

**STILLWATER PUBLIC LIBRARY  
BOARD OF TRUSTEES**

Meeting Agenda, Tuesday, May 10, 2016

1. Call to Order
2. Adoption of the Agenda
3. In-Person Public Commentary
4. Consent Calendar
  - a. Adoption of the April 2016 Minutes+
  - b. Acknowledgement of Bills Paid in April \$25,051.53+
  - c. Quarterly Activity Report
  - d. Other Activity Report

Old Business

5. Strategic Plan Update I+
6. Clarification of Director's 2016 Salary A+
7. Plan for Revising Building Naming Rights D+
8. Building Reconfiguration: Budget, Resources, and City Council Presentation A+

New Business

9. 2017 – 2021 Capital Improvement Forecast A+
10. Update on Library Neighbors and Terrace Events/Music D+
11. 2017 Budget Goals D+
12. Graphic Annual Report D\*

Reports

13. Classification and Compensation Study Report+
14. Director's Report+
15. Foundation Report
16. Board Committee Reports
  - a. Executive
  - b. Facilities
  - c. Finance
  - d. Governance and Policy
  - e. Human Resources – Union Negotiation Steps+
  - f. Succession Planning Task Force
  - g. WCL/SPL Relationship Task Force

17. Public Commentary and Communications
18. Adjournment

If you are unable to attend this meeting, please leave a message for Lynne at 651.275.4338 ext. 118 before 5 P.M. on Monday, May 9, 2015.

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

Attachments: Director's 2016 Goals, Calendar, Ongoing Board Work Assignments, WCL Minutes

**STILLWATER PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
April 12, 2016  
Minutes**

**PRESENT:** Bell, Carlsen, Cassavante, Hansen, Keliher, Menikheim, Otte, Stark

**ABSENT:** Richie

**STAFF:** Bertalmio, Goeltl

**AGENDA ITEM 1: Call to Order**

Meeting called to order at 7:02 pm by Keliher, President

**AGENDA ITEM 2: Adoption of Agenda**

*Agenda adopted. MSP.*

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

**AGENDA ITEM 4: Consent Calendar**

Board requested the following changes to the March minutes:

- Agenda Item 10 – Append 1998 Memorandum and Resolution Documents
- Members Present – Bell was not present; Record as absent.

*Minutes and consent calendar adopted as amended. MSP.*

**AGENDA ITEM 5: Board Education – Margi Miller, St. Croix Valley Foundation**

Margi Miller, Development Officer of St. Croix Valley Foundation, provided board with an overview of the St. Croix Valley Foundation (SCVF). SCVF holds the library's Athena Fund, and the library is also the designated recipient of The Helen Lawson Library Fund and The Helen Lawson Short-Term Fund of the SCVF.

The SCVF offers competitive grants in arts, health & wellness, and other. Applicants fill out request form, a committee reviews applications and determines award recipients. SCVF also works to determine other funding possibilities. As far as donor-advised or family funds, donors will often provide specific funding ideas or will ask for SCVF help in determining grants to make. The library could apply to the competitive grant process.

Board requested advice on how to better track and manage supplemental funds. Miller suggested that the library could investigate software to help track the ins and outs of funds.

**AGENDA ITEM 6: Strategic Plan Update**

- **3.2.5 Create and implement a PR and marketing plan:** Bertalmio reported that key messages was the subject of the March staff meeting, and staff is working on developing key messages about the library. Bertalmio reported that she attended a session at the PLA last week that discussed creating the library's elevator speech – 27/9/3 (27 words/9 seconds/3 ideas). These ideas will be used to create the library's value proposition.

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- **3.1 Identify underserved and diverse populations through demographic analysis and create prioritized, targeted efforts to reach out to these audiences:** To identify underserved and diverse populations, Bertalmio would like to investigate Gale Analytics, a product that she saw at the PLA Conference. This can help the library learn about the demographics of its patron and donor base and identify needs that align with the services of the library.

To reach out to these audiences, board discussed partnering with ECFE and other organizations that already provide services to underserved and diverse populations. Board also suggested looking internally at current services provided. The library could examine diversifying program offerings. The board discussed that the strategic plan did specify three specific groups to target for services: teens, seniors and people with physical challenges.

The original timeframe was to increase library services and programs by 10% for targeted audiences by April 2016. Cassavante and Otte volunteered to look at more recent demographic data from the school district to help assess population needs. They also will do some preliminary research and brainstorming with adult language learner programs. By September 2016, the library will have the information needed to begin addressing this area. New date for area is September 2016.

- **2.3.7 Library Leadership Summit:** Keliher, Menikheim and Richie assigned to this. They recommend changing the date to ON HOLD. They will plan a joint meeting at some point in the future. Change date to ON HOLD.
- **2.3.12 Create a Task Force to Examine Relationship with WCL:** Menikheim requested to be on this task force.

**AGENDA ITEM 7: Building Reconfiguration – Special Meeting Minutes and MSR’s Update**

At the special meeting on March 28, 2016, the Board unanimously passed Option #2 of the Building Study Recommendation as presented with the implementation of phase one. Board asked Bertalmio to follow up with Jack Poling of MSR and with Tom McCarty regarding next steps.

*Motion to approve special meeting minutes. MSP.*

**AGENDA ITEM 8: Long Range Library Finances**

- **Maintenance of Effort (MOE):** Board reviewed the Maintenance of Effort documents in the April Board Packet. By statute, the city is required to provide 90% of the state-certified level of support set in 2011. The city currently provides support at 24% above the maintenance of effort figure. This level of support above the MOE amount is about average when looking at other city and county financing of libraries across the metro as shown in the Minnesota Maintenance of Effort for Metropolitan Libraries document.
- **Listening Tour:** Board discussed beginning “listening tours” again where Library trustees would meet individually with city council members. Trustees could share a 2016 “Top 10” list to update the council on the services that the library provides and could discuss ways that the library could

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assist the city with its strategic plan and economic development efforts. Board also discussed attending an open City Council meeting and speaking about the library. Trustees Bell, Cassavante, Carlsen, Hansen and Keliher volunteered to do the listening tour. Stark also volunteered to be on the listening tour, but she noted that she had been on the original listening tours with former trustee Corbett.

- **Points to be Negotiated in a Merger**

Board discussed the “Points to be negotiated in a merger” document, included in the April board packet, as an informational item. This document provides background information for the board in case there are questions that council members or citizens would ask about the library. This is background information only and not a decision to go forward and pursue anything.

**AGENDA ITEM 9: Closed Sessions: Director’s 2016 Salary**

The board went into closed session at 8:45 pm.

In closed session, the board considered a possible motion to an increase in the director's pay, in light of having recently completed the annual performance evaluation process. The board passed a motion increasing the director's pay by 3 percent. Keliher, Cassavante, Hansen, Carlsen, Otte, Stark, Bell in favor. Menikheim opposed.

The board resumed the open meeting at 9:42 pm.

**AGENDA ITEM 10: 2015 Annual Report to the State of Minnesota**

Board reviewed 2015 Minnesota Public Library Annual Report included in board packet.

In May, the board will receive Bertalmio’s review of 2015. This review will include charts and historical trends on key measures of the library.

**AGENDA ITEM 11: Adoption of the Drug and Alcohol Testing Policy**

Board reviewed the proposed drug and alcohol testing policy, included in the April board packet. This policy is essentially the City of Stillwater’s policy.

The board suggested one edit. In the first sentence of the second paragraph in section 1, add hyphen after drug. The sentence should read “The policy of the Library is to provide a drug- and alcohol-free work environment.”

*Motion to adopt policy as amended. MSP.*

**AGENDA ITEM 12: Gift Acceptance and Use Allocation Process & 2016 Gifts & Grants**

This item was put on the agenda to begin discussions about a process to acknowledge, accept and allocate gifts received by the library. The documents provided in the board packet provide tracking information, but they do not provide a process approach.

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The Finance Committee has been in conversations with Tom McCarty and city attorney Dave Magnuson about a process and guidelines to use when accepting gifts.

**AGENDA ITEM 13: Plan for Addressing 2005-06 Naming Rights**

*Motion to table agenda item and discuss at another meeting. MSP.*

**AGEND ITEM 14: Director and Other Staff Reports**

Director's report was included in the April board packet.

**AGENDA ITEM 15: Foundation Report**

The Stillwater Public Library Foundation held Beer for Books last month. The SPLF is currently soliciting sponsors for Light a Spark, and board members are encouraged to consider a sponsorship. The SPLF is also working on establishing an endowment fund.

**AGENDA ITEM 16: Board Committee Assignments and Reports**

a) **Executive Committee:**

- Board president now has access to board email address ([LibraryBoard@ci.stillwater.mn.us](mailto:LibraryBoard@ci.stillwater.mn.us)) to foster public communication.
- Budget season is coming soon! Start thinking about your ideas.
- The city is working on updating its long-range capital plan for 2017-2021. This plan is due April 29, 2016. The Board asked Lynne to check with McCarty to see if the deadline could be extend to after the next board meeting.
- The list of board committees is included in the April board packet.

b) **Facilities:** The Facilities Committee has a meeting scheduled for Monday, April 18 at 4:15 pm to discuss committee work, Xcel Rebate, Terrace, and long-range capital plan.

c) **Finance:** Nothing to report.

d) **Governance and Policy:** Nothing to report.

e) **Human Resources:** Nothing to report.

f) **Succession Planning Task Force:** Menikheim reported on the Succession Planning efforts and referenced the Succession Planning document emailed to the board in advance of the meeting (document included at the end of minutes). Menikheim and Richie met with Victoria DeFord, an HR professional and former board member. DeFord is planning to survey board, staff, Foundation and Friends about what they would be looking for when it is time to hire a new library director. DeFord would also facilitate designing job descriptions.

