

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
Tuesday, July 11, 2017**

Minutes

PRESENT: Bell, Carlsen, Hansen, Hemer, 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 to adopt agenda. MSP.

AGENDA ITEM 3: In-Person Public Commentary

AGENDA ITEM 4: Consent Calendar

Motion to adopt consent calendar. MSP.

AGENDA ITEM 5: Discussion of Library Board Candidates

On July 10, the Trustees interviewed 5 candidates for the library director position:

- Heather Biedermann, library services manager at the Mankato Memorial Library at Minnesota State University-Mankato
- James Hill, director of the Zumbrota (MN) Public Library
- Beth Sorenson, director of the Milford (IA) Memorial Public Library
- Mark Troendle, assistant director of the LE Phillips Memorial Public Library in Eau Claire, Wisconsin
- Tyler Williams, manager of reference services and senior librarian at the Wichita (KS) Public Library

The Board discussed the interviews, candidate references, observations from the community breakfast reception, and feedback from staff. Keliher updated board that James Hill withdrew from consideration on July 11.

Board then discussed next steps in the candidate process:

- Motion made to form a committee of the Executive Committee plus Kathy Stark to facilitate second interviews with selected candidates. MSP.
- Motion made to give the committee the authority to clarify the status of James Hill as a candidate. MSP.
- Board set the evening of July 26, 2017, to conduct second interviews with candidates Biedermann and Troendle. Keliher and committee to consult with Keister regarding bringing candidates back for interviews.

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AGENDA ITEM 6: 2018 Library Operating Budget

Richie reviewed the proposed 2018 Operating Budget with board and highlighted the following points:

- Budget assumes that the Board requests and receives a donations from Foundation to cover the cost of ½ of Sundays for 2018 (\$7,695).
- Budget assumes a reduction in Lake Elmo Fees (\$10,000) and Event/Meeting revenue (\$10,000).
- Budget moved staff positions to Flaherty & Hood’s proposed compensation grid from February 2017 (adjusted for 2017 wages) and incorporated COLA and benefit updates. Personnel costs include ½ of Sundays in 2018. Total change from 2017 to 2018 is \$34,670.
- Budget increased funding for collections by \$15,635 from 2017, a 17% increase.
- Budget planned for increased building repair charges by \$5,000.
- Budget’s Transfer In – General Fund request for operations and plant would be \$1,254,074. This is an increase of \$82,449 or 7.04%.

Richie also noted that the Board approved a 2018 capital outlay request of \$111,493 from city. The 2017 capital request was \$90,000, an increase of 24% from 2017. The total operating and capital funds requested from the city would be \$1,365,567 for 2018. In 2017, this amount was \$1,261,625. This is an increase of \$103,942 or 8.24%.

Stark also discussed that budget numbers for supplemental fund accounts are included in the 2018 Operating Budget Document in the July board packet. The budget document is a template from the City’s Finance Department.

Motion made to approve proposed 2018 Operating Budget. MSP.

AGENDA ITEM 7: Trustee Job Description and Board Ethics Statement

Board first discussed the trustee job description and board ethics statement policies included in the July Board packet.

Hemer asked about bullet 2 on the Job Description. Bullet two states: “Establish library policies and reviews them on an annual basis, updating as needed.” Hemer noted that reviewing all of the policies annually may not be feasible. Board discussed and suggested changing “annual” to “regular.”

Stark discussed the history behind the Trustee Job Description. Stark explained that the policy was adopted in 1999, but the board more recently reviewed the policy in 2013 with no changes. Stark noted that this job description is an important policy for the board and would benefit from review and discussion by a larger group. Stark also noted that it may be wise to have the new director help weigh in on the policy.

Board discussed the concept of further committee review of the policy. Stark, Hemer, and Lunn will form a committee to review the Trustee Job Description and Ethics statement

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AGENDA ITEM 8: Library Code of Conduct and Bulletin Boards

Brechon discussed that this was the first reading of the revised Library Code of Conduct and Bulletin Board policies as included in the July board packet. Brechon noted that she researched policies of libraries in area and within MELSA for their conduct and bulletin board policies.

The following items were discussed:

- Conduct Policy – Bullet 4: The colon should be comma.
- Conduct Policy – Item 3: This discusses that animals are prohibited in the library (with the exception of assistance animals). Board discussed that the policy does not need to be adjusted for animals brought in for programming as the policy pertains to patron conduct.

AGENDA ITEM 9: Bequest from Estate of Richard S. Kilty

Keliher explained that a letter arrived from the law firm of Briggs and Morgan addressed to the Stillwater Library Foundation describing a bequest for \$50,000 for the City of Stillwater for the upkeep of the Stillwater Public Library. The check was made out to the City of Stillwater. The Executive Committee met to discuss this bequest and suggests moving the money into a restricted fund with the Stillwater Public Library Foundation. In talking with city staff, it was clear they have no interest in handling this special fund on behalf of the library.

Motion made that following the Executive Committee discussion with Foundation regarding the acceptance of the Kilty Fund, the Board requests the City to sign over the check to the Foundation to be placed in a designated Kilty fund to be used in the upkeep of library per the discretion of the trustees. MSP.

AGENDA ITEM 10: Second Quarter Gifts and Grants

The Board reviewed the second quarter gifts and grants as included in the July board packet. Motion to accept the 2017 Q2 gifts as outlined in the 2017 Gifts and Grants Received Report. MSP.

AGENDA ITEM 11: License for Trumi

Board reviewed license agreement to allow local artist Sara Trumi to use items from the John Runk Collection of historical pictures/photographs for a signage project display on the Historic Main Street stairs. Motion made to accept agreement. MSP.

AGENDA ITEM 12: Director and Other Staff Reports

Board received director and staff reports in the July board packet and supplemental board packet.

AGENDA ITEM 13: Foundation Report

Richie reported that the Foundation minutes were included in the July Board packet. Light a Spark was a success! Tuesday, August 22 is Beer for Books, featuring band Cattail Moon and trustee Hansen. The public launch of Hearing Loops is scheduled for Wednesday, July 19 at 7:00 pm.

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AGENDA ITEM 14: Board Committee Reports

a. **Executive Committee:** None.

b. **Facilities:** Teen room work underway.

c. **Finance:** None.

d. **Human Resources:**

Bell reviewed the Human Resources agenda item information presented in the July Supplemental Board packet.

The HR Committee and Keliher met with City Administrator Tom McCarty and HR Manager Donna Robole to review the pay equity study and discuss the appeal process for library staff based on the City of Stillwater Classification/Compensation Study. The Committee recommended that library staff will appeal their reduction in points from the February to April Study by providing additional information to Flaherty and Hood during the proposed appeal period.

Motion was made to approve a process for library staff to appeal the job evaluation points which were reduced in audit requested by the Stillwater City Council, with results received April 2017. The appeal period will be July 18 – August 11, 2017, pending clarification from Flaherty & Hood regarding cost of appeals.

Board discussed. Hansen opposed motion because he thinks that the board should reject the second set of classification/compensation study results [those received in April]. Hansen expressed concern that singling out the library employees by the city for a second review, which resulted in lower scores, is discriminatory. He does not believe the library board should support that. If the library board would reject the second set of results, the proposed appeal process would be unnecessary.

Yes - Bell, Carlsen, Hemer, Keliher, Lunn, Menikheim, Richie, Stark; No – Hansen.

e. **WCL Task Force:** None.

AGENDA ITEM 13: Public Commentary and Communications

None.

AGENDA ITEM 14: Adjournment

Meeting adjourned at 10:25 pm.

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