

**MINUTES of the Washington County Library Board**  
Regular Meeting at Hardwood Creek Branch Library  
Forest Lake, MN  
June 23, 2008

**Present:**

**Board: Ryberg, Alfveby, Hegberg, Schottmuller, Sievert, Sindelir, Vidlock**

**Staff: Conley, Schneider, Manion, Worwa, Kraft, Stevens**

**1. Call to Order**

Ryberg called the meeting to order at 6:40 p.m.

**Pledge of Allegiance**

**2. Recognition of the Public**

No public was in attendance. New Library Board member, John Sievert, was introduced.

**3. Adoption of the Agenda**

It was moved by Alfveby and seconded by Schottmuller to adopt the Agenda. Vote: All in favor. Motion passed.

It was moved by Schottmuller and seconded by Alfveby to adopt the Consent Calendar items, including the minutes of the April 2008 meeting and all donations. Vote: All in favor. Motion passed.

**4. Unfinished and New Business**

**A. Collection Development Update**

Brian Kraft, Collection Development Librarian, reported to the Board on 2008 materials acquisitions at the midyear point. He said that 55% of the budget has been spent to date. He gave a progress report on the centralized weeding project being undertaken at the administrative and branch level; he updated the board on the library's partnership with Washington County Public Health & Environment and the nonprofit organization Children and Parent Connection for the purchase of materials to be included in instant book club kits on parenting. There was discussion on the "Suggest a Title" feature on the library's website, and on issues related to acquiring self-published books.

**B. Volunteer Program Update**

Conley updated the Board on the progress of the library's volunteer program. She gave a brief overview of the history of library volunteers and emphasized that the purpose of a formal volunteer policy is to recognize volunteers, track volunteer hours, and quantify the use of volunteers. She stated that a centralized application form is being

developed based on the Sheriff's model and that volunteers will no longer be used for delivering library materials to homebound patrons. There was discussion on homebound delivery and interlibrary loan. Ryberg suggested an informational session for the Board on MnLink and interlibrary loan.

**C. 2009 Budget & Budget Schedule**

Conley reviewed the proposed 2009 Library Budget, including levy and non-levy revenue and expected expenditures. She outlined the County budget timeline. There was discussion on staffing and branch hours.

**D. Library Capital Plan & Library 2010-2014 Strategic Planning**

Conley provided an update on capital planning activities and stated that the library will enlist the help of a consultant to assist in the development of a capital plan for the next five to 15 years. Staff will report to the Board in September on developing a strategic plan for 2010 she stated.

**5. ADMINISTRATIVE REPORTS**

**A. Financial Report**

Conley presented the May 31, 2008 Financial Report.

**B. Director's Report**

Conley updated the board on issues and projects ongoing in Washington County Library.

**6. BOARD REPORTS**

**A. Board President's Report**

Ryberg stated that he was pleased to see that flash drives are now being offered for purchase at library branches for the convenience of patrons who wish to save work on public computers. He suggested publicity and signage to promote this service. The Board discussed the feasibility of patrons using credit/debit cards for purchasing flash drives and other items.

**B. Board Members' Reports**

The meeting was adjourned at 8:10 p.m.

The next meeting will be Monday, July 28, 2008 at 6:30 p.m. at the Park Grove Branch Library in Cottage Grove.