

Wabasha Library Board of Trustees
Meeting Minutes – March 8, 2010

The meeting was called to order by President Kennebeck at 4:35 p.m.

Present: Trustees Borg, Carrels, Gillespie, Gosse, Heimstead, Kennebeck, and Tentis and Library Director McCaughtry and Wabasha City Administrator David Schmidt

No Trustees were absent.

Carrels moved approval of the February 8, 2010, meeting minutes. Borg seconded, and the motion was carried.

Gosse moved approval for payment of bills presented by McCaughtry. Carrels seconded, and the motion was carried.

There was no Old Business.

New Business:

a. New Trustee – Barb Tentis was welcomed to the Board.

b. Performance and Exhibit Policy – Trustees were supportive of the policy language presented by McCaughtry. She will modify the policy draft so it refers explicitly to the Wabasha Public Library and bring the modified version to the April meeting for formal approval.

Heimstead noted that the need for this policy first came up in the context of possible Library sponsorship of foreign films to be offered in partnership with RJAC, and she wondered what the status of that effort is at this point. Borg indicated that, because of low public interest in other films offered by RJAC, this project has been tabled for now.

c. State aid cuts to cities and effect on Library budget – City Administrator Schmidt provided background information for Trustees' use when considering this item. He stated that state aid (Local Government Assistance, or LGA) funding was 26% of the City's approved 2010 budget, or \$636,960. Some cuts have already taken place, and more will be coming, with the total reduction likely to be 65-70% of the originally expected amount. As a result, significant reductions in expenditures must be made by all City departments.

Schmidt further noted that the Library's funding in the original 2010 budget was \$125,231, while the State mandated Maintenance of Effort for the year is \$114,695. The City's proposal for Library funding is a change from the originally budgeted amount to the Maintenance of Effort amount, which is a reduction of \$10,536.

McCaughtry provided a statement of possible reductions in 2010 library expenditures intended to address the decrease in funding from the City. In addition to cuts in staffing costs, the list included these items:

- Reducing the line item for utilities – Trustees questioned amount that can be saved in this area.
- Replacing current cleaning service with DAC employees – Trustees supported this idea.
- Reducing purchase of new items for the collection – Trustees did not support this idea.

McCaughtry's statement noted budget areas where savings have been incorporated already (no travel for training, lower postage costs) and offered one area of possible increased revenue: increasing copy fees – Trustees did not support that idea.

Reductions in staffing costs through cuts in Library hours were indicated as the area where the greatest savings might be made. McCaughtry expects to take a one or two week furlough, along with other City staff, and the Library would be closed on those days. Additional possibilities include closing earlier on Mondays and/or Wednesdays, and closing on Fridays.

After some discussion, including inquiries about staff perspectives, Trustees supported these changes:

- McCaughtry to take furlough matching other City staff, with closings on those days that will reduce other staff's hours
- Closing to the public on Fridays, except for the period of the Summer Reading Program
- Staff working some hours on those Fridays, to empty the book drop, deal with SELCO interlibrary loans, and handle overdue notices

Final approval of definite changes will follow the City's decision about the amount of staff furlough to be taken. A special meeting of the Library Board may be needed for this.

Library Director's Notes:

a. Riverview Cemetery will be turning over their historical Cemetery Book and Plat Book to the library for digitization and archiving. The digitization will be done in connection with the Minnesota Digital Library and its Reflections website. Their process will include creating a searchable table of the information, which is handwritten in the original books, and McCaughtry is working with City Planner Molly Patterson-Lundgren on a grant to fund those costs.

Gosse moved to adjourn. Kennebeck seconded, and the motion was carried.

Next Meeting: Monday, April 12, 2010, 4:30 p.m. at the Library.

Respectfully submitted,
Lenief Heimstead, Secretary