

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
Tuesday, May 9, 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

Add Agenda Item 8a Library Event Zoning and 8b Event Coordinator Position to agenda. Motion to adopt agenda as amended. MSP.

AGENDA ITEM 3: In-Person Public Commentary

- Ann Wolff, Stillwater Public Foundation, distributed Foundation's 2016 Impact Report. Wolff commented that the Library is a point of pride for the community. Staff is one of the key things that people appreciate. Wolff distributed Light a Spark sponsorship information. Wolff encouraged everyone to champion the library.
- Michele Cassavante, Citizen and Former Trustee, thanked the library for offering its services and space to the St. Croix Valley Women's Alliance. They are thankful that the library opens its doors and meeting room spaces for groups to meet. The library is the heart of the town and is open to people in the valley.

Cassavante noted that she has taken the time to follow other city commissions and the council. Cassavante expressed concerns about the city's class compensation study in relation to the library, and the rumors that library staff are being overpaid. Cassavante's past work on the budget looked more as if staff were underpaid. Cassavante is concerned if only library employees, predominately females, are being singled out and paid differently. This would be a discrimination issue.

Cassavante has also been following the council's discussion regarding council members sitting on commissions as a voting or as a non-voting member. If a council member sits on the commission and the council, they essentially are getting two votes – one during the commission meeting and another as a council member. The same could be said of a council member sitting on the library board. Cassavante stated that one voice should carry one vote and not two.

- Bill Fredell, Citizen, has been active with the Friends and the library. Fredell was in the White Bear School District for 30 years, spending most of his time as a media specialist running programs in the junior high. Fredell noted that he is in attendance to hear what is happening at the library and to offer advice as needed.

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- Gemma Lockrem, Vice President of the Friends of the Stillwater Public Library, spoke about the lack of continuity between the board of trustees and the Friends. Lockrem discussed the Friend's excellent volunteers that work tirelessly to put on book sales to support the library. She invited the board to join Friends as members. The Friends truly value this library and would like to see a strong relationship between the Board, Friends, and Foundation.

AGENDA ITEM 4: Consent Calendar

Motion to adopt consent calendar. MSP.

AGENDA ITEM 5: City Administrator, Tom McCarty – City of Stillwater Compensation Study

McCarty reviewed the city's recent classification study with the Trustees and distributed documents related to the study. These documents are included as an attachment to the May minutes.

McCarty had an extensive discussions with the board regarding the study. The key points that McCarty discussed were:

- The city's classification system, not compensation system, was out of compliance. The methodology for determining the relative value of the work, job duties, and responsibilities needed to be evaluated. The library was included because it is part of the pay equity act of the city.
- The study assessed the relative value of jobs and determined a point value grid system. The positions were analyzed based on the skill required, effort, responsibility required, and work conditions. Every position was reviewed and every group was reviewed. A compensation comparative was also done with 20 other cities, and a comparison was done with additional entities when there was not a comparable. For example, additional wage markets were reviewed for the Ramsey, Dakota, and Washington County Library systems.
- When the study results were brought back to the city council, they asked for a re-review of the library. When the relative structure of all employees and point values were analyzed city-wide, there was not alignment from the original Hay study and the initial new study for library employees. This did not look right to the council.
- The consultant came to the library to re-review the point assessments. The consultant conducted in-person interviews of staff positions, reviewed position questionnaires, and developed revised point values representing the relative value of position within the entire city.
- The council asked the consultant to provide a proposed compensation system for the city to go along with the new classifications. Adoption of the proposed compensation is under negotiations with the unions. McCarty noted that anyone receiving compensation today would be placed in the compensation system at a step with equal or greater pay. No one gets reduced.
- The proposed pay grades were determined using wage comparatives in the market through benchmark positions in each grade. A best fit line was used for the maximum average salary representing 70-100% of the pay grade. Council directed staff to move employee groups onto system with grades and steps based on point values at step at or above current pay structure.

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- The council provided an appeals process for city employees (included in the minutes attachment). If an employee felt that the point values did not adequately look at degree requirements, background and experience, and job duties, the employee could complete the appeals form and provide supporting documentation. The submitted form was reviewed HR Manager and the Department Head or City Administrator. If criteria were met, the appeal was forwarded to the vendor for re-evaluation. If the points are changed by vendor, these points are followed and it does not go back to the council.
- McCarty encouraged the Trustees to allow an appeals process with timelines for the library staff. He also strongly encouraged that the Interim Director and HR Manager/City Administrator review those requests before forwarding to the vendor. The library board may also need to look at compensation plan and work with bargaining units.
- McCarty explained that the classification system will need to be maintained. In a 5 year period, the city would review every job with some reviewed in year 1, year 2, year 3. If any changes occur, this automatically goes into the point value system. In 2 years, the city will look at pay equity system report again. And, the city will look at wages to determine if there is equity between genders for a similarly pointed job.

Trustees discussed McCarty's overview of the study. Bell note that while staff's current salary would not be diminished, a person's room to grow on the pay grid may be diminished.

Hansen expressed concerns that only one department, the library, was signaled out for re-evaluation. It looks like discrimination and was unwise of the council to not review other departments. The decision to review the library by the council is not without the context of last year's library budget freeze. If the council is concerned that the library is over funded and its employees are overpaid, then the board and council need to have honest discussion about this.

