

**STILLWATER PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
May 10, 2016  
Minutes**

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

**ABSENT:** Otte

**STAFF:** Bertalmio, Goeltl

**AGENDA ITEM 1: Call to Order**

Meeting called to order at 7:06 pm by Keliher, President

**AGENDA ITEM 2: Adoption of Agenda**

*Agenda adopted. MSP.*

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

**AGENDA ITEM 4: Consent Calendar**

*Consent calendar adopted. MSP.*

**AGENDA ITEM 5: Strategic Plan Update**

- **2.3.6 Schedule regular topical, formal presentations to Council at least annually:** Notes indicate that this could occur when building study is completed and library has made decisions on the issues raised. Keliher discussed presenting the annual report formally to the Council and/or presenting this personally to Council members in the individual meetings.
- Board requested that Bertalmio provide statistics on Sunday hours for 2015 and 2016.

**AGENDA ITEM 6: Clarification of Director's 2016 Salary**

*Motion made that the 3% increase in the Director's salary that the Board of Trustees approved on April 12, 2016 is retroactive to January 1, 2016. MSP.*

**AGENDA ITEM 7: Plan for Revising Building Naming Rights**

As part of the capital campaign for the 2005-06 renovation and expansion of the library, donors were offered a menu of naming rights for substantial gifts. A small number of these named features will be disrupted by the co-location and other work planned for 2016-17.

Board requested that staff prepare a list of donor-named features that will be disrupted by the building reconfiguration, develop a list of alternative features that could be offered to the donor for naming, and provide staff recommendations on the best alternatives. After this plan is received from staff, convene a small task force of Board, staff members and an SPLF board member to review plan and determine donor approach.

*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**

**May 10, 2016**

**Minutes**

**AGENDA ITEM 8: Building Reconfiguration: Budget, Resources, and City Council Presentation**

At the special meeting on March 28, 2016, the Board approved moving forward with the co-location of the Information and Circulation desks to provide one public service desk. As requested, MSR has provided initial cost estimates (provided in the May Board packet documents Motion to Request Capital Funds Release and Reallocation and Attachment 1 – SPL Furniture Estimates):

- Phase 1 – Construction costs associated with co-locating desk: \$41,700
- Phase 1 – Furnishings: \$41,359. Of the \$41,359 in furnishings, \$24,000 is projected for new computer tables for public access computers. The other \$17,359 in costs may be reduced through reuse of the furniture.
- Teen Room – Furnishing costs for the teen room is TBD. Further discussion needs to occur with YS, TAB to review ideas and develop a more specific plan for the teen areas before costs can be determined. The Lawson Short-Term fund may be considered for Phase 1.
- Phase 2: Furniture Estimates were provided at \$62,900.

Board discussed requesting 1) release of plant capital funds of \$41,037 allocated to building improvements/reconfiguration and 2) reallocation and release of \$32,357 of other capital funds for building improvements/reconfiguration. Menikheim raised concerns that the Board was requesting reallocation of money from one area to another, and tax dollars bonded for specific purposes shouldn't be used for other purposes. To further explore this concern, the Director, Finance Committee, and Board President will meet with Tom McCarty.

*Motion made to release \$41,037 in plant capital funds for the building improvements/reconfiguration project. MSP.*

**AGENDA ITEM 9: 2017-2021 Capital Improvement Forecast**

The 2017-2021 Capital Forecast, included in the May board packet, is a projection of calculated estimates of costs for the next five years. These figures may change as new information is learned or needs change.

Board requested the Capital Improvement Forecast be added to the Board's calendar and agenda for January/February next year in preparation for this request.

*Motion made to approve 2017-2021 Capital Forecast as presented and submit to city. MSP.*

**AGENDA ITEM 10: Update on Library Neighbors and Terrace Events/Music**

Keliher provided an update on communication from library neighbors regarding the events on the terrace and outdoor/amplified music. Menikheim distributed a "Code of Ordinances" email from Dave Magnuson regarding events on the Terrace. Document is included as an attachment to the May minutes.

*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**

**May 10, 2016**

**Minutes**

**AGENDA ITEM 11: 2017 Budget Goals**

Board began discussions of overall goals for 2017 in preparation for the 2017 budget request. Bertalmio will provide board with Sunday stats for 2015 and 2016 at the June board meeting. Board requested a report of historical budget changes from other city departments to determine if the library's requests are in line with the overall city budget. Board also requested that Lynne send McCarty's 2016 budget presentation to the Board.

**AGENDA ITEM 12: Graphic Annual Report**

Board reviewed the Graphic Annual Report prepared by Bertalmio. Report is included as an attachment in the May minutes.

**AGENDA ITEM 13: Classification and Compensation Study Report**

The City of Stillwater has engaged Flaherty Hood to perform a classification and compensation study for the City, the library, and the water department as all three units are intrinsically linked by the State of Minnesota's Pay Equity Law. This study will include job evaluation, market study, pay equity plan, compensation plan, and compensation policies.

There could be financial repercussions from the study once the findings are adopted. Library will need to plan for this contingency. Library will be assessed a proportionate fee of about \$4,700 for the study itself in 2016.

**AGEND ITEM 14: Director and Other Staff Reports**

Director's report was included in the May board packet.

**AGENDA ITEM 15: Foundation Report**

The Stillwater Public Library Foundation (SPLF) approved \$8,460 in grants to the library during its April grant cycle. SPLF is continuing process to establish an endowment at the St. Croix Valley Foundation.

**AGENDA ITEM 16: Board Committee Assignments and Reports**

a) **Executive Committee:**

- Board Agenda/Packet Process: Keliher discussed the inclusion of agenda item cover sheets in the May board packet. Keliher also suggested setting timeframes around board packet materials with board packets emailed week prior to meeting and follow-up documents that were not included in packet emailed by Friday or Monday close of business.
- Gift Acknowledgement/Acceptance Process: Keliher is working on this process and will share with governance and finance committee.

b) **Facilities:** MSR is meeting with staff to discuss the design of desk and functional details.

c) **Finance:** Nothing to report. Will spend time in June meeting discussing budget.

d) **Governance and Policy:** Nothing to report.

*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  
May 10, 2016  
Minutes**

- e) **Human Resources:** Included in the May board packet is a document is a draft outline for labor negotiations. This document Incorporates library process, checklists from other sources and other experiences. Committee recommends using this as background document for future negotiations.
  
- f) **Succession Planning Task Force:** Task force will meet with DeFord next week and will report back to board in June.
  
- g) **WCL/SPL Relationship Task Force:** Nothing to report.

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

A thank you letter to Board from Ned Gordon was presented.

**AGENDA ITEM 18: Adjournment**

Adjourned at 10:04 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.*