Call to Order:
Norrgard called the meeting to order at 6:30 p.m. in the Community Program Room of the Ramsey County Library in Maplewood, 3025 Southlawn Drive.

Public Comment:
No public comment.

Approval of Agenda and Minutes:
Williams made a motion to approve the agenda for July 20, 2011, and the minutes of June 15, 2011 as presented. Aplikowski seconded the motion, which was approved by unanimous vote.

2011 Second Quarter Reports:
The Library Board reviewed the second quarter workplan, financial report, statistics, and incident reports as submitted.

Library Materials Vendor:
Ramsey County Library obtains the bulk of its books through a primary library materials vendor, currently Baker & Taylor. The term of Baker & Taylor’s current contract expires on July 31, 2011, prompting a review of library materials vendor services. Library staff prepared a request for proposal for the services of library materials vendors, with responses opened on July 5. Proposals were received from five vendors:

1. Baker & Taylor
2. Brodart
3. BWI
4. Ingram Library Services, Inc.
5. The Stratford Companies

An analysis completed by library staff included reviewing discounts, costs for processing, inventory, customer service, online selection and ordering tools, standing order and continuation programs and compatibility with the Horizon system. Ingram Library Services, Inc. offered deeper discounts than the four other responding vendors. In addition, Ingram has a significantly larger inventory and a standing order program that allows for more flexibility and for savings of both staff time and materials funds.

A switch to a new vendor will result in some staff time for training and setting up online services. However, over the period of the contract, the services outline in Ingram’s proposal will result in a savings of both direct and indirect costs over the other responding vendors. Based on the five proposals, responses from the vendors’ references, and the Library’s previous experience with the vendors, library staff recommends that the contract be awarded to Ingram Library Services, Inc.
Norrgard asked whether the Library has been dissatisfied with the current vendor, Baker & Taylor. Nicole Herold, Library Technical Services Manager, responded that there are always issues with a materials vendor, but they have been resolved satisfactorily. The staff recommendation was based on the overall proposal from Ingram.

Weltzin made a motion to award the contract of primary library materials vendor to Ingram Library Services, Inc., and authorize the Library Director to sign the agreement. Contract term to be one year, with an option to renew on an annual basis up to two additional years, with the provision that the terms and conditions of the contract remain the same. Motion subject to the approval of the Ramsey County Attorney’s Office. Aplikowski seconded the motion, which was approved by unanimous vote of the Library Board.

SALE OF ARDEN HILLS FACILITY:
On July 12, 2011, the County Facilities Committee of the Ramsey County Board of Commissioners approved the sale of the former library facility in Arden Hills to Bethel University. Final approval by the County Board is set for July 26. The County and Bethel have agreed upon a sale price, which will include an easement allowing access to Tony Schmidt Park requested by Ramsey County Parks & Rec. Bethel also agreed to waive the requirement for a zoning change approval by the Arden Hills City Council. Closing on the property is expected in the next 30-45 days.

Nemitz noted that the new library construction budget relies on $420,000 from the sale of the facility. She will update the Library Board members on the project budget, and the current zoning status of the facility. Rapheal suggested that the Library consider renting portable storage pods for the weeks between closing on the sale of the Arden Hills facility and possession of the new library space in New Brighton, rather than storing books and furnishings in the West building in downtown St. Paul.

NEW BRIGHTON UPDATE:
Construction on the library in New Brighton is well underway. Structural steel has been erected, the floor of the reading room has been poured, and most interior framing is complete. The project remains on schedule and communication between A&P and the Community Center has been good. The City of New Brighton has put the expanded parking lot project out to bid. The selected contractor will have until October 31 to complete the project.

The custom furniture, end panels, and canopy tops had to be re-bid after an error was made in the County’s purchasing department. The second round of bids was opened July 1. Jennifer McMaster from HGA was on hand to verify that the low bidder’s proposed specifications were of equal or greater quality than those laid out by HGA. References were checked, and the contract is being awarded to Furniture by Design, located in Florida. Shop drawings will be required ten calendar days after the purchase order goes out. Due dates for this furniture remain unchanged. Non-custom furniture has been ordered from existing contracts or as pickup orders.

A Request for Information has been issued to four companies that sell DVD vending machines. Information gathered will be used to generate a Request for Quote. The goal is to install a machine that will handle about 700 DVDs and integrate with the Library’s integrated library system. Anderson asked whether the DVD vending machine was just for New Brighton, or could be used at other libraries. Nemitz indicated that current plans only call for a machine in New Brighton, but they could be utilized in other small libraries, such as North St. Paul. The machines would not be feasible in RCL’s larger libraries, as they limit browsing to a single user at a time. The Library Board also discussed the e-reader station by 3M at the St. Paul Public Library.

The New Brighton Capital Campaign is off to a great start with many enthusiastic volunteers on board. The group voted to raise their campaign goal to $100,000. They have divided themselves into three subcommittees to accomplish their work – publicity, events, and business outreach. Subcommittees have chosen to schedule additional meetings to coordinate their efforts and begin the work of asking for donations.

