

Washington County Library Board
Regular Meeting at Washington County Library Administrative Offices
Woodbury, MN
March 7, 2011

Present

Board: Japs, Post, Sievert, Skinner

Staff: Conley, Schneider

1. Call to Order

Japs called the meeting to order at 6:35pm.

Pledge of Allegiance

2. Recognition of Public

Christian Koegel, a student in the University of Wisconsin – Milwaukee library school program was present. He is doing an internship at the Stafford Library.

3. Election of Officers for 2011-

The election of new officers for 2011 was postponed until the next Board meeting. Currently there is one at-large vacancy on the Board, one member is ill but expected to be returning and a newly appointed member will be joining the Board at its next meeting.

Adoption of Agenda/Consent Calendar Approval

Adoption of the Agenda- Sievert moved and Post seconded the adoption of the Agenda. Vote: All in favor. Motion passed. Sievert moved and Post seconded acceptance of the Consent Calendar which included acceptance of the Minutes for the November 22, 2010 WCL Board Meeting and the Donations and Grants Received for 2010 and through February 5, 2011. Vote: All in favor. Motion passed.

4. Unfinished and New Business

A. Review and Adoption of Library Policies – Conley briefly reviewed the process of review of the library policies and that when the Library Board became advisory in 2005 the existing policies should have been revised and merged into the County’s policies. The policies as presented now reflect this needed action and those remaining are unique to the Library and Library Board. In recent years the Library Board typically reviews policies at its January meeting although policies can be revisited throughout the year as needed. Skinner moved acceptance and recommendation of the policies as revised to the County Board. Post seconded the motion. Vote: All in favor. Motion carried.

B. Strategic Plan and Work plan for 2011 – Conley indicated that the senior planner for the County, Jane Harper would be working with the Board and Library staff on its Strategic Plan. The one page document the Board and staff had developed with the mission, vision and four strategic priorities would be used as a “bridge” document to launch discussion with the public and key leaders in order to identify a plan of action. Other documents included in the Board packet such as the library customer survey would provide background and data. These materials would be sent to the State. Meanwhile further work would take place beginning with a workshop with the County Board on March 15, 2011 and continuing with the Library Board as a focus group. Post

move to accept the plan in its current form and recommend it to the County Board. Sievert seconded the motion. Vote: All in favor. Motion carried.

5. Director's Report

- A. Budget Update for 2011– Conley indicated there was no new information to discuss on the 2011 budget. Meanwhile there have been meetings with some of the local communities regarding library services and how to work together to explore sustainable service models. She met with Marine citizenry on February 21, 2011 and a citizens' group is preparing a report and proposal to the City Council. A presentation to the City Council in Newport is scheduled for March 17, 2011 at 4:30 p.m. and a meeting with the Lake Elmo city administrator and the library director and deputy county administrator is expected to be scheduled on or before April 1, 2011. No meetings regarding Lakeland are currently being planned. Conley is also working on a general statement on public library service in Washington County in times of fiscal reductions, technological changes and varied user expectations. Once the statement is reviewed it will be provided to the Board.
- B. Updates on Library Express – Twenty additional lockers were installed at the Hugo City Hall the week of January 10. The express service continues to grow in its use and public input continues to be positive.
- C. Major Technology Changes in 2011- The Library will be moving to a new inventory and control system called Symphony from its current system Horizon through the vendor SirsiDynix. The Library has signed a contract to purchase digital books from a company called OverDrive. It will have a soft launch of the digital books on March 8, 2011 followed by formal public announcements through the media including the Library web page in about a week's time. The Library is starting out with a collection of about 550 titles.

6. Board Reports

- A. Board President's report – No Report
- B. Board members' reports – No Reports

7. Adjournment

The chair entertained a motion to adjourn. Sievert moved and Post seconded. The meeting adjourned at 7:10 p.m.

The next meeting is scheduled for March 28, 2011, at 6:30 p. m. at the Library Administrative Offices.