

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
January 10, 2017**

Minutes

PRESENT: Bell, Carlsen, Lunn, Hansen, Keliher, Menikheim, Otte, Richie, Stark

ABSENT: None

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

Motion to adopt agenda. MSP.

AGENDA ITEM 3: In-Person Public Commentary

None.

AGENDA ITEM 4: Consent Calendar

Stark requested that *4a. Adoption of the December 2016 Minutes* be pulled out for discussion from the consent calendar.

Motion made to adopt items b through e of Consent Calendar. MSP.

Stark requested that *Agenda Item 8-2017 Budget* from the December 2016 Minutes be revised as follows:

- Update sentence 2 to read: "The Finance Committee, under guidance from the full board, approached the gap between the adopted public support and the requested public support with the following considerations..."
- Change the last bullet in the list to: "Director affirms these budget reductions will not affect the library's 2017 outreach and partnership efforts as directed by its strategic plan."

Keliher provided an update on *Agenda Item 9-2017 Capital Budget* from the December 2016 meeting. In December, a motion was passed to provisionally approve the revised capital budget as outlined in the 2017 Capital Outlay document pending confirmation with the IT Director that IT intends to complete the security camera project in 2017. Keliher noted that the confirmation of this project for 2017 was made with IT Director on December 14, the day following the board meeting.

Motion made to adopt minutes as amended. MSP.

AGENDA ITEM 5: City Administrator Tom McCarty

City Administrator Tom McCarty addressed the Board regarding how the city can help with the director search and transition process. McCarty provided the Board with a draft RFP document for the recruitment and selection of an executive search firm. McCarty commented that the city has access to websites for posting the RFPs that may be helpful and have statewide reach.

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McCarty noted that when the city issues RFPs, the city ask vendors to submit proposals in two parts. The first component is a technical proposal with a request for background, qualifications, scope of work and schedule. The second component, submitted separately, is the cost proposal. The library could choose to follow this process or could request the information in one part. The RFP documents provided by the city are templates that can be customized by the Board. Keliher asked if McCarty or the City Attorney should review the RFP document before the Library sends out. McCarty recommended that the City Attorney review this.

Board asked about benefits for the Director's position and any tie-ins with city policy. McCarty responded that the Library's personnel policy lays out the benefit packages for staff. While this policy may reflect city policies to a large degree, the personnel policy is a policy of the Library Board. The Board and its policies set the benefits for library staff. Bertalmio noted that the health insurance provider for the Library is determined by the city as library employees are covered under the city's policy.

The Board asked McCarty if the city had promotional materials about the city, its amenities and benefits that could be used as a recruitment tool. The city does have a community profile. The Board also could consult the binder of information that was used to recruit the City Administrator.

The Board reviewed two sections of the sample RFP document with McCarty and made the following decisions:

- 2.3 Proposal Submissions: Materials will be submitted via email to the City Clerk. Questions regarding the RFP will be handled by Keliher.
- 6.10 Invoicing: Bill payments are generally issued twice a month. Invoice is needed a week before council meeting for payment.

The Board also discussed the hiring of the interim director. Library Strategies does provide an option where the interim candidate can be hired through them. The Board doesn't need to pursue this option. City Administrator McCarty advised that the Interim Director could be paid on a 1099 rather than on the library payroll. The Board will hire the Interim Director through a contract versus bringing the person on as an employee.

AGENDA ITEM 6: Director Search Process Update

A. Update on Interim Search

Keliher discussed the Library Strategies memorandum of agreement as included in the January Board Packet. Library Strategies will conduct a process to identify and vet an Interim Director. Candidates will be presented to the board during a special meeting on January 18th. The meeting will likely include 2-3 candidates from Library Strategies as well as 1 candidate from Washington County Library.

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The board requested that they receive candidate resumes in advances of the interviews. The Executive Committee will be drafting a list of interview questions and rating template for consistency across candidates.

