

ANOKA COUNTY LIBRARY
707 COUNTY RD 10 NE
BLAINE, MN 55434

LIBRARY BOARD MINUTES

The Anoka County Library Board met in the Board Room of the Anoka County Library Administration Office, 707 County Rd 10 NE, Blaine MN on Monday, March 19, 2012. Present were: Board Members: Falink, Keister, LeTendre, Thistle, Ward, Yeager and Commissioner Kordiak. Absent: Montain.

Also present: via Skype Ben Trapskin, Assistant Director, Marlene Moulton Janssen, Library Director, Dave Bratvold, Maintenance Supervisor and Mike Drahos from BKV, and Bonnie Dishon, Board Secretary.

Meeting was called to order by Board President Thistle at 5:35pm.

AGENDA

On a motion by Falink, second by Yeager, the Library Board unanimously adopted the agenda as presented.

MINUTES

On a motion by LeTendre, second by Falink, the Library Board unanimously approved the minutes of the February 27, 2012 meeting with the addition of specific gift donations.

CONSENT AGENDA

On a motion by Falink, second by Ward, the Library Board unanimously approved the consent agenda.

There were no gifts collected in the last month.

FRIENDS OF THE LIBRARY REPORT AND OPEN FORUM

Trapskin gave an update on the Anoka County Library Friends. The Friends have approved the purchase of a Kindle as a drawing prize for patrons that complete the Strategic Planning Survey. Annual meeting is April 12, 2012. The Friends would like to do a mid-year fundraising appeal.

CURRENT BUSINESS

BILLS

On a motion by Falink, second by Yeager, the Library Board approved payment of bills in the amount of \$163,432.07.

ROLL CALL VOTE

| | YES | NO |
|----------|--------------|-------|
| Falink | <u> x </u> | _____ |
| Keister | <u> x </u> | _____ |
| LeTendre | <u> x </u> | _____ |
| Montain | _____ | _____ |
| Thistle | <u> x </u> | _____ |
| Ward | <u> x </u> | _____ |
| Yeager | <u> x </u> | _____ |

FACILITIES UPDATE

Mike Drahos from BKV and Dave Bratvold, Maintenance Supervisor, gave an overview of all the projects completed this past year. The Library made a number of critical improvements to its facilities in 2011. Bratvold and Drahos reported that all projects went very well and contractors hired were good to deal with. All boilers have now been changed out in buildings that had them. Some buildings have furnaces that are original but in good working condition.

CONTRACT FOR OFFICE BUILD-OUT AT ADMINISTRATION BUILDING

Recent job reclassifications resulted in shifting offices. As a result, an office needs to be constructed for the Systems Services Manager.

On a motion by Ward, second by Yeager, the Board unanimously approved entering into a contract with Hunerberg Construction for a sum of \$6690 subject to Anoka County Attorney's office approval.

ROLL CALL VOTE

| | YES | NO |
|----------|--------------|-------|
| Falink | <u> x </u> | _____ |
| Keister | <u> x </u> | _____ |
| LeTendre | <u> x </u> | _____ |
| Montain | _____ | _____ |
| Thistle | <u> x </u> | _____ |
| Ward | <u> x </u> | _____ |
| Yeager | <u> x </u> | _____ |

STRATEGIC PLANNING PROCESS

Moulton Janssen gave an update of the 2012 strategic planning process. Board members identified which of the days they plan to be present.

LIBRARY BOARD MEETING AGENDAS & PACKET INFORMATION

The Board discussed possible ways to structure the meetings so they aren't as lengthy. Time limits for Agenda items were discussed. Add-ons to the Agenda can be a problem so Moulton Janssen will try to contain those. The consensus was to leave current process as is and try to make an effort to move the meeting along.

Director Moulton Janssen has received a request from a local news outlet to post the Library Board packet information on the website in advance of the meeting. Legal counsel was sought. Posting the agenda, meeting schedule with locations and the meeting minutes is all that is legally required. A review copy is available at the Board Meetings as well. Consensus was to continue with the legal requirements, as we are doing. The Library is transitioning to a new website and we can revisit this issue when that is up and running.

On a motion by Ward, second by LeTendre, the Library Board unanimously agreed to post Board packet information after we transition to the new website.

STAFF VACANCIES

The former Systems Services Deputy Director retired under the Voluntary Separation Program. Under the guidelines of this program, the position is not able to be filled at a range higher than minimum plus 3%. The job was reclassified in order to more accurately reflect the job duties after restructure of the department. This resulted in lowering the grade from a 15 to a 14. At that time, the guidelines mentioned above were enforced, thereby lowering the starting wage to the minimum plus 3% of the grade 14.

The first posting of this position resulted in 2 applicants. The opening has been extended in order to broaden the interview pool but it is not anticipated to garner a significantly better field.

On a motion by Falink, second by Ward, the Library Board unanimously agreed to allow Moulton Janssen to request consent of Anoka County Management Committee to increase the salary range for this position to the midpoint.

FUTURE SERVICES COMMITTEE

Moulton Janssen requested dates from the Committee Members in order to set up a meeting to examine the possibility of adding kiosk services to public service options.

ANNUAL REPORT TO THE STATE LIBRARY

On a motion by Falink, second by Ward, the Library Board unanimously approved submission of the annual report to the State Library. An electronic copy of final submission will be sent to the Library Board.

INFORMATION

The Financial Report was discussed.

Moulton Janssen discussed a memorandum from County Board Chair regarding an additional \$1 million (on top of required \$1.8 million) in reductions to the budget.

Currently we are holding open 3 positions. The Library Board discussed adjusting hours at Northtown and Rum River to be open longer and reduce hours at other locations.

Public Library Association Conference Reports – Kim Johnson, Rum River Library Manager, Ruth Hemingson, Northtown Library Manager and Director Moulton Janssen attended the PLA conference in Philadelphia. Reports from the attendees will be written in the coming month and shared with the Board when complete.

Potential Collaboration with Anoka-Champlin Meals on Wheels – Library staff have been approached by the director of this organization about potential collaboration to increase services to homebound residents. Discussions with staff have produced a number of questions and the next step is to seek additional input with the program director. Administration will seek final approval from the Board before implementing a collaboration.

Lean Government Training – Assistant Director Trapskin attended three days of county-sponsored training on implementation of lean government principles. He will update staff on what was discussed at Staff Day.

Staff Training Day – is set for May 10 at Bunker Hills Activity Center. Mark your calendars and plan to join us.

Staffing Changes – Bonnie Timm, long-standing library associate at our Johnsville Library will be retiring. Vicky Bury, library service assistant at Northtown has announced her resignation. Anna Schwindt's position at the Mississippi Library is still vacant following her resignation, along with Alice Greenbaum's 1 fte Librarian position at the Northtown Library. Also vacant are the St Francis Branch Librarian and a .7 FTE Library Associate position.

Margaret (Maggie) Snow has accepted the Youth Services Manager position and will join the Library on April 9th.

Moulton Janssen is attending Project Compass in Washington DC in April. She has been asked by MELSA to attend the ALA Legislative Day while she is there. Her additional dates will be paid for by MELSA. On a motion by Falink, second by Ward, the Library Board unanimously approved Moulton Janssen's attendance at these events.

On a motion by Falink, second by Ward, the meeting was adjourned at 7:35 pm.

Respectfully submitted,

Bonita Dishon,
Library Board Secretary