

**STILLWATER PUBLIC LIBRARY  
BOARD OF TRUSTEES  
Annual Meeting Agenda  
Tuesday, January 8, 2019**

**Conference Room**

1. Call to Order
  
2. Adoption of the Agenda A+
  
3. In-Person Public Commentary  
*This portion of the meeting is an opportunity to address Trustees on subjects that are not part of the meeting agenda. The Board may take action or reply at the time of the statement or may give direction to staff based on the comments expressed. Please limit your comments to 5 minutes or less.*
  
4. Adoption of Minutes of 2018 Annual Meeting A+
  
5. Election of 2019-2020 Officers A+
  
6. 2019 Committee Assignments D+
  
7. Public Commentary and Communications
  
8. Adjournment

A= Action Item    I= Information Item    D=Discussion Item    + = Document in Packet  
\* = Document to be Distributed Later    # = Document Distributed Previously

**STILLWATER PUBLIC LIBRARY  
BOARD OF TRUSTEES  
ANNUAL MEETING  
January 9, 2018  
Minutes**

**PRESENT:** Carlsen, Hemer, Howe, Keliher, Lockyear, Menikheim, Richie

**ABSENT:** Bell, Lunn

**STAFF:** Troendle, Goeltl

**AGENDA ITEM 1: Call to Order**

Annual meeting called to order at 9:18 pm by Keliher, President

**AGENDA ITEM 2: Adoption of Agenda**

*Motion to adopt the agenda as amended. MSP.*

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

None.

**AGENDA ITEM 4: Adoption of Minutes of 2017 Annual Meeting**

*Motion to adopt minutes. MSP.*

**AGENDA ITEM 5: 2018 Committee Assignments**

Board discussed committees and the role for standing committees versus ad-hoc task force groups.

The Board discussed the following committees for 2018:

- Executive – The Executive Committee consists of the President, Vice-President and Secretary/Treasurer.
- Finance – Richie is the treasurer and thus the chair of the Finance committee. Other board members are encouraged to join. Finance will help shape financial reporting for the library.
- Facilities – The Facilities committee will continue for 2018 as work on building reconfiguration continues. After this is complete, Facilities may dissolve as a standing committee.

Trustees should contact Keliher if interested in serving on a particular committee. As President, Keliher will appoint trustees to the committees.

**AGENDA ITEM 6: Review of 2017**

Troendle distributed a 2017 review at the meeting. Keliher recapped the year for the Board.

**AGENDA ITEM 7: Public Commentary and Communications**

None.

**AGENDA ITEM 8: Adjournment**

Meeting adjourned at 9:37 pm.

*Note: The notation MSP is used in instances of unanimous approval of a motion. In the event of division, the vote of each trustee voting will be recorded.*

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Election of 2019-2020 Officers</b>	
OWNER: <b>Keliher, President</b>	PRESENTER: <b>Keliher, President</b>
REQUESTED AGENDA TYPE (A, I, D): <b>A</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?  IF YES, NOTE STATUS – 1 <sup>st</sup> READ, 2 <sup>nd</sup> READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: <b>Motion to elect 2019-2020 officers</b>	
BACKGROUND/CONTEXT: The executive officers nominating committee will nominate a proposed slate of candidates to fill the positions of board president, vice president and secretary/treasurer. These roles, as well as the process for selecting officers, are described in our board bylaws.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: <b>Stillwater Public Library Board of Trustees By-Laws</b>	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

**Resolution/Follow-Up Notes**

OUTCOME OF DISCUSSION:
NEXT STEPS:

# STILLWATER PUBLIC LIBRARY BOARD OF TRUSTEES

## BY-LAWS

### **ARTICLE I: Identification**

The Stillwater Public Library is a public library organized in accordance with Minnesota Statutes Chapter 134. It provides public library services to the city of Stillwater and, by agreement, to residents of other jurisdictions. It is governed by a Board of Trustees appointed in accordance with Minnesota Statutes.

### **ARTICLE II: Purpose**

The purpose of the Stillwater Library Board of Trustees is to govern the provision of services and administration of the library as representatives of the city residents and the City Council. It is the trustee's obligation to see that adequate funds are obtained for good library service; to promote the best possible use of all library resources; to improve existing library service; and to extend library service to those not previously served. Trustee duties are outlined in Minnesota Statutes Chapter 134.11.

### **ARTICLE III: Board of Directors**

#### **Section 1. Number and qualifications**

The Library Board shall consist of nine (9) members appointed by the Stillwater City Council.

#### **Section 2. Term of office**

A Board member is appointed for a three (3) year term. A Board member may not serve more than three consecutive terms. If a member is appointed to serve an unexpired term of office and serves more than half of the term, it shall be considered a full term of office. A former member may be reappointed after a lapse of one year.

#### **Section 3. Disqualifications and vacancies**

Any Board member who is no longer resident shall be responsible for notifying the Secretary of the Board of Trustees. When any trustee fails to attend at least three consecutive meetings of the Board without prior notice to the President, Vice President, or Secretary, the Board shall declare his/her position vacant. It shall be the duty of the President to notify the appointing official of the vacancy.

