

Stillwater Public Library
223 N. Fourth St.
Stillwater MN 55082
55082
www.stillwaterlibrary.org

ANNUAL MEETING AGENDA
January 12, 2016

- | | | |
|------|--|----|
| I. | Call to Order | |
| II. | Adoption of the Agenda | A+ |
| III. | Adoption of the Minutes of the 2015 Annual Meeting | A+ |
| IV. | Review of 2015 | I* |
| V. | Adjournment | |

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
ANNUAL MEETING
January 13, 2015**

Minutes

PRESENT: Bell, Carlsen, Corbett, Gordon, Keliher, Menikheim, Richie, Stark

ABSENT: Cassavante

STAFF: Library Director Bertalmio, Goeltl

AGENDA ITEM 1: Call to Order

Meeting called to order at 8:41 pm by Corbett, Chair.

AGENDA ITEM 2: Adoption of Agenda

Motion to adopt agenda. MSP.

AGENDA ITEM 3: Adoption of the Minutes from the 2014 Annual Meeting

Motion to adopt 2014 minutes. MSP.

AGENDA ITEM 4: Election of Officers 2015-2016

- Keliher elected as President. MSP.
- Cassavante and Bell nominated for Vice President. Board members voted by ballot and results ended in a tie. Motion made to postpone election of Vice President until February board meeting in view of tie vote. MSP.
- Carlsen declined nomination as Secretary/Treasurer. Richie nominated and elected as Secretary/Treasurer. MSP.

AGENDA ITEM 5: Review of 2014

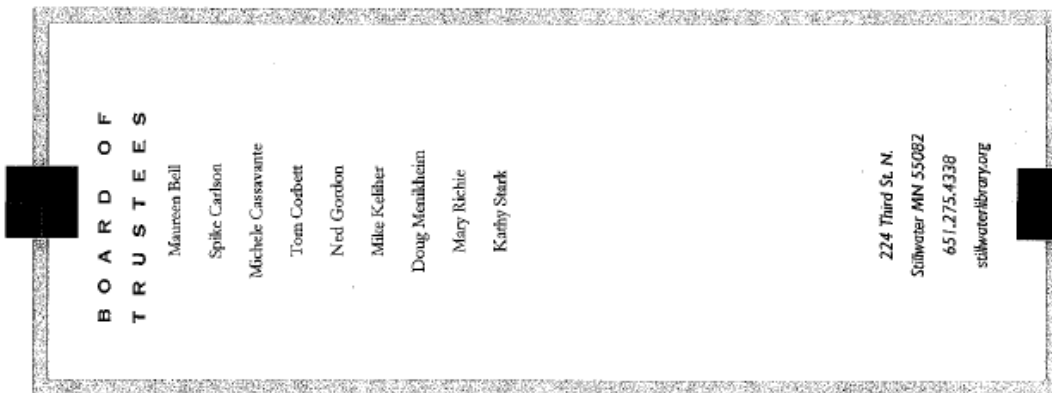
- The pamphlet "2014 Highlights" was presented by Director Bertalmio and are included as part of these minutes.
- Selected "2013 & 2014 Board Accomplishments" was presented by Board President Corbett and are included as part of these minutes.

AGENDA ITEM 6: Adjournment

The annual meeting was adjourned at 9:00 pm.

AGENDA ITEM 5: REVIEW OF 2014

2014 Highlights



TECHNOLOGY

A new 3M sorting return was installed to replace our first generation SmartCheck sorter.

Both the staff and public networks were moved to fiber optics, eliminating recommunication changes.

The fiber optics connection between the library and City Hall was also completed with implementation scheduled for 2015.

FACILITIES

The severe weather of 2014 resulted in frozen drains between the library and the street and ice build up in the parking ramp. Permanent heat tape was installed.

The Event Space Coordinator experimented with a small winter wedding in November. Marketing similar events could allow us to extend the season and garner more rental income.

GOVERNANCE

Leslie Jones retired from the Board. Doug Menkhheim was appointed to fill her remaining term.

The Boards of WCL, SPL, and BPL met to discuss common issues.

A presentation was made to Stillwater Township to thank them for their financial support.

Friends of the SPL and the Stillwater Public Library Foundation provided support for the library's collections, and its services through direct grants and the provision of services such as the Event Space and Volunteer Coordinators.