B. Search Consultant RFP Document

The board reviewed the RFP for executive search services for the library director as found in the January Board Packet. The Board discussed the following sections:

- 2.3.2 Proposal Submissions: All proposals should be submitted to the City Clerk. Questions regarding proposals should be fielded by the Board President.
- 2.8 Late Proposals: Late proposals will not be accepted.
- 2.12 Confidential Info: A selection committee will not be used to select the consultant. This will be a decision of the full Board.
- 3.1 x and xi.: The search firm would present a recommendation of 8-10 resumes and background information on those individuals most qualified for the position. The consultant would then help the Board narrow the field of qualified candidates to be invited for personal interviews.
- 3.1 xiii: Add to or modify this item to include "Facilitate an opportunity for candidates to meet with key stakeholders, including library staff, Friends, Foundation and community stakeholders such as city council, city staff, etc."
- 3.3 i: Coordinate arrangements for selected top candidates to travel to Stillwater. Board discussed cost implications associated with this line.
- Section 5 - Evaluation/Selection Process: Update this section to from Selection Committee to the full Board. The full Board will review RFPs and make a decision on the firm to select.

C. Process for Selecting A Search Firm

The Board discussed the process for selecting a firm based on Section 5 of the RFP document. The final process for determining how the firm is selected will be determined at a later date.

Board discussed strategies for distributing the RFP. McCarty and city staff can help post the RFP on appropriate websites. Keliher will proactively send RFP to 6-7 for library specific search firms and approximately 15 additional nonprofit search firms. Firms are based both locally and nationally.

Keliher then outlined the proposed timetable for the selection process:

- RFP available for distribution: January 13, 2017
- Deadline for receipt of questions: January 23, 2017
- Deadline for submittal of RFP: February 8, 2017
- Short List Determination: February 14, 2017 (Short List Notification: February 15, 2017)
- Deadline for PRICE submittal (short-listed firms only): February 20, 2017
- Consultant Interviews (in person or conference call): by February 28, 2017
- Final Proposal: March 7, 2017
- Approval of Selected Consultant: March 14, 2017

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Motion made to authorize the Executive Committee to complete the RFP document, to obtain review from the City Administrator and City Attorney, and to post and distribute the RFP publicly. MSP.

AGENDA ITEM 7: Strategic Plan Update

- *Building Reconfiguration Update:* Construction is completed and well-received by public and staff.
- *3.3 Coordinate a meeting with School and Community Education Staff:* A meeting has occurred with Community Ed. A follow-up meeting with library and district staff has not yet been scheduled. Bertalmio will follow-up with district staff to schedule.
- *3.3 Investigate and develop new partnerships:* One outreach plan has been completed. The Senior Outreach Area needs to be reassigned as this was the job of the Assistant Director. Other outreach plans are being worked on.

AGENDA ITEM 8: Building Reconfiguration

The Board discussed the Building Reconfiguration project.

- Phase 1: Public Services Desk.
- Teen Room: The Teen room was not assigned to a specific phase but was instead slated between Phases 1 and 2. New workstations for the teen room are on order. There are plans to replace the shelving in the teen area with something that looks more youthful and use the original shelving upstairs in the fiction area. Library is waiting for the designer to find items to order and have been told that this project is next on their list. \$4,000 in design fees has been held for the teen room.
- Phase 2: Phase 2 is primarily a moving project that consists of moving teen shelving up to the fiction area, reorganizing the shelving of the fiction area, moving romance fiction, relocating large print, and moving periodicals to the upper level. Initial layouts from MSR have been provided, but more precise layouts may be needed. When the shelving is reoriented, carpeting may need to be replaced.
- Phase 3: Phase 3 is the creation of the Helen Lawson Reading Room in the place of the periodicals area on the lower level.
- Additional Phases: An additional phase is moving the A/V materials further into building and creating a Welcome Center with marketing and promotional materials in its place.

AGENDA ITEM 9: Ratification of 2017 Wages

The Library has a contract with its union membership that specifies 2017 wages and longevity payments. The Board also has adopted wage scales for its nonunion employees. The attached ratification of wages, requested by the City of Stillwater's Finance Department, is based on those scales.

