

**MINUTES of the Washington County Library Board**  
Regular Meeting at Stafford Library  
Woodbury, MN  
May 24, 2010

**Present**

**Board:** Nickerson, Post, Sievert, Skinner, Vidlock, Weik  
**Staff:** Conley, Manion, Schneider

**1. Call to Order**

Nickerson called the meeting to order at 6:35 PM.

**Pledge of Allegiance**

**2. Introduction of New Member**

Anthony (Tony) Post was welcomed by the Board.

**Recognition of Public**

No members of the public present.

**3. Adoption of Agenda**

Motion made by Post and seconded by Vidlock to adopt the Agenda. Vote: All in favor. Motion passed.

**Consent Calendar Approval**

Motion made by Post and seconded by Vidlock to adopt the Consent Calendar items (minutes and donations). Vote: All in favor. Motion passed.

**4. Unfinished and New Business**

- A. Library Performance Measures Report to the County: Conley explained the County's annual performance report process and the Library's performance measures summary report provided to the Library Board. She reviewed the number of library card holders, new registrations, visits to the library branches and the average number of items circulated per person. Conley explained the origin, presentation of data and assumptions with the "return on investment" table on page five of the Library's performance measures summary. Board members comments included that the report demonstrates how the Library "does so much with so little" and how early adoption of technology such as self check out has assisted the Library in trying to keep up with the growth in use. Conley also updated the Board on the kiosk project indicating installation is tentatively at the end of June.
- B. ALA Library Service Roles & WCL Strategic Planning: Conley directed the Board's attention to the information distributed on describing the service roles of public libraries developed by the national organization. She suggested the Board review the service roles and winnow the list down to the top five to seven that met their vision of what the Library should be focusing on in the development of a new strategic plan. The Board could also identify other service roles if it was felt that there was a role the Library should address not identified. Nickerson commented that the Board should look at Washington County and determine based upon its population and other unique make up which were the top service roles best addressed by the Library. Other materials

such as overlays of County demographics, the Library's facilities plan and other library comparisons would be useful in to set the context for selecting service roles. Conley added it would be important to the strategic planning process to identify what the Library should focus on over the next three years in a poor economy. Post added it would be good to further choose one or two of the top five to really be good at. Consensus was Conley would follow up through email on the service roles and Board members would rank and respond with their top choices prior to the June meeting. Additionally Conley would look for information on some possible public libraries similar to Washington County to compare. Conley was asked to provide print copies of the Library's facilities plan to Weik and Skinner and electronically via email to Post.

## **5. Administrative Reports**

- A. Director's Report - Conley reported on Legacy programming underway and completed by the Library and MELSA. She indicated that MELSA was going to put together a process to review programs with more significant costs. Board members indicated it would be useful to have a summary report of how many of the public benefited from the programming and a news article highlighting the Legacy program activities. Conley reviewed the status of budget reductions for the current budget which include the loss of 2.2 FTE library staff as well as other operational losses adding up to approximately 4%. Reductions are expected to carry forward into 2011 and there still may be further losses in the next budget year. She said the County Board would be reviewing and taking formal action on changes to the 2010 budget in June. Conley reported on a recent meeting held by the city of Cottage Grove to brainstorm the possibilities of a building site southwest of the intersection of 80<sup>th</sup> and Highway 61. The city is looking at several building sites for a new city hall and is interested in a collaborative venture especially with other partners such as the Library. Representatives from the city of Cottage Grove, YMCA, Presbyterian Homes and the Library attended (Japs, Conley and Schneider). A second session will be held in June once the information gathered from participants is analyzed.

## **6. Board Reports**

- A. President's report – No report.
- B. Board members' reports: Weik suggested the Board consider a recommendation that on actions going to the County Board that commissioners serving as the Library Board's liaison not vote. Conley indicated she believed that had been the past practice of Commissioner Hegberg when he served in this capacity but rules for Citizens Advisory Boards were unclear. Nickerson stated since it is unclear whether commissioners serving as liaisons to the County's Citizens Advisory Boards should vote on actions that go to the County Board that the Library Board minutes reflect that it is the policy of the Library Board that the commissioner liaison abstains from such votes.

## **7. Adjournment**

Nickerson entertained a motion to adjourn. Motion made by Vidlock and seconded by Skinner to adjourn. The meeting was adjourned at 8:15 PM.

The next meeting is scheduled for June 28, 2010 at 6:30 p.m., Woodbury in the Library Offices Conference Room.