The board asked about the upcoming deadlines in the document. Menikheim reported that the deadlines are outdated. Board would like to discuss at a later meeting which groups/individuals

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should receive the survey. Board also asked how these efforts fit with the new HR staff member joining the city.

g) **Building Use Study Task Force:** Agenda Item 7

h) **WCL/SPL Relationship Task Force:** Add Doug. Board asked if trustees should begin by attending the WCL meetings.

**AGENDA ITEM 17: Public Commentary and Communications**

None.

**AGENDA ITEM 18: Adjournment**

Adjourned at 10:23 pm.

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## Stillwater Public Library Succession Plan Project

**Succession plan task force:** *Mary Richie - trustee, Doug Menikheim - trustee, Victoria DeFord - MnSCU Human Resources Director, System Office and Executive Search Manager*

**Task:** The strategic plan calls for the development of a succession plan for the Director and other staff leaders (2.2.5). What does succession planning entail?

*Preparing for recruitment of replacement*

*--Evaluating our bench strength (potential replacements on staff)*

*--Identifying desired qualifications for new director*

*Preparing for smooth transition*

*--Planning and preparing for effective knowledge transfer (documenting and sharing director's institutional knowledge)*

*--Ensuring operational consistency (processes, passwords, etc.; make sure no interruptions in service)*

*Establishing a process for recruitment*

*--Where and how will we find a new director?*

*--Who leads the charge, and who are the supporting players?*

### Process and Timeline:

**(1) Survey library board, foundation, city council, staff and other key stakeholders to hear what they feel are the important qualifications and characteristics for the next library director; and to hear what their expectations of the next director are.**

Who: **Victoria DeFord**

What: Draft data collection tool (via survey monkey), gather information and write findings report with recommendations.

Target Completion Date: Survey out 4/18/16, all responses back by 4/30/16

### **(2) Review and revise current Library Director position description**

- Think about future needs
- What isn't in current description that should be added
- What tasks should be delegated to other library positions
- What knowledge, skills and abilities does the new Director need to meet the future needs of the library

#### Phase 1:

Who: **Library Board**

What: Begin conversation to identify future expectations for next Library Director and the characteristics and qualifications needed to meet those expectations

Target Completion Date: May 1, 2016

#### Phase 2:

Who: **Victoria DeFord** facilitate a conversation with the Library Board to identify future expectations for next Library Director and the characteristics and qualifications needed to meet those expectations

What: Create a new Library Director position description identify future expectations for next Library Director and the characteristics and qualifications needed to meet those expectations. Review feedback

from the focus groups in the assessment discussion regarding future needs of next Director. Incorporate data gathered on current skills and capacity of library staff into this discussion.

Target Completion Date: June 1, 2016 (schedule 90 minute session either immediately prior to the May board meeting or at a special meeting in May).

**(3) Evaluate “bench strength” of current library staff what duties of the director’s could be moved to other library staff to build capacity, enhance cross-training, and give staff new opportunities for development**

Who: **Library Board and Library Director**

What: Evaluate current skills and capacity of current library staff. Identify what duties of the director's could be moved to other library staff to build capacity, enhance cross-training and give staff new opportunities for development.

Target Completion Date: June 1, 2016



**2016 Bill Resolutions**

The following bills have been examined and are approved for payment.  
Mary Richie, Secretary/Treasurer, Board of Trustees

Invoice #	Invoice Date	VENDOR	ITEM	AMOUNT	FUND CODE	FUND NAME
<b>INVOICES PAYABLE</b>						
174497	3/22/2016	Ace Hardware	Janitorial Supplies	57.890	230-4231-2101-0000	General Supplies - Lib Plant
174593	3/24/2016	Ace Hardware	Janitorial Supplies	26.840	230-4231-2101-0000	General Supplies - Lib Plant
4192016	4/14/2016	Baker and Taylor	Materials - Juv	907.280	230-4230-2400-0000	Childrens Books
4192016	4/14/2016	Baker and Taylor	Materials - Processing	25.970	230-4230-3404-0000	Processing Fee
4192016	4/19/2016	Baker and Taylor	Materials - YA (SPLF)	112.970	232-4232-2113-0000	SPLF - Materials
4192016	4/19/2016	Bertalmio Lynne	Staff Reimbursement - PLA Conference	830.790	230-4230-3201-0000	Seminar/Conference Fees
4192016	4/19/2016	Brodart Co	Materials - Adult Fiction	637.690	230-4230-2401-0000	Adult Books - Fiction
4192016	4/19/2016	Brodart Co	Materials - Adult NonFiction	1368.410	230-4230-2405-0000	Adult Books - Non Fiction
4192016	4/19/2016	Brodart Co	Materials - Processing	79.950	230-4230-3404-0000	Processing Fee
4192016	4/19/2016	Brodart Co	Materials - Adult Fiction (Tribute)	47.040	235-4235-2101-0000	Library Donations Materials
4192016	4/19/2016	Brodart Co	Materials - Adult (SPLF)	461.780	232-4232-2113-0000	SPLF - Materials
306-02444792-3	3/31/2016	Culligan of Stillwater	Water	67.800	230-4230-4099-0000	Miscellaneous Charges
2455591_1182606580	3/21/2016	G & K Services	Towels & Rugs	82.540	230-4231-4099-0000	Miscellaneous Charges - Lib Plant
103731	3/17/2016	Greater Stillwater Chamber of Comme	Membership	210.000	230-4230-4099-0000	Miscellaneous Charges
737579	4/11/2016	Mid-America Business Systems	Microfilm Reader/Scanner (MHS Grant)	9945.000	235-4237-2302-0000	Library Donations Minor Equipment
737579	4/11/2016	Mid-America Business Systems	Microfilm Reader/Scanner (Capital)	782.000	230-4230-5310-0000	C/O MIS Computer Equipment
4192016	4/19/2016	Midwest Tape	Materials - Audio	369.600	230-4230-2402-0000	Audio
4192016	4/19/2016	Midwest Tape	Materials - Video	26.240	230-4230-2408-0000	Film/Video
4192016	4/19/2016	Midwest Tape	Materials - Processing	75.650	230-4230-3404-0000	Processing Fee
4192016	4/19/2016	Midwest Tape	Materials - Juv Audio Books (Friends)	245.940	235-4235-2101-0000	Library Donations Materials
214669	4/5/2016	Paper Roll Products	Receipt Paper	75.540	230-4230-2101-0000	General Supplies
4192015	4/19/2016	Petrie Angela	Staff Reimbursement - ALSC National Institute	402.700	230-4230-3201-0000	Seminar/Conference Fees
01052016_235.65	4/14/2016	Washington County Library	WCL Q4 2015 Processing Supplies	235.650	230-4230-3404-0000	Processing Fee
04012016_243.92	4/1/2016	Washington County Library	WCL Q1 2016 Processing Fee	176.000	230-0000-3880-0040	Lost/Overdue Processing Fees
04012016_243.92	4/1/2016	Washington County Library	WCL Q1 2016 Lost/D Fee	67.920	230-0000-3880-0030	Lost/Damaged Fees
03312016_210.51	3/31/2016	Washington County Library	WCL Q1 2016 Postage/Stock for Overdues	210.510	230-4230-3102-0000	Postage
		<b>INVOICES SUBTOTAL</b>		<b>17,529.70</b>		
<b>CREDIT CARD</b>						
None						
		<b>CREDIT CARD SUBTOTAL</b>		<b>0.00</b>		
<b>MANUAL BILL PAYOUTS (Check issued between bill resolutions to comply with payment terms)</b>						
None						
		<b>MANUAL PAYOUT SUBTOTAL</b>		<b>0.00</b>		
<b>GRAND TOTAL</b>				<b>17,529.70</b>		

Submitted for payment

Lynne S. Bertalmio, Director

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION:	
Strategic Plan Update	
OWNER:	PRESENTER:
REQUESTED AGENDA TYPE (A, I, D):	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
I	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:	
Work has begun on one of the main thrusts of the strategic plan. The new desk is being designed and the staffing plan under the new staffing model – co-location –is being developed. Cross training has started.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
Strategic Plan Update	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

**Resolution/Follow-Up Notes**

OUTCOME OF DISCUSSION:
NEXT STEPS:

## STILLWATER PUBLIC LIBRARY – IMPLEMENTATION PLAN DRAFT – BY DATE agenda item 6

green = completed, orange = in progress, red= delayed

**- 2014 -**

GOAL/STRAT.	TACTIC	RESPONSIBILITIES	TIMEFRAME	PROGRESS
<b>2.2.2</b>	Allocate resources in the budget to fund staff training and professional development	Director, Board	Accomplished in 2015 budget	Increase of \$2,000 in professional development funds in 2015 budget; additional \$2,000 in 2016 budget request
<b>1.3.1</b>	Allocate funding to hire consultant	Board	October, 2014	Additional funds may be needed to fund building study
<b>1.3.7</b>	Finalize plan with architect to provide shade on the terrace	Director	By November 1, 2014	Construction completed
<b>2.3.1</b>	Present and promote the strategic plan and directions to the staff.	Board members, Board chair and Director	Accomplished	
<b>2.3.2</b>	Present and promote the strategic plan and directions to Foundation and Friends.	Board members, Board chair and Director	Accomplished	
<b>2.3.3</b>	Present and promote the strategic plan and directions to City Council.	Board members, Board chair and Director	Accomplished	
<b>2.3.4</b>	Meet with the Foundation leadership to discuss possible financial support for the strategic plan	Director, Library Board, Foundation leadership	January 2016	SPLF has funded Sunday hours September 2015- May 2016 and Sept – Dec 2016
<b>2.3.9</b>	Investigate City goals and determine how the Library can support the goals	Doug Menikheim and Lynne Bertalmio	December 2015	The City Administrator thinks that the library could best help with communication of City goals, initiatives, and opportunities; He will discuss this further with us as the City's planning advances
<b>3.2.1</b>	Redesign the website and launch it	Carolyn Blocher	Accomplished	New website available for public

