

**MINUTES of the Washington County Library Board**  
Regular Meeting at Washington County Library Administrative Offices  
Woodbury, MN  
November 22, 2010

**Present**

**Board:** Nickerson, Post, Sievert, Skinner, Vidlock, Weik,

**Staff:** Conley, Drabczak

**1. Call to Order**

Nickerson called the meeting to order at 6:37 pm.

**Pledge of Allegiance**

**2. Recognition of Public**

Ken Stone, Stephanie Shaw and Chris Simmons were present representing the Washington County Partners Foundation.

**3. Adoption of Agenda/Consent Calendar Approval**

Motion made by Nickerson and seconded by Vidlock to adopt the Agenda and Consent Calendar and to accept the Minutes for the September 27, 2010 WCL Board Meeting and the Donations and Grants Received. Vote: All in favor. Motion passed.

**4. Unfinished and New Business**

**A. Library Partners Update-Ken Stone**

Ken Stone, representing Paul Ryberg, reviewed with the Board the progress of the Library Partners. They received IRS 501c3 approval, with the help of Karen Johnston, to become an organization and can now start raising money. The Partners would like to expand the Board; the seven board members, at the moment, are all from Woodbury and Lake Elmo. They would like more geographic diversity, with members coming from the North and South area of the County.

Mr. Stone also stated they met with Steve Brady of the Stillwater Library Foundation to gather more facts and information which was really helpful. They also met with a couple people from St Paul who will be giving them guidance and free training on message development and fund raising.

The Partners also received their first donation from Brodart, a library vendor, for a \$100 gift certificate. This certificate has been given to the library to use when they order books. Several Board members gave Mr. Stone ideas of people and corporations to contact for fund raising. He said the website will be available within a few months.

**B. WCL Customer Survey Results – Joe Manion**

Joe Manion reported that there were over 800 patrons who took the customer survey, 77% were female and 23% were males. The survey was located on the library website and the County website which ran from October 15 through November 16<sup>th</sup>. The results of the survey showed patrons prefer books and other print materials as the most valued service in the library, with the request for more services such as downloadable eBooks and music. There were also suggestions for more of everything, along with more hours and not to close the libraries.

Sievert suggested to survey County people not just library customers. Nickerson commented that the survey was a good baseline for the next one. Weik commented how convenient the Library Express is for the customers in the Hugo area as it was ranked number four. Nickerson asked questions about how eBooks would be handled. Manion explained where eBooks and all the sources can be found. Conley explained the staff will have training due to all the questions being asked on eBooks. Conley stated that the website was listed as the number one most valued service by library customers. Nickerson expressed to Mr. Manion that the survey was very valuable and he did a good job.

C. Overview of WCL Policy Revisions – Pat Conley

Conley went over the new version of WCL Board Policies with regards to Board duties and responsibilities. The new version of the policies has six main policies versus ten in the old one. There were discussions on each of the revised policies and Conley explained the reasons why some of the old ones were eliminated as not being relevant to today's needs. She asked the Board to review the old and the new policies and decide if the new policy is what they would like to adopt. It was decided to table the vote until January to give the Board more time to look over the policy revisions.

**5. Director's Report**

A. Status of Discussions on Library Express Service – Conley invited representatives of the three communities of Newport, Lakeland and Marine to meet on Monday, November 29<sup>th</sup> at Hugo City Hall for 1 hour each, at different times, to discuss and give them a tour of the Library Express. She also invited the Board to come and join them if they liked. There was discussion on the small libraries, their leases and customer needs to be able to pick up books. A city council member from Landfall called Conley asking for information about Library Express. Since the Landfall community is small and mostly consists of a trailer park they may be interested in a similar service.

**6. Board Reports**

A. Board President's report – Nickerson talked about some of the comments regarding the Hugo Library Express and how positive the comments were.

B. Board members' reports – Weik visited with Aaron Harper, the principal of Eastridge High School in Woodbury and a science teacher at Middleton middle school, they stated they had never heard of the Homework Rescue program or the other library services available online to the students. Conley will discuss with staff. Nickerson asked if librarians go out into the community and suggested that the library contact school librarians and have them come to a meeting. The high school has a media center open to students and Mr. Harper liked the suggestion of having it open on Saturdays to students.

Conley thanked Gary Vidlock for his six years on the Library Board and said she really appreciated his service.

**7. Adjournment**

Nickerson entertained a motion to adjourn. Motion made by Sievert to adjourn. The meeting was adjourned at 8:20 p.m.

The next meeting is scheduled for January 24, 2011, at 6:30 p. m. at the Library Administrative Offices.