Minutes of the Ramsey County Library Board
January 21, 2009

LIBRARY BOARD PRESENT:
Beverly Aplikowski, Robert Lamb, David Norrgard, Burton Nygren, Janice Rapheal, Roberta Weltzin, Lori-Anne Williams

STAFF PRESENT:
Susan Nemitz, Library Director; Mary Larson, Library Board Coordinator; Sandy Walsh, Assistant Director; Julie Neville, Library Facilities Manager; Chuck Wettergren, Automation Services 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 7:00 p.m. in the Conference Room of the Ramsey County Library Administrative Offices, 4570 Victoria Street North. New Library Board member Janice Rapheal was introduced to the Trustees and staff present.

PUBLIC COMMENT:
No public comment.

APPROVAL OF AGENDA AND MINUTES:
Norrgard made a motion to approve the agenda for January 21, 2009, and the minutes of December 10, 2008, as presented. Aplikowski 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. In 2008, the Library requested and received $60,000 to enhance programs and services. For 2009, the Friends donated $70,000 for programming, the volunteer program, and staff development, an increase of $10,000 over 2008.

Norrgard made a motion to accept the gift of $70,000 from the Friends of the Ramsey County Libraries, to be used for 2009 program and service needs identified by the Library. Aplikowski seconded the motion, which was approved by unanimous vote.

2008 FOURTH QUARTER REPORTS:
The Library Board reviewed the fourth quarter workplan, financial report, and statistics as submitted.

ANNUAL MEETING:

Election of Chair: Nygren nominated Williams, and moved her election as Chair of the Ramsey County Library Board for 2009. Weltzin seconded the motion, which was approved by unanimous vote.

Election of Vice-Chair: Williams nominated Nygren, and moved his election as Vice-Chair of the Ramsey County Library Board for 2009. Aplikowski seconded the motion, which was approved by unanimous vote.

Election of Secretary: Williams nominated Lamb, and moved his election as Secretary of the Ramsey County Library Board for 2009. Aplikowski seconded the motion, which was approved by unanimous vote.
Library Board By-Laws:  Rapheal suggested that the Library Board by-laws include a purpose statement and language regarding indemnification.  Nygren proposed language regarding the voting authority of the Chair.  Nemitz and Williams will draft the proposed revisions to the by-laws, for consideration at the February meeting.  Norrgard made a motion to table approval of the by-laws until February.  Aplikowski seconded the motion, which was unanimously approved.

Library Board Policies:  Norrgard made a motion, seconded by Lamb, to approve the Library Board Policies as presented.  The motion was unanimously approved.

Liaison and Library Board Committee Appointments:  Norrgard made a motion to appoint Aplikowski as the liaison to the Friends of the Ramsey County Libraries for 2009, and that the Personnel Subcommittee be comprised of the Library Board Chair, Vice Chair, and Secretary.  Lamb seconded the motion, which was approved by unanimous vote.

Annual Schedule of Meetings:  The Ramsey County Library Board currently meets 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.

Following Nemitz's suggestion of an earlier start time, and discussion by the Board, Weltzin made a motion to approve the 2009 Annual Schedule of Meetings as proposed, with a start time of 6:30 p.m.  Rapheal seconded the motion, which was approved by majority vote with Norrgard dissenting.

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.

STATE LIBRARY CONSTRUCTION GRANT:
The Minnesota Department of Education notified the Ramsey County Library in December 2008 that a $400,000 matching grant has been awarded for the renovation and expansion of the library in Roseville.  The Ramsey County Board of Commissioners will consider the grant agreement at its meeting on February 3, 2009.

Nemitz reported that the State grant has many restrictions, but the process was easier than anticipated.  Concerns about future State claims against the facility, and revenue from leases, are being investigated prior to the County Board meeting on February 3 for official acceptance.  She noted that the grant funds are received at the end of the project, so the County must agree to cash flow the project and be reimbursed following its completion.

Nemitz also indicated that the Ramsey County Environmental Health Department has agreed to provide $380,000 from its Solid Waste Fund to the Roseville project.  If both the State and County grants are accepted, the project budget would increase by $780,000, and be used to fund LEED (Leadership in Energy and Environmental Design) certification and three demonstration projects.

Lamb questioned the State's grant language regarding funding sources beyond the County's levied capital bonds.  Nemitz recommended that the County Attorney's Office review this clause and its applicability in this situation.  Norrgard stated his reluctance to give the State partial ownership in the facility, over fears that coffee shop revenue would have to be shared with the State.  Nemitz noted that the grant language causing concerns was developed for the Guthrie Theatre project, and likely would not apply to the Library project.  Nemitz indicated that additional concerns can be addressed during the 2009 legislative session.

Lamb made a motion to approve the Resolution of the Ramsey County Library Board Accepting a State Matching Grant from the Minnesota Department of Education for the Ramsey County Library in Roseville, contingent upon clarification of whether accepting the grant precludes other funding sources outside of capital bonds, and review by the Ramsey County Attorney's Office regarding lease revenues.  Weltzin seconded the motion, which was approved by majority vote with Norrgard dissenting.

ROSEVILLE PROJECT UPDATE - LEED CERTIFICATION:
On December 16, 2008, the County Board approved the budget of $17,197,763, schedule and financing plan as well as the Phase II Contract for the addition to and remodel of the Ramsey County Library in Roseville.  After a long
discussion, the County Board directed staff to develop a budget and financing plan that would allow the Ramsey County Library in Roseville project to qualify for Gold level LEED certification and include environmental education demonstration components.

The Library is scheduled to present to the County Board on February 3, 2009. The Library is proposing the following green features totaling $780,600.

