LIBRARY BOARD PRESENT:
Matthew Anderson, Victoria Cox, Robert Lamb, David Norrgard, Burton Nygren, Roberta Weltzin

LIBRARY BOARD ABSENT:
Lori-Anne Williams

STAFF PRESENT:
Susan Nemitz, Library Director; Mary Larson, Library Board Coordinator; Julie Neville, Building Services Manager; Lynn Wyman, Assistant Director; Sandy Walsh, Assistant Director; Bill Michel, Roseville Assistant Library Manager

OTHERS PRESENT:
Carol Morphew, Ramsey County Property Management; Jack Poling, Lynn Barnhouse, Joshua Stowers, Meyer, Scherer & Rockcastle Ltd.; Lisa Harreld, Friends of the Suburban Ramsey County Libraries; Jo Ann Johnson, Dave Lenander, Library patrons

CALL TO ORDER:
Norrgard called the meeting to order at 7:00 p.m. in the Conference Room of the Ramsey County Library Administrative Offices, 4570 North Victoria Street. Norrgard welcomed Robert Lamb of Falcon Heights as the newest Library Board Trustee.

PUBLIC COMMENT:
None.

APPROVAL OF AGENDA AND MINUTES:
Nygren made a motion to approve the agenda for January 17, 2007 and the minutes of November 15, 2006, as presented. Anderson seconded the motion, which was approved by unanimous vote.

ANNUAL MEETING:
Election of Chair: Anderson nominated Weltzin, and moved her election as Chair of the Ramsey County Library Board for 2007. Cox seconded the motion, which was approved by unanimous vote.

Election of Vice-Chair: Cox nominated Anderson, and moved his election as Vice Chair of the Ramsey County Library Board for 2007. Nygren seconded the motion, which was approved by unanimous vote.

Election of Secretary: Cox nominated Williams, and moved her re-election as Secretary of the Ramsey County Library Board for 2007. Anderson seconded the motion, which was unanimously approved.

Library Board By-Laws: Anderson made a motion, seconded by Cox, to approve the Library Board By-laws as presented. The motion was unanimously approved.

Library Board Policies: Cox made a motion, seconded by Nygren, to approve the Library Board Policies as presented. The motion was approved unanimously.
Liaison and Committee Appointments: Members of the Personnel Subcommittee coordinate the Library Director’s annual performance review, and may meet occasionally to discuss staff personnel issues. As decided in a Library Board motion approved in April 2006, the Personnel Subcommittee shall be comprised of the Library Board Chair, Vice Chair and Secretary. For 2007, the Subcommittee is Weltzin, Anderson, and Williams.

Each year the Library Board also appoints a liaison to the Friends of the Suburban Ramsey County Libraries, a role that Cox volunteered to serve for 2007. Weltzin made a motion to appoint Cox as the Library Board liaison to the Friends of the Suburban Ramsey County Libraries for 2007. Anderson seconded the motion, which was unanimously approved.

Annual Schedule of Meetings: Following a suggestion to switch the April meeting to Maplewood, and the May meeting to Roseville, Cox made a motion to approve the amended 2007 schedule of meetings. Anderson seconded the motion, which was approved by unanimous vote.

Responsible Authority Designation: Anderson made a motion to appoint Susan Nemitz, Library Director, as the ‘Responsible Authority and Compliance Officer’ for the collection, use and dissemination of data on individuals for the Ramsey County Library, as required by the Government Data Practices Act, Minnesota Statutes, Chapter 13. Cox seconded the motion, which was approved unanimously by the Library Board.

DUNN BROS. COFFEE SHOP LEASE EXTENSION:
Since the Dunn Bros. coffee shop opened in April 1997, the collaboration between Dunn Bros. and Ramsey County Library has been an unqualified success. Circulation statistics and customers entering the library have increased steadily since 1997. Damage to books and carpeting from coffee spills has been minimal. Revenue from the lease has been used to purchase books for the entire Ramsey County Library system, while satisfying the County Board’s directive to increase revenues. Roseville became known throughout Minnesota as “the library with the coffee shop,” sparking a trend to include coffee shops in new libraries across the state.

In 2001, the franchise was sold by owner Ed Dunn to Ceejay, Inc., who sold the franchise in 2005 to JB Coffee Companies. In 2006, JB Coffee sold the franchise to Emiamacases, Inc., the current owner. With each sale, the terms of the original lease were assumed by the new owner.

The original lease had a five-year term, with a five-year renewal term, and expires on January 31, 2007. Gary Davis, Assistant County Attorney, advised that the Library issue a new RFP for the coffee shop at Roseville. However, due to the timing of the capital planning for Roseville, and the uncertainty regarding the impact on the Dunn Bros. space, Davis has agreed that the Library may enter into a one-year lease extension until plans are completed. All the terms of the original agreement, including the 2006 monthly lease rate, will remain in place for the period of the lease extension. The current lease rate is $5,352.11 per month, or $64,225 per year.

Anderson made a motion to approve the lease addendum between the Ramsey County Library Board and Emiamacases, Inc. for a one-year term beginning February 1, 2007, and ending January 31, 2008; subject to the approval of the Ramsey County Attorney’s Office. Cox seconded the motion, which was approved by unanimous vote.

