LIBRARY BOARD PRESENT:
Matthew Anderson, Robert Lamb, David Norrgard, Burton Nygren, Lori-Anne Williams, Roberta Weltzin

LIBRARY BOARD ABSENT:
Victoria Cox

STAFF PRESENT:
Susan Nemitz, Library Director; Mary Larson, Library Board Coordinator; Therese Sonnek, Library Manager; Lynn Wyman, Assistant Director-Human Resources; Sandy Walsh, Assistant Director-Operations

OTHERS PRESENT:
Joe Skelly, Arnold and Mary Anne Lindberg, Friends of the Suburban Ramsey County Libraries

CALL TO ORDER:
Weltzin called the meeting to order at 7:00 p.m. in the Meeting Room of the Ramsey County Library in White Bear Lake, 4698 Clark Avenue.

PUBLIC COMMENT:
Mary Anne Lindberg reminded the Library Board of the upcoming fundraiser for the Friends of the Suburban Ramsey County Libraries. The fundraiser will be held on Thursday, November 15, at the Bigelow Chapel at United Theological Seminary in New Brighton.

APPROVAL OF AGENDA AND MINUTES:
Williams made a motion to approve the agenda for October 17, 2007, and the minutes of September 19, 2007, as presented. Lamb seconded the motion, which was approved by unanimous vote.

RESOLUTION REGARDING THE RETIREMENT OF KATHERINE SANDERS:
Williams made a motion to approve the resolution regarding the retirement of Katherine Sanders, and to authorize the appropriate signatures on the document. Lamb seconded the motion, which was approved by unanimous vote.

RESOLUTION REGARDING THE RETIREMENT OF MARY PROKOPIUK:
Williams made a motion to approve the resolution regarding the retirement of Mary Prokopiuk, and to authorize the appropriate signatures on the document. Lamb seconded the motion, which was approved by unanimous vote.

AWARD LIBRARY GOLD CARD:
Since 1999, Friends of the Suburban Ramsey County Libraries member Phyllis Bentley has coordinated the Kindergarten Library Card Program for Ramsey County Library. A retired school librarian from the Roseville School District, Bentley helped thousands of kindergartners obtain their first library card via application forms distributed to local elementary schools. Bentley stepped down from her role as coordinator following the 2007 drive, which resulted in 483 cards being issued.

Williams made a motion to award a Library Gold Card to Phyllis Bentley as a symbol of appreciation for her nine years as coordinator of the Kindergarten Library Card Program for Ramsey County Library. Lamb seconded the motion, which was approved by unanimous vote.
2008 HOLIDAY CALENDAR:
Each year, the Library staff prepares a holiday calendar for the upcoming year, for Library Board approval. The calendar includes all the dates designated as paid holidays by Ramsey County, as well as other dates when the libraries are traditionally closed. The proposed 2008 calendar was developed with the basic objective of providing public service hours at times when the public might reasonably be expected to use the libraries, while observing the holidays set forth by Ramsey County.

Williams made a motion to approve the 2008 Holiday Calendar as proposed. Lamb seconded the motion, which was approved by unanimous vote.

MASTER PLANNING:
The Facilities Master Plan working group met on October 15th to map out a strategy and a schedule for gathering the data necessary to complete the master plan. The working group includes Tim Carl, Jane Dedering, and Mia Blanchett of HGA, Kim Bolan of Kimberly Bolan & Associates, Carol Morphew of Ramsey County Property Management, Burt Nygren, Julie Neville, Susan Nemitz, Chuck Wettergren, Lynn Wyman, and Sandy Walsh. The group spent October 15th touring all seven RCL branches, with branch staff acting as resources for information about building issues, services offered, and the branch’s clientele.

A series of public focus groups will be held the week of November 12th, and meetings with staff and the Library Board will occur the week of November 26th. The Library Board will receive updates at their December and January meetings, with the final report to be presented at the February Library Board meeting.

Nygren made a motion to change the November Library Board meeting date from 11/21/07 to 11/28/07. Norrgard seconded the motion, which was approved by unanimous vote.

RAMSEY COUNTY LEADERSHIP & WORK CULTURE SURVEY:
In July 2007, Ramsey County conducted an employee survey on departmental leadership and work culture. The results provide a snapshot of staff perceptions of their work environment and the library’s formal and positional leadership. 42% of library staff responded to the survey, compared with 34% of countywide staff.

Wyman noted that the Library scored the highest of any department in Ramsey County, in every category except acknowledgement/recognition. Department leaders & managers scored higher in the business aspect categories, while immediate supervisors scored higher in personal elements. The Library will consider methods for improving acknowledgement & recognition of staff, the category with the lowest scores. Previous formal recognition programs were not well received, and created resentment among staff not recognized.

The next phase of the survey will include 360° evaluations for department managers. Lamb urged staff to be very careful with how the survey results are used, and recommended that the purpose be clearly stated before they are completed.

