

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
Tuesday, June 13, 2017**

Minutes

PRESENT: Bell, Carlsen, Hansen, Hemer, Keliher, Menikheim, Richie, Stark

ABSENT: Lunn

STAFF: Brechon, Goeltl

AGENDA ITEM 1: Call to Order

Meeting called to order at 7:00 pm by Keliher, Chair.

AGENDA ITEM 2: Introduction of new Trustee, Paula Hemer

Paula Hemer was introduced as a new Trustee of the Stillwater Public Library.

AGENDA ITEM 3: Adoption of Agenda

Motion to adopt agenda. MSP.

AGENDA ITEM 4: In-Person Public Commentary

AGENDA ITEM 5: Consent Calendar

Motion to adopt consent calendar. MSP.

AGENDA ITEM 6: John Keister, Executive Search Update

Keister reported on the executive search for the Library Director. Keister vetted applicants and presented five candidates for board consideration. Keister proposed an interview process that included interviews with Board, discussions with staff, and a candidate reception with Council, Friends, Foundation, and other interested groups.

Board discussed candidates and the proposed interview process. Board is reviewing calendars to determine date for interviews. Keliher will follow-up with Keister regarding preferred date.

AGENDA ITEM 7: Events/Zoning Discussion

Keliher informed the board that the Stillwater City Council discussed library events/zoning at the city council meeting on June 6. The council has requested that the library board educate the council on its policies and review its policies and procedures to assess how the library could alleviate neighborhood concerns. Then the council can proceed on appropriate next steps.

Board discussed council meeting. Board also discussed the September 2016 board meeting attended by neighbors where change requests were presented. Neighbor Suzi Quaderer, in attendance at this June board meeting, expressed concern that the library has not fully addressed requests from September 2016 nor fully communicated the status of these requests. Keliher reported that changes to event policy were made based on September discussion with neighbors but acknowledged that not every request was granted.

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Board decided to review event policy again to determine if further updates could be made and if procedural items may be addressed. Board will also bring back a task force to meet with neighbors to review concerns. Suzi Quaderer volunteered to be the contact for the neighbors.

AGENDA ITEM 8: 2018 Library Budget

Stark overviewed the 2018 budget process and parameters with the goal of building flexibility for a new library director and sustaining operations. As background for the 2018 process, Stark discussed 2017 budgeted numbers for the library's portion of the city's operating levy, library-generated revenue, and total personnel costs.

Menikheim requested that the library show the full budget picture, including supplemental funds, when presenting budget request to the council. Keliher added that while it's important not to cause confusion and to be clear that many supplemental funds aren't guaranteed, the Library does factor some supplemental funding into its budget, and that this should be communicated along with the Library's budget request.

Board discussed different possible percentage increase requests. It was noted that there is ground to make up from last year. It was asked if there were related budget items for finishing the current strategic plan or beginning a new one. Bell noted that that the library has had a long-time strategic goal of increasing staff to more hours and that the materials budget is very low.

AGENDA ITEM 9: Library Board Policy Update: SPL Trustee Job Description & Ethics

These updated policy documents were included in this month's board packet as a first read, and the Board was given some context for the policies and the importance of keeping them up to date. Board will discuss and possibly adopt at next meeting.

AGENDA ITEM 10: Director and Other Staff Reports

Brechon reported on her meeting with Keith Ryskoski. They discussed the WCL/SPL contract. There should be no WCL/SPL contract changes at this time. They also discussed the Sirsi-Dynix contract, collection purchases and processing, and other efficiencies.

AGENDA ITEM 11: Foundation Report

Richie provided an update on the Foundation, including Light A Spark, the growing endowment fund, and Destination Library.

Keliher provided an update on the Friends meeting.

AGENDA ITEM 12: Board Committee Reports

- a. **Executive Committee:** None.
- b. **Facilities:** Carlsen reported that there is a meeting on June 20th. Progress is continuing on teen room, welcome area, and reading room.
- c. **Finance:** None.

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- d. Human Resources:** HR Committee continues to study the issues concerning the Library Staff classification and compensation study and will be meeting with city staff in order to understand additional information. Once all information has been received the committee will update the Board.
- e. WCL Task Force:** Stark, Menikheim, and Lunn met with Keith Ryskoski. Another meeting will be scheduled for July or August. They discussed WCL and areas of collaboration. They also discussed the demographic study, and Keith indicated that he would be willing to present the information to the SPL board.

AGENDA ITEM 13: Public Commentary and Communications

None.

AGENDA ITEM 14: Adjournment

Meeting adjourned at 9:39 pm.

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