The Grand Opening has been scheduled October 29, with the ribbon cutting ceremony at 9:30 a.m. There are plans to have live music in the library space and refreshments in the Community Center lobby.

Mielke asked for a walk-through for the Library Board prior to the Grand Opening day. Nemitz will see if the Library Board’s September 21st meeting can be moved to the New Brighton Community Center, with a walk-through prior to the meeting.
MOUNDS VIEW STRUCTURAL UPDATE:
Tuck pointing (brick and mortar repair) at the library in Mounds View was scheduled for the summer of 2011. In June, contractor Bratrud Construction commenced work and came across a problem that was beyond the scope of work he was contracted to perform. Upon inspection, it was found that two of the structural steel columns were split vertically for approximately one foot.

Building Consulting Group Inc. was hired to verify that the steel columns were adequate for the original building and provide a solution for the repairs. A report was issued on July 8 that provided a recommendation and drawing detail for the repairs. At this time, the cost is unknown.

Building funds are annually allocated to Ramsey County Property Management and that department has the delegated authority to spend them to rectify the situation. This project cost may exceed $25,000.

BUDGET UPDATE:
The County Manager’s 2012 and 2013 budget proposal to the County Board is expected on July 26. Departmental Directors have been directed to inform staff of potential lay-offs or job elimination on that date. The Library is not projecting lay-offs at this time. Budget cuts will be absorbed through vacant positions and other measures. It is not yet known whether lay-offs in other departments could affect Library staff as a result of bumping rights.

The Library’s budget hearing is scheduled for August 2. The County Board must certify the maximum levy by September 13. The Board will finalize the budget in December of 2011.

Based upon newspaper reports, it appears that the state government shutdown will end in the near future. It appears that the K-12 funding shift increase will affect MELSA.

Nemitz also reported that State Legacy funds for arts & cultural program will continue at a somewhat reduced rate. During the last biennium, $4.25 million was allocated; for the current biennium, it was reduced to $3 million. Minitex and MnLINK will both have decreases to their budgets, 7.5% and 7% respectively. MELSA will face a one-time budget shift, which will result in a loss of 10% of revenues. Maintenance of effort requirements will be set at 2010 levels, as will County Program Aid. Levy limits were eliminated.

PLANNING PROPOSAL:
Every three years since 1995, the Ramsey County Library has hired Decision Resources, Ltd. to conduct a telephone survey of suburban Ramsey County residents. After 2007, the Library Board voted to change the survey cycle to every five years, which would make the next survey due in 2012.

The Library’s Strategic Plan will expire at the end of 2011, and the outlook is positive that the Library will receive planning money to re-examine service in Shoreview and White Bear Lake.

Rather than undertake all of these activities simultaneously, the Library proposes to hire Decision Resources, Ltd. to conduct a survey in late 2011 or early 2012. Data from the survey would inform the strategic planning process, which would occur in the spring of 2012. Planning for Shoreview and White Bear Lake would follow in late 2012.

Typically, the DRL survey has included about eighty questions aimed at gauging customer satisfaction with library services and pinpointing areas where there might be a desire for change. The next survey may take a slightly different direction, with questions on customer experience and perceptions of the Library playing a larger role. Anderson suggested that the Library Board obtain survey results from the cities in suburban Ramsey County who have used DRL for their own planning purposes.

The Facilities Master Plan runs through 2018, but Nemitz suggested that reviewing it be the first step in this multi-step planning process, to learn which elements have held up, and which are no longer valid. She will return in August with more information from DRL on price estimates for revising the survey. Norrgard suggested that planning be kept on the Library Board’s agenda each month during this process.
SECURITY CAMERAS: 
Based on an article about King County Library in Washington in the Library’s July media packet, Norrgard asked for an update on the usage of security cameras in the Ramsey County Libraries. Nemitz agreed to include an update on the August agenda.

DIRECTOR’S REPORT: 
Nemitz’s July 2011 report to the Library Board was mailed prior to the meeting. (Available upon request.)

MELSA REPORT: 
Information on MELSA’s operating budget was included in the Budget Update.

FRIENDS OF THE LIBRARY REPORT: 
The Friends and Ramsey County Library continue to benefit from the hard work of many enthusiastic volunteers. The response to the June membership renewal mailing has been very good so far.

Roseville Library: Fundraising is currently focused primarily on art. The children’s fireplace nook installation is complete and the garden mosaic is almost done. Fifty new engraved garden pavers were added this month. The flowers are blooming and it is a joyful place for all ages.

New Brighton Capital Campaign: The Capital Campaign Committee has held two meetings and split into the following three subcommittees:

- Communications
- Business Outreach
- Events & Activities

Donation materials and business packets have been designed, and printing and distribution have begun. The campaign goal has been increased to $100,000.

NEXT MEETING:  August 17, 2011, RCL – Administrative Office, 4570 N. Victoria St., 6:30 p.m.

MEETING ADJOURNED:  8:40 p.m.

Respectfully Submitted,

Mary Larson,
Library Board Coordinator