

MINUTES of the Washington County Library Board
Regular Meeting at Stafford Library
Woodbury, MN
November 23, 2009

Present:

Board: Japs, Nickerson, Schottmueller, Vidlock, Ryberg, Weik
Staff: Conley, Schneider

1. Call to Order

Schottmueller called the meeting to order at 6:35 p.m.

Pledge of Allegiance

Recognition of Public

Three members of the public were in attendance: Karen Johnston, Lake Elmo; Dale and Beth Fretland, Lakeland.

2. Adoption of Agenda and Consent Calendar Approval

Motion made by Japs and seconded by Ryberg to adopt the amended agenda presented by Conley. The revision added "Recognition of Public" and under new business "Books for Treats" – Weik. Vote: All in Favor. Motion passed.

Motion by Japs and second by Weik to adopt the Consent Calendar items: September 28, 2009 minutes and Donations and Grants. Vote: All in Favor. Motion passed.

3. Unfinished and New Business

A. Library Board Meeting Schedule for 2010- Conley proposed the Library Board meeting schedule for 2010. She indicated the calendar included six regular meetings as well as four optional meetings. She felt the experience in 2009 indicated the Board needed to plan to meet more than six times. The Board can always choose to cancel a meeting but the calendar as proposed makes it easier for members to plan.

Motion made by Japs and seconded by Nickerson to approve the meeting schedule for 2010 as presented. Vote: All in favor. Motion passed.

B. Arts & Cultural Heritage Funding –Conley reviewed for the Board the various sources of the new Arts and Cultural Heritage funds that are now available through the state. She explained that Washington County Library will be eligible to benefit from approximately \$55,000 for cultural programming through MELSA, the regional library system. This amount is a formula derived amount and each MELSA member has such a formula driven portion of the regional library cultural funds. Stillwater and Bayport are included in this formula amount and Stillwater is currently deliberating on whether they want to plan a separate local program with their portion. The first year of funding needs to be spent by the end of the state fiscal year, June 30, 2010. There is a second year of funding to regional public library systems. The balance of \$4.2 million MELSA receives will be used for MELSA wide and assist in a state wide program with the other regional systems. Washington County will derive further benefit from these programs. Beyond the designated library related A&C funds, Washington County can seek to partner with other organizations and benefit from the much larger Cultural and Outdoor resources funds that are also now available. Conley referred to the various handouts

in the Board packet that explained the funding streams as well as the standard definitions and guidance MELSA is using to organize its process. MELSA will pay costs directly for the various speakers, artists and others once they approve a project by a MELSA member library. Funds cannot be used to supplant local operational funds and purchase equipment although the latter may be open to some interpretation. Conley suggests gathering project ideas, organizing and soliciting partner organizations, prioritizing requests, and moving forward on accessing the funds, a kick off meeting be held December 10, 10am – Noon at a location in the County. She also noted that since there is a mini grant deadline the end of the week with the Minnesota Historical Society for some of the cultural funding they have available she has drafted a grant application to purchase about \$7000 of cultural materials on Minnesota History assuming the Board agrees with moving ahead.

Motion made by Ryberg and seconded by Schottmueller to submit the quick start mini grant to the Minnesota Historical Society for cultural materials. Vote: All in favor. Motion passed.

Motion made by Ryberg and seconded by Japs to hold a meeting December 10 at 10am to kickoff discussion of cultural programming ideas with other organizations and including the public. Subsequent meetings to further develop grant project proposals may be scheduled. Vote: All in favor. Motion passed.

Conley will email the Board the list of materials for the mini grant proposal and a reminder about the meeting and location.