1. **Gold level LEED certification**  $380,600
2. **Clerestory Lighting**  $ 50,000
   Install clerestory windows to bring natural light into the interior of the building. In conjunction with light shedding controls, this enhancement reduces the amount of artificial light required during daylight hours.
3. **Water Demonstration Feature**  $250,000
   Scupper roof rain water onto a rain drum where the water will be collected and sent through a series of rain gardens and filter basins eventually falling into shallow retention ponds. This project filters and cleans rainwater.
4. **Terrazzo/ Glass Community Recycling Project**  $100,000
   Create a terrazzo floor in the lobby that extends into the atrium that integrates recycled glass provided by members of the Roseville community. The terrazzo/glass feature would be artistically designed and tell a story of creative use of recycled products.

The Library is recommending financing these improvements through two funding sources:

- Ramsey County Solid Waste Fund  $380,600
- State Library Construction Grant  $400,000

Lamb made a motion to endorse the plan to pursue gold level LEED certification utilizing grant funds from the State of Minnesota Library Construction Grant and the Ramsey County Solid Waste Fund, subject to clarification by the County Attorney’s Office if accepting State grant funding precludes utilization of other funding sources. Norrgard seconded the motion, which was approved by unanimous vote of the Library Board.

**NAMING RIGHTS PROPOSAL:**

The Friends of the Ramsey County Libraries will be submitting a grant proposal to the Best Buy Children’s Foundation requesting funding for the Teen Room of the Ramsey County Library in Roseville. The Friends would like to mention the possibility of naming rights within the facility, as they believe it would significantly increase the chances of receiving grant funding in this challenging economic climate.

Parker recommended that the naming rights policy approved by the Library Board on October 2008 be brought to the County Board of Commissioners for information and discussion. The policy allows for rooms or areas within a building to be named for individuals or businesses, but the entire facility may not.

**TECHNOLOGY PLAN:**

Ramsey County Library maintains an up-to-date technology plan to effectively support our strategic initiatives and qualify the Library to seek state and federal technology funding for specific projects within the plan. The final version of this plan will be submitted to the Minnesota Department of Education (MDE) for approval of format and content. Submitting this plan to the MDE does not prevent the Library from continuing to update and modify the objectives and tasks. The Library can and should continue updating the plan as necessary.

Wettergren noted that the Technology Plan was completed following approval of the Library Board’s Strategic Plan, in a format consistent with the State Department of Education.

**2009 WORKPLAN:**

Nemitz shared the 2009 senior managers’ workplan with the Library Board, noting that many of the tasks are carry overs from previous years. The tasks were developed based on the new Strategic Plan, and the Library Board will receive quarterly status reports.
RAMSEY COUNTY CIP BUDGET REQUESTS:
In accordance with the Ramsey County Home Rule Charter, a Capital Improvement Program (CIP) Plan is prepared each year. All capital projects must be submitted, regardless of the funding source. Based on this Plan, recommendations will be prepared for a proposed Capital Improvement Budget for the fiscal years 2010-2011, to be presented to the Ramsey County Board of Commissioners for adoption. For the upcoming CIP process, the Plan is being extended to cover six years (2010-2015), and must be submitted by January 26, 2009.

Ramsey County Library is planning to submit two projects for the upcoming Capital Improvement Program Plan. In 2011, the Library would request $50,000 to fund pre-design drawings for the remodeling and expansion of the Ramsey County Library in Shoreview. Based on the Facilities Master Plan, Shoreview would expand into the lower level space currently occupied by the Administrative, Technical and Automation Services staff, increasing the library from 14,000 sq. ft. to 28,000 sq. ft. In 2013, the Library would request $2.7 million to fund the expansion and remodeling at Shoreview. Nemitz indicated that it is important for Library facility projects to be queued along with other potential County projects, since the County plans its building projects far in advance. The Library Board concurred with Nemitz’s proposed CIP Budget Requests.

LIBRARY FACILITY UPDATES:
The City of White Bear Lake received a grant of $1.4 million dollars from the Met Council to build a parking ramp on the Boat Works site. The Library remains flexible to opportunities that may arise regarding facilities planning.

The interim site for the Ramsey County Library in Roseville hosted an open house for the public that evening, but did not receive any visitors. The lease for the temporary site has been signed by all parties concerned.

The Dunn Bros. Coffee shop at the library in Roseville had a small fire in the coffee bean roaster on Martin Luther King Day. The Library was already closed for business due to the holiday, and cleanup, primarily dust and smoke residue, was completed within a few hours.

DIRECTOR’S REPORT:
Nemitz’s January 2009 report to the Library Board was mailed prior to the meeting.

FRIENDS OF THE LIBRARY REPORT:
The Friends will hold their Annual Luncheon on Saturday, May 2, celebrating their 30th anniversary. A fundraising project with Dunn Bros. Coffee features a frequent customer card that, when presented, gives the Friends 10% of the amount spent. The Junior League of St. Paul sponsored a kindergarten library card signup program, with visits to all the schools in suburban Ramsey County, and a pirate-themed party to present the new library cards.

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.

RAMSEY COUNTY BUDGET:
Nemitz reported that Governor Pawlenty is proposing cuts to Local Government Aid, which is one of Ramsey County’s funding sources, and would potentially affect the Library. The Human Services Department is facing significant cuts. Maintenance of efforts laws are under discussion at the legislative level.

NEXT MEETING: February 18, 2009, Administrative Offices, 4570 North Victoria Street, 6:30 p.m.

MEETING ADJOURNED 9:30 p.m.

Respectfully Submitted,

Mary Larson,
Library Board Coordinator