LIBRARY BOARD PRESENT:
Matthew Anderson (6:40 p.m.), Beverly Aplikowski (7:35 p.m.), Paula Mielke, David Norrgard, Janice Rapheal, Roberta Weltzin, Lori-Anne Williams

STAFF PRESENT:
Susan Nemitz, Library Director; Mary Larson, Library Board Coordinator; Sandy Walsh, Deputy Director; Lynn Wyman, Deputy Director; Meg Robertson, Arden Hills Library Manager

OTHERS PRESENT:
Jo Emerson, White Bear Lake Mayor; Sue Wolsfeld, Jim Berry, White Bear Lake residents

CALL TO ORDER:
Williams called the meeting to order at 6:30 p.m. in the Conference Room of the Library Administrative Offices, 4570 North Victoria Street in Shoreview.

PUBLIC COMMENT:
No public comment.

APPROVAL OF AGENDA AND MINUTES:
Norrgard made a motion to approve the agenda for January 19, 2011, and the minutes of December 15, 2010, as presented. Weltzin seconded the motion, which was approved by unanimous vote. Norrgard requested that future quarterly reports summarizing incidents at the Library include prior year data for comparison.

GIFT ACCEPTANCE:
Each year, the Friends give a gift to the Library for a variety of program needs identified by Library staff. For 2011, the Library requested $60,000 for programming, computer literacy, the volunteer program, and staff development. The Friends have agreed to fund this annual donation.

In addition to the annual gift from the Friends, three donations from the Roseville Capital Campaign were received during the second half of 2010. Contributions from several donors totaling $20,000 were received for the purpose of buying children’s books and other materials. The Lions Club donated $9,500 for adaptive hardware and software for low vision patrons.

The Friends contracted with Damon Farber landscape architect Joan MacLeod for an enhanced design for the Children’s Garden that incorporates shade structures, umbrella tables, birdhouses, and stepping stones. Friends and library staff worked with the landscape architect on the garden plan.

Costs to implement the new plan are as follows:
1. Two tensile shade structures with concrete footings - $26,000
2. Two tables with umbrellas - $15,000
3. Five bird houses and stands - $2,500
4. Granite stepping stones - $1,500
5. Engineering of shade structure foundations - $1,200

The Friends will provide the Library with a grant of $46,200 to meet those costs. The Library will be responsible for on-going maintenance of the shade structure and other fixtures.

Norrgard made a motion to accept the annual gift of $60,000 from the Friends of the Ramsey County Libraries for 2011 program and service needs identified by the Library and to accept the Roseville Capital Campaign donations totaling
$75,700 received in 2010 for children’s books and materials, adaptive technologies for low vision patrons, and amenities for the Children’s Reading Garden. Weltzin seconded the motion, which was approved by unanimous vote.

2010 FOURTH QUARTER REPORTS:
The Library Board reviewed the fourth quarter workplan, financial report, statistics, and incident reports as submitted.

SELECTION OF ARCHITECT:
A Request for Proposals for construction manager/design team services for the library in New Brighton was issued on November 19, 2010. A pre-proposal conference and tour was held on December 10 at the New Brighton Family Service Center. About fifty construction and design professionals attended the meeting.

Eleven construction/design teams submitted proposals on the January 5 due date. The RFP Evaluation Team (Susan Nemitz & Sandy Walsh, Ramsey County Library; Bruce Thompson, Ramsey County Property Management; Paula Mielke, Library Board; and Dean Lotter, City of New Brighton) received copies of the proposal late that day. Evaluation Team members read and rated the proposals independently on several factors including:

- Firm experience
- Project team profile
- Cost proposal
- Project schedule
- Inclusiveness in contracting
- Diverse workforce initiative
- References
- Claims status

Factors were weighted with point values; evaluators worked independently, assigning points based on information conveyed in the proposals.

The Evaluation Team met on January 10 to discuss the proposals and compare ratings. Although there were some differences in the ranking of particular teams, there was general consensus around the top few teams. Three teams were invited to answer questions and present proposals in person.

Interviews were held on January 14. The Evaluation Team met immediately after the interviews to select one team for the project. After considering all the information in the written proposals, the interviews, and the reference checks, and using the evaluation criteria outlined in the RFP, the evaluation team unanimously recommended the selection of Adolfson & Peterson Construction and HGA Architects as the design/build team for the New Brighton Library project.

The Library Board discussed the recommendation of the Evaluation Team. Walsh indicated that the team of HGA/Adolfson & Peterson had a favorable fee schedule and timeline, and noted that Adolfson and Peterson was the construction company that built the New Brighton Family Service Center. Mielke noted that all three finalist teams had experience working on libraries, and that she was impressed with HGA/Adolfson & Peterson’s sensitivity for the mixed feelings of the patrons of the former library in Arden Hills.

