

**MINUTES of the Washington County Library Board**  
Regular Meeting at Library Administrative Offices  
Woodbury, MN  
January 26, 2009

**Present:**

**Board:** Nickerson, Schottmuller, Sievert, Vidlock, Weik  
**Staff:** Conley, Schneider, Timmerman

**1. Call to Order**

Schottmuller called the meeting to order at 6:30 p.m.

**Pledge of Allegiance**

**2. Election of Officers for 2009**

Conley conducted the election of officers for the Board. Conley opened nominations for chairperson. It was moved by Sievert and seconded by Vidlock to make Schottmuller chairperson. Conley called for nominations a second time. Conley called for nominations a third time. There were no further nominations and the question was called by Conley. Vote: All in Favor. Motion to make Schottmuller chairperson passed.

Conley opened nominations for vice chairperson. It was moved by Sievert and seconded by Schottmuller to make Sindelir vice chairperson. Conley called for nominations a second time. Conley called for nominations a third time. There were no further nominations and the question was called by Conley. Vote: All in Favor. Motion to make Sindelir vice chairperson passed.

**3. Recognition of the Public**

Schottmuller called for recognition of public present. Connie Simpson a resident of Lakeland introduced herself to the Board. Simpson stated that her purpose in attending the meeting was to speak to the changes in library hours made at the Valley library in Lakeland. She expressed concerns that closing the library at 6:00 p.m., Tuesday through Thursday and no weekend hours made it difficult for some residents to get to their local library branch especially after work. She expressed her understanding of the need to use resources economically but feared changes would lead to lower circulation and potential closure of small libraries such as Valley. She asked that the Board considered closing on Monday but then allowing Saturday hours and asked that a 7:00p.m. closing time is considered for Tuesday through Thursday. She said libraries are a quality of life factor in where one chooses to live; she likes and prefers going to her local library which is conveniently walking distance for her; and in poor economic times libraries are even more needed by people since they provide Internet access, job hunting resources and other important services.

Conley outlined for Simpson and the Board how the hour changes were arrived at using door counts, looking at peak hours of use, circulation and staff available. 1% of circulation occurs at Valley. Conley indicated further examination of library hours and use patterns would occur over the next year in relation to the hour changes and public feed back was being tracked. Conley, although very sympathetic expressed concern that the economy and more budget cuts could lead to further reductions for the Library to manage. Sievert said looking at the 7:00 p.m. might be given further consideration. Weik indicated the Library should track and see if use and circulation adjusted to other locations or not. Schottmuller said hours would be reexamined in a year and thanked Simpson for bringing her concerns and those of some of the other Lakeland residents to

the Board. Weik suggested to Simpson that she and other concerned individuals were very welcome to appear in person at the County Board of Commissioners.

Simpson thanked the Board for their time.

**4. Adoption of the Agenda**

It was moved by Sievert and seconded by Vidlock to adopt the Agenda and the Consent Calendar with the removal of approval of donations and grants there being none to receive. Vote: All in Favor. Motion passed.

**5. Unfinished and New Business**

**A. Facilities Planning – Discussion of Parameters**

Larry Timmerman, county planner, introduced himself to the Board. He reviewed the facility planning questions outlined in the Board packet that needed to be considered as part of establishing parameters that would trigger new or expanded library facilities. Discussion of using a library zone structure; implementing a public square foot per resident standard; building out to a future point beyond a county standard; adopting a minimum planning standard trigger; and a standard travel time to a facility were discussed at length. Sievert expressed concern with the methodology being used. He advocated a service driven approach rather than a facility driven approach for determining facility needs. Schottmuller viewed the facility standard as only a trigger that leads to close examination of future library services. Through such examination a determination is made as to whether a facility is needed or not and if needed what it must include. Conley felt implementation of some facility planning tools did not negate strategic services planning. She explained this would be the first time the Library used a planned approach to determining library facilities and that it was important to move forward so that library planning was included in the overall capital improvement plan of the County. Weik supported an approach that would bring a logical and equitable process to the County Board to deliberate. She indicated comparisons to other metro counties including Scott and Carver would also be valuable to the County Board to review. Sievert reemphasized his philosophical differences with the process and that libraries and services of the future would look very different. Timmerman restated the questions before the Board followed by Conley who summarized what seemed to be the majority consensus to the questions before the Board: use a library zone structure; a .4 public square foot per resident standard; building new build ten years out from opening day; use a .3 minimum standard as a trigger; and do not use a standard travel time.

It was moved by Nickerson and seconded by Vidlock that the Board approve adopting the parameters as summarized by Conley. Vote: Passed with four Yes votes (Nickerson, Schottmuller, Vidlock, and Weik); one No vote (Sievert).

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**B. Review of Library Board Policies**

Conley went over the proposed changes to the Library Board Policies in the Board's packet. In the Policy on Provision of Library Facilities 3.g, a .4 square footage would be inserted but letter 3. h., pertaining to drive time would be deleted. In the Access section of the same policy, the wording: "within limits of existing resources" would be added in 2. The Policy on Access to Materials, Resources and Services, 5. , the amount of \$45 would change to \$60 if adopted by the County Board as part of the County fee schedule; 7., would be changed to note all charges need to be approved by the County Board, and 8., 90 days would be adjusted down to 30 days. The Policy on Informational Resources, 3. the second sentence would be eliminated and in 7., the web link for ALA policies would be added.

It was moved by Sievert and seconded by Nickerson to approve the Board Policy changes presented by Conley pending County Board approval of fee changes. Vote: All in favor. Motion passed.

**6. DIRECTOR'S REPORT**

Conley updated the Board on activities including the One Book, One County program scheduled with Dr. P.M. Forni, April 21, 2009; the AskMN reference service launch; the homework tutoring experiment at Stafford library using Woodbury high school volunteer teens for tutors; the Warren Graham training for staff on March 11; and the pending workshop with the County Board scheduled for February 10, 2009. She asked Board members to let her know if they would be able to attend the workshop with the County Board on February 10. She noted Board members would receive more information and an invitation to the Dr. Forni event. Conley called Board members attention to the next meeting date, March 23, 2009 and the location, Park Grove library. Information on the strategic planning work and completion of 2008 statistics would be presented at that meeting.

**7. BOARD REPORTS**

**A. Board President's Report**

No report.

**B. Board Members' Reports**

No report.

It was moved by Nickerson and seconded by Vidlock to adjourn the meeting. The meeting was adjourned.

The next meeting will be Monday, March 23, 2009 at 6:30 p.m. at the Park Grove Library in Cottage Grove.