<b>3.2.2</b>	Promote the new website	Carolyn Blocher	Accomplished	Website has received kudos; staff still have some bugs to work out
<b>3.2.3</b>	Install new signs and messaging in the Library (and perhaps do PR in the community to emphasize the tech services currently available. Conduct staff training on promoting available tech services to patrons	Aurora Jacobsen	Accomplished; training continues	Signs have been installed; new lanyards help public separate volunteers from staff; iPads are being loaded with software to allow staff to start roving
<b>1.2.1</b>	Run ILS reports on collection use and analysis for potential downsizing	Management team	First week February	Reports are supporting creation of new Collection Development Policy and collection plan
<b>1.2.6</b>	Review current operations of the St. Croix Collection, including collections, staffing, use, and budget for future purchases	Management team	By March, 2014	Carolyn Blocher reported to the Board at March 2015 meeting
<b>2.3.5</b>	Ensure that all City Council members receive periodic communications about the Library, Friends and Foundation	Director	October 15, 2015 and ongoing	Administrator and Council will receive updates on plan progress
<b>2.3.7</b>	Plan a Library "Leadership" Summit of Library Board, Foundation Board, Friends Board, City Council – with specific goals and outcomes for the Summit	Board and Board Chair	ON HOLD	
<b>2.3.11</b>	Request and pursue both Director and Library Board participation in the Washington County Library planning efforts	Director/Board member	Director is on Stakeholders Task Force	WCL Strategic Plan is open for commentary on County website

**- 2015 -**

GOAL/STRAT.	TACTIC	RESPONSIBILITIES	TIMEFRAME	PROGRESS
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<b>2.3.6</b>	Schedule regular topical, formal presentations (not budget or regular updates) to the Council at least annually	Board Chair/Director	Beginning January 2016	When the building study is completed and the library has made decisions on the issues raised, the advantages of some building changes should be presented to the Council
<b>3.2.4</b>	Review current Library PR marketing efforts for effectiveness and efficiency	Director, Foundation and possibly outside consultant, volunteers with PR expertise	By January, 2015	PR/PI needs inventory completed
<b>3.1.1</b>	Develop teen services goals and objectives in relationship to the Library strategic plan	Youth Services Staff	January-April, 2015	Youth Services Supervisor reported at April 2015 Board meeting; information for 2016 budget request has been generated
<b>1.1.1</b>	Select new service model	Director and Aurora Jacobsen, with Board review and approval	By March 1, 2015	Board voted April 2015 to have model tested by building study
<b>1.1.1</b>	Develop a plan for implementation of the new service model	Director, Carolyn Blocher, Aurora Jacobsen, Jody Vasilakes	By August 1, 2016	A plan for staffing, facilities, equipment needed in the new model
<b>1.2.2</b>	Complete plan to downsize the hard copy collection by 10% over 3 years, and appropriately increase virtual collections	Director	By February 1, 2015	Plan is to reduce by 4% in 2014 (achieved), 3% in 2015, and 3 percent in 2016
<b>1.3.2</b>	Issue a letter for a facilities study consultant	Director	By February 1, 2015	Completed
<b>1.3.8</b>	Complete project to provide shade on terrace	Director	Before May 1, 2015	Completed
<b>1.4.2</b>	Plan for Sunday hours during school year 2015-16 with implementation plan	Director and Carolyn Blocher	By February 1, 2015	Schedule completed for September 2015 – May 2016; Funds raised; change communicated
<b>2.2.4</b>	Designate a staff champion for creating a tech savvy environment with the Library for both patrons and staff, and complete a plan for instituting the environment over 2 years	Carolyn Blocher and Aurora Jacobsen	By January 1, 2016	Tech competencies developed; staff assessments done; continuous technology training plan in place

<b>2.3.10</b>	Actively engage and support at least one broader City goal through Library services	Director	By March 1, 2016	When appropriate in the City's schedule. We will develop a plan to aid the City in communications
<b>1.4.1</b>	Study and review patron and visitation patterns and preferences.	Management team and staff	January – April, 2015	Usage is heaviest in the morning and on the lower level; have established some costs of a kiosk for item pick up outside library hours
<b>1.2.3</b>	Weed the hard copy collection according to the model	Management – using contractors or staff	March-December, 2015	Weeding continues
<b>3.2.5</b>	Create and implement a PR and marketing plan to increase awareness in the community	Management team	March - December, 2015	An online newsletter – sympathetic to the website – has been created; Staff is finalizing key messages
<b>1.3.3</b>	Hire a facilities consultant	Director and Board	By April, 2015	Date needs revision
<b>2.2.3</b>	Assess current staff levels and standard competencies in technology	Management team	By October 15, 2015 Follow up on annual basis	Established for current staffing model; Was part of individual personnel evaluations
<b>1.2.4</b>	Establish future selection goals and strategies	Management team	November 2015	A new Collection Development Policy has been adopted; a collection management plan and materials buying plan was completed but did not receive funding for 2016
<b>1.3.4</b>	Facilities consultant presents findings and report to Management Team and Board	Director, Board	March 2016	Establish revised timeline with MSR
<b>1.3.5</b>	Budget to implement facilities recommendations	Director, Board	June, 2016	Although it will not be sufficient, there is a figure in the 2016 capital budget to implement facilities changes; it is not possible to be precise without the study
<b>1.4.4</b>	Address budget and staffing implementation changes resulting from possible additional hours	Director and Management team, Board	June 2016	This effort is on hold
<b>1.2.5</b>	Review collections budget annually to meet collections model and goals	Director and Management team	January - June of every year	Collection budgets will be included in the graphic annual report; the report is dependent on statistics yet to arrive from WCL

<b>1.2.7</b>	In the facilities use study, explore options for the St. Croix Collection	Consultant and Director	February 2016	On hold
<b>3.2.6</b>	Train staff in the delivery of the new PR and marketing plan	Management team	June – December, 2015	Staff assignments and organization are taking place. Staff is examining tools and key messages.
<b>2.1.1</b>	Create a staffing plan based on the directions of the new service model	Director and management team	April 2016 to June 2016	Staff is starting work on new staffing plan.
<b>2.1.3</b>	Examine and revise staff job descriptions, and classifications. Conduct job evaluation and market studies to ensure consistency across job classes and pay equity. Create transition plan.	Management Team (possibly with outside HR support)	May – October 2016	The City of Stillwater has hired Flaherty Hood to complete a classification and compensation study that will cover the City of Stillwater, the Water Department, and the library
<b>2.2.1</b>	Explore HR support options and make recommendations to the Board	Director, Board HR Committee	By June, 2015	An HR staffer is in the City's recommended budget for 2016; HR Director started work in April
<b>2.2.2</b>	Allocate resources in the budget to fund staff training and professional development	Director, Board	By June of each year in 2014 2015, and 2016	
<b>2.3.8</b>	Increase interaction with other City dept. heads	Director and Management team	By June 2015	Director is participating in HR Director hiring process and class/comp study
<b>2.2.5</b>	Convene a Board task force to create a succession plan for the Director and other leaders	Board leadership	April/May 2016	Task Force established; questionnaire has been distributed to stakeholders
<b>2.3 .12</b>	Create a task force to examine the relationship to Washington County Library and discuss current and future collaborations	<del>Director sets task force.</del> Include Board members.	February 2016	Task Force is established; Members have MELSA Plan of Association, WCL contract, other associate library contracts
<b>1.4.5</b>	Create a PR plan to tell the public about the changed hours	Management team	August, 2015	Sundays hours have been advertised by the library and the Foundation
<b>1.4.6</b>	Communicate new open hours to the public	Management team	August, 2015-December, 2015	Sundays hours have been advertised by the library and the Foundation; the

				communications will continue for the rest of the year
<b>3.3.1</b>	Review existing community partnerships	Management team	By October, 2015	With a framework suggested by the Minnesota Council on Nonprofits that helps to distinguish outreach from partnerships, the Management Team has completed an inventory of current partnerships
<b>3.3.2</b>	Create methods to evaluate present and future library partnerships	Management team	February 2016	Staff is working with demographic data to select targets for outreach; partnerships will be selected based on outreach targets
<b>2.1.2</b>	Present staffing directions to the Board	Director	By May/June 2016	Dependent on pending change in service model and result of class/comp study

