

Washington County Library Board
Regular Meeting at Washington County Library Administrative Offices
Woodbury, MN
July 25, 2011

Present

Board: Bull, Japs, Meyer, Nickerson, Sievert, Skinner, Weik
Lehrke
Staff: Conley, Manion, Schneider

1. Call to Order

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

Pledge of Allegiance

2. Recognition of Public

Erik Sandin, managing editor for the Stillwater Gazette and Paul Ryberg, President of Library Partners were present. Ryberg commented he had no clue as to whether the city of Lake Elmo can accomplish the significant work needed to try to establish its own library. As president of the Library Partners he indicated the foundation is continuing to work on fundraising with the hope of raising funds for 2011 new books in 2011, but things are moving slowly. The next meeting of Library Partners is the first Tuesday of the month, 6:30 p.m. at the Wildwood library.

3. Adoption of Agenda/Consent Calendar Approval

Adoption of the Agenda –Skinner moved reordering of the agenda to place Item C under Unfinished and New Business in the Item A position and subsequently moving the other two remaining items down in the sequence. Bull seconded the motion. Vote: All in favor. Motion passed.

Adoption of Minutes – Bull moved and Nickerson seconded the adoption of the May minutes with the note that although the minutes listed the next meeting of the Board for June 27 it had since been cancelled. Vote: All in favor. Motion passed. Weik moved acceptance of the donations with the removal of the duplication of the last entries listed. Bull seconded the motion. Vote: All in favor. Motion passed.

4. Unfinished and New Business

A. Go Kids Day Network Participation – Conley and Schneider reported on a meeting with the representatives from the Go Kids Day Network, William Veeneman, President and CEO and Joan Mathison, Community Advocate. The organization has proposed that the Library become one of the identified nonprofit organizations in the local Woodbury community that receives donations from the local businesses that subscribe to GKD’s marketing program. GKD’s mission is to foster community sustainability by getting customers to use local businesses. In turn, local businesses assist in supporting schools and civic organizations in the local community. The Board expressed interest in the proposal but decided it needed more information on the business, its clients, the other nonprofits that have agreed to participate and parties involved before it made a formal recommendation to enter into an agreement. Conley indicated she would gather more information.

B. 2012 Open Hours Scenarios – Conley outlined for the Board the recent workshop held with the County Board on possible open hours scenarios for consideration in 2012. She called the Library Boards attention to the document in their packet outlining possible Library service models and open hours that the County Board had received at the workshop. It was relatively clear at that

point the \$223,000 relating to program aid was expected to be removed from the Library's budget. In the workshop with the County Board Conley had indicated that proposal C1 in the document was the most likely scenario. It reflects taking about 60% of the reduction in personnel and the remainder in operations. The Library's internal rent is a pass through amount to County Public Works and is staying the same although other County departments were seeing about a 7% reduction. External rent for library locations not in County owned buildings is not part of this pass through amount. That has always had to come out of the Library's remaining operational funding. Option C1 retains one small branch and its related rent and maintenance costs. However with the announcement that the Lake Elmo City Council had recently voted to notify the County of its intent to withdraw its levy and start a city library, the possible reduction to the Library's budget has increased. The news media has reported the levy amount is \$250,000 and Conley is waiting to hear what the exact amount is from County administration. With the additional reduction looming Option C2, which reflects an additional levy minus 3% target is now a closer scenario to the much higher reduction of approximately \$474,000. At this time the Library does not know if it will also see a reduction in 2011 due to the state reduction in County program aid.

Board members asked Conley a variety of questions regarding the hours scenarios and the information used to arrive at the possible options as well as the discussions occurring regarding other service options in Marine and Newport. Factors involved in developing the recommendations involved meeting customer needs to the greatest degree possible with the significant reductions in staff. Days, hours, activity by day and by hour, collection and number of staff were all considered in developing options. Even as presented some further modification of hours will be considered to ensure early literacy story programs are still available at least one morning. Sievert recognized the analytical work of the Library administration in weighing the information and developing the scenarios. Upon further discussion and questions by board members it was agreed Conley should develop a short document that presented the assumptions and principles; the given circumstances being addressed and the key talking points board members would need when explaining and responding to questions from community members. It was of concern that the timetable would be short to explain what needed to happen and also to implement changes.

- C. 2012 Budget – Conley had no further information on the 2012 budget not already covered. The Library's budget presentation to the County Board is scheduled for August 16, 2011.

5. Director's Report

Conley indicated she would be meeting with Stillwater and Bayport on revising their contracts. Meanwhile existing contracts would be amended to extend until the end of the year.

6. Board Reports

Weik asked about the Books for Treats promotion and Conley indicated the youth services librarian was working on it. Conley added that the Stillwater schools were also interested in doing a push with youth for Get a Library Card month this fall when school starts.

7. Adjournment

The chair entertained a motion to adjourn. Sievert moved and Meyer seconded the motion. The meeting adjourned at 8:20 p.m.

The next meeting is scheduled for September 26, 2011, at 6:30 p. m. at the Library Administrative Offices.