



**City of Newport
Library Board Workshop Meeting
August 14, 2013**

1. CALL TO ORDER

President Bailey called the meeting to order at 5:30 p.m.

2. ROLL CALL

Board Members present – Jo Bailey; Nancy Wetsel; Beverly Bartl; Pam Geraghty; Sheila Laughton

Board Members absent –

Also present –Renee Helm, Executive Analyst; Tracy Rahm, Council Liaison; Deb Hill, City Administrator; Bruce Hanson, Superintendent of Public Works;

3. DISCUSSION REGARDING THE FOLLOWING POLICIES: DONATION POLICY; LIBRARY AND COMMUNITY CENTER POLICY; VOLUNTEER POLICY

Sheila Laughton – Before we go over the policy, I would suggest that we go over what we were told the Library would be. The original intent of the Library and Community Center was to:

- Use existing resources
- To continue to provide services to residents after separation from the Washington County Library system
- To provide access to the internet using the South Washington County computers
- Maintain the continuity of the historical usage of the Library
- Create a recreational reading library with current newspapers, magazines, books
- Take advantage of the existing facility
- Minimize cost to the City
- Minimize impact to City staff

We've met community needs with minimum upgrades to the computers, provided the following: internet access; a safe place for kids; current reading materials; homework assistance; mentors; role models; and a space for group meetings; we've also assisted individuals in finding jobs and had community activities. I think we've done well with what we've had and the Library Board's purpose has been to see how we can continue what we need to do and to encourage the City Council to make some decisions on what their vision of the Library and Community Center is.

Executive Analyst Helm presented on this item as outlined in the August 14, 2013 Library Board Workshop packet. Below is a summary of what changes were made to each policy for City Council's approval. The policies will go before the City Council on September 5, 2013.

Donation Policy:

- **Section III. Authority** – Language was moved from Section VI Approval and Acceptance regarding when the City Administrator may accept material donations without City Council approval. City staff was directed to contact the City Attorney regarding whether or not a resolution is needed to authorize the City Administrator to accept material donations less than \$100 and also dispose of certain donations. If a resolution is needed, it will be referenced in this section.
- **Section V.B. Acceptance Specifications** – Language will be added to refer to a resolution if it is needed in regards to disposing of certain donations.

Library and Community Center Policy:

- **Section I. Purpose** – This was added by the Library Board.
- **Section II. Volunteers** – Language was added to require volunteers between 16 and 18 years old to work with another volunteer or the Library and Community Center Attendant.
- **Section III.A. Donations** – Language will be added here to refer to the resolution if it's needed.
- **Section III.D. Petty Cash** – Language was added to clarify what a receipt could include.
- **Section IV.A. Book Sales** – Language was added to allow the book sales to be ongoing.
- **Section IV.B. Other Sales** – Language was added to allow for the City Administrator to approve other sales such as an author selling their book after a presentation.
- Executive Analyst Helm will be adding a section regarding computer and internet usage and will have the City Attorney review the language.
- Executive Analyst Helm is also checking with Washington County to see if they can share information from Washington County Library Cards with the City.

Volunteer Policy

- **Safety** – Language was amended to reflect the different types of volunteer activity.
- **E-Mail Usage** – Language was added stating that personal e-mail accounts accessed through the public computers are not covered by the Volunteer Policy unless the e-mail is regarding City business.
- **Telephone Usage** – Language was added allowing volunteers at the Library and Community Center to make personal phone calls as long as they don't interfere with their work.
- **Volunteering at the Newport Library and Community Center** – Language was added allowing volunteers to use the public computers during their scheduled time as long as it doesn't interfere with their work.

Councilman Rahm – I would like for us, as a group, to do is think of how we show some value of community, how do we do things like Lake Elmo did with their newspaper article and start getting some perceptual changes about how we're using the Library and what we're doing so I can talk about that to people, especially those who don't think it's a good thing. I think these policies are a good start. We want to get some positive PR about the Library and Community Center.

Pam Geraghty – Maybe have something in the newsletter every quarter about it.

Executive Analyst Helm – We can certainly do that.

Councilman Rahm – I think that would help.

Admin. Hill – I think some of the programs help. When we spoke with Pat Connelly we talked about programs and wanted to make sure that we get in the loop as well.

Executive Analyst Helm – When is the next meeting?

President Bailey – It's the fourth Thursday in September. We do every other month with June, July and August off.

Executive Analyst Helm- So the fourth Thursday of every other month at 5:30 p.m.?

President Bailey – Yes. Do you want me to call Pat regarding the programs? They also talked about giving us books every six months or so.

Executive Analyst Helm – I can do that.

Councilman Rahm – One of the things the Council had asked for was an update on how the kiosk is working.

Executive Analyst Helm – She just provided those numbers; I don't think Newport users have dropped off since Washington County left.

Admin. Hill – I can send those to you.

Councilman Rahm – I would like to see a cost per user.

President Bailey – We'll get back into programs now that the summer is over. I was also wondering what the Council expects from us?

Executive Analyst Helm – I think that's a question for the Council.

4. ADJOURNMENT

Signed: _____
Jo Bailey, President

Respectfully submitted,
Renee Helm
Executive Analyst