Weltzin made a motion to endorse the RFP Evaluation Team’s selection and recommend the team of Adolfson & Peterson Construction/HGA Architects to the Ramsey County Board of Commissioners as the design/build team for the library project in New Brighton. Mielke seconded the motion, which was approved by unanimous vote of the Library Board.

LEASE AGREEMENT WITH THE CITY OF NEW BRIGHTON:
Nemitz distributed draft copies of the lease with New Brighton and the Request for Ramsey County Board Action that will be considered by the County Commissioners on February 1, 2011. The project budget has been increased by $50,000 to $1,474,000 for increased library signage at the Family Service Center.

The proposed lease terms were originally shared with the Library Board on July 21, 2010, and accepted on October 20, 2010, with the selection of the New Brighton Family Service Center for the site of the new library. Nemitz asked the Board to formally approve the draft lease based on the terms proposed by New Brighton in 2010, and to recommend that the Ramsey County Board of Commissioners ratify the lease.
Nemitz noted that lease negotiations have gone smoothly, and have included numerous staff from Ramsey County and the City of New Brighton. Booking procedures for the shared meeting rooms were determined, along with a joint process for analyzing parking lot demands and releasing the funds held in escrow for an auxiliary lot after two years if additional parking is not needed. Hours of service and maintenance closures at the Family Service Center were also discussed.

Rapheal made a motion to approve the negotiation of the lease based upon the terms offered by the City of New Brighton and subject to the approval of the Ramsey County Attorney’s Office. Anderson seconded the motion, which was approved by unanimous vote of the Library Board.

SALE OF ARDEN HILLS FACILITY:
Nemitz indicated that the Arden Hills facility is now listed for sale, with bids due to Ramsey County Property Management no later than February 16. The property is zoned R-1 residential, and could be subdivided into four lots for homes. However, Ramsey County Parks & Recreation is requesting a 65 foot easement on the west property line, which would leave only three lots for single-family homes.

COMMUNITY PROGRAM ROOM POLICY:
Several recent developments resulted in a review of the Library’s Community Program Room policy and its booking procedures. First, demands on the community rooms from the Library are growing. The Library is offering increasing numbers of early literacy programs, teen and computer classes, and Legacy funding has provided the ability to do programming that has never before been possible. Second, with the opening of new libraries in Maplewood and Roseville, these facilities have more and better community rooms available for patron use as well. This led to growing demand by individuals and groups looking for places to meet or hold events.

The current policy allows non-profit groups to book rooms at the Library without charge, while charging a small fee to for-profit groups. Revenue from room rentals has been nominal, but staff has had a great deal of difficulty identifying non-profit groups from for-profit groups. Also, the Library has seen a significant increase in consultants booking rooms for free educational seminars that are intended to generate commercial leads for a private business.

MELSA recently purchased Evanced for its member libraries, an event and meeting room booking system. Evanced allows libraries to create a searchable event calendar on their website, and allows patrons to register themselves for events and classes. It also permits members of the public to book community rooms online. With the implementation of Evanced room book software, the Library decided to update its policy on reserving community program rooms, and address some of the issues created by the old policy.

The new policy was discussed by the Library Board at the December meeting. Following that discussion, the proposed Community Program Room Policy was revised to remove the language regarding rental venues.

Weltzin made a motion to approve the revised Community Program Room Policy as presented. Rapheal seconded the motion, which was approved unanimously.

Norrgard noted that MELSA has purchased software that allows library customers to search programs and events across multiple library systems.

CIP BUDGET REQUESTS:
The Library’s Master Plan calls for a series of building/ expansion/ remodeling projects to bring library facilities up to 21st century standards. In a time of changing information formats and reduced resources, it is imperative for the library to create facilities that are flexible enough to remain efficient as information delivery systems evolve.

With the support of the County, the library has made the necessary changes to the libraries in North St. Paul, Maplewood, and Roseville, and is poised to transform the former Arden Hills library, completing the first 2 phases of the Library’s capital improvement projects.

The Master Plan calls for the creation of a 3rd regional library at Shoreview as the next step. At the same time, the Plan recognizes that it will be important to be able to respond quickly to partnership opportunities in the redevelopment of smaller libraries. Potential partnership opportunities have arisen in the White Bear Lake area.
As the next Phase of the Library’s Master Plan, the Library will submit a capital improvement request for $60,000 in 2012 to develop preliminary designs, site analysis and feasibility studies for the libraries in Shoreview and White Bear Lake. The Library will create placeholders for the construction projects in 2013 and 2015.