Brechon expressed concerns on behalf of staff regarding the results of the re-evaluation. What happened between the initial February results and the revised April results to warrant such a change? Has the complexity of library staff jobs and responsibilities really changed?

Keliher asked about the vendor's response to question 5 (see attachment) regarding the changes from February to April. He indicated that he was not seeing data about what determined the actual change in the points. McCarty noted that he would follow-up with vendor.

Stark asked how staff can move through the compensation system. McCarty explained that people can move through steps. Staff are placed on a step based on current salary and can move through steps until they get to the top. Board also has the option to make cost of living adjustments to the whole of the grid. If not done, the risk is that compensation falls behind and you will need to do another comparable adjustment as the market keeps moving. Steps and annual cost of living increases are negotiated with bargaining units.

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Stark asked if the Trustees could use the city's forms and process for the appeals. McCarty affirmed that the city could use the library's forms and process. The city allowed three weeks times for appeals, however, there is not a set timeframe. While the city contracts are expiring now, the library's employment contract is valid through the end of this year. Changes to the existing compensation will need to be negotiated with the bargaining units.

AGENDA ITEM 6: Board Vacancy Recommendation

Motion made that the Board of Trustees recommend to mayor and council that Paula Hemer fill the Board vacancy. Yes – Bell, Carlsen, Hansen, Keliher, Menikheim, Richie, Opposed - Stark, Lunn.

AGENDA ITEM 7: 2018-2022 Library Capital Improvement Plan and 2018 Library Capital Outlay Request

Brechon discussed the CIP and outlay request documents included in the board packet.

Motion made that the Facilities Committee be given authority to approve 2017-2022 Capital Improvement Plan and 2018 Capital Outlay Request due to the City of Stillwater on May 19, 2017. MSP.

AGENDA ITEM 8: City of Stillwater Job Classification and Compensation Study

Board discussed the appeals process based on the forms and information provided by McCarty during the discussion under Agenda Item 5. Board discussed the importance of an appeals process, but also discussed concerns regarding the timeframe and structure of appeals.

Motion made that the Board finds general support for an appeal process but would like to refer this to the HR Committee to come back to the Board to recommend a specific appeal process. MSP.

AGENDA ITEM 8a: Library Event Zoning

Keliher introduced the topic with a summary of recent discussions related to outdoor events hosted by the library. In advance of the library board's November 2016 workshop with the city council, the council asked city staff to research past conversations about the library, its outdoor terrace, and the library hosting outdoor events. The question had been raised about whether the library's zoning allows for such events or whether perhaps a special use permit or conditional use permit might be required. Keliher stated that it's his understanding that the council, with input from city staff, concluded that while pursuing a special or conditional use permit might have been a stronger, clearer way of proceeding, it was clear that a previous city council wanted and expected the library to host these types of events. At an earlier city council meeting, library trustee/councilmember Menikheim asked his colleagues on the council if they felt the city should proceed with a special or conditional use permitting process. Keliher stated that, in his interpretation of the brief discussion that followed this question, the council clearly indicated that as long as the library continued to work to mitigate any problems caused by these events, there was little appetite to spend time or resources pursuing any change in zoning or permitting -- in effect, things are acceptable as they are.

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Trustees discussed Keliher's overview of event zoning. Menikheim expressed concern that the council has not provided clear direction for the library. He requested that the board ask the council for an opinion if the library needs a permit for holding events. If the council says that the library is covered, then this is fine. If the council says that the library needs a special use or conditional permit, then the library applies for one. An opinion from Magnuson may also be needed on whether a resolution from the council would suffice.

Motion made to resolve issue of library as event host and ask the Mayor and City Administrator to give us advice on next steps. MSP. Keliher will send letter.

AGENDA ITEM 8b: Event Coordinator Position

Keliher explained that the Event Coordinator contract position, funded and hired by the Foundation, is now open.

Menikheim asked what role the library board has in the process? Keliher noted that the RFP was put out by the Foundation. The event coordinator works for the Foundation, and the Foundation hires this position. The Board policies direct the use of the event space and fees in relation to the position.

Menikheim acknowledged that he was appreciative of Foundation funding of this position, but he is concerned about the responsibility of this position to the library director. The event space is a part of library operations and why does the Foundation govern this.

Bell indicated that the board's role in events is a policy role.

AGENDA ITEM 9: Director and Other Staff Reports

Brechon referenced Director and Staff reports included in board packet.

AGENDA ITEM 10: Foundation Report

Richie discussed upcoming Foundation events.

AGENDA ITEM 11: Board Committee Reports

a. Executive Committee:

- Keliher provided update from Keister regarding the director position. Response has been as expected. Deadline for preference is May 19. Skype interviews begin May 3. The job was posted multiple locations and the search is progressing on track. Response has been good.
- Keliher has been included on emails from neighbors regarding event items. Keliher will forward communications to board.

b. Facilities: Lynn Barnhouse is working on the entry to teen area. Carlsen has been talking with local artist for murals in teen area. Hearing Loops installation start on Monday.

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- c. **Finance:** The 2016 Library Financials Summary included in the board packet is an informational item that reviews city's general ledger and supplemental funds to get a full idea of the cost of the library.

- d. **Human Resources:** None.

AGENDA ITEM 12: Public Commentary and Communications

AGENDA ITEM 13: Adjournment

Meeting adjourned at 9:39 pm.

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