services is a strength of the library then we would want to keep it as such.

Stark noted that there were other areas that were proposed for funding and were affected by the budget changes.

Motion made to approve recommendation from HR Committee as stated in the "SPL HR Committee Meeting Notes (December 15, 2015)" presented in the January Board packet. Motion defeated.
Yes - Bell, Hansen, Keliher. No – Richie, Stark, Menikheim

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AGENDA ITEM 12: New Event Fee Structure

Board reviewed the Private Event Reservation Fee Schedule in January Board Packet.

Motion made to adopt proposed schedule as presented in January Board Packet with a modification. The Set-Up Charge section will read “**Set-Up Charge:** There will be an additional charge of \$100 for any event that requires a second set-up or take-down.” MSP.

AGENDA ITEM 13: City of Stillwater Strategic Plan

Board discussed the “City of Stillwater’s 2020 Practical Strategic Vision” document presented in the January board packet. Bertalmio reported that she met with McCarty to discuss how the library could help the city with its strategic plan. McCarty responded that the library could help the City in communicating with the public. This work would be in support of one of the city’s primary initiatives to develop and enhance messaging.

Menikheim notes that there is an MBA team from Augsburg coming in to look at messaging and to help develop a communication strategy. He suggested that perhaps the library could look at plan and comment.

Another area that ties into library work is the initiative under Develop Our Community – Redefine Events Strategy and Policy. Board noted that this could lead to discussion of noise and zoning of events or the library’s collaboration with the City for future events. Bertalmio noted that the library will be a destination in the Sculpture Tour for city of Stillwater with display spaces on Terrace and lawn.

Bertalmio reported that she will now be invited to attend a monthly city staff meeting.

AGENDA ITEM 14: Director and Other Staff Reports

Board discussed Director Report provided in January Board Packet.

AGENDA ITEM 15: Foundation Report

Richie reported that the Foundation did not meet in December. The next meeting is scheduled for the end of January.

AGENDA ITEM 16: Board Committee Reports

a. Executive Committee:

- Union contract work was the main item for December.
- Exec Committee will soon begin work to meet with and learn about the different committees.
- Distributed Library Director Evaluation Process document. Evaluation form due to Mike by January 28^t from board members. Review will occur in February in closed session.

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- b. **Facilities:** None.
- c. **Finance:** Finance will report in February on capital expenditures and capital budget.
- d. **Governance and Policy:** Bertalmio asked the committee to review the drug testing policy. Committee requested a prioritized list from Bertalmio for 2016.
- e. **Human Resources:** None.
- e. **Succession Planning Task Force:** None.
- f. **Building Use Study Task Force:** Discussed in agenda item 6.
- g. **WCL/SPL Relationship Task Force:** Bertalmio/Keliher will talk about items to do in advance of the completion of WCL's strategic plan.

AGENDA ITEM 17: Public Commentary and Communications

None.

AGENDA ITEM 18: Adjournment

Adjourned at 10:07 pm.