

MINUTES of the Washington County Library Board
Regular Meeting at Stafford Library
Woodbury, MN
January 25, 2010

Present:

Board: Japs, Nickerson, Sievert, Vidlock, Weik
Staff: Conley, Schneider

1. Election of Temporary Chair

Motion made by Japs and seconded by Weik to amend agenda and have Conley act as chair for the purpose of conducting the election of new officers before adopting the consent calendar. **Vote:** All in Favor. Motion passed.

Call to Order

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

Pledge of Allegiance

2. Election of Officers for 2010

Motion made by Japs and seconded by Vidlock to proceed with the election of new officers. **Vote:** All in Favor. Motion passed. Conley opened nominations for chair. Motion made by Japs and seconded by Sievert to elect Nickerson chairperson. Conley called for nominations a second time. Conley called for nominations a third time. There were no further nominations and the question was called by Conley. **Vote:** Japs, Sievert, Vidlock, Weik in favor; Nickerson abstained. Motion passed. Conley opened nominations for vice chair. Motion made by Vidlock and seconded by Sievert to elect Japs vice chairperson. Conley called for nominations a second time. Conley called for nominations a third time. There were no further nominations and the question was called by Conley. **Vote:** All in favor. Motion passed. Conley turned the meeting over to the newly elected chair, Norm Nickerson.

Introduction of New Members

Conley said no new members have been appointed at this time. The County Board will be considering an application at its next meeting, the following day.

Recognition of Public

Two members of the public and one WCL staff in attendance: Mary Beth Johnson, Bethany Dorobiala and Lynne Michaels, WCL Assoc. Group Manager.

3. Adoption of Agenda and Consent Calendar

Motion made by Japs and seconded by Vidlock to adopt the agenda. **Vote:** All in favor. Motion passed.

Motion by Japs and second by Weik to adopt the Consent Calendar with the minutes amended on page three, agenda item 3 E third sentence striking “then over tables in her garage” and replacing with “the books over benches on front step and sidewalk” and clarifying the fifth sentence to read, “participated nationally in this first year.” Vote: All in Favor. Motion passed.

4. Unfinished and New Business

- A. Review of Operating Procedures – Conley outlined the operating procedures for County advisory boards. She indicated most boards meet four to six times per year but the Library Board has typically met more often and adopted a schedule of ten meetings for the year. This schedule can be modified. Conley noted the Board meeting agenda is now posted on the Library web page as well as notices of meetings at branches. Printed copies of the Library Board packets are not sent out to each branch, but instead the electronic files are centrally located in a shared folder accessible by all library staff and can be readily printed out as needed for the public. Conley explained that Washington County along with Hennepin, Scott and Carver has an advisory library board rather than governing library board. This is viewed by some as a more modern approach to library governance. Washington County moved to the advisory board structure in 2005 (Minnesota Session Laws 2005 Chapter 13). The Library Board is responsible for library collections and makes final determinations on any concerns brought forward regarding items in the collections. The Library Board also reviews donations and passes them on to the County Board for formal acceptance and makes recommendations to the County Board on various matters such as hours. Weik added County Board Policy 6006 implies the County Board creates advisory committees but more accurately the State mandates these boards and committees. Conley noted Board members may claim mileage and per diem and Board members may serve two, three year terms.

- B. Review and Approval of Library Policies - Conley explained that the Library Board reviews and adopts the Library policies at its January meeting. The Board can still make changes as necessary during the year. She indicated staff is not proposing any changes at this time. Japs moved and Vidlock seconded approval of the Library Policies. Vote: All in favor. Motion passed.

- C. Approval of 2010 Work Plan - Conley outlined the major activities presented in the 2010 Work Plan. She indicated at which meetings it was likely the Board would be reviewing various plans, grants, and reports. She expects that the Board will receive updates and be reviewing recommendations on the Legacy funds at all of its meetings throughout the year. She noted that the Board may want to meet with the members of the associate library boards possibly sometime in July. Japs moved and Vidlock seconded approval of the 2010 Work Plan as presented by Conley. Vote: All in favor. Motion passed.

