

**STILLWATER PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
Tuesday, April 11, 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 7:00 pm by Keliher, Chair.

**AGENDA ITEM 2: Adoption of Agenda**

Motion made to move item 11 to 4A, immediately following the consent calendar, as trustee Hansen needs to leave the meeting early. Motion to adopt revised agenda. MSP.

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

**AGENDA ITEM 4: Consent Calendar**

Motion to adopt consent calendar. MSP.

**AGENDA ITEM 4A: Board Vacancy Recommendation**

The nominating committee of Bell, Hansen, and Menikheim interviewed four applicants for the open board position vacated by Brandon Otte. The nominating committee noted that they were of appreciative of the interest, skills and talents of all of the applicants and felt that two applicants stood out from the rest, Paula Hemer and Lisa Howe. They also requested that any applicant that was not selected should be encouraged to connect with the Foundation or Friends for possible involvement opportunities.

The nominating committee put forth a recommendation for Hemer with a vote of 2-1. The members of the nominating committee each made his/her case for a preferred applicant. The full board discussed applicants Hemer and Howe. *Motion was made to accept the nominating committee's recommendation of Paula Hemer to be formally recommended to the mayor and council. Yes – Bell, Carlsen, Hansen, Keliher. No – Lunn, Menikheim, Richie, Stark. Motion failed.* Keliher confirmed with the members voting "No" that their votes were in favor of Howe.

Board discussed several options for how to proceed with a split vote. *Motion to have Keliher report to Mayor regarding the appointment process, the split vote in trustee nominations, and the names of the two preferred applicants. MSP.*

Board discussed that there is a possibility of future split votes when there is a board vacancy because an even number of board members remain. *Motion made that the nominating committee would always have an odd number. In the event of a split vote by the board for a trustee vacancy, the recommendation of the nominating committee would take precedence and would be provided to the mayor and council. Yes – Carlsen, Bell; No – Keliher, Lunn, Richie, Stark, Menikheim; Absent – Hansen.*

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**AGENDA ITEM 5: Acceptance of Q1 2017 Gifts and Grants**

Richie reviewed the "Library Supplemental Funds: 2017 Gifts & Grants Received Through 3/31/2017" document found in the April board packet.

*Motion made to accept the first quarter 2017 gifts and grants per report dated April 4, 2017. MSP.*

**AGENDA ITEM 6: Building Reconfiguration Update**

Brechon reported that the building reconfiguration will be discussed during the Facilities Committee Report under Agenda Item 18 b.

**AGENDA ITEM 7: Strategic Plan Update.**

Brechon discussed the need to revisit the Implementation Plan task and dates. The plan contains goals and dates that need to be updated to reflect the hiring of a new director. Board discussed. Keliher and Brechon will review plan, review, and present to board for approval.

Richie asked about the Library Leadership Summit listed on the Implementation Plan. Richie, Keliher, and Menikheim will have an initial meeting to begin planning.

**AGENDA ITEM 8: Hearing Loops**

Brechon reported on the Hearing Loops project as presented in the board packet. The Foundation has secured private funding to install Hearing Loops in Margaret Rivers A&B. This system will help provide clear sound so that people with hearing loss can better participate in presentations and meetings in the space. The installation is slated for May 8<sup>th</sup> or 15<sup>th</sup>. Some of the installation work will be done underneath A&B in the ceiling of the children's area.

**AGENDA ITEM 9: Funding of Transition Costs**

At the March board meeting, the Finance Committee was asked to review funds and determine funding sources for the costs of the interim director search, interim director contract, and the executive search firm costs. The Finance Committee reviewed reports prepared by staff that estimated transition costs as well as cost savings from the open director and assistant director positions. While many variables are still to be determined, the initial projections indicated that the savings from the open positions would cover the transition expenditures.

**AGENDA ITEM 10: MN Public Library Annual Report 2016**

Brechon reported that the 2016 Minnesota Public Library Annual Report was submitted to the state on March 31, 2017. This information is used by researchers, consultants, journalists and legislators to analyze and compare the nation's public libraries. The financial section of the report was based on unaudited financials as audited numbers are not available yet. This report does not have any bearing on funding the library receives from the state.

