

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
July 12, 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 7:00 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

Consent calendar adopted. MSP.

AGENDA ITEM 5: Strategic Plan Update

- Staff Co-Location Plan: Staff members are working on Part B of the co-location plan. Staff is reviewing schedule to determine the amount of off-desk time that can be used for outreach.
- Staff Initial Steps on Outreach – Staff members have been exploring outreach opportunities, including collaboration with adult basic education and non-profit agencies.

AGENDA ITEM 6: Building Reconfiguration: Budget and Resources

Carlsen presented the Library Reconfiguration document in the July board packet. The working document overviews the phases of the building reconfiguration, estimated costs, and possible sources of funding. The work of co-locating the Information and Circulation desks will provide a significant value add to the library and community by freeing up 1 FTE of staff time to focus on outreach and other projects. The reconfiguration is a physical manifestation of the library's strategic plan.

Bertalmio reported that the library recently received an invoice from MSR which brings the total design costs to \$27,000, the amount initially agreed to with MSR. If the library would like to retain their services to manage and oversee the construction, obtain new finishes/furnishings or design teen area, then the board would need to look at extending or negotiating a new contract. Board asked Bertalmio to contact MSR to submit a proposal about the costs of additional services.

Estimates for initial construction are due by this coming Friday by 5:00 pm. MSR provided a list of 8 firms that expressed interest. To date, library has been in contact with seven of them.

Motion made to delegate authority to Facilities Committee and Director to review the construction estimates and select firm. MSP.

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AGENDA ITEM 7: 2017 Budget Request

Bertalmio reviewed the 2017 Budget Request. The following changes from 2016 were proposed with a General Fund increase of 4.73%:

- Cover the cost of the 2017 union contract
- Provide for increases in health insurance premiums
- Pay for half of a 2017 school-year Sunday schedule of operation (a \$7,391 increase). SPLF is willing to pay the other half of the required funds.
- Increase one employee from 36 hours per week to 40 hours per week (a \$5,901 increase), beginning April 1, 2017.
- Increase the children's materials (a \$1,550 increase) and adult fiction (a \$1,776.50 increase) budgets by 10% which results in a 2% increase in the overall collections budget.

The board discussed that the budget request is in line with the library's strategic priorities and reflects its strategic plan.

Motion made for board to approve the budget request to the city for 2017. MSP.

AGENDA ITEM 8: 2017 Capital Budget Request

This spring, the library submitted a 5-year CIP to the city. Facilities reviewed the CIP and decided to make some changes for the 2017 capital request, including:

- \$4,000 was added for additional tables for the Margaret Rivers Room as part of plan to attract more business users.
- \$25,000 was subtracted for building reconfiguration, reducing the requested amount from \$50,000 to \$25,000.

Motion made to pass the 2017 Capital Outlay request as presented in the July board packet with edits to the "Reason for Request" section to further clarify to need and usage. MSP.

AGENDA ITEM 9: Meeting with City Council

On July 5, 2016, the City Council reviewed the library's capital reallocation request. Although the request was approved, questions were raised about library finances. During this discussion, the Council directed the City Administrator to set up a meeting between the library board and the city council to more fully discuss library operations and future budgetary impacts for the city.

The Board discussed the Council meeting, and the council's request for a joint meeting. The board agreed to meet with the Council during their work session on August 3 and requested that Director Bertalmio meet with City Administrator McCarty to establish the agenda. To prepare for the meeting, Keliher requested that financial information about the library's total operating and capital costs be compiled to help answer the question of how much it costs to run the library.

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The Board also discussed the need to clarify the roles of the Council, Library Board, Stillwater Public Library Foundation and Friends of the Stillwater Public Library.

AGENDA ITEM 10: Reschedule August and November Board Meetings

The Board's regularly scheduled meetings in August and November conflict with upcoming elections. Meetings need to be delayed until after the polls close or moved to another date.

Motion made to move the start time of the August meeting to 8:00 pm on August 9, 2016. MSP.

Motion made to move the November meeting to Wednesday, November 11, 2016 at 7:00 pm. MSP.

AGENDA ITEM 11: Gifts and Supplemental Fund Reports and Procedures

The Gift and Supplemental Funds Reports and Procedures documents were included in the July board packet as a discussion item. The Governance Committee reviewed the documents and determined that these procedures do not warrant any policy changes. Finance would like to spend more time reviewing and may suggest possible modifications.

AGENDA ITEM 12: Introduction to Policy Governance

Keliher led discussion on Policy Governance and the board's willingness to apply the Carver method to the Board's operations. Keliher is willing to bring more information, detail and examples to the next board meeting.

AGENDA ITEM 13: Director and Other Staff Reports

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

AGENDA ITEM 14: Foundation Report

Light a Spark was on July 4, 2016. The event had great attendance with over 350 attendees and over \$30,000 raised. \$2,800 was raised for Sunday hours from the cakewalk and beer/wine sales. The SPLF is getting ready for Style Speaks Volumes III in November. Trustee Craig Hansen will be the keynote speaker at the SPLF's donor event in October.

AGENDA ITEM 15: Board Committee Assignments and Reports

- a) **Executive Committee:** After the August 3, 2016 joint meeting with the city council, the more informal coffee meetings with city council members are on the list.
- b) **Facilities:** None. Will meet next week and keep board informed.
- c) **Finance:** None.
- d) **Governance and Policy:** Committee is reviewing library's video and photography policies, consulting the WCL policy and city attorney Magnuson for guidance.
- e) **Human Resources:** None

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- f) **Succession Planning Task Force:** Report has been sent to HR staff. Most of the work is done with small pieces to be finished.

- g) **WCL/SPL Relationship Task Force:** None. Contract renewal will be coming at end of year and relationship building.

AGENDA ITEM 16: Public Commentary and Communications

Board received a note from the library neighbor regarding Light a Spark. They were pleased with the work that the Boy Scouts and volunteers did to keep the parking areas cleared, but noted that when vendors were unsupervised they ignored the designated parking areas.

In December, it will be the end of Michelle Cassavante's term. She will attend last meeting in August and then resign.

AGENDA ITEM 17: Adjournment

Adjourned at 8:58 pm.