

Washington County Library Board
Regular Meeting at Washington County Library Administrative Offices
Woodbury, MN
October 24, 2011

Present

Board: Bull, Japs, Meyer, Nickerson

Staff: Conley, Schneider

1. Call to Order

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

Pledge of Allegiance

2. Recognition of Public

No members of the public present.

3. Adoption of Agenda/Consent Calendar Approval

Bull moved adoption of the Agenda, minutes of the previous meeting and consent calendar. Nickerson seconded the motion. Vote: All in favor. Motion passed.

4. Unfinished and New Business

- A. Library Board Meeting Schedule 2012 – Conley outlined the proposed library board meeting schedule for 2012 which follows County policies of six meeting times per year for advisory boards. She noted the May meeting would be on the third Monday of the month rather than the fourth Monday due to the Memorial Day holiday. Bull moved approval of the 2012 meeting schedule. Nickerson seconded the motion. Vote: All in favor. Motion passed.
- B. Library Hours 2012 – Conley reviewed the Library Hours schedule for 2012. Six branches will be open five days per week for a total of 234.5 open hours per week. This a reduction from 349 open hours and seven day a week service in 2011. It is anticipated that two new library express locations at Newport and Marine will be operational along with continuing the Hugo express stop. This schedule best preserves hours of service that addresses the range of customer’s ages and needs to attend programming such as story time within the constraints of the budget reductions. Board members expressed concerns with the much reduced hours and days of service, but at the same time acknowledged given the withdrawal by the city of Lake Elmo of its levy, \$261,000 there was no other option in 2012. Board members deliberated on how they should proceed in 2012 with gathering library customers’ complaints and concerns about the reductions, discussing with County commissioners the reductions and requesting adding to the 2013 levy to reinstate staffing to allow for adding back days and hours as well as dollars for the collection. Board members agreed regaining the full \$476,000 reduction should be their goal for 2013. Nickerson moved a resolution “the Library Board reluctantly accepts the 2012 schedule of library service hours as presented, but the Board feels it seriously threatens the quality of library

services the County has traditionally provided to the community in the past.” Bull seconded. Vote: All in favor. Motion passed. Conley will convey the resolution to the County Board.

- C. **Holiday Closings 2012** – Conley outlined the Holiday closings for 2012. The Library has traditionally followed the County holiday schedule, but in 2012 due to the new service schedule of Tuesday through Saturday, when a holiday falls on a Monday it is proposed library staff be allowed to take their paid holiday on the previous Saturday and libraries would be closed on the Saturday. This would ensure that staff gets a paid holiday and staffs that now must work Tuesday through Saturday can get a three day break like other county employees. County Human Resources and Risk Management is discussing the proposal with the AFSCME Union. Assuming agreement is reached the Holiday schedule would go to the County Board. Bull moved a resolution accepting the Holiday schedule as presented. Meyer seconded the motion. Vote: All in favor. Motion passed. Conley will convey the resolution to the County Board assuming it is acceptable to the Union. If not, the 2012 holiday schedule will exclude the Saturday closings.
- D. **Stillwater and Bayport Joint Powers Agreements** – Schneider and Conley presented the drafts of the Stillwater and Bayport joint powers agreements. The new agreements will go through December 30, 2015. The agreements document cooperative services and programs with the associate libraries and reference the Melsa Plan of Association which stipulates the framework for cities having an associate partnership. The old agreements which had been extended by several amendments are out-of-date due to the significant changes with the integrated library system, the County library transition to technology support by County Information Technology, and other changes and improvements with ordering materials, utilizing the Collection Services Division for collecting for lost materials and notifying customers. Meyer moved a resolution to recommend to the County Board approval of the joint powers agreements. Bull seconded the motion. Vote: All in favor. Motion carried. Conley will take the agreements to the County Board following review by county attorney staff and approval by the city library boards.

5. **Director’s Report - Conley** indicated draft agreements are with both the city of Newport and city of Marine to review and finalize. In both cases it is expected the agreements will be approved by the cities in November and then subsequently by the County Board. Meanwhile the cities have started preparing for the lockers and Schneider has ordered the external book drops. Lockers are expected to arrive after Thanksgiving.

6. **Board Reports** – No reports from the chair or members. Bull asked if at a future meeting Conley would explain the overall library budget and process so that board members could be better prepared. Conley agreed that she will plan to do so.

Conley then reviewed briefly at Bull’s request how new materials are selected and added to the collection. The library selection policy guides purchases. Brian Kraft, the acquisitions librarian makes selections and numbers of copies of any given title vary based on anticipated popularity, need for up-to-date factual information on a topic, community interests, and other criteria. Dawn LaBrosse, youth services librarian makes selections for children and teens. Staff and public make recommendations. Materials are dispersed to branches taking into consideration shelf space, keeping materials refreshed at all branches and display capacity. Donations and grants assist in supplementing collection dollars.

Japs inquired about plans to meet with the Stillwater and Bayport boards. Conley indicated the intention is to still set up a joint event in January or February.

7. Adjournment

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

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