

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES
Annual Meeting Agenda
Tuesday, January 9, 2018
Margaret Rivers A**

1. Call to Order

2. Adoption of the Agenda A

3. In-Person Public Commentary

4. Adoption of Minutes of 2017 Annual Meeting A+

5. 2018 Committee Assignments D+

6. Review of 2017 I

7. Public Commentary and Communications

8. Adjournment

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

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES
ANNUAL MEETING
January 10, 2017**

Minutes

PRESENT: Bell, Carlsen, Lunn, Hansen, Keliher, Menikheim, Otte, Richie, Stark

ABSENT: None

STAFF: Bertalmio, Goeltl

AGENDA ITEM 1: Call to Order

Meeting called to order at 9:13 pm by Keliher, President.

AGENDA ITEM 2: Adoption of the Agenda

Motion to adopt agenda. MSP.

AGENDA ITEM 3: Adoption of the Minutes of the 2016 Annual Meeting

Motion to adopt 2016 minutes. MSP.

AGENDA ITEM 4: Election of Officers 2017-2018

The nominating committee recommends that the three current officers continue in their roles as follows:

- President: Mike Keliher
- Vice President: Maureen Bell
- Sec/Treasurer: Mary Richie

Motion to approve the slate of officers as presented by nominating committee. MSP.

AGENDA ITEM 5: Review of 2016

The "2016 In Review" document was presented by Director Bertalmio.

AGENDA ITEM 6: Adjournment

The meeting adjourned 9:24 pm.

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

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: 2018 Committee Assignments	
OWNER: Keliher, President	PRESENTER: Keliher
REQUESTED AGENDA TYPE (A, I, D): D	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>BACKGROUND/CONTEXT:</p> <p>As the board's work has evolved and, notably, our new director has demonstrated the great extent to which his many skills will be put to use at the library, the board's need for committees has shifted significantly. The following document outlines a proposed new approach to board committees and their functions.</p> <p>Before finalizing a new approach, I'd like to get the board's thoughts. Does this approach make sense? Are their needs that might go unmet? Which trustees have the skills for -- or are interested in volunteering for -- specific committees? Do we see an ongoing need for a facilities committee beyond overseeing the final phase(s) of the MSR project?</p> <p>You'll note that the executive committee's charge still includes "delivering in-person evaluation of library director." If our ongoing discussions about revising that evaluation process change this function, this document would be updated accordingly.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Draft of Committee Assignments	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Resolution/Follow-Up Notes

OUTCOME OF DISCUSSION:
NEXT STEPS:

2018 board committees

DRAFT Jan. 4, 2018

This board's needs for and use of committees has shifted notably in recent years, as the board's composition has changed, as our strategic plan has unfolded, and as the transitions in the director position have unfolded. In assessing our current position – most notably, the type of work the board faces currently and in the near future and the skills and strengths of the library director – it's become increasingly clear that the need for several of our standing committees is dwindling.

The following outlines a fresh approach to committees for 2018 and, perhaps, the foreseeable future. If our needs evolve, so too can our committee structure and responsibilities. In many cases, though, it's likely the need would be a shorter-term need, with a single defined project or task – a perfect situation in which to appoint a focused *task force* that would dissolve upon completion of the work at hand.

And as always: The board's committees can help ensure the will of the board is faithfully executed, but no committee – not even the executive committee – operates in place of the full board (except in occasional cases where the board expressly grants specific authority).

Committees and their responsibilities:

Executive

Consists of board president, vice president and treasurer/secretary. Responsibilities include ensuring the effective operation and performance of the board and its committees, delivering in-person evaluation of library director, and negotiating the library's union contract.

Finance

Includes the board's treasurer/secretary. Responsibilities include assisting in the development of annual operating and capital budgets, monitoring and ensuring effective reporting on the financial status and activities of the library, and ensuring the library's financial policies and procedures are followed.

Facilities

Responsibilities include advising on the implementation of plans affecting the library's building and ground, and making recommendations to the finance committee on proposed capital/facilities budget requests.

Committee roster:

- Executive: Keliher, Bell, Richie
- Finance: [tbd]
- Facilities: [tbd]