

**MINUTES of the Washington County Library Board**  
Regular Meeting at Library Administrative Offices  
**Woodbury, MN**  
**February 25, 2008**

**Present:**

**Board:** Alfveby, Hegberg, Nickerson, Ryberg, Schottmuller, Sindelir, Vidlock  
**Staff:** Conley, Schneider, Manion, Johnson

**1. Call to Order**

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

**Pledge of Allegiance**

**2. Recognition of the Public**

No public was in attendance.

**3. Adoption of the Agenda**

It was moved by Alfveby and seconded by Schottmuller to adopt the Agenda as amended. Vote: All in favor. Motion passed.

It was moved by Schottmuller and seconded by Sindelir to adopt the Consent Calendar items. These included the minutes of the January 2008 meeting. Vote: All in favor. Motion passed.

**4. Unfinished and New Business**

**A. Security and Safety at Branches**

Conley presented the notes from her meetings with branch staff about security in their buildings and the Sheriff's safety audit. Seven components to ensuring positive experiences for public and staff in WCL were identified: 1) community partnerships, 2) community outreach, 3) policy enforcement, 4) security measures, 5) communication, 6) training, 7) physical environment. No action was required of the Board at this time.

**B. Budget Update**

Due to the continuing state budget shortfall, County Administration has alerted Department Heads that some revisions in 2008 Budget allocations may occur later in the year. Conley updated the Board on the current situation and discussed some ideas for meeting these challenges.

**C. Hours at Branches**

Annually the Washington County Library Board reviews the hours and service at each branch. Joe Manion, Public Services Manager, provided a presentation that outlined the relationship of staffing, hours open, and library activity in the three groups and in each branch. Administration may

make some recommendations for changes in hours in order to accommodate a current staff capacity and potential staff capacity due to budget changes in 2008. The Library Board commended and thanked Manion for all his work on the quality presentation.

**D. Volunteers – Mission, Vision, Values**

At the suggestion of County Human Resources, the library director asked the Library Board to adopt a mission, vision and values statement that will guide the use of volunteers within the library system. Once this statement is adopted it will serve as the guidepost for the development of procedures, including recruitment, of volunteers in the library. Discussion followed. It was moved by Nickerson, seconded by Schottmuller that the Volunteer mission, vision and values statement be adopted. Vote: All in favor. Motion passed.

**5. Administrative Reports**

**A. Financial Report**

Conley presented the January 31, 2008 Financial Report. At Conley's suggestion she will work on revamping the report for easier reading.

**B. Director's Report**

Conley updated the board on issues and projects ongoing in WCL.

**6. Board Reports**

**A. Board President's Report**

**B. Board Members' Reports**

The meeting was adjourned at 8:10 p.m.

The next meeting will be Monday, March 24, 2008 at 6:30 p.m. at the Library Administrative Offices in Woodbury.