2014 in Review

The major occurrence in 2014 was the development of a new strategic plan covering 2014-17. With the help of consultants Library Strategies, SPL created a plan with the end goal of bringing the library closer to the community through increased public relations and outreach efforts.

ADULT PROGRAMS

Adult classes continued including Social Media in a Flash, Google Tools, How to Write a Business Plan, There's an App for That, Make the Most of Google Docs, Twitter 101 for Your Business or Organization, two sessions of Senior Surf Day, and two sessions of Using Ancestry Library Edition database to Grow Your Family Tree. SPL offered two successful writing classes as well this spring. Greg Breining taught Creative Nonfiction to glowing reviews. Joyce Surphen offered a poetry class best suited for experienced writers. Doug Ohman's photography class was very informative, but visual arts classes are a departure for the library. We may want to look for participating organizations if we continue to offer them. Club Book featured Amanda Coplin and Rebecca Rasmussen. Amanda Coplin proved to be a sought after author attracting over 100 attendees. Michael Casquette premiered his film Mr. Civil Rights: Thurgood Marshall at SPL before it aired on

"book bite" videos.

In 2014, Youth Services inaugurated regular passive programming to invite community interaction and engagement while keeping staff time involvement to a minimum. Examples include a Cow Scavenger Hunt to accompany a visit by the MN Book Award winning creators of *Mood, Post-it®* art, and paint chip poetry.

COLLECTIONS

As the use of e-books continued to grow, SPL continues to outpace county growth in the use of Zinio, our service for electronic magazines.

The SPL Foundation funded our nonfiction wedding project, one of the elements of the new strategic plan.

ARTS

The gallery hosted five shows that demonstrated the range of talent in the area: paintings by Carl Cedegren and by Edie Abnet, art quilts by Sue Hedlin, photography by Beverly Van Dell, and multi-media works by Marie Obafisator.

PERSONNEL

The Board of Trustees celebrated the Director's 40th anniversary with a party on the terrace.

Staff members attended the Public Library Association Conference, the Association for Library Services to Children (ALSC) National Institute, and the Minnesota Library Association Conference.

PBS. With the generosity of the Foundation, the library added a Thrift Store Sonata and a Galactic Cowboy Orchestra concert to the annual free Brooklyn Rider show to create a concert series, demonstrating that the library could be a valued live music venue during the warm summer months. The new Adult Summer Reading Program attracted 200 participants in our program, a 400% increase over any previous attempt.

YOUTH PROGRAMS

Youth Services staff participated in ISD 834's DaVinci Fest, attended by hundreds of community members. Other outreach efforts included monthly visits by Head Start, programming to school classes, Scout groups, area preschools and a partnership with ECCE. Year round early literacy-enhanced storytimes were offered plus 16 evening family sessions. With an ISTA mini-grant, staff also developed a pilot series of "sensory storytimes." Summer saw an exploration of creative activities and entertainment, including three major puppet performances with STEM-themed workshops by Z Puppets Rosenschnoz. These were funded through grants from the St. Croix Valley and Stillwater Public Library Foundations. Summer Reading Program activities were funded by MELSA, the MN Arts and Cultural Heritage Amendment, Friends of the SPL, and the SPL Foundation. The year also included Chess Club, accordion bookmaking with MNCBA, ballet storytime with St. Croix Ballet, Harry Potter Science, and Family Engineering with The Works Museum. Teen services grew with the Teen Advisory Board (TAB) meeting monthly to discuss topics and plan Teen Tech Week, Teen Read Month, Makerspace activities, and

Selected 2013 & 2014 Board Accomplishments

2013

May	Adopted new Library Director job description and evaluation process
June	Library Board retreat at Family Means (scrapped then-current strategic plan)
July	Completed Library Director evaluation under new process
October	Library staff presentations to Board Adopted new committee structure Began use of DropBox for board materials
December	2014 Library-AFSCME contract

2014

May	Adoption of 2014-2017 Strategic Plan
July	Completed library budget informed by Strategic Plan
October	Adoption of Implementation Plan for 2014-2017 Strategic Plan Finance 101 to explain the library's financing and accounts to trustees
December	2015 Library-AFSCME contract