Richie reviewed the figures and noted that there is a mistake. The figure for Hannah should read 27.38 in both columns. The increases are based on the union contract. Board also noted that Bertalmio is not listed on the document because there will be no 2017 performance review as she is retiring.

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Motion made to ratify document as corrected. MSP.

AGENDA ITEM 10: 2017 Capital Budget Release

To accommodate the new co-located desk and staff work room, the existing computer lab was sacrificed. Instruction in computer software, databases, and internet applications are still part of the library's programming efforts. City IT has proposed a mobile lab with charging station and laptop storage as a good alternative that will allow the library to do programming throughout the building. The estimated cost is \$7,860.

The mobile lab contains 7 laptop carts. The lab will be stored securely. The cart will allow the library to do both formal training and will also provide staff with opportunities to do informal trainings. Current classes that utilize computers for training include database courses, how to use social media, developing a marketing plan, and computer basics. Often these classes are done in conjunction with the regional public library system. The cart was specifically budgeted for in 2017.

Board discussed the need to reduce the capital budget for 2017 by \$15,000. The Facilities Committee will take the lead and then communicate with Finance.

Motion made to release the mobile computer lab from the 2017 capital budget in the amount of \$7,860. MSP.

AGENDA ITEM 11: What Constitutes success in outreach in board's thinking?

The staff has begun work on outreach to the community for 2017. Outreach is a pretty general term. As the staff is tackling the first targets (seniors, adult skill and job seekers, new youth groups, school district agencies), the staff would like to know in broad terms what the Board considers success in outreach to be.

Board members discussed and provided the following thoughts:

- Outreach consists of communicating about what the library has to offer.
- Outreach consists of going out into the community and bringing the library to the people.
- Outreach means getting staff outside of the library.
- Outreach also means reaching into the community and bringing the wealth of knowledge and diverse talents of community members into the building for programming and other opportunities.
- Outreach ideas and strategies have been outlined by the Board in the third part of the Strategic Plan – Community Engagement.
- Measuring outreach is project specific. For some projects, it may be the number of new library cards issued. For others, it may be attendee counts.

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Board discussed communication with staff regarding outreach efforts, reporting outcomes back to the board, and helping the staff think through outreach plans. Lunn indicated that there may be a need for a liaison between the Board and staff on outreach and indicated her willingness to serve in this role.

AGENDA ITEM 12: Director and Other Staff Reports

Board discussed the upgrade to Evanced, the meeting and program reservation software. Board discussed the zoning issue for events at the library. Menikheim will follow-up with the city on this.

AGENDA ITEM 13: Foundation Report

No report. The Foundation did not meet in December.

AGENDA ITEM 14: Board Committee Reports

- **Executive Committee:** The Executive Committee has been working on the Interim Director search. It will also look at committee structures, roles, and responsibilities in February.
- **Facilities:** As phase 1 of the building reconfiguration winds down, Facilities will look at Phase 2 and will report back soon.
- **Finance:** At the last board meeting, the Finance Committee was asked to identify funds for consultant fees. One potential line item for these funds may be cost savings in the area of insurance when the Director and Assistant Director positions are open.
- **Governance and Policy:** None.
- **Human Resources:** The class compensation study will bring new tasks for the HR committee. It might be helpful for the committee to have a task list or charge for the year.
- **Succession Planning Task Force:** As the Board works with the search firm to identify qualifications for a new Library Director, it may be helpful review the succession planning report.
- **WCL Relationship Task Force:**
 - Board would like a copy of the Civic Technologies report.
 - Ryskoski indicated his desire to start WCL/SPL contract conversations early. Carlsen, Menikheim, and Starke will try to schedule something with him in Feb/Mar.
 - McCarty is trying to set up an appointment in January with WCL as well.
- **Nominations Task Force:** Nominations will present slate of candidates at annual meeting

AGENDA ITEM 15: Public Commentary and Communications

None.

AGENDA ITEM 16: Adjournment

Adjourned at 9:09 pm.

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