C. Library Wish List: A sign for Valley Branch, etc. – Conley referred to a letter she and Board members have recently received regarding putting a sign on the Valley Library. Lakeland Plaza has undergone extensive renovation and tenants can place new signs now that construction is completed. There is public interest and requests for a new sign on the branch library. Unfortunately the Library did not know of the possible sign costs nor was it in a position to cover the approximately \$5000 needed to pay for a new sign. The Library was in a period of having to reduce both the current and proposed budgets. However the letter initiated the idea of developing a wish list of items that the Library needs and that remain a reach beyond which funding allows. The sign is one example along with more funding for large print and board books. Even though the Library has worked hard to increase purchase of large print books and board books both collections need a significant bump to meet demand. Additional examples given include another public computer at Newport and teen area furnishings at Park Grove. Conley suggested starting out with the proposed wish list but over a year or so add items to ensure there is public opportunity to donate to needed items at other branches or other system wide needs. Library administration would bring staff suggestions forward to the Board to consider and put on the wish list throughout the year. The wish list would be posted on the Library web page and on signs at branches. It could also be made available in other ways. Ryberg suggested looking adding a “gift box” on the web; Nickerson suggested establishing a speaker’s bureau and they could be prepared to suggest Library wish lists items to organizations. Board members should be prepared to also solicit support for wish list items.

Motion made by Ryberg and seconded by Vidlock to establish and maintain a Wish list beginning with Conley’s proposed items. Vote: All in favor. Motion passed.

Dale and Beth Fretland, member of the public from Lakeland asked the Board if it was acceptable for them to ask for assistance from the Lakeland Council and mayor for funds for the sign at

Valley. Conley indicated that there was no objection on the Library's part and she would be emailing Mayor Zeller about the Board's discussion.

- D. Library Services and Technology Act Grant Requests -** Schneider distributed to the Board to draft letters of intent for Library Service and Technology funding. The State Library Agency, Minnesota Department of Education will accept letters of intent for the next grant funding cycle until January 8, 2010. Following letters of intent, the State Library Agency would notify submitters whether to proceed with submitting a full grant request. Two ideas proposed are: a mobile laptop lab for the law library to use in training the public on legal resources and interactive forms that are being created and made available on the Internet (\$25,000) and initiating electronic signage and software in the library branches to better publicize and make information available on the Library's programs (\$45,000). The ideas are being brought forward to see if the Board would like to pursue federal grant funding. Conley noted the idea for the law library would also be taken to the Law Library Board for further consideration before proceeding but they had met in advance of developing possible ideas.

Motion made by Ryberg and seconded by Nickerson to submit the proposals. Vote: All in favor. Motion passed.

- E. Books for Treats –** Weik described for the Board how she had discovered a program promoting giving gently used children's books to children rather than candy at Halloween. She tested out the program this year at home bringing out a variety of books she had stored that her children no longer used. She spread the books over benches on front step and sidewalk. The children were thrilled to have the chance to select a book and she was amazed at the wonderful excitement and popularity of the books. Weik indicated three libraries participated nationally in this first year and she suggests the Library plan to promote and participate in the program in 2010. Conley indicated the new youth services librarian, Dawn LaBrosse has already been told about the program and it is our intention to incorporate it into program plans for next year.

4. Administrative Reports-

- A. Directors Report -** Conley reviewed the items in the written report she gave out to the Board. She noted that this was the last Board meeting for Ryberg and Schottmueller. Ryberg is resigning due to further commitments he has made to work on the "Beyond the Yellow Ribbon" group and Schottmueller is finishing her second three year term as a board member. The County Board will announce the vacancies, take applications from interested citizens and make new appointments. Ryberg is vacating a seat in Commissioner Pulkrabek's district and Schottmueller's seat is an at-large representative. It was noted that Karen Johnston, a member of the public in attendance at the meeting has expressed interest in applying for appointment to the Board.

Motion made by Nickerson and seconded by Japs to express the Board's appreciation to Ryberg and Schottmueller for their years of public service and dedication to the County and Library. Vote: All in favor. Motion passed.

5. BOARD REPORTS

- A. Board President's Report –** Schottmueller expressed her appreciation to Conley and staff for the many significant changes and improvements she had seen during her board terms. She will miss being a member of the Library Board.

B. Board Members' Reports- Ryberg commented he would miss being on the Board and how he enjoyed how appreciative people always were about the Library including the law library whenever he told someone he was on the Library Board. He also briefed the Board on a new endeavor he would be working on "Beyond the Yellow Ribbon" to assist the families of people serving our country.

6. Adjournment

The Schottmueller entertained a motion to adjourn. Motion made by Nickerson and seconded by Japs to adjourn. The meeting was adjourned at 8:25 p.m.

The next meeting will be Monday, January 25, 2010 at 6:30 p.m. at Woodbury in the Library Offices.