Nemitz indicated that the Master Plan does not address where the Administrative Offices and Technical Services Department would go if the library in Shoreview were expanded into the lower level, nor do the cost estimates include moving these two departments. She also noted that if funding is not approved by the CIP Committee, the Library could set aside year end reserves next year for planning funds.

Raphael made a motion to approve the capital improvement budget requests to Ramsey County as part of the 2012-2017 CIP Budget process, including $60,000 in planning funds to develop preliminary designs, site analysis and feasibility studies for the libraries in Shoreview and White Bear Lake, and unspecified construction dollars for 2013 and 2015. Mielke seconded the motion, which was approved by unanimous vote.

ROSEVILLE UPDATE:
On January 6, Property Management and McGough Construction staff updated the list of the projects to be completed before the project budget is closed.

Projects to be completed by McGough:
1. Finish the limestone seating wall (spring installation).
2. Install window film on three interior glass doors and lunchroom window (pricing has been authorized; will be installed in the next month).
3. Install black slats in the old chain link fence (work has been authorized; will be done in the spring).
4. Address sound issues with the small chiller (sound panel was installed on January 10; retesting is required).
5. Install sound baffles in the program room (panels have arrived; installation date to be determined).
6. Order and install Library signs on the exterior of the building (requested an amendment from the City of Roseville to the Master Sign Plan; public hearing to be scheduled by the City).

Projects to be completed by Property Management:
1. Order and install last of the interior signs (two purchase orders have been issued; one other purchase order is in process).
2. Add shelves to the counter unit behind the circulation desk (Rak has been hired).
3. Install shelves in the public restrooms (shelves have been ordered).
4. Purchase movable bike racks and outdoor benches for seasonal use.
5. Receive the final furniture selections (most items have arrived).
6. Paint the risers on the atrium staircase (scheduled for the January 17 holiday).

Other Completion List Items
1. The library is requesting final reimbursement for the Watershed grant.
2. Library staff is collecting data for the LSTA grant; reimbursement will follow the close of the project budget.
3. The shade structure and other garden fixtures will be ordered after Library Board acceptance of the gift from the Friends.

Library Use
Since the library reopened in July:
- Circulation has increased by 14% over the same period in 2008.
- Patron visits have increased by an estimated 15%.
- Reference statistics are 33% higher.
- Library card registrations have increased by 60%.

Artwork
- The mosaic artist was unable to complete the cistern project before winter. Work will resume in the spring.
- The Friends purchased four photographs by Robert Cuerden for library study rooms. Cuerden donated a photograph for the Board Room.
• Three works in Wing Young Huie's Frogtown series are now hanging near the fiction collection upstairs. The pieces were donated to the library by Ramsey County Property Management.

• Working with ARTcrop consultant Luke Erickson, the library is planning three exhibits of projected art for the RV atrium. The first exhibit, tentatively scheduled for March and April, will feature artist Chris Faust.

• Lana Grow is working on a painting commissioned by the Friends for the upstairs fireplace area. The Bartell family made this gift in memory of former Library Board member Joan Bartell.

RFID Installations
• New RFID security gates have been installed at all locations with the exception of North St. Paul. The Library met with the contractor on January 5th to estimate the costs of trenching the entry area to accommodate new electric and data wiring. Work on installation is expected to start in February.

• There is still some cleanup work to be done around gate areas at White Bear, Mounds View, and Shoreview, including carpeting, installation of permanent barriers to route customers through gates, and adjusting sound volumes.

• All gates have people counters built into the pedestals. These people counters will be replacing the existing counters used at each location.

• New desks for RFID self-check stations were installed at the White Bear Lake, Mounds View, and Shoreview. Work still needs to be done to add electric and data wiring for additional self-check stations at Mounds View and Shoreview.

Awards/Recognitions
• The library was featured in The Year in Architecture 2010: Where Inside and Outside Meet in the December 15, 2010 issue of Library Journal.

• The library will be featured in the February edition of Metropolis Magazine for winning the Smart Environments Awards by Metropolis and IIDA (International Interior Design Association). For more information, see the IIDA website at http://www.iida.org/content.cfm/2010-smart-environments-awards.

• The library received LEED gold certification.

Neighborhood Issues
• A neighbor called the City of Roseville to complain about the way in which snow is being stored on the north end of the property. Property Management has agreed to store snow on the northeast section in the future and is examining permanent snow removal options.

2011 WORKPLAN:
Nemitz shared the senior managers' 2011 workplan with the Library Board, noting that a draft was distributed in October. The Library Board will receive quarterly status reports.

She noted that the St. Paul Area Chamber of Commerce recommended to the St. Paul City Council that a joint library system with Ramsey County be considered as a long-term cost savings measure.

