

**Washington County Library Board**  
Regular Meeting  
Library Administrative Offices  
8595 Central Park Place  
Woodbury, MN  
September 24, 2012

**Present**

**Board:** Judy Bull, Herbert Japs, Gary Kriesel, Norm Nickerson, John Sievert,  
Marie Skinner

**Staff:** Pat Conley, Joyce Schneider, Joe Manion

**1. Call to Order and Pledge of Allegiance**

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

**2. Recognition of Public**

Present: Eric Sandin (Stillwater Gazette)

Molly O'Rourke, Washington County Administrator and Commissioner Lisa Weik were also present.

Japs invited County Administrator O'Rourke to address the Board. O'Rourke explained she was trying to attend advisory boards' meetings in her first year as county administrator. She thanked the Board for their work on the Library's strategic plan, working on the issues regarding library service and listening to the concerns of library customers. She indicated that the County Board and Administration were beginning the work to create a new County strategic plan and it would likely be a two year process. The County Board would be having a workshop on Library service hours the following day, September 25, 2012. Board members planning to attend should expect the workshop to begin about 11:00 a.m.

**3. Adoption of Agenda/Consent Calendar Approval**

Bull moved adoption of the agenda and Sievert seconded the motion. Vote: All in favor.  
Motion passed.

Nickerson moved adoption of the minutes of the previous meeting and the consent calendar including donations and grants. Skinner seconded the motion. Vote: All in favor. Motion passed.

**4. Unfinished and New Business**

A. Holiday Closings in 2013 - Conley outlined for the Board the holiday closings for the Library in 2013. This schedule follows that of the County and still applies in the event service hours are added on Mondays. If Sunday service hours are added Conley will come back to the Board along with a date for an "All Staff" meeting in 2013 at a future meeting or meetings.

B. Meeting Room Usage Policy – Conley reviewed for the Board the information she had gathered from other libraries on meeting room policies. She summarized some of the common items such as setting a reservation timeframe, rooms open only during library service hours, rooms generally free to use, the library's right to cancel, activities not disruptive to the public, rooms not for social events such as birthday parties and all meetings open to the public. She indicated Ramsey County seemed to have the best definition of "not for commercial use." Several comments were made by

Board members that the policy stress all meetings are open to the public; rooms are not for regular meetings; use is limited to library hours; and clarity on what “not for commercial use” means. The reservation timeframe in use seems to be satisfactory. Conley said she would be working on some refinements to the current policy which is pretty good overall and bring it back to the Board for approval.

- C. Review of Hours Options for 2013- Conley explained the three options for Library service hours in 2013 that she had prepared for the County Board workshop. Guiding principles were that service hours needed to be acceptable to the public and elected officials and affordable to operate keeping in mind maintain reasonable service levels. She reviewed the library service hours at the associate libraries, Bayport and Stillwater, as well as the service hours at Anoka, Dakota and Ramsey counties. Three options were drafted, Option A adds Monday hours at all branches; Option B adds Monday hours at the three largest branches only; and Option C retains the 2012 closed on Monday schedule. Option A and B would also restore delivery service between branches and associate libraries to five days/week. The Board members agreed that the proposals were well prepared and that it was important to have Monday service hours. Weik and Kriesel indicated they support Sunday hours during the school year as a pilot project for Stafford branch. Weik indicated she would be proposing to use some fund balance for such a pilot. Board members expressed appreciation to Weik and Kriesel for their open support in adding service hours and for suggesting a pilot of limited Sunday service hours in Woodbury.

## **5. Director’s Report**

- A. Policy Review Schedule – At the next meeting the Board will review the Library policies along with further discussion of changes proposed to the meeting room policy. Conley noted the November meeting would be Board member Nickerson’s last meeting.

## **6. Board Reports**

- A. Board President’s Report – Japs reported he visited libraries in Washington during the summer. Libraries everywhere are addressing budget problems and some like Seattle closed for an entire week to make ends meet.
- B. Member Reports- Bull commented on the recent used book sale at Hardwood Creek where she had volunteered. She indicated how nice the sale was arranged and on the art exhibits in the branch.

## **Adjournment**

Nickerson moved adjournment of the meeting and Sievert seconded the motion. Japs adjourned the meeting at 8:10 p.m.

The next meeting is scheduled for November 26, 2012, at 6:30 p. m. at the Library Administrative Offices in Woodbury.