POLICY AND PROCEDURE REVIEW:
The Library’s policies and procedures have evolved over a period of decades; some date back to the 1980s. Many are outdated, uneven, or inconsistent. In addition, there is no single place where all policies and procedures are gathered. To remedy this situation, we are conducting a review of all policies and procedures.

Policies are being grouped into three areas—Library Board, Patron, and Staff. Library Board policies are those that govern how the Board operates. They remain unchanged. Patron policies are those that affect patrons and their use of the library—circulation, Internet, Community Program Room, etc. These are being reviewed and revised. In some cases, policies need to be written. Staff policies are those that affect staff but not the public—dress code, computer use, etc.
When all policies are ready, they will be presented to the Library Board as a package for approval, replacing all existing policies. Staff will track the approval date and set up a schedule for periodic review of all policies, grouped by subject area. All policies will be available on the staff Intranet, along with the procedures that apply to enforcing them. Patron policies will be posted on the Library’s website.

BUDGET ADDENDUM:
Following the Library’s budget hearing before the Ramsey County Board of Commissioners on August 13, an addendum was made to the County’s 2008-2009 budget to add hours at the Ramsey County Libraries. The Commissioners will vote on the entire County budget package on November 27. If approved, the hours will be implemented in January. The additional hours would expand access to programs and services, and improve customer service by creating intuitively understandable schedules. The last time hours were increased was 1998, when Maplewood added Sundays.

The Library Board members will contact their County Commissioner to indicate their support for the additional hours.

ROSEVILLE UPDATE:
Nemitz reported that the Roseville expansion and remodeling project continues on schedule. Community meetings have been held with good support for the project. The County Commissioners gave preliminary approval for the project, along with funding for RFID. If formally approved in December, the next steps for the project will include hiring an architect and completing design drawings and cost estimates for staging of the project, to determine whether a temporary facility will be needed. Any potential lease of vacant retail space for a temporary facility could not be negotiated until mid-2008. Nemitz noted that the project may be difficult to stage, with removal of the roof necessary to complete a second story addition. An RFP for architectural services will be let in December, with bids received in January.

MAPLEWOOD UPDATE:
The new library in Maplewood is a busy, vibrant place. The noise issues raised at the September meeting by a library patron center on teen groups using the library. Other local businesses are having the same problems. Walsh noted that the Maplewood staff is developing rules for children and teens in the library, and are dealing with situations as they arise.

THIRD QUARTER REPORTS:
The Library Board reviewed the third quarter work plan, financial report and statistics as submitted. Nemitz noted that the delay in upgrading the integrated library system (ILS) is affecting other projects as well.

LIBRARY BOARD VACANCY:
Nemitz noted that the Library Board will have a new member next year, as Cox’s term ends in December and she is ineligible to reapply. The Library Board considered whether a “chair-elect” system should be adopted. Wetzin noted that there are benefits to both a multi-year chairperson, and having turnover in the chair position. She asked the Library Board members to contact her prior to the January meeting if they are interested in serving as chair for 2008.

DIRECTOR’S REPORT:
Nemitz’s October report to the Library Board was mailed prior to the meeting. The success of the Museum Adventure Pass program was discussed.

MELSA REPORT:
No report.

METRONET REPORT:
Lynn Wyman submitted a report on the September 19, 2007 Metronet meeting. The Governing Board accepted the independent auditor’s report for FY07. The current officers were re-elected for another term. Metronet’s
Information Literacy Initiative has been expanded to four school districts this year. Chaska, Robbinsdale, Minneapolis and St. Paul schools are participating in the project. The initiative was piloted last year with the St. Paul schools. Its purpose is to build information literacy competencies in high school students.

**FRIENDS OF THE SUBURBAN RAMSEY COUNTY LIBRARIES REPORT:**
Joe Skelly reported that the new Chipotle restaurant in Rosedale Shopping Center will hold a fundraiser to benefit the Friends on Wednesday, October 24, from 5-8 p.m. Proceeds from the sales during that event will be donated to the Friends. Another fundraiser is scheduled for Thursday, November 15, at the Bigelow Chapel at United Theological Seminary in New Brighton. Library Board members are invited to attend. The Friends did not get the LCCMR grant that was applied for to benefit the Roseville expansion and remodeling project. The grant request will be fine-tuned and submitted again next year.

**WHITE BEAR LAKE LIBRARY REPORT:**
Therese Sonnek, White Bear Lake Library Manager, noted that the library will receive 5% of art sales at the Chocolate Spoon café in White Bear during November. Circulation at White Bear was up during the first two quarters of 2007, and down slightly in the third. Staffing has been stable, with no turnover in circulation staff in more than a year. New shelving funded by the White Bear Lake Rotary was installed at the circulation desk earlier this year.

**NEXT MEETING: November 28, 2007, Administrative Offices, 4570 North Victoria Street, 7:00 p.m.**

**MEETING ADJOURNED 8:50 p.m.**

Respectfully Submitted,

Mary Larson
Library Board Coordinator