- D. Request from City of Lake Elmo to Change Hours – Conley reviewed for the Board some of the background relating to the letter from Bruce Messelt, City Administrator of Lake Elmo and the resolution of the Lake Elmo City Council included in the Library Board’s meeting documents. County Board members have also received communications including some from Mr. Larry Green about the hours at the Rosalie Wahl Library. Conley outlined the changes in library hours that had taken place in 2008. These changes shifted and decreased hours at the small libraries as well as at Park Grove Library. Schedules were modified to have open hours when visits indicated more use, to adhere to keeping the larger libraries open seven days a week and making the best use of existing staff to address the work and service demands within the budget. So far, the primary concern of customers Conley reported receiving is customers

who felt they had less opportunity to pick up items they had placed on hold at a small branch. She noted Library customers can select which branch they choose to use and pick up items at. In looking at use by registered Lake Elmo borrowers many already choose to use Oakdale, Wildwood and Stillwater. On the surface Conley said the proposal to move hours from a week day to Saturday sounds simple, and if staff were dedicated to a single location it would possibly work. However the libraries are divided up into service areas with large and small libraries in each service area. Library staff work a one in three rotation on weekends so if staff were shifted to keep a small library open on a Saturday, hours at a larger library would have to be reduced. If adding staff was an option the cost would be approximately \$198,000 in order to add hours at all four of the small libraries. If the County Board determined the Library should make this change without an increase in funding, the only place the dollars could be shifted from would be the book budget which is about \$775,000. The suggestion of using trained volunteers to staff a library does not follow the policy on the use of volunteers. Board members asked about the effect of shifting hours later on a weekday. Michaels at the request of Conley outlined that statistics on visits to the Lake Elmo library show higher traffic counts with the reduced but earlier hours than the previous later but longer hours, for example 10 a.m. - 2 p.m. shows more visits than the previous year when hours were 2p.m.-8p.m.. Conley added this follows previous statistical data which demonstrated that use after the dinner hour drops significantly at the libraries. Conley indicated it seemed she should meet with the Lake Elmo administrator and review all of these findings and report back in February. Nickerson added the Lake Elmo request indicated acceptance on the Council's part that the proposal should be revenue neutral. Sievert added the matter has had significant visibility and Conley should also communicate the Library Board members would not be recommending in favor of the request.

Board members agreed based on the information, statistics and their analysis of the request before them it was not revenue neutral. It was moved by Japs and seconded by Sievert that Pat (Conley) meets with the Lake Elmo City administrator to discuss the Lake Elmo request and the Board's discussion and analysis. Furthermore based on this analysis and the absence of any other information, the proposal is not revenue neutral and the Library Board would recommend against going forward with the request. Vote: All in favor. Motion passed.

5. Administrative Reports

- A. Director's Report - Conley reported that the first foreclosure workshop had taken place and was considered quite successful. More workshops were scheduled. Carver County has received two bids for the library E-kiosks grant project and they would be selecting a vendor within the week. Discussions and planning for the use of Legacy funds are underway and the Library is expecting MELSA to give \$10,000 to the Washington Historical Society to proceed with several projects including some displays in the libraries and preparing a book on Edward Stevens (Raisins) for publication. A second \$10,000 is expected to be given to the Washington Historical Society to develop programs on the Civil War especially in the context of local activities and individuals. There will be several other Legacy funded programs planned at the libraries and as a draft and schedule of these programs is developed it will be shared with the Board. In addition, Conley announced the Library received notice that the Minnesota Historical Society had approved the Library's request for \$6,700 to improve its collection of Minnesota historical titles with publications from the University of Minnesota Press and the Minnesota Historical Society. Lastly Conley alerted the Board that the AFSCME Union representing non-exempt employees had notified the County of their intention to exercise their right to strike. In the Library these employees include library clerks,

office support staff and assistant librarians. She would keep the Board informed as necessary on this matter.

6. Board Reports

A. President's report – No report.

B. Board members' reports – No reports.

7. Adjournment

Nickerson entertained a motion to adjourn. Motion made by Sievert and seconded by Vidlock to adjourn. The meeting was adjourned at 7:55 p.m.

The next meeting is scheduled for February 22, 2010 at 6:30 p.m. at Woodbury in the Library Offices Conference Room.