ANNUAL MEETING:

Election of Chair: Aplikowski nominated Norrgard, and moved his election as Chair of the Ramsey County Library Board for 2011. Rapheal seconded the motion. Hearing no further nominations, Williams closed the nominations. Norrgard was unanimously elected as Chair of the Ramsey County Library Board for 2011.

Election of Vice-Chair: Norrgard nominated Mielke, and moved her election as Vice-Chair of the Ramsey County Library Board for 2011. Aplikowski seconded the motion. Hearing no further nominations, Williams closed the nominations. Mielke was unanimously elected as Vice-Chair of the Ramsey County Library Board for 2011.

Election of Secretary: Mielke nominated Aplikowski, and moved her election as Secretary of the Ramsey County Library Board for 2011. Norrgard seconded the motion. Hearing no further nominations, Williams closed the nominations. Aplikowski was unanimously elected as Secretary of the Ramsey County Library Board for 2011.
Library Board By-Laws: Norrgard made a motion to approve the By-Laws of the Ramsey County Library Board as revised to remove Arden Hills from the list of Ramsey County Library locations. Aplikowski seconded the motion, which was unanimously approved.

Library Board Policies: Norrgard made a motion to approve the Policies of the Ramsey County Library Board as presented. Anderson seconded the motion, which was approved by unanimous vote.

Liaison and Library Board Committee Appointments: Aplikowski nominated Weltzin to serve as liaison to the Friends of the Ramsey County Libraries for 2011. Anderson seconded the motion, which was unanimously approved.

Norrgard made a motion to appoint the Chair, Vice-Chair, and Secretary of the Library Board as the Personnel Subcommittee for 2011. Rapheal seconded the motion, which was approved by unanimous vote.

Annual Schedule of Meetings: The Ramsey County Library Board currently meets at 6:30 p.m. on the third Wednesday of each month at locations throughout the library system. Additional meetings may be scheduled on the first Wednesday of a month or any other date as necessary.

Rapheal made a motion to approve the 2011 Annual Schedule of Meetings as proposed. Aplikowski seconded the motion, which was approved by unanimous vote.

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

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

MELSA REPORT:
Norrgard distributed copies of the MELSA Phase Funds distribution list, as an example of how Ramsey County Library benefits from belonging to the regional library system. He also shared copies of the guidelines for various MELSA groups, which are tasked with achieving the shared goals and projects.

Nemitz noted that the Library is planning to use a portion of the MELSA Phase Funds to implement new technology at the new library in the New Brighton Family Service Center. Norrgard, the current MELSA Governing Board representative from Ramsey County, will be leaving the Library Board at the end of 2011, and a new MELSA rep must be appointed. Williams indicated her interested in serving.

FRIENDS OF THE LIBRARY REPORT:
Last year was a very busy and productive year for the Friends. Members volunteered 7,600 hours valued at over $158,000 in Friends-sponsored activities.

The Friends are very proud of their progress in developing the Reading Friends Literacy Project in New Brighton. Eleven volunteers have been working with preschool and elementary school children, and this month they are beginning to place volunteers in the Headstart Program which reaches over 80 preschool children. More volunteers are needed to meet the demand for help.

The Friends worked with Active Living Ramsey Communities to facilitate the development of a new collaboration with Ramsey County Parks and Recreation and the Public Health Department called Active Minds/Active Lives. The general purpose of this program is to enable the libraries to become a major resource for promoting opportunities for people to include more physical activity in their daily lives. RCL will be reimbursed up to $5000 for the purchase of books and DVD’s and $2000 for the purchase of bike locks.

As of January 14, the Roseville Library Capital Campaign has raised $457,682.
The Friends will be finishing up the Children's Garden, adding more art, and funding a two-dimensional installation around the fireplace nook in the Elementary Children's area. They are funding a system of Gallery Rails from which temporary art displays can be hung. The next order will be placed in early February for at least 48 more engraved brick pavers. Anyone interested in placing an order for the spring installation should submit it to the Friends by January 31st. Thanks to the Roseville Rotary, more interactive equipment has been ordered for the Children's area, which should be arriving soon. Please note the plaque in the lobby recognizing the members of the Capital Campaign Committee.

The next large Book and Furniture Sale is scheduled for March 24 through March 27 at the Arden Hills Library. Volunteers are needed.

The Development Committee is seeking sponsors for the April 30th Annual Luncheon at the North Oaks Golf Club and for the May 21st BookIt 5K Walk/Run in Roseville. The Friends are working with a sponsorship consultant to assist with the design and pricing of sponsor benefit packages.

**NEXT MEETING:** February 16, 2011, RCL – Mounds View, 2576 County Road 10, 6:30 p.m.

**MEETING ADJOURNED** 8:00 p.m.

Respectfully Submitted,

Mary Larson,
Library Board Coordinator