## - 2016 –

<b>1.3</b>	Reconfigure space and facilities	Director and lead staff	2016 and 2017	Co-location is possible; desk work may be scheduled for summer/fall 2016
<b>2.2</b>	Revisit, review, implement elements of tech savvy environment plan	Management team	July 2016	Enhancement of tech environment of the Library for both patrons and staff
<b>1.4.3</b>	Create recommended change plan for additional open hours (other than Sunday) in 2017	Director and Management team, Board review and approval	May 2016	There is not money for additional hours in 2016; 2017 budget must look at Sunday hours as SPLF commitment ends in 2016
<b>3.3</b>	Library will develop a plan for new partnerships that support the strategic plan	Director and Management team, Board review and approval	September 2016	
<b>3.3</b>	Expand awareness of library services and events through active partnerships with local and online media	Management Staff	2016	Library services and events are identified in 2 new media venues.
<b>3.3</b>	Investigate and develop new partnerships with support organizations and community groups.	Management team	2016-2017	Library will develop new, meaningful partnerships with 2-4 new organizations; we begun work with Our Community Kitchen and

				some limited work with Valley Outreach (school, government, social service agencies, arts organizations, etc.)
<b>3.3</b>	Coordinate a meeting with School and Community Education staff to determine possible future partnerships.	Director	November 2016	Library and School District partner on 2 new projects (1 each year)
<b>1.1</b>	Implement the new service model in 2-3 phases, to start in 2016	Management team	2016	Implementation of plan to extent possible in 2016
<b>1.2</b>	Review collections budget annually to meet collections model and goals	Director and Management team	January - June of every year	Review and report to the Board
<b>3.1</b>	Make presentations about library services to community organizations representing targeted underserved populations	Library Director and Management Team	January - November, 2016	A minimum of 3 community presentations
<b>3.1</b>	Partner with community organizations to provide staff training on serving seniors, persons with disabilities, physical challenges and/or underserved and diverse populations	Library Director and Management Team	Library All Staff meeting, mid 2016, on services to seniors	Provide ongoing status to Library Board on this partnership, 2016 - 2017
<b>3.1</b>	Identify underserved and diverse populations through demographic analysis and create prioritized, targeted efforts to reach out to these audiences.	Library Director and Management Team	By September, 2016	Increase Library services and programs by 10% for targeted audiences
<b>1.1</b>	Regularly monitor the implementation of the new service model	Director and Board	July and January, starting in July, 2016	A review by the Board and lead staff. Presentation to the Board by Mgmt. team.
<b>1.3</b>	Budget to implement facilities recommendations	Director, Board	June 2016 and June 2017	Facilities changes incorporated into annual budget(s)
<b>2.1</b>	Continue to develop a staffing plan based on the directions of the new service model	Director and management team	By June 2016	A plan for restructuring staffing, based on the service model
<b>2.1</b>	Examine and revise staff job descriptions, and classifications. Conduct job evaluation and market studies to ensure consistency	Management Team (possibly with outside HR support)	June, 2015 to June, 2016	Class/comp study is beginning; New, consistent job descriptions and evaluation criteria and procedures in place by January 1, 2017

	across job classes and pay equity. Create transition plan.			
<b>2.1</b>	Prepare the 2017 budgets to address the new staffing plan	Director, Board	June, 2016	Budgets incorporating funds to support needed changes in staffing patterns
<b>2.2</b>	Allocate resources in the budget to fund staff training and professional development	Director, Board	By June of each year in 2014 2015, and 2016	Increase of \$2,000 in professional development funds each year for 3 years (\$6,000 annually by year 3)
<b>1.2</b>	Explore possibilities for potential new partnerships for St. Croix Collection	Director and Assistant Director	April 2016	On hold

**-2017-**

1.4	Implement additional open hours if approved	All staff	January, 2017	New hours
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**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Clarification of Director's 2016 Salary</b>	
OWNER: <b>Mike Keliher</b>	PRESENTER: <b>Mike Keliher</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>Pass a motion to clarify that the 3% increase in the Director's salary that the Board of Trustees approved on April 12, 2016, is retroactive to January 1, 2016.</b>	
BACKGROUND/CONTEXT:  <b>The background information on this subject provided by Mike Keliher in the April Board packet stated "If our union or non-union wages for 2016 were changed after the start of 2016, those employees would earn back pay that reflects whatever change was ultimately approved by the board. Assuming it's feasible, I'd propose a similar treatment for the director's salary." When the motion was made and passed in April, this provision was not specifically addressed. He would like to avoid any possible confusion or conflicts by passing a clarifying motion to address the retroactivity.</b>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM: <b>The rate of pay was adjusted at the April 10, 2016 meeting.</b>	
REVIEWED BY COMMITTEE?:	

**Resolution/Follow-Up Notes**

OUTCOME OF DISCUSSION:
NEXT STEPS:

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Plan for Revising Building Naming Rights</b>	
OWNER:	PRESENTER: <b>Director</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: As part of the capital campaign for the 2005-06 renovation and expansion, donors were offered a menu of naming rights for substantial gifts. As a small number of these named features will be disrupted by the co-location and other work planned for 2016-17, the change must be addressed. I suggest that staff prepare a list of named features that will be disrupted by current work and another list of alternative features that could be offered to the donor for naming. A small task force of Board and staff members could then meet with the donors to offer them different features to name.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

**Resolution/Follow-Up Notes**

OUTCOME OF DISCUSSION:
NEXT STEPS:

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION:  Building Reconfiguration: Budget, Resources, and City Council Presentation	
OWNER: Facilities Committee	PRESENTER: Brandon Otte
REQUESTED AGENDA TYPE (A, I, D):  A	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: After reviewing the furnishings costs provided by MSR, adopt the changes to the 2016 capital budget and plan a presentation to the City Council, requesting this allocation of funds.	
BACKGROUND/CONTEXT:  The Board approved moving forward with the co-location of the desks to provide one public service desk. As asked, MSR has provided furnishings estimates for elements of Phase One and most of Phase Two that were identified in the study (Attachment I). These furnishings costs are over and above the cost of co-location (estimated at \$42,000) shared previously. The Facilities and Finance Committees have reviewed the library's 2016 capital budget and have identified funds that might be used for the building reconfiguration (Attachment II). First, the Board should vote on whether or not to ask the Council to approve this use for the items identified in red in Attachment II. If this motion passes, the Board should develop a plan to inform the City Council about the project and request the dedication of these funds for this purpose.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Capital Release – Reallocation Request Attachment I: SPL Furniture Estimates      Attachment II: Library Capital 2016 Revised	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?: Facilities and Finance Committees	

**Resolution/Follow-Up Notes**

OUTCOME OF DISCUSSION:
NEXT STEPS:

## **Motion to request capital funds release and reallocation**

May 4, 2016

MEMO

From: Library Board President Keliher

To: Library Board of Trustees

[See also: “Library Capital 2016” budget document, which is referred to below.]

The facilities committee has reviewed cost estimates from MSR for furnishings to complete the work the board approved during the late March special meeting. In short, the *construction work* for phase 1 of the building reconfiguration has been estimated to cost approximately \$42,000, and the *furniture* needed to complete the phase 1 work has been estimated by MSR to cost an additional \$41,350 (though we can consider ways to reduce that estimated cost) – bringing the total estimated cost for phase 1 to approximately \$84,000.

Our capital budget includes a total of \$41,037 already allocated for either “general building improvements” or “building reconfiguration” (the latter being specifically for work related to MSR’s plans). There’s an additional \$32,357 allocated for a variety of other items (see “Library Capital 2016 Revised” document for more details), which we could request the council reallocate to put toward the building reconfiguration work. That would make for a total of \$73,394 allocated to the building reconfiguration.

During our May meeting, I’d like the board to consider a motion to request the city council:

- A) release the \$41,037 is capital funds already allocated to building improvements/reconfiguration
- B) reallocate and release the \$32,357 allocated for other items

Upon approval of such a motion, I will work with the director and others as needed to prepare a presentation to the city council. That presentation would both provide context for the capital release/reallocation request by way of informing the council of our reconfiguration plans and the strategic planning that has informed the reconfiguration.

This request – but not the specific wording of this particular document – has been reviewed and informally OK-ed by the facilities and finance committees.

**SPL Furniture Estimates (does not include desk construction)****PHASE ONE and TWO****PHASE ONE**

Location	Item	Quantity	Est. Unit Cost	Extension	Area Total
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Desk	Service Desk	1	Existing		
	SF Shelving	3	450	1,350	
	SF End Panel	2	300	600	
Subtotal					1,950

Featured Seating Area	Lounge Chairs	4	1,600	6,400	
	Occasional table	1	Existing		
Subtotal					6,400

Public Access Computers	Computer table	20	1,200	24,000	
	Task chairs w/ arms	20	450	9,000	
Subtotal					33,000

<b>Total PHASE ONE</b>					<b>41,350</b>
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Teen Room	TBD	Lawson Short-Term Fund		TBD
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**PHASE TWO**

Location	Item	Quantity	Est. Unit Cost	Extension	Area Total
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Upper Level Fiction	SF Shelving	17	Existing		
	DF Shelving	15	500	7,500	
	SF End panel	10	Existing		
	DF End Panel	10	800	8,000	
Subtotal Fiction					15,500

Upper Level Periodicals	SF Shelving	21	Existing		
	DF Shelving	6	500	3,000	
	SF End panel	10	Existing		
	DF End panel	4	800	3,200	
	Lounge Chair	6	1,600	9,600	
	Occasional table	1	800	800	
	Occasional table	1	600	600	
	Occasional table	2	500	1,000	
Subtotal Periodicals					18,200

**PHASE ONE and TWO**

<b>Lower Level Quiet Area</b>				
	Lounge Chair	4	1,600	6,400
	Lounge Chair	8	2,400	19,200
	Lounge chair	3	1,200	3,600
	Occasional table	1	Existing	
	Occasional table	1	Existing	
	Occasional table	1	Existing	
<b>Subtotal Quiet</b>				<b>29,200</b>
<b>TOTAL PHASE TWO</b>				<b>62,900</b>

