

**MINUTES of the Washington County Library Board**  
Regular Meeting at Hugo City Hall  
Hugo, MN  
July 29, 2010

**Present**

**Board:** Nickerson, Sievert, Sindelir, Skinner, Post, Vidlock  
**Staff:** Conley, Schneider

**1. Call to Order**

Nickerson called the meeting to order at 2:00 pm.

**Pledge of Allegiance**

**2. Recognition of Public**

No public present for the meeting.

**3. Adoption of Agenda**

Motion made by Vidlock and seconded by Sindelir to adopt the Agenda. Vote: All in favor.  
Motion passed.

**Consent Calendar Approval**

Motion made by Sindelir and seconded by Sievert to adopt the minutes. Vote: All in favor.  
Motion passed. Motion made by Sievert and seconded by Sindelir to accept the donations. Vote:  
All in favor. Motion passed.

**4. Unfinished and New Business**

**A.** 2011 Budget Update – Conley summarized for the Library Board the timeline and progression of budget discussions in process for 2011. She indicated the Library will face service reductions and has suggested possible scenarios for County administration to consider within the dollar constraints in the next year. It is unknown at this time how County administration will respond to the Library’s submitted draft budget. Meanwhile the concept of the new service model being introduced at Hugo will be carefully studied to see how it is used and what the costs attached to it will be. It is likely that partnerships both private and public will be important to providing library services and part of the tasks ahead in 2011 will be looking for such alliances to preserve and/or expand library services.

Sievert inquired as to what the status of the Lake Elmo City resolutions was and related communications. Conley explained the City has a sixty day period to rescind its resolution regarding establishing its own library but the County regardless will levy for library service in 2011 for Lake Elmo because of the timeline for having the work done pertaining to taxing districts. Also state law does not allow for double taxation. City and County administrations have been discussing the City’s concerns about the library in Lake Elmo. No decisions have been made at this time.

The Library’s budget presentation to the County Board will be on August 17 and all Library Board members are invited to be present.

Nickerson inquired as to whether there would be funds for further kiosks since he understood the Hugo site had been primarily funded through a federal grant. Conley said that as part of the 2011 budget, the Library has requested further funds for kiosk equipment, basically the locker systems. It should be noted though the goal would be to have a public or private partner buy equipment and the Library handle maintaining the lockers for use by library customers.

Nickerson encouraged Conley to regularly communicate with the Library Board regarding Lake Elmo as well as the budget so there would be “no surprises”. Sindelir added that the publicity about Lake Elmo has a positive side since it has provided several opportunities for her to talk about the library branches. Other board members agreed. Conley expressed appreciation to the Library Board and said she would communicate with them as best as possible within the constraints of the County’s budget proposal review procedures.

- B. Strategic Plan – Conley summarized the second draft of the Strategic Plan document provided in the Library Board’s packet. She explained she envisioned the document as addressing the next three years and presenting action statements under each of the goals they had identified at the last meeting. Sievert suggested “adapting and meeting change, being nimble” was important to reflect in the plan. Skinner suggested adding a lead statement to encompass all of the goals in the plan. Discussion ensued with consensus to move the statement at the bottom of the document to the top and delete the mission statement currently at the top of the draft document. Board members then suggested editing the lead statement to read, “We will provide leadership to preserve the best of the past and provide access for all while seeking or creating new ways to promote and maintain library services for Washington County.”

Board members thought the actions statements could stand as presented in the draft. Next steps should be seeking some further public comment. Conley indicated she was expecting the next draft would be made available in the libraries, on the Library website and possibly through Facebook. Sievert asked if Facebook use was now approved by the County and also suggested people be informed of the draft plan on Twitter. Conley replied that the County had recently asked departments to volunteer to experiment with Facebook and she would also see if Twitter was another possibility. Conley felt the plan’s comment period needed to be through the month of September following Labor Day and into early October. She then asked the Board if they wished to move ahead. Skinner moved and Sievert seconded that Conley proceed with the draft Strategic Plan as revised. Vote: All in favor. Motion passed.

- C. Civil War Commemoration: 2010-2011 – Conley explained the plan to use Legacy funding to commemorate the commencement of the Civil War. She described the various happenings that would take place over the next year throughout the County. The events would include exhibits of Civil War memorabilia, programs such as reenactments, classes, displays and publication of a book through the Washington County Historical Society. Vidlock as if MELSA had approved of the Library’s plans and Conley responded they are informed of the Library’s program plans. Nickerson asked if Stillwater and Bayport were participating. Conley said the city libraries are using their Legacy funds for other activities. Sievert thought the plans were “great” and moved the Board supports the efforts to commemorate the commencement of the Civil War. Vidlock seconded the motion. Nickerson offered a friendly amendment to insert the word “enthusiastically”. The friendly amendment was accepted. Post moved the question. Vote: All in favor. Motion passed.

## **5. Administrative Reports**

A. Director's Report - Conley said she had no further report for the Board beyond what had been covered during the update on the Library budget process. She thanked the Board members for attending the kiosk ribbon cutting with the Hugo City Council,

**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 Post and seconded by Sievert to adjourn. The meeting was adjourned at 3:45p.m.

The next meeting is scheduled for September 27, 2010, 6:30 p.m. at the Library Administrative Offices.