

**STILLWATER PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING**

**June 14, 2016**

**Minutes**

**PRESENT:** Bell, Carlsen, Cassavante, Hansen, Keliher, Menikheim, Otte, Richie

**ABSENT:** Stark

**STAFF:** Bertalmio, Goeltl

**AGENDA ITEM 1: Call to Order**

Meeting called to order at 7:03 pm by Keliher, President

**AGENDA ITEM 2: Adoption of Agenda**

Menikheim requested the addition of a discussion agenda item. Agenda Item 7A added.

*Agenda adopted as amended. MSP.*

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

None.

**AGENDA ITEM 4: Consent Calendar**

*Consent calendar adopted. MSP.*

**AGENDA ITEM 5: Succession Plan Workshop with Vicki DeFord**

Vicki DeFord has been working with the Board to help the library develop a succession plan for the director and other key personnel. DeFord reviewed the Succession Planning Survey Findings Report included in the June board packet and led the board in a planning discussion.

**AGENDA ITEM 6: Strategic Plan Update**

- Co-location of desk:
  - MSR is identifying interested firms for the co-location work. As the project is under \$50,000, the city does not require formal bids. Written estimates do need to be provided.
  - Staff is working on a plan for staffing during on-desk and off-desk hours when the desk is co-located. Plan will be ready before the actual physical co-location work begins. Cross-training of information and reference staff is occurring.
  - Outcomes and goals for outreach and promotions for staff off-desk time will be determined but will be organic in nature. Board members should provide staff with ideas for outreach and partnership opportunities as they are out in the community and interacting with various groups.
- Teen library: Co-location of the desk will impact the teen library. Staff is working with MSR to look at redesigning space.
- 2.2.5 Convene a board task to create a succession plan: The board task force has been convened, information has been gathered and a board workshop has been held; however, a succession plan has not been created. The Board is also still waiting to review the staffing

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model and results from the class compensation study. Update due date to end of year, change task to "Complete a Succession Plan", and update notes to reflect activities to date.

**AGENDA ITEM 7: Building Reconfiguration: Budget and Resources**

Board reviewed the Building Reconfiguration: Budget and Resources document provided in the June board packet.

Bertalmio noted that this is a preliminary document. In Phase 2 A, \$15,500 is budgeted for Fiction shelving on the upper level. In a meeting today with MSR, they discussed moving the Teen Room shelving to the upper level and then applying the Phase 2 A money to the Teen Room furnishings.

Board requested a full document that includes construction costs and furniture costs – a big picture, visual look at this project. Carlsen, Richie, and Otte agreed to work on this and present at the next board meeting.

**AGENDA ITEM 7A: Partnership with County**

Menikheim discussed that he may ask the city council to request an exploratory pro-forma of the Stillwater Public Library becoming part of the Washington County Library (WCL) system. Menikheim felt that there may be significant savings for the city if the library joined the WCL system. A workshop or meeting of the library board, county and city council should occur to start exploring this issue.

All other library board members present at the meeting expressed their concerns with this plan. The members did not believe a joint meeting with the board, city council and WCL would be fruitful. Board members also expressed concerns that discussions of this nature would impede progress on the library's strategic plan. The board also noted that city council has not presented the library board with a request to solve a problem that would necessitate this exploration.

**AGENDA ITEM 8: Request for Reallocation of 2016 Capital Funds**

The board reviewed the Library Capital 2016 document presented in the June board packet. The library currently has \$9,407 in capital dollars that were rolled over from 2015. The library also has \$22,950 in capital funds that were requested and approved for 2016 but will not be needed for their original projects due to grant funding and excellent work done by the City IT staff. Together, these funds total \$32,357.

*Motion made to request that the City Council reallocate \$32,357 of library capital funds for furniture, furnishings, and equipment for the library building reconfiguration. MSP.*

**AGENDA ITEM 9: 2017 Budget Request**

Richie reviewed the 2017 Budget Request document presented in June's board packet. The document is a discussion item only for June. A full operational budget request will be presented and voted on at the July board meeting.

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The board discussed the different expenditure scenarios presented by the Finance Committee. Richie noted that the Cumulative Effect on Transfer numbers presented in all expenditure scenarios already account for an anticipated 3.3% increase in the transfer from the general fund due to the library's pre-existing AFSCME wage contract for 2017, step increases and anticipated health insurance increases.

If the Foundation agrees to paying half of 2017 Sundays, the board expressed preference for requesting a 4.74% increase in funding for scenario 2 (paying half of 2017 Sunday hours), scenario 4 (moving one staff to 40 hours per week beginning 4/1/17), and scenario 5 (increasing the children's materials and adult fiction budgets by 10%).

**AGENDA ITEM 10: Director and Other Staff Reports**

Board discussed Director's Report included in the June board packet.

**AGENDA ITEM 11: Foundation Report**

Richie reported that the Foundation minutes are included in the board packet. Light a Spark, the Foundation's largest fundraising event, is on July 4, 2016. The other big news is that the Foundation established an endowment at the Stillwater Area Foundation, an affiliate of the St. Croix Valley Foundation. The endowment was funded with \$10,000 from the Foundation and \$15,000 from a donor.

**AGENDA ITEM 12: Board Committee Assignments and Reports**

a) **Executive Committee:**

- Executive Committee will meet with director on Friday to discuss progress towards accomplishing goals in evaluation process.
- Keliher, along with Finance Committee, is working on establishing documents and process for tracking supplemental funds.
- Keliher is developing plan for trustees sitting down with city council members. This is not a one-time action but an ongoing process. If there is someone that you want to meet with, let Keliher know.
- November's board meeting date falls on election day. Lynne and Mike will look at rescheduling.

b) **Facilities:**

- Richie, Otte, Carlsen, and Bertalmio will review building reconfiguration information and produce a comprehensive document that looks at costs, sources of income, and time table for reconfiguration.
- Facilities will also take a look at capital budget

c) **Finance:** Finance will bring 2017 Budget request to July meeting for approval.

d) **Governance and Policy:** Governance and Policy will take up the photography policy next.

e) **Human Resources:** None

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f) **Succession Planning Task Force:** Discussed under Agenda Item 5.

g) **WCL/SPL Relationship Task Force:** None.

**AGENDA ITEM 13: Public Commentary and Communications**

Received an anonymous complaint that fingerprints on the doors of the elevator that have not been cleaned.

**AGENDA ITEM 14: Adjournment**

Adjourned at 9:47 pm.