**PHASE THREE**

Media to reference area

Refashion media area

# LIBRARY CAPITAL 2016 (Revised)

OPERATIONS	Budget	Spent YTD	Amount Remaining	Notes	Account	Funding Source
<b>2015 Rollover</b>						
Computer Equipment	\$ 4,349	\$ -	\$ -			
Microfilm Rdr/Scnr Grant Supplement	\$ 1,250	\$ -	\$ -		Improvement	2015 Bonds
General Equipment	\$ 3,808	\$ -	\$ -			
<b>Rollover Total</b>	<b>\$ 9,407</b>	<b>\$ -</b>	<b>\$ -</b>	<b>Reallocate</b>		
<b>2016 Request</b>						
Upgrade Public Access Computers	\$ 13,000	\$ -	\$ -	<b>Reallocate</b>	Computer Equipment	2016 Bonds
New Printers for Circulation & Tech Svcs	\$ 1,200	\$ -	\$ -	City IT will investigate in April	Computer Equipment	2016 Bonds
Microfilm Reader/Scanner	\$ 10,000	\$ 1,250	\$ 8,750	<b>Reallocate Balance</b>	Computer Equipment	2016 Bonds
Laptop Computer	\$ 1,200	\$ -	\$ -	<b>Reallocate</b>	Computer Equipment	2016 Bonds
Data Projector for Margaret Rivers B	\$ 1,500	\$ -	\$ -	City IT will investigate in April	Computer Equipment	2016 Bonds
Transfer Telephone System to City	\$ 20,000	\$ -	\$ -	City IT is investigating as part of server transfer	Computer Equipment	2016 Bonds
<b>2016 Request Total</b>	<b>\$ 46,900</b>	<b>\$ 1,250</b>	<b>\$ 8,750</b>			
<b>Total Library Operations</b>	<b>\$ 56,307</b>	<b>\$ 1,250</b>	<b>\$ 8,750</b>			
<b>PLANT</b>						
<b>2015 Rollover</b>						
General Building Improvements	\$ 4,037	\$ -	\$ -	City investigating roof	Improvement	2014 Bonds
General Building Improvements	\$ 12,000	\$ -	\$ -	Have 1 of 3 bids for ceiling repair.	Improvement	2015 Bonds
Portable Projector for Meeting Rooms	\$ 2,000	\$ -	\$ -	City IT will investigate in April	Computer Equipment	2015 Bonds
<b>Rollover Total</b>	<b>\$ 18,037</b>	<b>\$ -</b>	<b>\$ -</b>			
<b>2016 Request</b>						
Building Reconfiguration	\$ 25,000	\$ -	\$ -		Improvement	2016 Bonds
Major Building Repairs and Improvements	\$ 5,000	\$ -	\$ -		Improvement	2016 Bonds
<b>2016 Request Total</b>	<b>\$ 30,000</b>	<b>\$ -</b>	<b>\$ -</b>			
<b>Total Library Plant</b>	<b>\$ 48,037</b>	<b>\$ -</b>	<b>\$ -</b>			
<b>TOTAL 2015 ROLLOVER</b>	<b>\$ 27,444</b>	<b>\$ -</b>	<b>\$ -</b>			
<b>TOTAL 2016 REQUESTED</b>	<b>\$ 76,900</b>	<b>\$ -</b>	<b>\$ -</b>			
<b>TOTAL LIBRARY FUND</b>	<b>\$ 104,344</b>	<b>\$ 1,250</b>	<b>\$ 8,750</b>			

Funds that could be allocated or reallocated to co-location project                      \$ 73,394

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>2017-2021 Capital Improvement Forecast</b>	
OWNER:	PRESENTER: <b>Director and Facilities Committee</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>Pass the Capital Improvement Forecast for submittal to the City of Stillwater</b>	
BACKGROUND/CONTEXT: <b>The City of Stillwater requests a forecast of anticipated capital needs for the coming five years. Although originally requested by April 29, we received an extension to May 11 for submittal so that the Board might see the forecast. It is recognized that this is just a forecast and may change although the expectation that the closer the forecast is to the present the closer it will be to what is requested. This forecast includes input from the Facilities Committee and the City of Stillwater’s IT Department. The Finance Committee has seen the forecast and the items listed for 2017 will be part of the preparations for the 2017 budget request.</b>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: <b>2017-2021 Capital Forecast</b>	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?: <b>Facilities Committee, IT Department, Finance Committee</b>	

**Resolution/Follow-Up Notes**

OUTCOME OF DISCUSSION:
NEXT STEPS:

Stillwater Public Library  
2017-2021 Capital Forecast

Item	2017	2018	2019	2020	2021
Operations					
Upgrade Public Access Computers		17,000	18,000		
Software Licenses	10,000	10,000	10,000	10,000	
Digital Signage	7,000				
Upgrade to SelfChecks					52,000
Additional SelfCheck		15,000			
Sorter for Outside Book Return		55,000			
"Floating" Computer Lab	7,860				
Laptop			1,000		1,000
New Data Projector	3,000				3,500
Kiosk			27,000		
Move Security Cameras to City	20,000				
SUBTOTAL	47,860	97,000	56,000	10,000	56,500
Plant					
Exterior Lights LED Retrofit	9,800				
Interior Light LED Retrofit		12,415	12,415	12,415	12,415

Stillwater Public Library  
2017-2021 Capital Forecast

	Repair roof ridgelines and joints, 1972 South addition			25,000		
	Carpeting	12,000	10,000			
	Upholstered Furniture	5,000	5,000			
	Building Reconfiguration	50,000	25,000			
	SUBTOTAL	76,800	52,415	37,415	12,415	12,415
	TOTAL	124,660	149,415	93,415	22,415	68,915

**Agenda Items Details**

<p>AGENDA ITEM NAME &amp; BRIEF DESCRIPTION: Update on library neighbors and terrace events/music</p>	
<p>OWNER: Board president</p>	<p>PRESENTER: Board president</p>
<p>REQUESTED AGENDA TYPE (A, I, D): Discussion</p>	<p>IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? no IF YES, NOTE STATUS – 1<sup>st</sup> READ, 2<sup>nd</sup> READ/FINAL APPROVAL:</p>
<p>IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:</p>	
<p>BACKGROUND/CONTEXT: Board President Keliher will provide an update on communication from library neighbors regarding events on the terrace and outdoor/amplified music. The board should discuss what, if any, action might be taken in response and should consider what role city leaders should play in this process.</p>	
<p>ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Copy of email exchange between Anne Young (event coordinator), Doug Menikheim, and two library neighbors</p>	
<p>PREVIOUS ACTION ON ITEM: Ongoing discussions during board meetings and in task force meetings with neighbors; review and clarification of event policies; changes to signage near delivery area and to communication with our vendors</p>	
<p>REVIEWED BY COMMITTEE?: none</p>	

**Resolution/Follow-Up Notes**

<p>OUTCOME OF DISCUSSION:</p>
<p>NEXT STEPS:</p>



Mike Keliher &lt;mjkeliher@gmail.com&gt;

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## Small Event Today

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**Suzi QUADERER** <qqsuziqq@msn.com>

Mon, Apr 18, 2016 at 3:30 PM

To: Jane Paskvan &lt;jane.paskvan@gmail.com&gt;

Cc: Ted Kozlowski &lt;tkozlowski@ci.stillwater.mn.us&gt;, Mike Keliher &lt;mjkeliher@gmail.com&gt;, Dave Junker &lt;djunker@ci.stillwater.mn.us&gt;, Tom Weidner &lt;tweidner@ci.stillwater.mn.us&gt;, Doug Menikheim &lt;dmenikheim@ci.stillwater.mn.us&gt;

Thank you, Jane, although I would like to make one notation. I don't believe using the term 'illegal' is correct. The way this was done, in relation to other similar properties in our neighborhood and the rest of the city, was not illegal, but the library is the only property in the neighborhood holding regular outdoor amplified events that is not required to have a permit and/or public hearing.

ArtReach, zoned the same as the library, is required to request permits and they were denied the last time. They were denied because the neighborhood voiced their frustration with how many of these events are allowed to take place at the library. I strongly believe this would not have been an issue if the library didn't abuse this privilege. How fair is that to ArtReach that the library is given special treatment and because of that special treatment they were denied?

The Bed & Breakfast, although zoned differently, had to have a permit and was very restricted in the number of weddings/events per week, and the time the events needed to be completed.

Both of the above examples, along with the library, have commercial properties on two sides and residential properties on the other two sides.

The Old Courthouse, zoned the same as the library, even has a permit dating back a few decade for their events.

It says a lot that the city owned and financed library is required only to abide by the noise ordinance, and is not restricted by the number of events per week or a reasonable time they should be concluded. The city administration tries to explain this away by pointing to the different zoning or agreements for each property, but the bottom line is as you stated, Jane; I find it very hard to believe that anyone else in the neighborhood, doing the same as the library is doing, would not find themselves in some trouble with the city, or that the city wouldn't be trying to construct some ordinance to restrict the property owner from abusing a loophole.

I've even had a city council member acknowledge that the library is a "crappy neighbor", yet it seems no one wants to change what is happening. I had two suggestions from two different council members last fall. I appreciate them both and that they were at least willing to reach out, but more needs to happen.

Thanks again,  
Suzi

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From: Jane Paskvan <jane.paskvan@gmail.com>

Sent: Monday, April 18, 2016 2:57 PM

Subject: Small Event Today

To: Suzi QUADERER &lt;qqsuziqq@msn.com&gt;

Cc: Ted Kozlowski &lt;tkozlowski@ci.stillwater.mn.us&gt;, Mike Keliher &lt;mjkeliher@gmail.com&gt;, Dave Junker &lt;djunker@ci.stillwater.mn.us&gt;, Tom Weidner &lt;tweidner@ci.stillwater.mn.us&gt;, Doug Menikheim &lt;dmenikheim@ci.stillwater.mn.us&gt;

I agree with Suzi. Building a nightclub, i.e. the library patio, in the middle of a residential neighborhood, without the consent of said neighborhood, sounds pretty illegal to me. Talk about being a bad neighbor. Who in this town would be allowed to have loud, drunken parties every weekend for six months straight? Shame on the city of Stillwater.

