

**MINUTES of the Washington County Library Board
Regular Meeting at Library Administrative Offices
Woodbury, MN
January 22, 2007**

Present:

Board: Alfveby, Gag, Hegberg, Ryberg, Schottmuller, Sindelir
Staff: Conley, Schneider, Johnson

1. Call to Order

Alfveby called the meeting to order at 6:37 p.m.

Pledge of Allegiance

2. Recognition of the Public

Joe Manion, Public Services Manager, introduced Pricilla Wyeth, a St. Catherine's Library School student. She is working with Manion to rewrite the Staff Policy and Procedure Manual.

3. Adoption of the Agenda

Alfveby asked that the Election of Officers be added to the Agenda. It was moved by Hegberg, seconded by Schottmuller to adopt the agenda as amended and to approve the consent calendar with the additional donations as presented. Vote: All in favor. Motion passed.

4. Unfinished and New Business

A. Election of Officers

Paul Ryberg, District 2, was nominated for the office of President. It was moved by Hegberg, seconded by Schottmuller to elect Ryberg. Vote: All in favor. Motion passed unanimously. It was moved by Hegberg, seconded by Gag to elect Schottmuller as Secretary of the WCL Board. Vote: All in favor. Motion passed unanimously.

B. Internal Procedures Update

Joe Manion gave members an update of the progress of streamlining and reorganizing the staff Policies & Procedures Manual. Pricilla Wyeth, student at St. Catherine's is assisting him.

Discussion & Review of Library Policies

Conley presented a "first revision" of the WCL policies related to facilities and services. These are the overarching policies adopted by the Library Board. Previously these policies have been reviewed individually, usually one per month at the regular Board meeting. Effectively with the January meeting, the Library Director is recommending that the Board review policies annually and as a whole.

The members reviewed and discussed the policies as revised. Policies will go to the County Attorney for review. Final approval will take place in February.

C. Washington County Legislative Agenda

Conley highlighted portions of the Washington County Legislative Agenda for 2007 as related to Libraries. Members discussed this position and plan to set a time to meet with legislators to visit about library issues.

5. Administrative Reports

A. Financial Report

Conley presented the December 31, 2006 Financial Report. This version is not the final year-end version. That will not be available until February 2007. First meeting for fundraising steering committee for the Forest Lake Branch will be in January. January 19 was the one-year anniversary celebration for the R E Wahl Branch in Lake Elmo.

B. Director's Report

Conley updated the board on issues and projects ongoing in WCL.

6. Board Reports

A. Board President's Report

B. Board Members' Reports

Ryberg thanked Alfveby on behalf the board for his service as President.

The meeting was adjourned at 8:20 p.m.

The next meeting will be Monday, February 26, 2007 at 6:30 p.m. at the Library Administrative Offices in Woodbury. The March 26, 2007 meeting will be at the Oakdale Branch Library.