

**STILLWATER PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING**

**August 8, 2017**

**Minutes**

**PRESENT:** Bell, Carlsen, Lunn, Hansen, Hemer, Keliher, Menikheim (Arrived at 7:50 pm during Agenda Item 9), Stark

**ABSENT:** Richie

**STAFF:** Brechon, Goeltl

**AGENDA ITEM 1: Call to Order**

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

**AGENDA ITEM 2: Adoption of Agenda**

*Motion to adopt agenda. MSP.*

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

None.

**AGENDA ITEM 4: Consent Calendar**

Stark requested that the Adoption of the July 11, 2017 and July 26, 2017 Minutes be pulled out for discussion from the consent calendar.

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

Trustees discussed the July 11, 2017 Minutes and requested the following changes:

- Agenda Item 6 – Bullet 3: Replace first sentence to read “Budget moved staff positions to Flaherty & Hood’s proposed compensation grid **from February 2017** (and adjusted for 2017 wages) and incorporated COLA and benefit updates.”
- Agenda Item 14d: Replace first sentence in third paragraph with “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.”
- Brechon noted that the actual appeal period, discussed under Agenda Item 14c, is now through August 18, 2017.

Trustees discussed the July 26, 2017 minutes. Stark noted that the minutes indicated “Staff: None.” While staff were not participating in the meeting, staff and Friends members did attend. Stark requested that the guest attendees be included in the board minutes: Susie Danielson, Mary Ann Sandeen, Aurora Jacobsen, Angie Petrie, Lindy Howe and Jody Vasilakes.

*Motion made to adopt the minutes as amended. MSP.*

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**AGENDA ITEM 5: Policy – SPL Library Code of Conduct, Bulletin Boards**

The Code of Conduct and Bulletin Board policies were submitted to the Board for first reading and review at the July meeting. The policies were modeled after other libraries in the area and within MELSA.

The Board discussed the policies and requested the following changes:

**Public Conduct Policy**

- Under “Patrons are expected to” section, replace colon with comma on the 4<sup>th</sup> bullet.
- Under “Patrons are participants in a shared environment” section, replace sue with use on the 2<sup>nd</sup> bullet.

**Bulletin Board Policy**

Add “and other designated spaces” to:

- The Library reserves the right to determine both the number of copies to be displayed and the location for their display within the foyer **and other designated spaces**.
- Library does not advocate or endorse the viewpoints of organizations permitted to post or distribute information at the Bulletin Board/Distribution space in the library foyer **and other designated spaces**.

Motion made to approve the adoption of the policies as amended. MSP.

**AGENDA ITEM 6: Kilty Fund**

Brechon reported that the Foundation Board has agreed to act as a fiscal agent for the library with regard to the Kilty Fund. An agreement is currently being drafted by the Foundation regarding the specifics.

**AGENDA ITEM 7: Approval of Library Director Contract**

Keliher distributed the conditional offer of employment letter to Mark Troendle (dated August 8, 2017 and included as an attachment to the minutes) for board review. Motion made to approve offer to Troendle. MSP.

Trustees contacted Troendle via phone to inform him of the approval of the offer and welcome him to the library.

Board acknowledged the work of Interim Director Brechon and her contributions to the library.

**AGENDA ITEM 8: Event Rental Time Request for Sunday, May 27, 2018**

The Board reviewed and discussed a request to approve an exception to the Sunday event rental timeframe and allow a wedding rental from 12:00 noon through 12:00 midnight on Sunday, May 27, 2018. Music would be moved inside by 10:00 pm, and the event will follow all other event policy rules.

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and guidelines. It was noted that Sunday, May 27 is a holiday weekend as Memorial Day is the following day. The size of the group was estimated at under 100 guests.

Trustees discussed noise concerns, impact on neighbors, and communication to key stakeholders. As the number of guests is anticipated at under 100, the Board discussed encouraging as much guest parking as possible in ramp to mitigate noise and disruption to neighbors during the exiting of the event space. The Board also discussed working with vendors to encourage loading/unloading in the parking ramp area to minimize noise and disruption.

Motion made to approve special exception to hold event until 12:00 midnight on Sunday, May 27, 2017 with music inside by 10:00 pm with two conditions:

- Attendees should be encouraged to park in the ramp
- All loading and unloading to take place in parking ramp

MSP.

