

Washington County Library Board
Regular Meeting
Held at Stillwater Public Library
224 Third Street North
Stillwater, MN
May 21, 2012

Present

Board: Judy Bull, Herbert Japs, Gary Kriesel, Sara Meyer, Norm Nickerson,
Marie Skinner, John Sievert

Staff: Pat Conley, Joe Manion, Joyce Schneider

1. Call to Order

Japs called the meeting to order at 5:35 p.m.

2. Recognition of Public

3. Adoption of Agenda/Consent Calendar Approval

Bull moved adoption of the Agenda and Sievert seconded. Vote: All in favor. Motion passed. Meyer moved adoption of the minutes of the previous meeting and consent calendar including donations. Sievert seconded the motion. Vote: All in favor. Motion passed.

4. Unfinished and New Business

A. Overview of 2013 Budget Process and Information – Conley said the Library was expecting a flat budget for 2013. The levy is basically the same as in 2012 and the non levy revenue would be approximately the same too. Any initiatives would have to be made as supplemental requests for consideration and the first priority would be requesting funding to return to some of the previous open hours that were cut in 2012. Conley summarized the key dates: June 15th all budget forms are due to County administration; July 6th meeting to review the budget request with County Administration; Library budget hearing with the County Board August 14th; and County Board sets the levy December 11th.

B. 2013 Request for Increased Hours/Days of Operation - Conley asked the Board to consider the policy questions regarding hours that had been included in the Board's packet as preparation for the meeting. Skinner said the library staff has done a fabulous job of maintaining good service with the hour reductions and she hoped the County Board recognized that fact. She added that she felt strongly the libraries should be open on Mondays and her choice would be to give up hours on Sunday in order to be open Monday. Nickerson added he felt Monday was a "no brainer" and Bull said we need to achieve the most service for the most people possible. Sievert speculated as to whether hours needed to be consistent since it is a system and not community based. Meyer said that it follows that where the population is denser there should be a larger proportion of hours and staff and she had heard in the small library at Lakeland, people like the Saturday hours and also consistency in Library open hour schedules. Further discussion ensued about how to plan out where the Library needs to be within three to five years but that adding back Monday hours and then Sunday hours were a top priority especially at the busiest resource branches. Scenarios should be developed with Monday hours at all locations and then some locations with hours on Sunday. Conley agreed that she would work out two to three scenarios for discussion with County administration based on the Library Board input. She indicated there

is a workshop on Library hours scheduled with the County Board July 24th and she asked Library board members to attend. Time is expected to be around 10:00 a.m.

5. Director's Report

- A. Use of Meeting Rooms - July Presentation –Conley indicated there would be a request coming to the Board regarding meeting rooms use in July. She said most libraries charge rent for room when not used for community purposes.
- B. Strategic Framework Update – Conley has displays ready and being distributed to each library branch to gather public input on the strategic planning framework. Meetings will also be scheduled. Valley will have an open house on June 9 that board member, Sara Meyer has arranged and is hosting.

6. Board Reports

- A. Board President's Report – Japs noted the decline in activity at the branches with the exception of Park Grove where the pc use continues to stay very high. Staff member Manion explained the drop in usage is the typical and historical seasonal trend libraries see in April.
- B. Board Members' Reports- Meyer passed out flyers for the open house at the Valley branch in Lakeland scheduled for June 9th. She urged board members to attend and said it should be a fun event and other mall occupants also are planning some activities.

7. Adjournment

The chair, Japs, adjourned the meeting at 6:35 p.m. Board members joined the Stillwater and Bayport City libraries' board members for a get acquainted discussion.

The next meeting is scheduled for July 23, 2012, at 6:30 p. m. at the Library Administrative Offices.