



**Library Board Meeting Agenda  
November 15, 2016  
6:00 pm  
\*Mack Reading Room\***

**Board Members Present: Irish, Reed, Seltzer, Tucker, Zellers**

**Absent: Helmuth, Olson, Soeteber, Tinglum**

**Staff Present: Sansing**

**Staff Absent: Light**

1. **Call to Order:** Tucker called meeting to order at 6:01pm.
2. **Public Comments:** none
3. **Approval of Minutes of the October, 2016 meeting (action item):**  
Seltzer made motion to approve as is, Reed second – all in favor.
4. **Approval of Vendor Report October 2016 (action item):**  
Irish made motion to approve – discussion: Year-end budget processes and projections. All budgets are expected to be close to balance by 1.1.2016. Sansing will be working with City Finance Dept. on year end close outs, reconciliation of account lines, and best practices for City Dept. When the City allocates, Board has jurisdiction over allotment. Discussed transfers between accounts to reconcile at the end of the year and Sansing will provide projections at the December mtg. Discussed personnel staffing structure and city pay ranges. Sansing will be reviewing this in 2017. Things to consider are the recent Springsted survey, equity amongst the area leaders, strategic staffing plan so there is transparency as to where expansion/hiring priorities are. Zellers moved to second motion. All in favor.
5. **Succession Planning and Trustee Terms (discussion):**  
Tinglum has resigned and we will need to refill her position as Library Board Secretary. Will fill the remainder of her term. Reviewed other terms and Sansing will update all Trustee information, including term limits. Discussion regarding planning for succession and recruitment of members. Word of mouth invitation is most effective.
6. **Committee Updates (discussion):**
  - a. **Building Committee** – Sansing provided an update/overview of the Committee meeting with Seltzer and Reed's input.
  - b. **Personnel Committee** – Zellers, Seltzer, and Tucker will meet to finalize format and then schedule a meeting with Sansing.
7. **WLA recap** – Sansing shared staff highlights, noteworthy trends, etc. Seltzer shared highlights from sessions he went to. Always a resource to return to when needed, as most sessions had slides/handouts archived online.

- 8. Formation of Development Committee (action):** Members of the Committee will be Sansing, Light, Gillman, and West Blank. All approved committees will follow open meeting laws. Seltzer made motion – Zellers second – all in favor.
  
- 9. Final, Additional Closure dates for 2017 (action):**
  - a. Day After Thanksgiving: Friday November 24<sup>th</sup>, 2017-** Irish made motion – Reed second – all in favor
  - b. Staff In-Service Day: Friday April 14<sup>th</sup>, 2017 –** Seltzer made motion – Zellers second, all approved.
  
- 10. Director's Update / Library Board Report Review:**

Highlighted trends and statistics, staff highlights. Comments on number of meeting Sansing is attending and efforts towards relationship building. Most meetings are on Tuesday nights. Still casting a wide net – will focus more on CC agenda items, Finance Committee, and continued 1-1 meetings.
  
- 11. Next Meeting:** December 13th, 2016 – 6:00 pm
  
- 12. Adjourn (action item):** Tucker made motion to approve – Seltzer second – all in favor. 7:30pm.

*Minutes are based on Sansing's notes and are subject to change.*