LIBRARY BOARD PRESENT:
Beverly Aplikowski, Paula Mielke, David Norrgard, Burton Nygren, 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; Julie Neville, Library Facilities Manager; Kristi Saksvig, Communications Manager; Bill Michel, Roseville Library Manager

OTHERS PRESENT:
Sue Gehrz, Friends of the Ramsey County Libraries; Jan Parker, Ramsey County Commissioner

CALL TO ORDER:
Williams called the meeting to order at 6:30 p.m. in the Conference Room of the Ramsey County Library Administrative Offices, 4570 Victoria Street North. New Library Board member Paula Mielke introduced herself to the Trustees and staff present.

PUBLIC COMMENT:
No public comment.

APPROVAL OF AGENDA AND MINUTES:
Aplikowski made a motion to approve the agenda for January 20, 2010, and the minutes of November 18, 2009, as presented. Norrgard seconded the motion, which was approved by unanimous vote.

GIFT ACCEPTANCE:
Each year, the Friends of the Ramsey County Libraries give a gift to the Library for a variety of program needs identified by Library staff. For 2010, the Library requested $70,000 for programming, collections, the volunteer program, and staff development. The Friends have agreed to fund this annual donation.

Aplikowski made a motion to accept the gift of $70,000 from the Friends of the Ramsey County Libraries, to be used for 2010 program and service needs identified by the Library. Norrgard seconded the motion, which was approved by unanimous vote.

RESOLUTION REGARDING THE RETIREMENT OF AUDREY LERDAHL:
Audrey Lerdahl, librarian at the Ramsey County Library in Maplewood, retired from her position effective December 31, 2009. A resolution honoring her work at the Library was presented to Lerdahl at her retirement party on January 8th.

Aplikowski made a motion to ratify the Resolution Regarding the Retirement of Audrey Lerdahl. Norrgard seconded the motion, which was approved unanimously.

RESOLUTION REGARDING THE RETIREMENT OF SALLY PETERS:
Sally Peters, circulation clerk and volunteer coordinator at the Ramsey County Library in Roseville, retired from her position effective December 31, 2009. A resolution honoring her work at the Library will be presented to Peters.

Aplikowski made a motion to approve the Resolution Regarding the Retirement of Sally Peters. Norrgard seconded the motion, which was approved unanimously.

2009 FOURTH QUARTER REPORTS:
The Library Board reviewed the fourth quarter workplan, financial report, and statistics as submitted.
ANNUAL MEETING:

Election of Chair: Norrgard nominated Williams, and moved her election as Chair of the Ramsey County Library Board for 2010. Hearing no further nominations, Aplikowski seconded the motion and moved to close the nominations. Williams was unanimously re-elected as Chair of the Ramsey County Library Board for 2010.

Election of Vice-Chair: Williams nominated Norrgard, and moved his election as Vice-Chair of the Ramsey County Library Board for 2010. Hearing no further nominations, Aplikowski seconded the motion and moved to close the nominations. Norrgard was unanimously elected as Vice-Chair of the Ramsey County Library Board for 2010.

Election of Secretary: Williams nominated Aplikowski, and moved her election as Secretary of the Ramsey County Library Board for 2010. Weltzin seconded the motion and moved to close the nominations. Aplikowski was unanimously elected as Secretary of the Ramsey County Library Board for 2010.

Library Board By-Laws: Norrgard made a motion to approve the By-Laws of the Ramsey County Library Board as revised to remove the Metronet Report and change the Friends' Report to the Friends of the Ramsey County Libraries Report. Weltzin seconded the motion, which was unanimously approved.

Library Board Policies: Nemitz indicated that several changes are proposed by staff. These changes include updating the mission statement on the front cover, adding an attendance policy for Library Board members, changing the language on financial reporting from monthly to quarterly, and removing the section on Facility Fund Administration, which is managed by Ramsey County Property Management. Nemitz will ask Property Management to give an annual report on expenditures to the Library Board each year in February or March.

Aplikowski made a motion to approve the Policies of the Ramsey County Library Board as amended. Rapheal seconded the motion, which was approved by unanimous vote.

Liaison and Library Board Committee Appointments: Weltzin volunteered to serve as liaison to the Friends of the Ramsey County Libraries for 2010, which was unanimously approved by the Library Board.

Nygren made a motion to appoint the Executive Committee of the Library Board, consisting of the Chair, Vice-Chair, and Secretary, as the Personnel Subcommittee for 2010. Aplikowski seconded the motion, which was approved by unanimous vote.

Norrgard will continue his three-year term as Ramsey County’s representative to the Metropolitan Library Service Agency (MELSA).

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.

Aplikowski made a motion to approve the 2010 Annual Schedule of Meetings as proposed. Rapheal seconded the motion, which was approved by unanimous vote.

Responsible Authority Designation: Weltzin 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.

