

Washington County Library Board
Regular Meeting at Wildwood Library
763 Stillwater Road
Mahtomedi, MN 55115
January 23, 2017

Present

Board: Cram, Lande, Meyer, Reeves
Commissioner Karwoski was present

Staff: Ryskoski, Schneider

1. Call to Order

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

Pledge of Allegiance

2. Recognition of Public

3. Election of Officers for 2017 – Ryskoski indicated the first order of business was the election of officers. Lande nominated Katherine Cram for Chair. Reeves seconded the nomination. There were no further nominations. Nominations were closed. Vote: All in favor. Cram was elected to continue as Chair. Cram called for nominations for vice-chair. Meyer nominated Mike Reeves for vice-chair. Lande seconded the nomination. There were no further nominations. Nominations were closed. Vote: All in favor. Reeves was elected to serve as vice-chair.

4. Adoption of the Agenda and Consent Calendar – Cram suggested the tour of the Wildwood library be moved to the end of the agenda. Reeves moved the agenda with the amendment to have the tour of the Wildwood library the last activity for the board. Lande seconded the motion. Vote: All in favor. Lande moved adoption of the minutes on the consent calendar. Reeves seconded the motion. Vote: All in favor. There was no donation report for the Board. Cram asked that at the March meeting the Board receive the full donation report for 2016 along with the donation report to date for 2017. Ryskoski noted the request and will bring the reports to the March meeting since they are not emailed in advance.

5. Unfinished and New Business

A. Resolution Regarding the Retirement of Joyce Schneider – Ryskoski distributed a resolution regarding retirement of the deputy director and asked that Cram read the resolution. Cram read the resolution to the Board and asked for a motion to incorporate it into the minutes. Reeves so moved with the further language of recognizing Schneider for her distinguished service and expressing the gratitude of the Board. Meyer seconded the motion. Vote: All in favor. (Resolution herein attached.)

- B. Strategic Plan Update – Ryskoski said there will be a workshop with the County Board on February 21, 2017 to outline the work with CivicTechnologies and the market segmentation they have provided to the Library. He also indicated that he expects to continue more work with Marc Futterman on the strategic plan and the strategic initiatives. Ryskoski said “every staff member will be assigned to work on an initiative” and will have a “voice in what is happening.” He expects Futterman to meet with staff eight times in the next four months. He also said that the end date for the plan has been extended out one year into 2019. Board members expressed some questions and lack of understanding about the data being provided and Ryskoski volunteered to go over it one on one with Meyer and anyone else interested. It would likely be part of an orientation for a new Library board member since he is anticipating there will be someone appointed soon for District 4. Cram said Skinner may also be interested. Cram asked about further costs with the additional work being proposed with CivicTechnologies and how much has been spent so far with the strategic plan and this current project. Ryskoski indicated about \$100,000 with Library Strategies and about \$57,000 with CivicTechnologies. An amended contract will need to be worked out to identify further costs. Cram, Reeves and Meyer indicated they would plan to be at the workshop and Ryskoski will send out further information about the approximate time on the 21st once the County Board agenda for that date is firmed up.
- C. Facilities Update – Ryskoski reported that there are discussions going on with the cities and the county about new libraries to replace Park Grove and Wildwood. There is a bond placeholder for each of these in 2019 but for now the cities and county need to work out locations and agreements before much else can happen. Cities have often in the past donated the land for library locations. Ryskoski is expecting Public Works to receive the construction costs for the possible new lease space at Lakeland yet this week. There is a conceptual drawing by an architect at this point. Cram questioned how long it will take for the Valley project to be approved and what the expected timeline is to be for opening in the new location. Ryskoski indicated he could not provide specific dates. Once costs are received they need to go to County administration for review and discussion, and then likely to a County Board workshop and to a County Board meeting for formal approval assuming everything is satisfactory. Cram wondered if it could not be ready to be part of the workshop on Feb. 21st. Ryskoski indicated it was too soon to predict a schedule and Public Works is responsible for the timeline. Public Works will also have to be work out the transition from the current space to the new space and a lease for the current and new space. There is no funding in the 2017 Library budget for the construction and any increased lease costs. Cram added since the outcome of the consultant’s report on the Central Park building was to do nothing to the building until the City decides its directions to make it a revenue generating facility she urged that the County go ahead and do the refurbishing, new carpet and other items that are needed at the R.H. Stafford library.
6. **Director and Board Reports** – Cram asked that Ryskoski provide the Library Board with an up-to-date organizational chart and new directory list for the Library and County Board. Meyer requested it be provided in paper as well as by email. Cram inquired about the funds being held by Library Partners and the status of finding new volunteers to replace the members looking to step down. Ryskoski indicated twenty-five people were invited to attend a meeting about the foundation but no one came to the meeting. There was some discussion by board members about the multiplicity of places and causes people may choose to support these days as well as changes in interests that may be impacting generating interest for the Library foundation. Ryskoski said he also offered to assist Stillwater library since both their library director and assistant director are retiring. He received a thank you for his offer but they instead have decided to hire someone as an interim library director rather than utilize his offer.

Reeves reported there is a new city council in Lake Elmo and they have assigned the city administrator and staff to work with County staff on the issue of merging back into the County library. He has also reached out to the city administrator.
Lande and Meyer had no items to report.

7. Adjournment

Cram entertained a motion to adjourn. Lande moved adjournment. Meyer seconded the motion. The meeting adjourned at 7:50 p.m.

The Board toured the Wildwood library guided by Megan Olson, the Wildwood library manager.

The next scheduled meeting of the Library Board is March 20, 2017 at 6:30 p.m. The meeting will be held in the Library Administration conference room in Woodbury.