**AGENDA ITEM 9: City of Stillwater Audit Report**

The Board reviewed and discussed the City of Stillwater Audit Report provided in the August Board Packet. During the annual audit, special attention was given to the library as it had not received a departmental review in a number of years. The audit report found deficiencies in:

- Library disbursement procedures
- Library cash drawer, copier machine and cash processes
- In-kind donations

Brechon reported that the library has already been working on library cash management procedures. Washington County has been beta-testing a cash management system this year. This system will be implemented at Stillwater soon. Equipment has been ordered and training is being scheduled. The Finance Director will be included as part of the training.

Brechon reported that Library staff will meet with City Finance to discuss what procedures are needed in the area of Library disbursement procedures.

Stark reported that she contacted the auditor to discuss the significant deficiency in the area of in-kind donations. The auditor expressed willingness to meet and discuss these concerns with the Library and Board.

Keliher noted that it is his understanding that the auditor is not questioning the dollar figures of the in-kind donations received by the Library, but the auditor is recommending changes for recording these in-kind revenues and expenditures.

Keliher requested that the auditor be asked to Board meeting to discuss the audit and recommendations.

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**AGENDA ITEM 10: Director and Other Staff Reports**

Brechon presented the director's report.

Brechon discussed Washington County Library's recent contract with Baker & Taylor to handle the cataloguing and processing of books. Brechon noted that this change means that materials will be shipped shelf-ready directly to each branch for more immediate circulation. Records will be downloaded through Washington County to the ILS system. The cost of processing is \$3.65 per item, an increased expense, but this will save WCL staff resources in processing and cataloging. As WCL has moved to this system, Stillwater plans to follow WCL's lead.

The Board noted the increased costs associated with this. If WCL is no longer providing the cataloging and processing services, the alternative would be for Stillwater to bring in staff to do this.

Brechon also noted that River Market Co-Op is asking customers to round up their total bill and the Stillwater Library is the recipient for the months of August and September. Thank you River Market!

**AGENDA ITEM 11: Foundation Report**

**The Foundation has three upcoming events:**

- Beer for Books on August 22 with Craig Hansen
- Destination Library on September 22
- Style Speaks Volumes on November 10 & 11

**AGENDA ITEM 12: Board Committee Reports**

- **Executive Committee:** None
  
- **Facilities:** Five chairs reupholstered. Teen Room work continues with new stools, READ letters, furniture.
  
- **Finance:** Brechon and the Finance Committee presented the 2018 Budget to City Administrator, Finance Director and Assistant Finance Director. During the meeting, McCarty explained that the collective proposed budget from the departments came in with a 14% increase over last year. On August 15, McCarty provided 2018 budget recommendations to the City Council with a collective increase of 4.58% for 2018.

McCarty's recommended budget reduces the library's proposed operating budget by \$33,376 and proposed capital budget by \$21,600. This is still an increase in both operating and capital from 2017, and the increases are in line with other departments. McCarty's recommended budget numbers have not yet been approved by the city council.

The Finance Committee will work with the new director to address the 2018 budget and any changes needed.

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- **Human Resources:** At July meeting, the board approved the process of staff appeal of the classification study results contingent on the costs of the Flaherty & Hood review. The library has been unable to obtain clear information on the costs of the review process other than an estimate of \$145/hr.

The Board discussed the responsibility for paying for appeals. There were 20 appeals at city and 12 went to Flaherty & Hood. The cost of the city's appeals was included in the contract. It is uncertain if the cost of the library appeals are also included in the contract.

Menikheim explained the contract with Flaherty & Hood specified two interactions, typically one for the review and one for appeals. Since the library was initially surveyed and then reviewed again as a whole in February, this could be considered the second interaction. This would mean that the library would need to pay for the appeal process.

Board discussed options and decided to not approve any expenditure for the appeal process until additional cost information could be obtained from Flaherty and Hood.

- **Communications/Outreach Committee:** None
- **WCL Relationship Task Force:** None

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

Keliher reported that he received a letter from the Department of Education regarding the library's annual report to the state. Keliher shared that the letter from MN Dept of Ed included data about total volunteer hours donated to libraries throughout the state. SPL has 2.5 times the average number of volunteer hours for libraries.

**AGENDA ITEM 13: Adjournment**

Adjourned at 8:45 pm.