On Apr 18, 2016 11:55 AM, "Suzi QUADERER" <qqsuziqq@msn.com> wrote:

Doug,

If you consider disrupting your neighbors' peace and quiet several times a week as a great season, I guess it is mission accomplished for the library.

Informing the neighbors about these events does not make one a good neighbor. Limiting the number of attendees, enforcing parking laws and placing a restriction on the number of amplified events and/or the number of events with alcohol would be a good start at becoming a better neighbor. However, when an elected representative congratulates a neighbor for abusing a loophole in an ordinance designed to protect residents from the above, one finds little hope in finding a resolution that allows everyone to enjoy the peace and quiet that we once enjoyed.

As suggested by another city council member, we will be putting two signs up, on our property, in the driveway. One of the signs (southwest corner of our property) may affect accessibility for large trucks to the loading door on the northeast side of the building in the winter, if the snow is not removed as needed. The other sign will address loading and unloading in the fire lane as we requested from the library board members nearly a year and a half ago.

Suzi Quaderer

----- Original message -----

From: Doug Menikheim <dmenikheim@ci.stillwater.mn.us>

Date: 04/16/2016 6:03 PM (GMT-06:00)

To: Anne Young <abyevents@yahoo.com>

Cc: Aurorastaplesinn Info <info@aurorastaplesinn.com>, Suzi Quaderer <qqsuziqq@msn.com>, Jane Paskvan <jane.paskvan@gmail.com>, Mike Keliher <mjkeliher@gmail.com>, davejunker@comcast.net

Subject: Re: Small Event Today

Thanks, Anne, for keeping me in the loop. I appreciate it.....

In the future, would you also include Dave Junker in these communications as the Library is in his Ward and he is likely to be contacted if there are problems? Knowing what the schedule is keeps one from being blind-sided. His email address is included in the Cc line.....

Thanks and good luck on another great event season.....Doug

Sent from my iPad

On Apr 16, 2016, at 14:17, Anne Young <abyevents@yahoo.com<mailto:abyevents@yahoo.com>> wrote:

Hi Everyone!

I should probably mention, just in case, that there is a small event at the Library today. It's a 90th birthday party, and planned for the indoor room, so I doubt there will be any shenanigans. It is scheduled to be over by 9 PM.

We also have a celebration of life/memorial service booked on May 1 that will have live music. That is booked from noon to 6 PM, and the music may be outside depending on the weather.

Weddings will begin May 14. I will have a list out to you very soon for the season.

Thanks!

Anne Young Wedding & Event Coordinator Stillwater Public Library 651-233-7124 stillwaterlibrary.org<http://stillwaterlibrary.org> [abyevents.blogspot.com](http://abyevents.blogspot.com)<http://abyevents.blogspot.com>

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION:  2017 Budget Goals: What do we want to funds in 2017?	
OWNER: Finance Committee	PRESENTER: Director
REQUESTED AGENDA TYPE (A, I, D):  D	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? <b>No</b> 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: As the library begins work on its 2017 budget request, a discussion of the overall goals for the year would help set direction. How do we rank these ideas gleaned from the strategic plan?  <u>Operations</u> Sunday hours (the Library Foundation has no current plans to fund Sundays after 12/16) Additional hours besides Sundays Funds for PR, outreach, and partnership needs Personnel changes Contingency fund for class/comp stud findings Boost collection budgets Move part-time staff to full-time Teen librarian Programming budgets  <u>Plant</u> Building reorganization work Roof fix Ceiling fix	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

**Resolution/Follow-Up Notes**

OUTCOME OF DISCUSSION:
NEXT STEPS:

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Graphic 2015 Annual Report</b>	
OWNER:	PRESENTER: <b>Director</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: The staff has compiled a 2015 annual report that shows the year’s activity in graphic form. It will be distributed via e-mail before the May meeting. We are verifying final 2015 financial figures. We also hope to receive a few more statistical reports from the Washington County Library for inclusion. If those reports do not arrive, we will distribute them to you at a later time.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

**Resolution/Follow-Up Notes**

OUTCOME OF DISCUSSION:
NEXT STEPS:

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION:	
Classification and Compensation Study Report	
OWNER: Lynne Bertalmio	PRESENTER: Lynne Bertalmio
REQUESTED AGENDA TYPE (A, I, D): I	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: The City of Stillwater has engaged Flaherty Hood to perform a classification and compensation study for the City, the library, and the water department as all three units are intrinsically linked by the State of Minnesota’s Pay Equity Law. This study will include job evaluation, market study, pay equity plan, compensation plan, and compensation policies. Flaherty Hood will provide a template and the results of job questionnaires that will allow us to generate new job descriptions. All of these products are called for by our strategic plan and were reasons that we requested HR support from the City. There could be financial repercussions from the study once the findings are adopted. We will need to plan for this contingency. However, we have been informed that we are being assessed a proportionate fee of about \$4,700 for the study itself in 2016.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:  Letter informing staff of the class/comp study	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

**Resolution/Follow-Up Notes**

OUTCOME OF DISCUSSION:
NEXT STEPS:

# Stillwater

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## Public Library

### MEMO

**DATE:** May 4, 2016

**TO:** Employees of the Stillwater Public Library

**FROM:** Lynne Bertalmio, Director

**SUBJECT:** City of Stillwater/Stillwater Public Library/ Stillwater Water Department Classification/Compensation Study

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On April 19, 2016, the Stillwater City Council adopted a resolution approving a contract with the consulting firm of Flaherty & Hood P.A. to complete the Classification/Compensation Study for the City of Stillwater and its library and Water Department. Completion of a classification/compensation study is called for in both the City's and the library's current strategic plans. As part of a collaborative approach to this project, the Classification/Compensation Study will include all positions at the City as well as the Stillwater Public Library and the Water Board.

A core team has been appointed to assist in managing the Class/Comp study. Team members include City Administrator Tom McCarty, HR Manager Donna Robole, City Clerk Diane Ward, Library Director Lynne Bertalmio and Fire Chief Stu Glaser. This project will be very comprehensive and time consuming - it's estimated that the timeline for completion of the classification/compensation project is approximately six months (See attached preliminary timeline).

Representatives from Flaherty & Hood P.A. will present a project overview on Thursday, May 19, 2016 at the following times and locations and all employees are encouraged to attend:

- 9:00 AM Council Chambers
- 2:00 PM Council Chambers
- 6:30 PM Training Room

Classification/Compensation Memo  
May 4, 2016  
Page 2

Input from employees will be requested during various phases of the project, including completion of job analysis questionnaires for all positions. All or a statistical sampling of current employees in a job class will be selected to answer a questionnaire about each position. If you are selected as a sample employee for your job class, you will be receiving a questionnaire soon. When you receive it, please read the instructions carefully, and deliver the completed questionnaire to your direct supervisor by the date specified.

Regular updates will be provided to all staff throughout the project. At the project completion, any changes to the current classification and compensation plans included in the union contracts will need to be ratified by the members, and the library's Board of Trustees will need to consider and adopt the appropriate classification/compensation plan for the library.

Thank you in advance for all of your assistance in the completion of the job classification and compensation study for Stillwater. Full cooperation and participation is needed from everyone to obtain all of the information required to produce accurate and useful results. Your patience and swift response will assist in successful completion of the project.

cc: Stillwater Public Library Employees  
Stillwater Public Library Board of Trustees  
John Ewaldt, AFSCME Field Representative

**Flaherty & Hood P.A.**  
**City of Stillwater Classification/Compensation Study**  
**Preliminary Work Plan**

<u>Phase</u>	<u>Services</u>	<u>Timeline after Start</u>
1	Introduction and Project Orientation	0-2 weeks
2	Position Analysis	2-8 weeks
3	Position Evaluation	6-14 weeks
4	Market Study	4-16 weeks
5	Pay, Pay Structure & Benefit Analysis	10-20 weeks
6	System Testing	10-20 weeks
7	Preparation of Final Documents	16-20 weeks
8	Appeals	10-20 weeks
9	Consideration by Bargaining Units, Council and Boards	16-20 weeks
10	System Maintenance & Updating Plan	16-20 weeks

## Director's Report

**Relationship with the Board/Issues:** I attended the PLA conference in Denver in early April. Perhaps it was just selective vision, but it seemed that many of the sessions were scheduled with our strategic plan in mind. There were a number of sessions on public relations, public information, and ways to present the changing patterns of library usage that show the continuing value of library services as our means of measuring them change. Once we have co-located the desks, we may be able to participate in PLA's Project Outcome, joining the 1400 libraries that are using this program to assess and share the true impact of essential library programs and services by moving to outcome measurement. \*A program about developing a library elevator speech turned out to be a session full of advice about how to pass a referendum by taking tips from political campaigns. Despite the redirected topic, it was a useful reminder of how it is people – often the library staff – that sells a community on libraries and their services.\* A fascinating program about the new library building in Aarhus, Denmark, outlined how far the planners went to design their new facility on the waterfront for people not collections. Google “Dokk 1” to see the facility. \* As a result of attending the session “Get Outside the Lines,” I am working with the Friends on participation in this national celebration to reintroduce the library to the public. We are working on an idea that targets Stillwater commuters in September. \*I also attended sessions on services to seniors (who really don't like that title). As the characteristics of this demographic change, library services must change as well. \* I also heard Anderson Cooper talk about his book about his relationship with his mother Gloria Vanderbilt, but missed out on a ticket to hear Sherman Alexie.