NAMING RIGHTS PROPOSAL:
Gehrz reported that Commissioner Jan Parker and her husband Dan have agreed to donate $10,000 to the Friends’ Capital Campaign for the Ramsey County Library in Roseville. In return, a small study room will be named for the Parkers, who have not specified how the donation shall be utilized.
The pledge would be fulfilled in two installments of transferred stock, with the first payment received in December 2009, and the final payment due by December 31, 2010. The Naming Right would be in place for a period of no longer than 25 years.

Norrgard made a motion to approve the naming of a Small Study Room in the Ramsey County Library in Roseville for Commissioner Jan and Dan Parker based upon their donation of $10,000 in transferred stock. Donation to be received in two installments; the first was received in December 2009, and the final installment due by December 31, 2010. Aplikowski seconded the motion, which was approved by unanimous vote.

**2010 WORKPLAN:**
Nemitz shared the 2010 senior managers’ workplan with the Library Board, noting that many of the tasks are multi-year projects from 2009 and coincide with the re-opening of Roseville. The Library Board will receive quarterly status reports.

Weltzin made a motion to approve the 2010 workplan as presented. Aplikowski seconded the motion, which was unanimously approved.

**HOMEWORK RESCUE PROGRAM:**
In 2009, MELSA purchased Brainfuse, an online tutoring product, and rebranded it as Homework Rescue.

Homework Rescue went live on the Library’s website in late August 2009. Since then, Library staff has been busy promoting the service, focusing outreach efforts on four groups: parents, teachers, students, and library staff. Meetings were held with area School Superintendents, leading to opportunities to train teachers and curriculum coordinators. In the North St. Paul/Maplewood/Oakdale and Mounds View School Districts, Library staff was invited to visit individual classrooms and talk with students directly. For schools where it wasn’t possible to visit classrooms, flyers and pens were giving to every student. Parents were reached at back-to-school nights, parent/teacher conferences, parent social events held in schools, and at training sessions hosted in RCL libraries. Library staff was trained in every Ramsey County Library.

Between August and December 2009, Library staff spent 93 hours visiting schools and attending school-related events. Almost 10,000 students, parents, and teachers were reached in this way. Nine parent training sessions were held in RC libraries. These sessions were attended by 63 people.

Promotion of Homework Rescue in school districts has led to some interesting partnerships, including artistic collaborations and library card drives in junior and senior high schools. In addition, Library staff has been invited into classrooms to provide book talks and training in conducting research using electronic databases.

From September through December 2009, Homework Rescue was accessed through RCL’s website 1058 times. The average session lasted about 25 minutes. Use has been highest on Mondays and Tuesdays, with use dropping sharply on Fridays and Saturdays. Math at various levels is the most-requested subject. Within MELSA, only Hennepin County and St. Paul have had greater use. Both of those systems have had tutoring products in the past and have ready-made audiences for Homework Rescue.

**ROSEVILLE UPDATE:**
- The Automated Materials Handling contract with Tech Logic has been signed.
- The RFID (Radio Frequency Identification) RFP (Request for Proposals) was let in early December with bids returned on 12/30/09.
- Contract negotiations with Dunn Brothers are underway.
- Furniture will be purchased through master contracts and through bids. The bid package has been let; bids are due on 1/6/10.
- Contingency funds have been released for the construction of the lower level Automation Services space.
- Window glass installation is in process.
- 85% of the interior stud wall framing on the 1st and 2nd floor is complete. Sheetrock and wall taping has started.
- 100% of exterior waterproofing is complete.
- 65% of the ductwork mains are complete.
• 95% of masonry work is complete.
• 60% of electrical wall rough-ins are complete.
• 45% of glazing complete.
• Metal wall panel installation has begun.

In the next month:
• Interior stair installation will begin.
• Floors will be prepped for finishes.
• Fire protection mains will be installed.
• Elevator installation will begin.
• Master contract furniture will be ordered.
• RFID proposals will be evaluated and selection will be made.

Wyman also noted that onsite meetings have begun with Tech Logic; interviews with three RFID vendors will take place January 28-29; furniture bids came in slightly under budget and purchase orders have been issued. The terrazzo floor artist, Brad Kaspari, agreed to create a poster explaining the fonts used in the floor design. The poster will be sold by the Friends as a fundraiser. Kaspari also agreed to present a program on his work at the Roseville Grand Opening Celebration. The project architect, Meyer, Scherer & Rockcastle, Ltd. (MS&R), recently won a major AIA award.

Neville reported that the LEED certification process is continuing. The Library project applied for 42 points, sufficient to achieve Gold Level Certification. At the present time, we are in danger of losing one point, which would not jeopardize the Gold ranking.

Nemitz noted that she, Nygren, and Wyman have met with the neighbors and staff from the Dispute Resolution Center to discuss landscaping and security issues. The Library has agreed to have the neighbors each meet with the landscape architect to identify methods for shielding the adjoining properties. The business security expert with the Ramsey County Sheriff’s Department recommended against putting in a wall separating the Library property from the neighbors. Window film will be applied to several east-facing windows to limit views. The neighbors also requested that the Library fund the burial of the power line along the property border. The final problem to be addressed is shielding the automobile headlights from the Library parking lot, which will likely be handled via landscaping.

The Library is scheduled to receive the occupancy certificate for Roseville on May 18. The Grand Opening is scheduled for Saturday, July 10.

The Library Board discussed the budget document included with the Roseville update, including funds raised by the Library and Friends via grants and donations. Under current County practices, the County Board must approve change orders increasing the total project budget in order to utilize these funds. Nemitz proposed asking for an increase to the budget, to be funded entirely by the Friends of the Ramsey County Library. No County funds would be used to cash flow the increases to the project budget. The Library Board concurred with this suggestion, which will go to the County Board for approval in the next several weeks.

ARDEN HILLS UPDATE:
Over seventy individuals attended a meeting held on November 19, 2009 at the Ramsey County Library in Arden Hills to discuss the branch’s future. In December, the County Commissioners voted to provide operational funding for the site until December 31, 2010. No operational funds are budgeted for 2011.

At that meeting, Nemitz showed a PowerPoint presentation describing the 2003 budget downturn and its consequences to the North St. Paul and Arden Hills libraries. At the time, both libraries were considered for closure. The Arden Hills community succeeded in keeping its branch open with reduced resource levels but remains vulnerable to closures. North St. Paul reinvented its approach to library services at a greatly reduced cost and significantly reduced its vulnerability to closure. The presentation also describes 21st century library services as outlined in the Library Board’s master plan. Nemitz recommended that community’s energy be channeled into finding a long-term, cost-effective solution for Arden Hills within a multi-use facility.

The crowd was attentive, asked informed questions, and spoke of their support for the Arden Hills library. Several local officials attended. Sixteen patrons signed up to work on a task force which has identified its charge as follows: to find
financially and politically feasible solutions to providing library service in the Arden Hills/New Brighton area. A web page, comment button, and e-mail mailing list has been set up.

On January 11, the task force met for the first time. Meg Robertson, Arden Hills Branch Manager, will chair the group. A letter was sent to the Arden Hills and New Brighton City Councils requesting time in the next month on their agendas. Nemitz, Robertson, and two Arden Hills residents will speak to the Arden Hills City Council on January 19th in a work session and January 25th in a public session on the status of the Arden Hills branch library. A meeting with the New Brighton City Council is expected in early February. Two New Brighton residents have been identified for that presentation.

Nemitz has opened discussions with Presbyterian Homes as a potential partner. They have expressed real interest in working with the Library but also real concern over the shortness of the timeline. A preliminary discussion with the school district has demonstrated willingness on their part for further discussion.

Task force members submitted ideas in writing. These will be consolidated and made available. The task force has agreed to meet monthly. The next meeting will take place at the North St. Paul Community Center on February 22.

**DIRECTOR’S REPORT:**

Nemitz’s January 2010 report to the Library Board was mailed prior to the meeting.

**MELSA REPORT:**

Nemitz reported that with new proposals for the tutoring program scheduled to be received after July 1, the funding allocated for 2008 has been allocated to the MELSA libraries as one-time, undesignated funds. The surplus funds will be held in reserve for the Library’s fund balance.

**FRIENDS OF THE LIBRARY REPORT:**

Gehrz indicated that the used book stores in Roseville, Maplewood and Shoreview brought in $68,000 in 2009. A contract has been signed with a new book sale vendor, which should increase revenues to the Friends. Two new Board members have been added to the Friends’ Board. Also in 2009, over $45,000 was added to the Endowment Fund, and the Friends’ membership is up to 782 member households.

**COMMISSIONER REPORT:**

Parker reported that she and St. Paul Mayor Chris Coleman will be visiting Manzanillo, Mexico, which is one of St. Paul’s sister cities. She invited Nemitz and any interested Board member to attend on a pay-your-own-way basis. Parker will visit the Manzanillo Library during the trip.

**LIBRARY DIRECTOR’S PERFORMANCE APPRAISAL AND SALARY REVIEW:**

The Library Board went into Executive Session to discuss the 2009 performance appraisal and salary review for Library Director Susan Nemitz.

Upon returning from Executive Session, the Library Board unanimously approved the following motion: Because Susan Nemitz has the full confidence of the Library Board in her decision-making skills and her outstanding leadership abilities in working with the Board, staff and governmental bodies, the Board moves to award Nemitz a 2% step increase and any cost-of-living adjustment received by unclassified department heads in 2010. The Personnel Subcommittee will conduct a study of salaries of the other metro library director and Ramsey County department heads, developing a three-year plan to increase her base salary to the comparable rate if necessary.

**NEXT MEETING:** February 17, 2010, Administrative Offices, 4570 North Victoria Street, 6:30 p.m.

**MEETING ADJOURNED** 9:00 p.m.

Respectfully Submitted,

Mary Larson,
Library Board Coordinator