

MINUTES of the Washington County Library Board
Regular Meeting at Stafford Library
Woodbury, MN
April 26, 2010

Present

Board: Japs, Nickerson, 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 Members

Marie Skinner was welcomed by the Board. Ms. Skinner informed the Board that she was an attorney and retired after twenty-five years. She lives in Cottage Grove and participates in two book clubs. She noted that she is legally blind and if she fails to say “hello” when you see her at a gathering it is likely due to her not readily identifying you.

Conley noted the other new member of the Board, Anthony Post had a last minute issue that prevented him from attending. She added that Sindelir had sent an email from Italy that she would be absent and hoping her flight on 4/27 would not be canceled due to the Iceland volcano.

Recognition of Public

Ken Stone and Paul Ryberg were present.

3. Adoption of Agenda

Motion made by Japs and seconded by Sievert to adopt the Agenda with the modification to first take up the matter of the Library Partners Update, followed by Summer Library Hours and lastly the Strategic Plan. Vote: All in favor. Motion passed.

Consent Calendar Approval

Motion made by Sievert and seconded by Japs to adopt the Consent Calendar items. Vote: All in favor. Motion passed.

4. Unfinished and New Business

- A. Library Partners Update: Nickerson welcomed Paul Ryberg and Ken Stone. Ryberg introduced himself to the Board as the new President of the Library Partners foundation which has just received its certificate of incorporation. A one thousand dollar grant from the Minnesota Association of Library Friends (MALF) is covering most of the initial expenses to become incorporated and obtaining non-profit status. Conley or her designee will serve as an advisory nonvoting ex officio member of the Board. Stones said Library Partners will seek funds to expand upon county library services but not to replace operational dollars. Immediate focus will be on fund raising and promoting membership. The new foundation has a Facebook page and Board members are encouraged to follow the Foundation as well as become members. He added another foundation member is working on a website for them and they owe a debt of gratitude to Stu Wilson, Hennepin County Library Foundation as well as former county commissioner and

Woodbury resident, Dick Stafford, for their guidance. Weik suggested they send letters to former Library Board applicants and mayoral candidates inviting them to join the foundation.

Japs moved and Vidlock seconded a resolution of unanimous support by the Library Board for the newly established organization, Library Partners. Vote: All in favor. Resolution approved.

- B. Summer Library Hours: Conley and Manion explained the proposal before the Board to move to a library summer hours schedule this year. It is expected to be a one- time summer occurrence. Manion explained the schedule was the result of analyzing patterns of daily customer use, determining how best to continue equitable staffing at the library branches and expecting circulation to still spike over summer months although visits drop. Conley sees the summer proposal as a way to manage the 2.2 FTE vacancies that are part of a hiring freeze instituted by County administration until the full impact of state legislative budget cuts to local government are known. She stressed that the four small library branches' hours remain the same and these proposed hours only affect the other five. She said that a portion of the savings from the vacant positions along with other measures to further reduce already budgeted needs for the year are necessary to meet whatever budget reduction will ultimately be set once the state legislature takes its final actions. She noted Bayport and Stillwater have traditionally had summer library hours. Japs indicated it demonstrates the Library is being proactive in managing its budget. Sievert expressed concern about what happens later especially if we continue to be unable to fill positions. Nickerson said it was very important to announce the reasons for moving to a summer schedule so customers understand that we are being financially prudent.

Sievert moved and Vidlock seconded agreement with the proposal for Summer Library Hours and taking a recommendation to the County Board for its approval on May 4, 2010. Vote: All in favor. Motion passed.

- C. Strategic Plan 2010 and Beyond: Conley reviewed for the Board the information she had provided in the Board packet on strategic planning, Stillwater Library's recent experience when they engaged focus groups in their process and how the Board might proceed with its own plan. She suggested the Board itself act as a focus group and work through what roles it sees as legitimate ones for the Library. They could start with the seventeen roles developed by the American Library Association. Once they settle on roles they can discuss and outline sub goals and an action plan. Conley suggested she send out the list of roles in advance of the next meeting and then the May meeting could be entirely devoted to the strategic plan development. The Board agreed to Conley's suggested planning agenda.

5. Administrative Reports

- A. Director's Report - Conley reported she, Schneider and Japs would be meeting with the city of Cottage Grove and others to discuss ideas for a future building site to house the city, a YMCA and a county library branch. The meeting will take place in Cottage Grove on May 5, 2010.

6. Board Reports

- A. President's report – No report.
B. Board members' reports: Weik reported on a citizens' academy that had been sponsored by the Woodbury Community Foundation. The academy was meant to introduce people to city government and how citizens can be involved. It ran for ten weeks and attracted twenty-five participants. A number of the participants asked about a class on the Library so even though it

was aimed at city government it is possible Conley may be asked about a session on the Library. The Woodbury Community Foundation expects to hold another academy in the fall.

7. Adjournment

Nickerson entertained a motion to adjourn. Motion made by Japs and seconded by Sievert to adjourn. The meeting was adjourned at 8:10 PM.

The next meeting is scheduled for May24, 2010 at 6:30 p.m., Woodbury in the Library Offices Conference Room.