

Wabasha Library Board of Trustees
Meeting Minutes – April 12, 2010

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

Present: Trustees Borg, Gillespie, Gosse, Heimstead, Kennebeck, and Tentis and Library Director McCaughtry

Absent: Trustee Carrels

Also present: Community members Pam Christopherson, Barry Hill, and Jan Kasper, and SELCO Liaison, Judith Schotzko

Gillespie moved approval of the March 8, 2010, regular meeting minutes and of the March 17, 2010, special meeting minutes. Gosse seconded, and the motion was carried.

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

Old Business:

a. Performance and Exhibit Policy – McCaughtry presented a revised draft of the policy considered at last month's meeting.

Heimstead suggested that the goals stated in the policy should perhaps be considered separately from rest of the document; she noted that the goals are not part of the Library's current mission and that if the Trustees adopt this statement of them, the Library's mission statement probably needs to be revised.

Kennebeck proposed that, alternatively, the goals as stated might be qualified, perhaps by including language saying that the Library wishes to offer arts and culture activities "when possible".

Gillespie asked what the purpose of the policy is; McCaughtry indicated that other libraries having performances and exhibits have a policy of this kind.

The Board agreed by consensus to set the question aside until the next meeting. Kennebeck noted that the issue involved here is one of the role of the Library director vs. that of the Board. Gillespie pointed out that the director's role is stated in the bylaws, and they do not cover this area. Gosse said the question is whether the basic Library work is being done first. Tentis stated that the role of the Library can change over time, and we need to consider what it is now.

New Business:

a. Future involvement with MN Legacy grants – The community members attending the meeting were present to speak to this subject. Kennebeck said he had met earlier with Kasper and Christopherson; they have projects for which they would like grants to be submitted, and they are willing to help do the work so that can happen.

Initial discussion of the subject included these comments:

- McCaughtry – Some grants for Legacy funding have been vetted by the SELCO committee and therefore require less work.
- Gillespie – There is still a question of the director's time spent on them.
- McCaughtry – Grant writing is part of her job.
- Gillespie – The question is grants for what?
- Hill – Offering performances can influence future public willingness to increase the tax levy for the library.
- Kennebeck – Arts and culture activities are not the Library's primary business.
- Gosse – Who else spends time on these grants?

Christopherson stated that she had prepared a grant that wasn't submitted because Board had said no more grants could be submitted. Heimstead responded that it's not so that it couldn't have been submitted, only that McCaughtry was to have consulted with the Board before spending further time on the Legacy grants.

There was some discussion regarding knowledge about the Legacy funded grants and how the Trustees could know more about them.

Schtozko provided some background information about the Legacy grants and SELCO's involvement in them. She reminded the Trustees that after June 30, 2011 libraries will not necessarily be part of this funding. She reiterated the fact that the SELCO vetted grants require very little staff time. She noted that if Kasper and Christopherson prepare grants, they will still need Library (Board) approval/sign on in order to submit them.

Gillespie asked what that means exactly and was told that the Library, along with a signature, would need to provide some kind of support for the proposed activity, if only an in-kind contribution. Kennebeck asked whether it's right that partnering can be as easy as just signing paperwork. The response was that two roles are possible in connection with a Legacy grant proposal: To be an administrator of a grant, the Library would manage and report on the money spent, as well as providing support of some kind; to be a partner with another organization that is filling the administrator role, the Library would need only to provide the support. There is a restriction that a Library can submit only two grant proposals per month for which it would be the administrator.

Concerning the proposals prepared by Christopherson and Kasper, Kennebeck asked how ready they are now. They are basically completed, but they need to use SELCO's form. They would be sponsored by the River Valley Arts Guild (RVAG), and they are for a glass artist festival and an art exposition that would be an expansion of the former quilt show. Kasper noted that the Legacy funding comes from taxes that all Minnesota residents provide.

Hill inquired what kind of process would meet the needs of both the Board and those who want to pursue the possibilities here.