**Goals and Objectives:** Staff members who will work at the co-located service desk met with representatives from MSR for a preliminary discussion of the design of the desk. Among the considerations are number of work stations, height of workstations, and active-storage needs.

**Community and Professional Relationships:** We have researched a number of possible grants that would provide funding for healthy snacks – prepared by Our Community Kitchen. We have found that we do not qualify for some programs that are offered through the Minnesota Department of Education and through Second Harvest. We did request and receive a small amount of support for food from the SPL Foundation. Youth Services identified a summer series that would be a logical time for this to happen. I have informed OCK of our \$250 grant. I believe that they are continuing to look for other forms of support as well. \* We have concluded The Big Read 2016 with ArtReach St. Croix and our other community partners. Some of our programs had good attendance, notably Accounting for Nature with Stephen Polasky, Club Book with Forrest Pritchard, and the artist's reception for Laurie Schneider's Stewards of the Land. We are waiting to hear if we will be awarded a third Big Read grant for 2017. If not, we will return to our long-established partnership Valley Reads.

**Staff and Personnel:** The April all-staff meeting focused on job duties at the future public service desk. Job assignments and duties at the desk will remain the same. We also focused on gray areas where duties were assigned based on geography rather than staffing level or classification. This is

where some of the training for the new desk operations will begin. We are currently working on a training schedule and then will develop an internal communication plan to suit the new arrangement. The next task will be the actual staff schedule for the desk. Once this is well underway, we will be able to focus on Part B, the assignments and schedule for those staff hours that have been released from desk duty. \* The City's new HR Director started work on April 25. She is beginning work as the city-wide classification and compensation study starts. In fact, she volunteered to take part in the consultant interviews before she officially began work. \*The City decided to contract with Flaherty Hood to complete the class/comp study. This is a major undertaking and could result in new pay structures, practices, and classifications. As the library is intrinsically linked to City pay structures through the state-mandated pay equity requirement, changes at the City will affect the library. Tom McCarty is considering how to best allow for these changes in the 2017 budget setting process as the study starts in May and will take six months to complete.

**Business and Finance:** To gauge the feasibility of some of the ideas that our donors the Johnsons have put forward for the meeting room wing, I asked Jack Poling if MSR would be willing to look at the possibilities of some of the changes that Terry Johnson suggested. Jack said that MSR would be willing to make some suggestions of how the wing might be remodeled to house bigger events that might bother neighbors less.

**Technology:** We hope to "rescue" the data projector from the computer lab before the lab undergoes its metamorphosis to public services office. \*At PLA in Denver, I spent some time in the exhibit hall looking at service kiosks. A few vendors make this kind of equipment, and their products differ in some respects. The Washington County Library was one of the first adopters of the technology in Minnesota. Kiosks are locker systems where library patrons may pick up their holds at remote sites that might have different open hours (indeed some are essentially outside) or be in locations that need special attention. We might be interested in such equipment to have a toe hold in the Cub Foods-sports dome-affordable housing area to serve residents who don't or can't come to the eastern-downtown area of Stillwater where the library is located.

## Stillwater Public Library/Outline for Labor Negotiations

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(Drafted as a discussion document for a meeting of the HR Committee on 4/22/16)

Purpose: outline the process, suggest questions to consider in preparing for negotiations)

### **Negotiators**

- The Executive Committee and the Library Director negotiate on behalf of the Board of Trustees.
- An AFSCME business agent and staff members who are union members (currently three union stewards) negotiate on behalf of union staff.

### **Timeline**

- AFSCME will notify the library of their desire to open negotiations. Written notification must be received by November 1 of the year when the contract expires.
- Negotiations occur in November and December of the year when the contract expires.
- The current contract will expire on December 31, 2017.
- The time period covered by the contract is negotiable and varies. The current contract is for 2 years; contracts from previous years were for 1 or 3 years.

### **Preparation**

- Review previous negotiations. Any trends? Holdover issues?
- Review the current contract. Determine what revisions or additions (if any) are needed.
- Gather data, develop rationale and draft language for proposed revisions or additions.
- Ask the city administrator to review the current contract and suggest revisions or changes (if any).
- Consult with the City to learn their plans for proposed wage/benefits and language changes in negotiating contracts with city staff.
- Conduct a market study of wages/benefits in comparable libraries within the metro area.
- Anticipate changes the union will propose.
- Determine strategies such as an acceptable range for wage increases and a list of issues that are (or are not) negotiable.

### **Process**

- Union notifies the Library they want to open negotiations.
- Set date for initial meeting of the parties.
- At initial meeting, proposals (oral or written) will be presented.
- Set date for second meeting, allowing time for parties to review proposals.
- At second meeting, discuss proposals and present counter offers.
- Repeat until agreement is reached.
- Both the Library Board and union membership vote on the final contract.

### **Other Considerations**

The City hired a new HR Director who will begin working in April, 2016. The City will conduct a classification/compensation study in 2016. Library staff will be included in the study which will take approximately six months to complete. Both of these factors likely will affect the Library's next contract negotiation in 2017.

### **HR Committee Recommendation**

Present this draft to the Library Board as an informational item at the May, 2016, meeting. Revisit and revise the draft as needed after the classification/compensation study has been completed and after consultation with the HR Director.

## Board of Trustees Calendar

### 2016

#### May

9 Friends meeting  
10 SPL Board Meeting 7 p.m.  
10 Board 2017 Budget goals discussion  
18 SPLF Executive Committee meeting 8:30 a.m.  
25 SPLF Board meeting

#### June

13 Friends meeting  
14 SPL Board Meeting 7 p.m.  
15 SPLF Executive Committee meeting 8:30 a.m.  
22 SPLF Board meeting

#### July

4 SPLF Light a Spark  
no Friends meeting  
12 SPL Board Meeting 7 p.m.  
13 2017 Budget Request Due  
20 SPLF Executive Committee meeting 8:30 a.m.  
27 SPLF Board meeting

#### August

no Friends meeting  
9 SPL Board Meeting 7 p.m.  
17 SPLF Executive Committee meeting 8:30 a.m.  
24 SPLF Board meeting

#### September

12 no Friends meeting  
13 SPL Board Meeting 7 p.m.  
21 SPLF Executive Committee meeting 8:30 a.m.  
28 SPLF Board meeting  
29-30 MLA Conference in Duluth

#### October

10 Friends meeting  
11 SPL Board Meeting 7 p.m.  
19 SPLF Executive Committee meeting 8:30 a.m.  
26 SPLF Board meeting

#### November

8 SPL Board Meeting 7 p.m.  
9,10,11,12 Friends fall booksale  
10-Jan Give to the Max Day

## Board of Trustees Calendar

14	Friends meeting
14,15	SPLF Style Speaks Volumes
16	SPLF Executive Committee meeting 8:30 a.m.
23	SPLF Board meeting
TBA	Foundation Direct Mail Campaign

### December

Date pending	SPLF Executive Committee meeting 8 a.m.
13	SPL Board Meeting 7 p.m.
	No SPLF Board meeting or Friends meeting in December
31	Board terms end

BOARD MEETING FOLLOW-UP					
ID	Board Meeting	Task	Description	Responsible	Status
51	3/8/2016	Supplemental Funds	Develop a formal process for the acceptance and fund allocation of gifts.	Keliher	4/12/16: In Progress Goeltl prepared a list of 2016 gifts received and the Supplemental Funds document that describes the conditions and use of each fund as the start of the formal process for acceptance. Keliher will draft an outline as the start of the procedure/policy for acknowledging and accepting gifts/supplemental funding, and that outline will be shared with governance and/or finance committee for further action.
14	9/8/2015	Terrace Tie-Downs	Follow-up with Anne Young about the possible installation of tent tie-downs on the Terrace.	Bertalmio	5/2/16: In Progress Cost estimates have been shared with potential donors. Potential donors are considering a different approach. Facilities committee has discussed this option. Bertalmio has talked to Poling at MSR who is willing to discuss the concepts without charge.
30	12/9/2015	Prioritize Facility Repairs/Work	Facilities should catalog a list of repairs needed and prioritize the work, including the leak in Bertalmio's office and the ceiling cracks throughout the building. List should be provided to board by the Spring of 2016.	Facilities Committee	5/2/16: In Progress City of Stillwater Public Works is assisting in preparing for roof project. It has been established that the ceiling cracks are a bigger repair job than just patch and paint. Facilities thinks that these repairs should happen with Phase Two of the building study.
48	3/8/2016	Building Reconfiguration	Contact Tom McCarty to determine if the city or library would do bidding on a building project.	Bertalmio	5/2/16: In Progress The City is willing to manage the bidding process.
49	3/8/2016	Building Reconfiguration	Contact Tom McCarty and determine timeline on approval of capital funds usage.	Bertalmio	5/2/16: In Progress McCarty advises that the Board of Trustees prepare a report for the City Council that outlines the project, its benefits, and its costs. The report should also identify which capital funds could be reallocated to reach the needed figure.
50	3/8/2016	Building Reconfiguration	Develop a staffing model plan in preparation for co-location change.	Bertalmio	5/2/16: In Progress Continuing staff roles were confirmed at an all-staff meeting. Supervisors are working on a training plan that will introduce all staff to tasks that will be done by any public service staff member.
56	4/12/2016	Building Reconfiguration	Follow up with Jack Poling, MSR, and Tom McCarty regarding next steps for moving forward with the implementation of phase 1.	Bertalmio	5/2/16 In Progress Design work has begun on the desk; furniture cost estimates have been received; City will handle bidding; Board must make presentation on capital budget(s)
40	1/12/2016	Personnel	Document the Board questions and steps needed during the contract review process.	HR Committee	5/2/16: In Progress HR Committee has drafted a document on contract negotiation
42	1/12/2016	Long-Term Financial Planning	Hold a board education session on maintenance of effort.		4/12/16: Completed MOE information and discussion occurred at April Board Meeting.