RESOLUTION IN SUPPORT OF REGIONAL PUBLIC LIBRARY SYSTEM SUPPORT:
The State appropriation for regional public library systems has remained basically flat from 1993 ($8,404,596) to 2006 ($8,570,000). Of this amount, MELSA receives $2,735,201, which is distributed based on three factors: basic grant, population, area, and equalization. Ramsey County received $106,173 of these dollars from MELSA in 2006.
With no increase in State support, inflation has eroded support levels for regional libraries since 1993. While MELSA continues to be a fairly flat organization, funds needed to maintain the office and staff levels decrease the direct dollars distributed to local members. MELSA’s role in purchasing databases, providing metro-wide community relations (e.g. the Museum Adventure Pass) will continue to require investment for better cooperation.

MELSA is asking the metro library systems to support a request for a $5 million state-wide increase in the Regional Library System Basic Support appropriation during the 2007 legislative session. MELSA would receive approximately $1.7 million additional dollars in the State’s distribution. If the current MELSA distribution formula were maintained, 75% of the new dollars would be directly apportioned to the member libraries, with approximately $154,275 additional dollars for Ramsey County. The MELSA Advisory and Governing Boards would determine the final distribution of the funding.

In addition to support from the local library systems, MELSA is asking the Association of Minnesota Counties (AMC) to join the Minnesota Library Association (MLA) in lobbying the Legislature for this increase in 2007.

Cox made a motion to approve the Resolution in Support of Regional Public Library System Support as presented, and to authorize the signatures of the Library Board Chair and Library Director on the document. Weltzin seconded the motion, which was unanimously approved.

**SELF CHECKOUT EQUIPMENT:**

Ramsey County Library has received a gift through the Friends of the Suburban Ramsey County Libraries, for two 3M BCS SelfCheck units to be installed at the new Maplewood library. These two units represent a value of approximately $22,000. The Maplewood building program called for four self service checkout units, to provide the fastest and most convenient service to customers. To satisfy this goal, and to keep service options uniform within the building, and to avoid confusion for our customers, 3M BCS SelfCheck units will be purchased with designated Maplewood building funds.

The current self checkout equipment owned by Ramsey County Library was purchased from Codeco. Although the equipment at Maplewood is from a different manufacturer, the functionality will be similar. Prior to accepting the gift from 3M, staff evaluated the cost savings compared to buying four new units to match the existing equipment in other branches, and determined that several thousand dollars will be saved. The Ramsey County Attorney’s Office was also consulted to ensure compliance with Minnesota government contracting guidelines. No Library Board action was requested.

**ROSEVILLE PRELIMINARY DESIGN PRESENTATION:**

Members of the Roseville design team were present to update the Library Board on the two expansion options developed by the team. Following the award of the contract in November, the architects of Meyer, Scherer & Rockcastle, Ltd. (MS&R) developed eight potential site schemes for the design team to consider. The eight possibilities were narrowed down to two options: a two-story library with ample green space included in the site plan, or a one-story library with a parking deck to the north. The size of the building, dictated by the building program, and the required parking lot size, make a parking deck the only option if the one-story option is selected.

The architects reviewed preliminary drawing showing how both options could be sited on the property, and asked the Library Board members to carefully consider both options. The parking deck would add significantly to the cost of the project, while staffing issues would need to be considered with the two-story building. Preliminary planning for the two-story building would place the circulation desk, children’s area, and popular materials on the main floor, with the reference desk staff and
adult materials on the second floor. Under this scenario, additional staff would not be required for the two-story option.

The architects also recommended that the Library be closed during the construction period. Although it is possible to phase the construction to allow the building to remain open, it creates many problems and is highly discouraged. Feedback from other libraries that have expanded or renovated their facilities while remaining open is resoundingly negative. Estimated closing time would be 6-18 months, with the higher estimate more likely. If Roseville were closed during the expansion, a temporary location would be an option to consider.

Lamb questioned if a different, larger site would be a better option. He suggested a land swap with the City of Roseville for park property on Lexington Avenue. Nemitz indicated that she would contact the City to determine the size of the property. The architects will return in February and March to update the Library Board on their progress.

2006 FOURTH QUARTER REPORTS:
The Library Board reviewed the fourth quarter workplan, financial report, and statistics as submitted. Nemitz noted that she was conservative with her spending during the year, which she attributed to her learning curve. Internet classes for the public and the volunteer program were highlighted as success stories for the year.

2007 WORKPLAN:
Nemitz’s 2007 workplan was included for Library Board review and comments. Quarterly goals for 2007 will be identified with the first quarter reports.

DIRECTOR’S REPORT:
Nemitz’s January report to the Library Board was mailed prior to the meeting.

MELSA REPORT:
The possible merger between Minneapolis Public Library and Hennepin County Library has been discussed.

FRIENDS REPORT:
Lisa Harreld, Friends’ Board member, reported that the Friends have hired Joe Skelly of Shoreview to serve as their Executive Director and Fundraiser.

LIBRARY DIRECTOR’S PERFORMANCE APPRAISAL AND SALARY REVIEW:
The Library Board went into Executive Session at 9:45 p.m. to discuss the 2006 performance appraisal and salary review for Library Director Susan Nemitz.

Upon returning from Executive Session, Cox made a motion to increase Nemitz’ salary to $101,500 annually effective January 1, 2007. Anderson seconded the motion, which was approved by unanimous vote of the Library Board. The cost-of-living salary adjustment awarded to all County staff is included in Nemitz’s employment agreement, and will remain in effect.

Norrgard noted that the Library Board as a whole was well-satisfied with her overall performance, an opinion supported by the individual Board member evaluations, and her pay increased was awarded accordingly.

NEXT MEETING: February 21, 2007, Administrative Office, 4570 North Victoria Street, 7:00 p.m.

MEETING ADJOURNED 10:32 p.m.
Respectfully Submitted,

Mary Larson
Library Board Coordinator