

**STILLWATER PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
March 14, 2017  
Minutes**

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

**ABSENT:** None

**STAFF:** Brechon, Goeltl

**AGENDA ITEM 1: Call to Order**

Meeting called to order at 7:30 pm by Keliher, President

**AGENDA ITEM 2: Adoption of Agenda**

Add Agenda Item 5A: Building Reconfiguration.

*Motion to adopt agenda as amended. MSP.*

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

None.

**AGENDA ITEM 4: Consent Calendar**

Item 4E: Special Meeting Minutes was added to the consent calendar. Minutes for the special meetings on March 6 and March 8 are attached.

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

*Motion made to adopt the remainder of the Consent Calendar. MSP.*

Regarding Agenda Item 17 in the December minutes, Stark asked if the patron suggestion about the possibility of being open on some Monday holidays pertained only to the Martin Luther King holiday. Keliher confirmed that the inquiry was about all government holidays.

*Minutes adopted. MSP.*

**AGENDA ITEM 5: Strategic Plan Update & Future Activities**

Brechon asked for guidance from the board on updating of the Implementation Plan. Board requested the following:

- Archive items that have been completed from 2014.
- Keep outstanding/incomplete items from prior years on plan.
- Add in outreach tasks from initial strategic plan work, which can be found in the plan binder in the admin office, to the Implementation Plan.

Richie requested update on collaboration with Community Education and the school district. It was noted that a meeting was initially scheduled for the end of January, but it may not have occurred. Brechon will follow-up on these efforts.

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**AGENDA ITEM 5A: Building Reconfiguration Update**

Carlsen discussed the building reconfiguration project and provided a summary of the 2017 capital and supplemental funds available for finishing these projects. Cost estimates have been received from MSR for completing the teen room. These estimates include design, material, and labor costs. The furnishings will be fun and flexible, and sample furnishings are scheduled to arrive next week for review.

Carlsen proposed that Carlsen, Brechon, and Petrie would be allowed to form a committee and be provided with a budget of up to \$29,000 for the design and materials for reconfiguration of the teen room. Approximately \$23,000 of this funding would be from the disbursement of the Helen Lawson Short Term Fund.

*Motion made to ask the City to release \$8,000 of the \$24,000 allocated for the Building Reconfiguration from the 2017 capital budget, and to grant the teen room reconfiguration committee the authority to design and purchase materials for the teen room. MSP.*

**AGENDA ITEM 6: Director Search Process**

Four executive search firms were interviewed at special meetings of the board on March 6 and March 8. Per the RFP process, executive search firms were allowed to provide a revised proposal before the board meeting tonight. Two of the firms, Cincinnatus and Keister, chose to submit revisions. The revisions are attached.

Board reviewed proposals and discussed firms. Brechon excused herself from discussions as she is a consultant for Library Strategies.

*Motion made to hire John Keister & Associates LLC pending successful negotiations. Yes – Carlsen, Lunn, Hansen, Keliher, Menikheim, Richie, Stark; No – Bell. Motion passed.*

Board discussed cost proposal and negotiating terms, scope, and fees with Keister. *Motion made to give the Executive Committee the authority to negotiate the contract with Keister for no more than \$18,300. MSP.*

Board requested that the Finance Committee provide an update to the board on funding possibilities for the search firm contract.

Board discussed the process of the search. The search will include information gathering with the board, staff, and community partners. Staff and community partner input will be solicited again for the final 2-3 candidates. Keliher will take point on day-to-day communications with consultant.

**AGENDA ITEM 7: Library Open on Holidays**

At the February meeting, the board was informed of a request from a patron via the Foundation to consider keeping the library open on Monday government holidays. Per the board's direction, Brechon

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researched costs for keeping the library open on a holiday and provided the attached document with cost estimates of approximately \$1,300 for a full day open.

Board discussed the request and considerations regarding demand for this service, outreach possibilities, programming opportunities, communications, and cost. Board discussed gathering more information from patrons and residents regarding library hours, obtaining input from the new director when hired, and exploring creative ways to approach this. Board will add this request to consideration in the overall 2018 budget preparation process.

**AGENDA ITEM 8: Interview/Nominating Committee**

Trustee Brandon Otte resigned from the Board. The opening has been posted, and the City of Stillwater is accepting applications for the opening through April 3, 2017.

*Motion made for a nominating committee of Craig Hansen, Maureen Bell, and Doug Menikheim to interview candidates and provide a recommendation to the board. Otte resigned. MSP.*

Stark noted that her term ends at the end of 2017. Board asked library to work with city to coordinate the timing of this posting so that the position may be filled with the new trustee by the January board meeting.

**AGENDA ITEM 9: Director and Other Staff Reports**

Brechon presented the director's report. She also updated the board on key meetings. Board appreciated the connections she was making and requested a monthly list of her external contacts. Board also appreciated the descriptions of the outreach efforts.

**AGENDA ITEM 10: Foundation Report**

Richie reported on the work of the Foundation. She discussed a recent bequest received by the Foundation as well as gifts given in honor of former director Lynne Bertalmio. She informed the board of the upcoming Foundation events: Gratitude Breakfast on April 26, Light a Spark on July 4, Destination Library on September 22, and Style Speaks Volumes on November 10 and 11. Richie reported that the Foundation continues work on Hearing Loops.

**AGENDA ITEM 11: Board Committee Reports**

- **Executive Committee:** Brechon and Keliher reported at Stillwater Township Annual meeting tonight to thank the township for their support and answer any questions. Board asked if there were other townships with whom the library should be connecting.
- **Finance:** None.
- **Human Resources:** The HR Committee requested that the class compensation study be sent to them when it is received by the library. McCarty will plan on attending the April board meeting to discuss the study.
- **Facilities:** None.
- **Communications/Outreach Committee:** Lunn and Keliher to meet.

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- **WCL Relationship Task Force:** A meeting with WCL, McCarty, Lynne in January. McCarty is planning to follow-up with Washington County at the end of April.

**AGENDA ITEM 12: Public Commentary and Communications**

None.

**AGENDA ITEM 13: Adjournment**

Adjourned at 9:34 pm.

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