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Brechon indicated that there were a few changes made to the report included in the April Board Packet:

- O09: Outreach Services – Workforce Development: Answer for current year was changed to “Yes.”
- P15: Circulation – Other Physical Media Circulation. This answer should be 71 for the current year to reflect the 71 microfilm items that were circulated. In the previous year, the number reported was 10,297 and reflected the materials circulated in the teen collection. In the current year, the teen circulation was reported under P13-Children’s Circulation instead of P15. Previous year P13-Children’s Circulation totals did not include teen materials.

Brechon discussed plans to prepare a graphic annual report for the Board and for the City Council in May. Board discussed that an in-person presentation to the Council is preferable. Brechon will contact McCarty regarding presentation to Council.

Menikheim requested a 2016 number regarding the total cost of the library. These numbers will be included as part of the graphic annual report in May.

*Motion made to approve the Annual Report with corrections. MSP.*

**AGENDA 12. Capital Release Request**

The Finance Committee reported that the 2017 capital budget includes a \$5,000 item for the reupholster of furniture. The Finance and Facilities committee request release of these funds.

Motion made to request the release of \$5,000 in 2017 capital funds for the reupholster of furniture.

**AGENDA ITEM 13. 2018 Budgeting Process**

Board discussed that the 2018 budgeting process is beginning. The board will need to consider the long-range capital plan, compensation study, and the new director’s salary when planning for 2018. Brechon will provide the board with dates for the different parts of the budgeting process when received from the city. General budget timeline information is included on the board calendar.

**AGENDA ITEM 14: Executive Search Process**

During the Board’s April 3, 2017 meeting with John Keister, Keister ask the board to consider the following items in preparation for the Executive Search Process:

- Third Visit with John Keister and Associates
- Director Salary Range
- Relocation Package
- Structure for Community Input

The Board discussed a third visit with John Keister. The initial contract was for a Skype meeting with Keister to discuss the candidates. If the board chose an in-person meeting with Keister, the cost would

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be \$1,250. Board preferred the in-person meeting and charged the Executive Committee and Brechon to work on an addendum to the contract for the cost of the visit.

The Board discussed the Director Salary Range. Menikheim distributed the city salary ranges, document attached, as a guideline for the Board. The Board noted that it would need to take into consideration results from the class compensation study. The Board also noted that benefits would also be an important component of compensation. The city's HR director advised Brechon that 33% of salary can be used as an estimated cost of benefits. The Board determined that they do not want to list a specific salary range on the job posting but would provide Keister with the city salary ranges and library comparables as a starting point.

The Board discussed a possible relocation package for a director. Board will further research.

The Board also discussed the importance of community input. The Friends, Foundation and staff met with Keister to provide input on the director search. These groups will also be involved in evaluating the finalists for the position. Board will work with Keister to determine the inclusion of other community stakeholders during the finalist review.

Keliher noted that the website advertising the posting is available for review. Keliher will forward the link to the Board.

**AGENDA ITEM 15: Library Policy Update**

Bell reviewed the library policy inventory with the Board. Policies need an overall review, decision on whether each policy is still relevant, and, if needed, preparation of a draft revision for Board consideration. A newly released Public Library Trustee Handbook provides guidance on what policies are required and desirable to have.

Board discussed multiple approaches for reviewing and updating policies. Board asked for staff and director feedback regarding policies that need attention. The first step is a board ethics policy and new board member orientation.

**AGENDA ITEM 16: Director and Other Staff Reports**

Brechon discussed the Director report included in the April board packet.

**AGENDA ITEM 13: Foundation Report**

Richie updated the Board on the activities of the Foundation. The next event is the Gratitude Breakfast on Wednesday, April 26 at 7:30 am in Margaret Rivers A&B.

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**AGENDA ITEM 14: Board Committee Reports**

**14 a. Executive Committee:** None.

**14 b. Facilities:** The Facilities Committee updated the board on the building reconfiguration efforts. Board discussed the shelving movements outlined in part two of the board packet. Changes on the upper level are on hold for the new director to manage.

**14 c. Finance:** None.

**14 d. Governance and Policy:** None.

**14 e. Human Resources:** None.

**AGENDA ITEM 15: Public Commentary and Communications**

Keliher read letter from Anne Young to Fred Rengel announcing her resignation as Events Coordinator. Brechon shared letter from Lynne Bertalmio.

**AGENDA ITEM 16: Adjournment**

Meeting adjourned at 10:03 pm.

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