

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING**

March 8, 2016

Amended and Adopted April 12, 2016

Minutes

PRESENT: Carlsen, Cassavante, Hansen, Keliher, Otte, Richie, Stark

ABSENT: Bell, Menikheim

STAFF: Bertalmio, Goeltl

AGENDA ITEM 1: Call to Order

Meeting called to order at 7:32 pm by Keliher, President

AGENDA ITEM 2: Adoption of Agenda

Board noted that item 7 is an information/discussion item and not an action item.

Agenda adopted as amended. MSP.

AGENDA ITEM 3: Introducing New Member Brandon Otte

Board welcomed new member Brandon Otte, a Stillwater resident and a media specialist for a Cottage Grove school. He will be joining the Finance and Facilities Committees.

AGENDA ITEM 4: In-Person Public Commentary

Three seniors from the Stillwater High School's government classes attended the meeting.

AGENDA ITEM 5: Consent Calendar

Board requested the following changes to the January 2016 minutes:

- Agenda Item 10: Add period to last sentence of Agenda 10.
- Agenda Item 13: Clarify that ESSA stands for Every Student Succeeds Act.

Board asked why Wi-Fi statistics were not recorded for 4th Quarter. Goeltl reported that these statistics are not available due to a data issue with a vendor.

Minutes and consent calendar adopted as amended. MSP.

AGENDA ITEM 6: Strategic Plan Update & Tech Savvy Environment

1. **2.3.7 Summit Update:** Keliher met with Ann Wolff, President of SPLF, and Mary Ann Sandeen, President of Friends of SPL. They discussed various ideas for the summit and determined that the appropriate direction would be to bring the groups together into the next phases of strategic planning. The target is to have something planned and on the books by April 2016.
2. **Overall Progress:** Keliher reported that the items that are behind or in progress are primarily hinged on the completion of the building study. Otherwise, we are generally on track.
3. **Tech Savvy Environment Update:** Bertalmio reported on the "Creating a tech savvy environment at the SPL" document included in March board packet. As a strategic goal assigned to library staff Aurora Jacobsen and Carolyn Blocher, Jacobsen developed document to guide

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the Info Department as they create a tech savvy environment. Board discussed and had the following suggestions:

- In the document, clarify the purpose for scheduling more time off desk.
- Provide quarterly updates to board on progress toward the tech savvy environment.
- Offer classes taught by staff on the library's technology services, including use of Zinio, e-books, library databases, etc. This would accomplish the dual purpose of promoting services and educating users.

AGENDA ITEM 7: Building Study

Bertalmio reported on the Building Study Update document presented in the March Board packet. A special meeting of the board is scheduled to talk about next steps in the building project. At this meeting, MSR will want to know from the Board if they can move forward with co-locating the desk.

Bertalmio reported that the building study task force's last meeting with MSR was on January 29, 2016. The task force felt that they had determined a number of good ideas. With the exception of co-locating the desk, the preliminary plans do not involve much construction. The task force did explore moving all collections on one floor. After further exploration and discussion, MSR embarked on a different tack and proposed housing the fiction collection more efficiently on the upper level and bringing the periodical collection to this level. After co-location, MSR will be looking at enhancing the seating/quiet area and other smaller collections/media moves.

In preparation for the board discussion with MSR, the Board requested feedback from the task force on plan prior to the meeting. Board also asked Bertalmio to contact Tom McCarty and determine if the city or the library would do the bidding and the timeline on approval of capital funds usage. Board also requested a staffing model be developed in preparation for the co-location change.

AGENDA ITEM 8: Pay Equity

Pay Equity document was included in the March Board packet. This information is submitted to the state every 3 years. The board will wait to hear more from the city.

AGENDA ITEM 9: Director's Evaluation and 2016 Goals

Keliher presented the 2016 Goals for Director and Board document at the March meeting.

The Trustees discussed the addition of Board goals to this document. While the Trustees appreciated the inclusion of board goals in both signifying the collaborative work with the director and in providing the opportunity to convey more timely and relevant objectives, the Trustees advocated for a separate discussion of board goals. This would allow the board time to review and discuss the goals provided by Keliher, the by-laws, the trustee job description and other relevant materials in the board handbook.

Motion made to accept the 2016 Goals for Director and Board document with the exclusion of the board goals section and with the inclusion of minor edits. MSP.

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AGENDA ITEM 10: Minerva Fund/Paulson Bequest:

Document "A Resolution Amending Resolution 98-75" from city attorney Magnuson was included in the March board packet and are included at the end of these minutes. Board discussed document. To prevent future issues, Keliher suggested that board adopts a formal process for the acceptance and fund allocation of gifts.

Motion made in support of "A Resolution Amending Resolution 98-75." MSP.

AGENDA ITEM 11: Partnerships

Board reviewed the Partnerships, Outreach, and Community Contacts document included in the March Board Packet. Bertalmio discussed that one of the primary reasons for implementing the new staffing model is to allow staff to do more outreach. She requested the board's feedback on what "outreach" and "partnership" for the library mean to the board. Board discussed.