#### **Section 4. Officers**

Officers of the Board shall be chosen for two (2) year terms at the regular annual meeting of the Board and shall be the following: President, Vice President, and

Secretary/ Treasurer. An officer may succeed herself or himself. A nominating committee shall be appointed by the President two months before an election. The Committee will present a slate of officers at the Annual Meeting. Additional nominations may be made from the floor.

The Board President shall preside at all meetings, appoint all committees, certify all actions approved by the Board, authorize calls for any special meetings, and generally perform the duties of a presiding officer.

The Vice President shall perform the duties of the President in the latter's absence.

The Secretary/Treasurer shall keep an accurate record of all proceedings of the Board's regular and special meetings and perform such other duties as are usually incident to that office. The Secretary/Treasurer shall represent the Board in matters of budget and finance, including the development short range and long range financial plans for the library. This officer will be a member of The Finance Committee of the Board.

#### **ARTICLE IV: Meetings**

##### **Section 1.**

Regular meetings of the Library Board shall be held monthly on a day of the week and time chosen by the Board no later than the first regular meeting of the calendar year. Meetings shall be held in accordance with the State of Minnesota's Open Meeting Law. When conflicts with holidays or other events arise, the Board may change or eliminate the meeting date, observing the requirements of public notice in the Minnesota Open Meeting Law.

The annual meeting shall be held in January.

##### **Section 2.**

Special meetings may be called by the President or upon the request of any three trustees. Reasonable notice stating the time and place and purpose of any special meeting shall be given in accordance with the Minnesota Open Meeting Law.

##### **Section 3.**

Five members of the Board shall constitute a quorum.

##### **Section 4.**

The order of business at regular meetings shall be established by the Board at its first meeting of the calendar year. It shall include, but not be limited to, the approval of minutes; public commentary; the presentation of financial, staff, service, and committee reports; and business items.

**Section 5.**

Robert’s Rules of Order, latest revised edition, shall generally govern the parliamentary procedure of the meetings.

**ARTICLE V: Committees & Task Forces**

**Section 1.**

The committees of the Board with their membership and charges shall be established by the President elected at the annual meeting or at such other times as he/she may determine in order to manage the work of the Board in an efficient and effective manner.

**Section 2.**

Task forces for the study and investigation of special problems may be appointed by the President to serve until they have completed the work for which they were appointed. These need not be Board or staff members.

**ARTICLE VI: Duties of the Board of Trustees**

The duties of the Board of Trustees are to:

Determine and regularly review the policies of the library, including Board Bylaws, governance policies, personnel policies, public service policies, collection and information access policies, programming policies, policies governing the use of the facility, and the library mission, roles, and goals.

Select and appoint a library Director. Evaluate the Director on a regular basis and set compensation and benefits.

As employer, set policies, negotiate contracts, and set pay for other staff.

Set goals for the library’s annual and long-term budgets, approve budgets, request funding from the City of Stillwater, and make sure that adequate funds are provided to finance the approved budget.

Exercise good public relations through communication with the Mayor and City Council, other public officials, and the general public.

Educate itself about issues of significance to libraries.

**ARTICLE VII: Director**

The Director is the library’s executive officer and shall have sole administration

of the library under the direction and review of the Board. The Director shall be held responsible for the care of the building and equipment, for the employment and direction of the staff, for the efficiency of the library's service to the public, and for the operation of the library under the financial conditions set forth in the annual budget. The Director shall attend all Board meetings except those at which his or her appointment or salary is to be discussed or decided. The Director shall prepare the annual budget for the Stillwater Public Library with the assistance and approval of the Board. The Director shall be responsible for various reports about the system such as salaries, circulation, population growth, and collection sizes as required by the Board.

**ARTICLE VIII: Amendments**

These by-laws may be amended at any regular meeting of the Board with a quorum present, by majority vote of the members present, provided that the amendment was read at one previous meeting and was stated in the call for the meeting which was communicated to the members within the week before the meeting.

Adopted 8/3/98  
Amended 4/8/08  
Amended 2012  
Amended 3/12/13

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>2019 Committee Assignments</b>	
OWNER: <b>Keliher, President</b>	PRESENTER: <b>Keliher, President</b>
REQUESTED AGENDA TYPE (A, I, D): <b>D</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?  IF YES, NOTE STATUS – 1 <sup>st</sup> READ, 2 <sup>nd</sup> READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
BACKGROUND/CONTEXT: Establishing board committees and their members is the responsibility of the board president. Our current committee roster has been discussed and updated as recently as September 2018 and may not necessarily warrant immediate changes. The board may take this opportunity to review and discuss those committee assignments and provide any input or feedback for the newly selected board president.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

**Resolution/Follow-Up Notes**

OUTCOME OF DISCUSSION:
NEXT STEPS: