BOARD MEMBERS PRESENT:
Matthew Anderson, Victoria Cox, Bruce Kessel, Bridget Murray, David Norrgard, Roberta Weltzin, Susan Wolsfeld

STAFF PRESENT:
Alice-Jo Carlson, Library Director; Mary Larson, Library Board Coordinator; Laura Johnson, Communication & Programming Manager; Dave Oster, Communications Dept. Intern

CALL TO ORDER:
Anderson called the meeting to order at 7:05 p.m. in the Conference Room of the Ramsey County Library Administrative Offices, 4570 North Victoria Street in Shoreview.

PUBLIC COMMENT:
Laura Johnson introduced Dave Oster, who has been working for the past year as the Communications Department intern for the Library. Oster also serves as Booker, the Library’s mascot, at Library and community events.

NEW TRUSTEE:
Anderson welcomed the newest Library Board Trustee, Roberta Weltzin of Vadnais Heights.

ADDITIONS TO AGENDA:
Several items were added to the agenda:
- Annual Meeting—Liaison to County Board (Anderson)
- Unfinished Business—Director Search Process (Anderson)
- Unfinished Business—Ramsey County Library in Arden Hills (Norrgard)

APPROVAL OF MINUTES:
Norrgard made a motion, seconded by Cox, to approve the minutes of December 10, 2003, as presented. The motion was approved unanimously.

Cox made a motion, seconded by Norrgard, to approve the minutes of January 7, 2004, as presented. The motion was approved unanimously.

DIRECTOR’S REPORT:
Carlson’s written report for January 2004 was mailed prior to the meeting. She noted that the book budget for the Library in Arden Hills for 2004 is actually $35,000, not $30,000 as written in her report. Carlson also reminded the Library Board members that Library Legislative Day is February 11-12, and Trustees are encouraged to attend. The Library Board questioned Carlson on whether the new materials selection process implemented this year will take more time than the previous centralized process. Carlson indicated that it is too early to tell if the new process requires more staff time than the old process.

MELSA REPORT:
There was no MELSA Report due to the absence of Commissioner Wiessner.

FRIENDS OF THE SUBURBAN RAMSEY COUNTY LIBRARIES REPORT:
Weltzin reported that Susan O’Neil of the Ramsey County Library Foundation gave a presentation on fundraising at the Friends’ January meeting. The Friends celebrate their 25th Anniversary in 2004, and
are currently trying to find a speaker for their Annual Luncheon in April. Bookstore profits for 2003 were down slightly from the previous year. Sunday hours have been moderately successful for the bookstore, but will not be offered over the summer months.

RAMSEY COUNTY LIBRARY FOUNDATION REPORT:  
Kessel e-mailed the Foundation’s December meeting minutes to the Library Board. The Foundation has suspended their meetings and fundraising activities while the Friends and Foundation work with the Library Board and staff to determine how mutual strengths can be combined for future success.

ANNUAL MEETING:  
Election of President: Wolsfeld nominated Anderson, who declined it, stating that he has already served as President for two years and believed it was time for a change. Kessel nominated Cox as President, Norrgard as Vice President, and Murray as Secretary. Wolsfeld seconded the nominations. The Library Board briefly discussed procedure, and proceeded with individual elections.

Kessel nominated Cox and moved her election as President of the Ramsey County Library Board. Wolsfeld seconded the nomination. Cox was unanimously elected President of the Ramsey County Library Board for 2004. Cox assumed the Chair from Anderson.

Election of Vice President: Kessel nominated Norrgard and moved his election as Vice President of the Ramsey County Library Board. Anderson seconded the nomination. Cox nominated Murray and moved her election as Vice President. Anderson also seconded this nomination. Kessel voiced his concern, which was echoed by Wolsfeld, that electing a President and Vice President of the Library Board from the same community could potentially lead to a perception of centralization. Cox and Murray both reside in White Bear Lake.

Cox called for a vote on both motions. Norrgard was unanimously elected Vice President of the Ramsey County Library Board for 2004. The motion for Murray as Vice President was defeated with no votes in favor.

Election of Secretary: Anderson nominated Murray as Secretary, which was seconded by Norrgard. Murray declined the nomination. The Library Board briefly discussed the duties expected of the Library Board Secretary. Anderson suggested that the Library Board Executive Committee, comprised of the President, Vice President, and Secretary, share more responsibility, to alleviate some of the pressure on the President.

Anderson nominated Wolsfeld and moved her election as Secretary of the Ramsey County Library Board. Norrgard seconded the motion. Wolsfeld was unanimously elected Secretary of the Ramsey County Library Board for 2004.

Library Board By-Laws: Anderson questioned whether the by-laws should be amended to expand the responsibilities of the Executive Committee. The Board determined that the by-laws already give the President the authority to speak on behalf of the Board, and that the President can decide to confer with the Vice President and Secretary.

Kessel made a motion to approve the By-Laws of the Ramsey County Library Board of Trustees as amended to remove North St. Paul from the list of current library locations. Norrgard seconded the motion, which was approved unanimously.

Library Board Policies: Norrgard made a motion to approve the Policies of the Ramsey County Library Board as presented. Kessel seconded the motion, which was approved unanimously.

Liaison and Library Board Appointments: Library staff had recommended that one liaison be appointed for both the Friends and the Foundation, since the Foundation is currently dormant and not holding
meetings. However, with the possibility that the Foundation may choose to meet periodically, the Library Board felt it best to appoint liaisons to both groups, so that one person would not have to attend meetings of both groups.

Anderson made a motion, which was seconded by Cox, to appoint Kessel as Library Board liaison to the Ramsey County Library Foundation, with Murray to serve as alternate. The motion was approved unanimously.

The Library Board discussed the option of having Weltzin serve as liaison to the Friends of the Suburban Ramsey County Libraries, given her current duties as Acting President of the Friends during the winter absence of Arnold Lindberg. All agreed that it would not be appropriate to have Weltzin serve as Library Board liaison during her tenure as Acting President.

Kessel made a motion, which was seconded by Wolsfeld, to appoint Weltzin as Library Board liaison to the Friends of the Suburban Ramsey County Libraries effective April 1, 2004, with Murray to serve as alternate liaison to the Friends until Weltzin's term as Acting President of that group concludes. The motion was seconded by Wolsfeld, and approved unanimously by the Library Board.

Members of the Personnel Subcommittee coordinate the Library Director's annual performance review, and may meet occasionally to discuss staff personnel issues. In July 2001, the Library Board passed a resolution stating that the Personnel Subcommittee shall be comprised of the Library Board President (Cox) and Vice President (Norrgard), along with one additional Library Board member. Kessel made a motion, seconded by Wolsfeld, to appoint Anderson as the third member of the Personnel Subcommittee for 2004. The motion was approved unanimously.

**Annual Schedule of Meetings:** Kessel made a motion, seconded by Norrgard, to approve the 2004 Annual Schedule of Meetings as presented. The motion was approved unanimously.

**Responsible Authority Designation:** Anderson made a motion, seconded by Kessel, to appoint Alice-Jo Carlson, 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. The motion was approved unanimously.

**Internet Access Policy:** The current Internet Access Policy for the Ramsey County Library was approved in October 2002, and the Library Board re-affirmed its decision not to install Internet filters in September 2003. Based on the Library Board’s previous request to review the policy on an annual basis, the process has been incorporated into the Annual Meeting. Kessel questioned whether the Library Board should continue to re-affirm the policy each year. Cox indicated that the Library Board’s Internet Access Policy may have implications on federal funding such as e-rate, RLTA, etc., and as such, should be revisited on at least an annual basis.

Wolsfeld made a motion, seconded by Norrgard, to re-affirm the current Internet Access Policy. The motion was approved unanimously by the Library Board.

**Liaison to the Ramsey County Board of Commissioners:** Anderson proposed the Library Board appoint a liaison to the County Board, following a suggestion by that group. Although only a few meetings each year involve Library-related issues, it is impossible for the entire Library Board to attend such meetings. Anderson suggested that a liaison be designated for County Board meetings with Library issues.

Kessel made a motion, seconded by Anderson, to appoint Norrgard and Murray as Library Board liaisons to the Ramsey County Board of Commissioners. The motion was approved unanimously.
DISPOSITION OF FORMER LIBRARY IN NORTH ST. PAUL:
Carlson reported that Ramsey County Property Management has received one proposal to purchase the former Ramsey County Library in North St. Paul, with a second proposal pending. Once both proposals have been received and reviewed, the County Board will take action to formally accept the higher proposal.

REQUEST FOR BOND ISSUANCE:
On December 16, 2003, the Ramsey County Board of Commissioners approved the Library’s 2004 budget, including a debt service levy that would fund $12.49 million in bonds for the first phase of the Library’s capital improvement projects. Library Director Alice-Jo Carlson met with the County’s Director of Budgeting and Accounting, Property Manager and County Manager to determine a process for requesting the issuance of bonds from the Ramsey County Board of Commissioners. A request for the issuance of $750,000 in bonds to fund the design, construction, collection and technology for the library project in the North St. Paul Community Center was developed to go to the County Board on January 27, 2004. The other capital projects in the first phase will be brought to the County Board on March 9, 2004, after further development of a project budget and timeline.

Carlson indicated to the Library Board that the construction at the Community Center will be managed by the City of North St. Paul, with Kraus Anderson to be chosen as the general contractor. If the bonds are approved on January 27, the tentative timeline will be as follows:

- February 3, 2004   Architect Chosen
- February & March  Design Phase
- April 1, 2004     Contractor Chosen
- May 1, 2004       Construction Begins
- June 1, 2004      Bond Proceeds Available/First Quarterly Payment due to City
- January/February 2005 Library Opens to Public

Anderson made a motion to authorize the Library Director to submit a request to the Ramsey County Board of Commissioners to issue bonds in the amount of $750,000 to fund the design, construction, collection and technology of the library space in the North St. Paul Community Center, 2290 North First Street. Norrgard seconded the motion, which was approved unanimously by the Library Board.

The Library Board also discussed the Library’s debt service levy, approved by the County Board on December 16, 2003, and whether the phased approach for selling bonds would impact the levy.

JOINT TASK FORCE OF FRIENDS AND FOUNDATION:
At the January 7, 2004, Library Board Workshop session, a joint task force consisting of members of the Ramsey County Library Foundation, Friends of the Suburban Ramsey County Libraries, and library staff was established to continue to develop a cooperative relationship between the two support organizations. A Library Board member shall be selected to join the task force, which is scheduled to meet January 27, 2004, in the Conference Room of the Library’s Administrative Office.

Cox indicated that she would be interested in joining the task force, but has a scheduling conflict for the first meeting. Anderson and Murray volunteered to attend, and Kessel was also potentially available. Wolsfeld made a motion to appoint Anderson, Murray, and Kessel to attend the January 27 joint task force meeting of the Friends and Foundation as liaisons from the Library Board. The motion was seconded by Norrgard, and approved unanimously by the Library Board. Cox reiterated her interest in attending future meetings of the task force.

STRATEGIC PLAN WORKSHOP SESSION:
The Library Board decided to have a three-hour workshop session to begin developing a new strategic plan. The Library Board will correspond via e-mail to determine the best date for the workshop. This workshop will be for Library Board members only, with key staff invited to later workshops.
DIRECTOR SEARCH PROCESS:
Anderson indicated that following Carlson’s announcement of her pending retirement last fall, the Library Board directed staff to begin a director search process. When Carlson later withdrew her retirement notice, the Board never took official action to call off the director search.

Anderson made a motion, which was seconded by Murray, to rescind the Library Board action of 9-17-03 delegating the search process to the Library Board’s Personnel Committee, and authorizing the Library Director and staff to begin preparing a draft position description and informational brochure, and obtain cost estimates for advertising in appropriate media. The motion was unanimously approved.

RAMSEY COUNTY LIBRARY IN ARDEN HILLS:
Norrgard noted that the Library Board voted on 2-5-03 to suspend service at the Ramsey County Library in Arden Hills effective 1-1-04, in response to Ramsey County budget reductions. Although alternate funding, including prior year reserves and donations, was identified to keep the Library in Arden Hills open in 2004, the Library Board did not take official action to reverse its earlier vote.

Anderson made a motion, seconded by Norrgard, to use the $65,000 in prior year reserve funds and donations identified by Library staff to support the operations of the Ramsey County Library in Arden Hills in 2004, supplemented by designated donations received via the Friends fundraising campaign. Staff will continue to examine the hours and services offered at the Library in Arden Hills for potential reductions in 2005. Norrgard withdrew his second of the motion. Kessel then seconded the motion, and offered a friendly amendment that the hours and services at Arden Hills should be examined quarterly throughout 2004. Anderson offered his own friendly amendment, suggesting that the wording state “at least” quarterly, which Kessel accepted. The Library Board approved the amended motion unanimously. The first examination of circulation statistics, operating costs, etc. for Arden Hills will be due when the budget information for 2005 is presented to the Library Board.

DECISION RESOURCES 2004 TELEPHONE SURVEY:
Beginning in 1995, and continuing at three-year intervals, the Library has contracted with Decision Resources, Ltd., a market research firm based in Minneapolis, to conduct random telephone surveys of suburban Ramsey County residents regarding library services. The most recent survey was conducted in 2001. DRL has served clients across the nation in the private, public, and political sectors. The principals of the firm, Dr. William Morris, and Diane Traxler, possess extensive backgrounds in marketing, public affairs, survey research, and statistical methods.

The Library Board discussed the whether the next survey would be conducted in 2004 as originally planned, or postponed to 2005 in order to give the Friends and Foundation joint task force on fundraising time to become established and begin coordinating efforts. Kessel made a motion to delay the next Decision Resources telephone survey to 2005. The motion did not receive a second.

Anderson made a motion to authorize the Library Director to work with Decision Resources, Ltd. to develop a draft survey of suburban Ramsey County residents to be conducted in 2004, with input from the Friends and Foundation to be solicited. Funding for the survey, up to $20,000, is included in the 2002 year end budget reserves. Murray seconded the motion, which was approved by majority vote, with Kessel dissenting.

RESOLUTION REGARDING THE RETIREMENT OF CHARLOTTE CLARKE:
Norrgard made a motion, seconded by Weltzin, to approve the Resolution Regarding the Retirement of Charlotte Clarke, and to authorize the appropriate signatures on the document. The motion was approved unanimously.

NEXT MEETING:
The Library Board’s next meeting will be held on Wednesday, February 18, 2004, at the Ramsey County Library in Arden Hills, 1941 West County Road E-2, beginning at 7:00 p.m.
ADJOURNMENT:
Anderson made a motion to adjourn the meeting, seconded by Murray. Cox adjourned the meeting at 9:25 p.m.

Respectfully submitted,

Mary Larson
Library Board Coordinator