Board asked Lynne to provide a plan back to the board about what could be achieved in the area of outreach. Bertalmio reported that co-locating the desks is a critical step in allowing staff to have more time to do outreach; however, it will take significant time to get the new staffing model working efficiently and allow the library to utilize staff resources for additional outreach. Board asked Lynne to take these constraints into consideration and provide a plan for what would be realistic to do in outreach over the next year.

AGENDA ITEM 12: WCL Strategic Plan

Keith Ryskoski was scheduled for the March meeting but was unable to attend. The Washington County Library Strategic Plan 2016 document in the March board packet includes links to the official strategic plan. Stark showed board members a summary pamphlet with a concise overview of the plan and requested that this be sent to the Board.

AGENDA ITEM 13: SPLF Annual Report

Board reviewed the SPLF Annual Report included in the March Board Packet. The SPLF held its annual meeting in February. Attendees included board members from SPL, SPLF and Friends as well as city administrator McCarty. There was a presentation from Susie Danielson, Volunteer Coordinator, and Anne Young, Event/Wedding Coordinator.

Approved minutes from the Foundation's November board meeting were included in the March board packet.

The SPLF's upcoming event is Beer for Books on Tuesday, March 29 from 6 pm – 9pm.

AGEND ITEM 14: Director and Other Staff Reports

Board reviewed and discussed Director Reports.

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AGENDA ITEM 15: Foundation Report

Discussed under Agenda Item 13.

AGENDA ITEM 16: Board Committee Reports

- **Executive Committee:** The Leadership Summit was discussed under Agenda Item 6. In the near future, the committee will discuss updated committee charges. Keliher and Bertalmio were at the Stillwater Township meeting tonight to provide them with some library highlights from 2015 and thank them for their support.
- **Facilities:** Carlsen met with Bertalmio. Otte will join committee.
- **Finance:** Minutes from the Finance Committee's meeting are included in the March Board packet. Committee reported that the library has an opportunity to produce a one page, two-sided printed newsletter to be distributed with a city newsletter bulk mailing to residents. The cost to the library would be partially absorbed through the printing budget with the remaining amount for 2016 funded by the Alice O'Brien gift.

Motion made to release \$1,800 in Alice O'Brien funds currently held in order to fund amount not covered by printing budget for the production of a printed Shelf Life newsletter. MSP.

Committee noted that the City of Stillwater Purchasing Policy and the 2016 Library Capital documents are included in the March board packet.

- **Governance and Policy:** Committee is working on a policy on drug and alcohol testing policy and is working on event policies.
- **Human Resources:** Committee did not meet last month and is planning to meet when Bell returns.
- **Succession Planning Task Force:** A plan will be presented at the April meeting,
- **Building Use Study Task Force:** Discussed in prior agenda item.
- **WCL/SPL Relationship Task Force:** Committee is trying to schedule a meeting with Ryskoski.

AGENDA ITEM 17: Public Commentary and Communications

Thank you note from intern presented. Starting on March 18, there will be a library corner in the Gazette written by Spike.

AGENDA ITEM 18: Adjournment

Adjourned at 9:37 pm.

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Stillwater Public Library
223 N. Fourth St.
Stillwater MN 55082

MEMORANDUM

To: Stillwater City Council
From: Lynne Bertalmio, Director
19 March 1998

The Stillwater Public Library Board of Trustees has requested that a fund be created within the City's accounting structure that would be the repository for the library for major gifts and other gifts in the nature of an endowment. To this end, I have asked Diane Deblon to create a fund called the Minerva Fund. We will start this fund with \$63,700, presently in an account called Donations. These funds have been given to the library by donors who requested that the funds be invested and that only the interest be spent on uses central to the library's mission. Honoring the donors wishes, it is the Board's intent that the interest be used for such purchases as books and other library materials, information technologies, and access to information sources (i.e. electronic resources and data bases, etc.).

The Board of Trustees requests that the City Council pass a resolution marking the establishment of the Minerva Fund, recognizing the important role that individuals have made and continue to make in the support of the Stillwater Public Library.

RESOLUTION 98 - 75

RESOLUTION ESTABLISHING LIBRARY TRUST FUND

WHEREAS, the Stillwater Public Library Board of Trustees has requested that a fund call the Minerva Fund be created within the City's accounting structure that would be the respository for the library for major gifts and other gifts in the nature of an endowment, and;

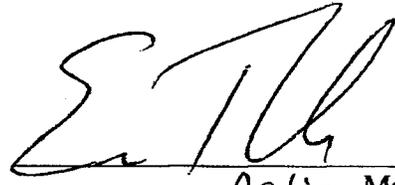
WHEREAS, there is presently \$63,700 available to start this fund in an account called Donations, and;

WHEREAS, these funds have been give to the Library by donors who requested that the funds be invested and that only the interest be spent on uses central to the Library's mission;

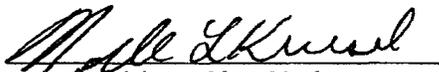
WHEREAS, it has been determined that creation of the Minerva Fund would be in the City's best interest;

NOW THEREFORE, BE IT RESOLVED, by the City Council of the City of Stillwater, Minnesota, that the establishment of the Minerva Fund is hereby approved.

Adopted by Council this 7th day of April, 1998.


Acting Mayor

Attest:


Acting City Clerk