Gillespie asked McCaughtry how much time she has spent on the Legacy grants in the past three months, and how much time she expects to spend in the coming three months. McCaughtry was unable to respond precisely or provide a guesstimate. She stated that it's part of her work and is related to long-term planning for the Library; she pointed out other kinds of grants she's worked on. Gosse noted that some proposed grants are related to traditional Library activities and some are not. McCaughtry wondered if Board concern is based on the fact that some of these are adult programs.

Christopherson presented and then read a letter to the Board in which she requested that Trustees approve continuing Legacy grant work. She provided background information about her grant proposal, and she noted that the community needs support for the arts. She is Vice President of RJAC as well as President of RVAG and has worked before with grant proposals to the Minnesota Arts Board and the southeast Minnesota regional arts council; she pointed out that their requirements are more extensive than the Legacy process.

Kasper also provided a written statement asking that the Board support involvement in the Legacy grant opportunities.

Gillespie said "for the record" that he supports partnering with other organizations for these activities, provided that doing so doesn't affect Library staff time and Library funds.

The visitors left. Because the issue being discussed is in part a staff performance issue, McCaughtry was asked to leave also and the Board went into closed session. When the closed session ended, McCaughtry rejoined the Trustees.

Kennebeck then stated that Board supports involvement in Legacy funding, but it needs to be involved in the process. Gillespie requested that McCaughtry provide a matrix of information detailing the status of Legacy grant work at each Board meeting. Heimstead requested that monthly reports on all funds be provided, and Gillespie concurred. Gosse said that the need for doing this is the reason he opposes the Library being in a grant administrator role.

At that point Gosse left the meeting.

b. Annual Report – McCaughtry provided a summary of the statistics from the Library's annual report. Numbers are up from previous year in the areas of

- registered borrowers
- library visits
- reference questions
- computer usage
- circulation
- interlibrary loans to other libraries

Numbers are slightly less in the area of

- interlibrary loans from other libraries

c. Building committee – Board member to fill position – Tentis agreed to serve in this role. Kennebeck moved Tentis be appointed to the Building Committee. Heimstead seconded, and the motion was carried unanimously.

Library Director's Notes:

a. McCaughtry provided this list of possible Legacy funded grant proposals:

- RVAG's glass festival (originally in May, uncertain when now)
- RVAG's art exposition (in July)
- first of RJAC's Under the Bridge music events – Safari Band – (in June)
- RJAC – seven artists to do classes on Wednesday evenings and Saturday mornings in June
- General assessment survey for digitization of cemetery platbook
- Program provided by Great River Shakespeare Festival
- Program provided by Underwater Adventures

(The last two items on the list are programs that have been vetted by the SELCO Legacy funding committee, and so those grant proposals require little work.) More information is needed about some other possible proposals, especially in the area of the "greatest generation". Trustees asked what help is needed for that one.

Borg moved approval of proceeding with the listed programs that have already been vetted by SELCO, as well as any others in the pre-vetted category that may be of interest in the future. Gillespie seconded, and the motion was carried unanimously.

Kennebeck moved approval of proceeding with the other five proposals on McCaughtry's list. Tentis seconded, and the motion was carried unanimously.

b. McCaughtry provided some financial information:

- the 2009 surplus of \$7,196 has been transferred to SELCO
- the 1Q interest on funds at SELCO was \$1,586.74
- the 2010 Doffing Grant is for \$9,386
- amount currently in the Arts and Culture Fund (Legacy funding) is \$7,660, which includes \$3,200 recently received for the Yazzie dance program

Recent donations for the summer reading program:

- \$100 from Kellogg Fire Department Relief Association
- \$200 from Wabasha Rotary Club

Borg moved to adjourn. Heimstead seconded, and the motion was carried.

Next Meeting: Monday, May 10, 2010, 4:30 p.m. at the Library.

Respectfully submitted, Lenief Heimstead, Secretary