

**STILLWATER PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
August 9, 2016  
Minutes**

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

**ABSENT:** None.

**STAFF:** Bertalmio, Goeltl

**AGENDA ITEM 1: Call to Order**

Meeting called to order at 8:00 pm by Keliher, President

**AGENDA ITEM 2: Adoption of Agenda**

*Agenda adopted. MSP.*

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

None.

**AGENDA ITEM 4: Consent Calendar**

Board requested that Tech Savvy Update be added as Agenda Item 4A. Consent calendar adopted as amended. MSP.

**AGENDA ITEM 4A: Tech Savvy Update**

Bertalmio reported that Info/Ref staff cross-trained on technology both across and within departments so staff can fulfill responsibilities and meet user needs. Staff is gathering information from WCL for best practices for tech training.

**AGENDA ITEM 5: Strategic Plan Update**

- Library staff is awaiting the upcoming construction. Once a construction schedule is established, more detailed operational plans can be determined.
- Board asked Bertalmio to provide board with a document that reviews the three major goals of the current strategic plan, assesses progress to date, and key learnings. The Board discussed the need to start thinking about the next strategic plan and letting this review help inform future work.
- 2.3.7 Leadership Summit: The board discussed building on last week's workshop with the city council by putting together a leadership summit. The board decided to further discuss this under Agenda Item 9.
- 2.3.1.2 WCL Task Force/Relationship: A leadership summit would also tie to WCL Task Force/Relationship efforts and could further progress in this area.

**AGENDA ITEM 6: Building Reconfiguration: Construction**

Jack Poling, Spike Carlsen, and Lynne Bertalmio met with Bova Ngase from Gardner Builders to discuss the construction project to co-locate the circulation and information desks. The Facilities Committee decided to contract with Gardner Builders to do the co-location project.

*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  
August 9, 2016  
Minutes**

MSR will not do any more design work; however, they will manage the construction of the co-location of the desk under the existing contract. If the board asks MSR to design the Teen Room, a contract for additional services may be needed.

**AGENDA ITEM 7: 2017 Budget Hearing**

The budget hearing is scheduled for August 16, 2016 from 3:30 – 6:30 pm. No formal decision will be made by the council at this hearing. The council will meet again for further discussion. The levy is not officially adopted until September.

**AGENDA ITEM 8: Gift and Supplemental Fund Reports and Procedures**

The Finance Committee has been working for several years to tighten the gift and supplemental fund reports and procedures. This work is an evolving process that is continually reviewed and refined to help provide the board with a fuller picture of the library's revenue and expenditures.

The Finance Committee will begin working on a process for how to manage any new endowment-type gifts received by the library, and will then bring proposed process to the Governance Committee.

Board asked Bertalmio to follow-up with Sharon Harrison regarding the CPA's 2015 review of the library and the feedback regarding the library's finances. Board also asked Bertalmio to follow-up with Sharon Harrison on any processes that the city uses for other departments receiving gift funds.

Board requested the "Library Supplemental Funds Gifts and Grants Received" document on a quarterly basis. MSP.

**AGENDA ITEM 9: Recap of Meeting with City Council**

Board recapped workshop with City Council on August 3, 2016.

Board asked Bertalmio to follow up with council member Junker regarding the February 29, 2016 WCL presentation that he found impressive and determine the information and data that is of interest to Junker.

Bertalmio reported that she is working on a revised graphic annual report. It is being reviewed and will be sent out to the Board. Then board discussed options for sharing this document with the Council.

Board requested that Bertalmio and Keliher create an action plan for building city council relationships and educating council members. The board asked Bertalmio and Keliher to consider including the following components: Director attending council meetings if there is library business before the council, Director being part of the City team that plans agenda, Director building relationships with council members.

Bertalmio advocated that in addition to Director-Council relationships that it is also important for the board to build relationships with the council.

*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  
August 9, 2016  
Minutes**

Board asked Bertalmio to follow-up with council member Weidner who was not at the workshop on August 3, 2016.

**AGENDA ITEM 10: Board Vacancy**

The August board meeting will be Cassavante's last meeting as a trustee. The city clerk will receive official notice of Cassavante's resignation tomorrow and will begin the work to post the vacancy.

**AGENDA ITEM 11: Policy Governance**

Board discussed the concept of policy governance and different strategies for learning about this approach to board governance.

**AGENDA ITEM 12: Director and Other Staff Reports**

Director's report was included in the August board packet. Board asked Director to include programming numbers and other data in the monthly report along with the narratives.

**AGENDA ITEM 13: Foundation Report**

The Stillwater Public Library Foundation is planning for Style Speaks Volume III in November. Planning is also underway for its 2017 10<sup>th</sup> Anniversary Celebration. The SPLF board will also review the next cycle of grants at its August meeting.

**AGENDA ITEM 14: Board Committee Assignments and Reports**

- a) **Executive Committee:** Otte has been given temporary paternity leave from committee duties.
- b) **Facilities:** Committee reported that there is a donor interested in funding permanent tent tie-downs on the terrace.
- c) **Finance:** Committee is reviewing and comparing financials between various reports and the state report.
- d) **Governance and Policy:** Governance and Policy is working on the photography policy.
- e) **Human Resources:** None.
- f) **Succession Planning Task Force:** Staff is drafting transition plans.
- g) **WCL/SPL Relationship Task Force:** Board asked Bertalmio to drive relationship with WCL.

**AGENDA ITEM 16: Public Commentary and Communications**

Keliher reported that a library neighbor spoke with him following the council workshop and would like to attend future library board meetings.

**AGENDA ITEM 17: Adjournment**

Adjourned at 10:16 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.*