

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES
Annual Meeting Agenda
Tuesday, January 14, 2020**

Conference Room

1. Call to Order

2. Adoption of the Agenda A+

3. In-Person Public Commentary
This portion of the meeting is an opportunity to address Trustees on subjects that are not part of the meeting agenda. The Board may take action or reply at the time of the statement or may give direction to staff based on the comments expressed. Please limit your comments to 5 minutes or less.

4. Adoption of Minutes of 2019 Annual Meeting A+

5. Election of Officers I+

6. 2020 Committee Assignments 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 8, 2019**

Minutes

PRESENT: Bell, Carlsen, Cox, Hemer, Hollatz, Howe, Keliher, Lockyear, Richie

ABSENT:

STAFF: Troendle, Goeltl

AGENDA ITEM 1: Call to Order

Meeting called to order at 9:20 pm by Keliher, President.

AGENDA ITEM 2: Adoption of Agenda

Motion to adopt agenda. Lockyear moved. Bell Second. Yes: Bell, Carlsen, Cox, Hemer, Hollatz, Howe, Keliher, Lockyear, Richie.

AGENDA ITEM 3: In-Person Public Commentary

None.

AGENDA ITEM 4: Adoption of Minutes of 2018 Annual Meeting

Motion to adopt minutes. Hemer moved. Richie second. Yes: Bell, Carlsen, Cox, Hemer, Hollatz, Howe, Keliher, Lockyear, Richie.

AGENDA ITEM 5: Election of 2019-2020 Officers

Keliher presented the slate of officer candidates as recommended by the nominating committee:

- Chair: Maureen Bell
- Vice-Chair: Pat Lockyear
- Secretary/Treasurer: Mary Richie

Motion to approve officers recommended by nominating committee. Hemer moved. Hollatz second. Yes: Bell, Carlsen, Cox, Hemer, Hollatz, Howe, Keliher, Lockyear, Richie.

AGENDA ITEM 6: 2019 Committee Assignments

Board discussed 2019 committee assignments. Initial consensus was to leave existing committees as they are and to consider the creation of a nominating committee.

Board discussed reviewing job descriptions of the standing committees, and Lockyear suggested using the form provided by Propel.

Richie noted that she is interested in stepping down from the Foundation board. She requested that the board consider having a trustee continue to serve as a liaison to the Foundation. Richie will continue working with the Foundation over the next few months to help with the strategic planning and leadership discussions.

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.

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AGENDA ITEM 7: Public Commentary and Communications

None.

AGENDA ITEM 8: Adjournment

Adjourned at 9:26 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: Election of Officers	
OWNER: Bell, President	PRESENTER: Bell, President
REQUESTED AGENDA TYPE (A, I, D): I	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:	
BACKGROUND/CONTEXT: Officers are elected for two-year terms. The current officers will serve the second year of their terms in 2020. An election will be held at the next annual meeting in January 2021.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: 2020 Committee Assignments	
OWNER: Bell, President	PRESENTER: Bell, President
REQUESTED AGENDA TYPE (A, I, D): I	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:	
BACKGROUND/CONTEXT: Committee assignments are made annually by the board president. 2020 Committee Rosters: Board Governance: Bell, Howe, Keliher, Troendle Executive: Bell, Lockyear, Richie, Troendle Facilities: Carlsen, Cox, Lockyear, Troendle Finance: Hemer, Hollatz, Richie, Troendle 2020 Task Forces: Board Self-Assessment: Cox, Hollatz, Howe	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	