44	1/12/2016	Long-Term Financial Planning	Board requested that Bertalmio does preliminary research on possible costs and savings associated with any merger with Washington County	Bertalmio	4/12/16: Completed At April Board meeting, board discussed the informational document detailing the points to be negotiated in a merger.
57	4/12/2016	Long-Term Financial Planning	Meet individually with members of the city council to help educate them about the library.	Bell Cassavante Carlsen Hansen Keliher	5/2/16: In Progress A schedule should be developed and messages drafted. Keliher is scheduling a meeting with Mayor Kozlowski.
58	4/12/2016	Long-Term Financial Planning	Create a Library 2016 "Top 10" document to be used during meetings with city council.	Bertalmio	5/2/16: In Progress Progress on our strategic plan should be the focus
59	4/12/2016	Long-Term Financial Planning	Submit long-range capital plan for 2017-2021 to city by April 29, 2016. Request extension until May 11, 2016 so board can submit after May 10 meeting.	Bertalmio	5/2/16: In Progress The extension was granted. The City's IT Department and the Facilities Committee have examined the needs and made recommendations. The resulting document will be presented at the May Board meeting.
48	1/12/2016	2015 Statistics	Board requested a report on 2015 Collections Budget and how money was spent. Report to board in March.	Bertalmio	5/2//16: In Progress A review of 2015 collections expenditures has been distributed to the Finance Committee.
49	2/9/2016	2015 Statistics	Stark requested library statistical reports historically comparing numbers on visits, collections, hours open, youth program attendance, reference questions/transactions, etc. for 2015 against past years.		5/2/16: In Progress A historical review of 2015 stats against past years is on the agenda in the graphic annual report for the May board meeting.
45	1/12/2016	Capital Funds	Finance to report on 2015 Capital Expenditures and 2016 Capital Budget and Expenditures in February.	Richie Stark	
46	1/12/2016	Drug Testing Policy	Bertalmio asked Policy and Governance Committee to begin review of the drug testing policies.	Policy & Governance Committee	4/12/16: Completed Policy adopted at April board meeting.
52	3/8/2016	Partnerships & Outreach	Provide board with a plan for what would be realistic for the library to do in outreach over the next year.	Bertalmio	5/2/16: In progress Management Team is examining statistics from the American Community Survey to establish outreach needs.
55	4/12/2016	Partnerships & Outreach	Review recent demographic data from school district (and other sources if available) to help identify underserved and diverse populations of the Stillwater area. Do preliminary research and brainstorming on adult language learning programs.	Cassavante Otte	
53	3/8/2016	WCL Strategic Plan	Send WCL summary pamphlet of strategic plan to board members.	Bertalmio	05/03/16: Completed Board received by email
54	3/8/2016	Board Goals	Discuss 2016 Board Goals.	Keliher	Process will begin with a review of bylaws and other existing "job descriptions" for trustees.
<b>TICKLER ITEMS</b>					
<b>ID</b>	<b>Board Meeting</b>	<b>Task</b>	<b>Description</b>	<b>Responsible</b>	<b>Status</b>
23	9/8/2015	Pavers - Neighbor Communication	Inform neighbors about paver replacement and potential timing and disruption.		TICKLER: No known date for paver replacement; Communicate to neighbors when date is known.

STILLWATER PUBLIC LIBRARY FOUNDATION BOARD MEETING  
March 23, 2016

MEMBERS PRESENT: Lynne Bertalmio, Steve Brady, Andy Kass, Dustin Moeller, Jean Morse, Sandy Nicholson, Rebecca Peterson, Fred Rengel, Mary Richie, Carol Stabenow, Brent Voight, Ann Wolff

WELCOME: President Ann Wolff called the meeting to order at 7:35 a.m. New SPLF Handbooks were distributed.

SECRETARY'S REPORT: The minutes for the February 24, 2016 meeting were approved as written.

TREASURER'S REPORT: Andy reviewed the following financial reports and issues.

Profit & Loss YTD Comparison and the Balance Sheet for Feb., 2016. - These documents will be available monthly to provide up-to-date monthly SPLF financial data. The motion to approve these reports was unanimously approved.

Budget for 2016 – This document charted the projected income and expenses for the 2016 Calendar Year Budget by Program. Andy suggested that a couple of “benchmarks” to watch for as the year progresses would be fewer expenses and more income. The motion to approve the 2016 Budget was unanimously approved.

On-line Donation System – The Finance Committee recommended adopting PayPal for on-line transactions. The PayPal fee is 2.2% plus \$.30 per transaction. The motion to adopt PayPal was unanimously approved. It will take several months to complete the transition to this service.

Endowment Fund – There have been two agencies under consideration for handling this fund: the First State Bank of Bayport and the St. Croix Valley Foundation. If the funds were invested at the First State Bank, they would continue to belong to the SPLF and would require active foundation oversight and management. The bank might have lower fees but they would provide few services and would manage the funds like an IRA. The St. Croix Valley Foundation becomes the owner of the invested funds and the SPLF receives income generated by the SPLF investment. The SCVF employs wealth management experts and advisors for its clients in addition to providing services for financial campaigns, etc.

In order to proceed with facilitating the establishment of the endowment fund, it was necessary to amend the wording of Bylaws of the Stillwater Public Library Foundation with the approval of a two-thirds majority vote of board members. Andy presented the following motion:

The finance committee is recommending that in the Bylaws, Article VII - Finance, Section 7.2, we change the word ‘banks’ to ‘financial institutions.’ If adopted, section 7.2 would read as follows:

"All funds of the Corporation shall be deposited to the credit of the Corporation under such conditions and in such financial institutions as shall be designated by the Board."

This motion was unanimously approved.

The members of the Finance Committee recommend selecting the St. Croix Valley Foundation to manage the SPLF Permanent Endowment Fund. Arrangements will be made to invite a representative from the SCVF to speak to the Board at the April meeting. A vote on this question will occur at the April Board meeting.

Taxes – The SPLF taxes data will be taken to Peggy at Ahola-Mack on April 11.

Finance Committee Policies-

- Use annual budget to determine granting dollars available
- Grants to library staff may not exceed dollars approved
- Keep expense ratio of SPLF at 15% or less
- Keep at least 6 months of annual expenses in reserve with eventual goal of maintaining one year's expenses in reserve
- Write a gift acceptance policy regarding types of gifts we can receive from donors
- Maintain an open dialogue with all Board members concerning all areas of finance and investment

Grants – how they are made to SPLF and how the money is expended

EVENTS: Fred reported on the progress of Events:

Beer for Books – March 29 - Mary and Gretchen Gunderson are working on this casual evening at the Lift Bridge Brewery that is designed to promote community partnerships as well as raise funds. Annual reports will be available, the Friends group will be promoted, and there will be “Did You Know” table talkers with facts about the library.

Light a Spark – July 4 – Committee includes Fred, Merilee, Kathy, and Sue Gray

- Many details are already in place
- Looking for volunteers – teens and people to set up and attend
- Working on inventories of supplies and promotional ideas
- Lynne has applied for the liquor license
- Banners will not be installed downtown

Donor Event - Committee will report in April

Style Shows – Sandy reported that details are fitting together. Kathleen Eddy has suggested authors to model. At this time, there are 4 women (Wendy Webb, Erin Hart, Faith Sullivan, and Beth Dooley) and two men (Thomas Maltman and Rick Shefchik) who have agreed to model – they would like to have seven women and three men in total.

2017 – 10 Year Foundation Anniversary Celebration – Consider scheduling the event for either Spring or Fall. There was discussion about the potential for combining it with the donor event or scheduling donor event in the spring. Ann Bellows will work with the committee. A preliminary brainstorming meeting will be on April 4 at 1:00 at the SPL. The aim is to involve a wider community. The committee is looking for a “hook” for the event – two ideas suggested were hiring magician Derek Hughes for “The Library is Magic,” and having celebrity-signed canvas book bags. The event should be designed to be fund-raiser.

EXECUTIVE COMMITTEE: Ann

Distribution of the Annual Report to Donors – Arrangements were discussed regarding ways to share the 2015 Annual Report with SPLF donors. Board members will have a list of donors to deliver reports to.

Thank-you/Appreciation Team – We might consider creating a group of board members who would be interested in this mission.

Confidentiality and Privacy – Discussion was held on the importance of keeping these in mind when visiting with donors.

OTHER: All SPL Trustees were SPLFF donors in 2015

All SPLF Board Members should ne members of Friends.

ADJOURNED: 9:05

Respectfully submitted,  
Jean Morse, Secretary

REPORTS sent to board members by e-mail for the March, 2016 meeting:

<u>Sender</u>	<u>Date</u>	<u>Title</u>
Jean	3/11/16	Minutes & Reports for the February Meeting
Ann	3/19/16	EXCC Report to Board
“	“	Dev. & Mark Report to Board
“	3/20/16	Donor List for Annual Report Distribution (2 formats)

REPORTS distributed at the meeting:

Finance Committee Documents:

Profit & Loss YTD Comparison – February, 2016

Balance Sheet – As of February 29, 2016

SPLF 2016 Calendar Year Budget by Program

Ann –

Historical Comparison by Appeal by Month & Year 2012-2016