CALL TO ORDER:
Cox called the meeting to order at 7:00 p.m. in the Meeting Room of the Ramsey County Library in Roseville, 2180 Hamline Avenue North.

PUBLIC COMMENT/INTRODUCTION OF VISITORS:
Lynn Belgea, Ramsey County resident and library patron, was introduced.

APPROVAL OF AGENDA:
Anderson made a motion to approve the Library Board Agenda for October 20, 2004, with the addition of “Library Director Search Update” under Discussion Items. Norrgard seconded the motion, which was approved unanimously.

APPROVAL OF LIBRARY BOARD MINUTES:
Anderson made a motion, which was seconded by Norrgard, to approve the Library Board meeting minutes of September 15, 2004 as presented. The motion was approved unanimously.

SALE OF FORMER LIBRARY FACILITY IN NORTH ST. PAUL:
Mangine indicated that he has received phone calls from several different potential buyers for the former library facility in North St. Paul. He recommended that, if a sale is not imminent within the next 4-6 weeks, a commercial real estate agent be retained to handle the sale of the property.

HOURS OF SERVICE AT NEW LIBRARY IN NORTH ST. PAUL:
Construction of the new library space in the North St. Paul Community Center is scheduled to be completed for occupancy in December, with the projected opening date to be early January 2005. Working with manager Karen Boettcher, the Library’s Senior Management Team has put together a recommendation to operate the new facility during the following schedule, totaling 31 hours per week.

- **MONDAY**: 10 a.m.-5 p.m.
- **TUESDAY**: 3-8 p.m.
- **WEDNESDAY**: 10 a.m.-5 p.m. (Storytime to be held at 10:30 a.m.)
- **THURSDAY**: 3-8 p.m.
- **FRIDAY**: CLOSED
- **SATURDAY**: 10 a.m.-5 p.m.
- **SUNDAY**: CLOSED
If current staffing levels (2 FTE) can support it, and the customer demand is great, four additional hours per week could be added in 2006, resulting in 35 hours per week or the normal amount of open hours for the smaller Ramsey County Library locations. Norrgard suggested that the staffing levels and customer demand be analyzed after six months, rather than waiting one full year to potentially increase hours. Cox spoke in favor of the suggested schedule, in particular the Friday closed date as opposed to another weekday. She noted that being closed on Fridays would have the least impact on homework support, since the Library will be open Saturdays.

Anderson made a motion to approve the proposed schedule of open hours for the new library in North St. Paul, with formal review of staffing levels and customer demand after six months of operation. Norrgard seconded the motion, which was approved unanimously.

COFFEE SHOP IN THE EXPANDED LIBRARY IN MAPLEWOOD:
Mangine reported that he has contacted Ramsey County Budgeting & Accounting to determine the feasibility of using General Obligation Bonds to fund the capital costs for the future coffee shop space in the expanded library in Maplewood. According to state law, this is permissible as long as the private portion of the newly-constructed space is less than 50% of the total construction. Since the proposed coffee shop space in the expansion would be only 1,600 square feet, or less than 12% of the total new construction, the project would fall well within the parameters of authorized use.

Mangine noted that another concern regarding the proposed coffee shop is the impact on the site and parking availability. According to Maplewood building code, the Library will have to prove it has sufficient parking for the Library, the coffee shop, and the Environmental Health Department tenants and customers. No construction will be permitted at the south end of the site, due to the wetland behind the library. However, other options for expanded parking are being considered by the architects. Onsite water retention will also be required, which may impact space availability. Porous pavers were discussed as one potential option for dealing with the water retention issue, with drainage directed to the wetland area at the south end of the site.

Anderson made a motion authorizing staff to proceed with plans for a leased coffee shop in the remodeled and expanded library in Maplewood. Norrgard seconded the motion, which was approved unanimously.

LAND ACQUISITION FOR LIBRARY IN ROSEVILLE:
David MacMillan, Assistant Ramsey County Attorney, requested an appraisal of the property north of the library in Roseville. Cletus Liedl, MAI, Certified General Real Property Appraiser from The Valuation Group, submitted the market value of the fee simple interest and also the value considering the conservation easement that was conveyed to the Minnesota Land Trust.

Mangine noted that the quick take eminent domain process may be slightly delayed, as the attorney for Hamline Avenue Properties LLC recently passed away. A new attorney has been retained, and has filed a rebuttal to the County’s claim for eminent domain. If the County’s request for a quick take is upheld, title to the property should switch to the County in mid-January, although the final price may take much longer to determine.

The Library Board asked for a clarification on the valuation included in the appraisal, specifically the aggregate total valuation, and which of the amounts listed would be paid to the Minnesota Land Trust and Hamline Avenue Properties.

SERVICE AGREEMENT WITH RAMSEY COUNTY PROPERTY MANAGEMENT:
Mary Sokolik, former Library Property Manager, transferred out of her position in late July. Since that time, the position has been vacant. Library Director Alice-Jo Carlson asked Jolly Mangine, Director of Ramsey County Property Management, to determine the cost for his department to provide property management services to the Library.
Benefits to the Library would include staff expertise in the field of facility management and backup staff that could be dispatched to the Library in the event of vacation or illness. The Property Management Department may also be better positioned to ask the County Board for an increase in the Library’s budget for property related line items by drawing on their wealth and diversity of experience.

The Library Property Manager position, which was nearly identical in job scope and salary, was reclassified to Building Services Manager, the title used by Property Management. The Library Director will be conducting interviews for the vacant position in the next several weeks, and the newly hired employee will report to the Library Director through 2004. If approved by the Library Board, the position would report to the Director of Property Management starting in 2005.

The budget prepared by staff from both departments indicates that the cost to the Library for the first year could potentially be an additional $20,000, due primarily to an increase in administrative overhead passed through the Property Management Department. This potential increase would not be payable in 2005; rather, it would be an increase in the 2006 or 2007 administrative overhead charge. This would be a pilot project for 2005, with the project evaluated by Property Management and the Ramsey County Library Board for inclusion in the 2006 budget.

Kessel made a motion to approve the plan for placing the property management of the Ramsey County Library facilities under the direction of the Ramsey County Property Management Department for 2005 and direct staff to finalize the details for this pilot project. Norrgard seconded the motion, which was unanimously approved by the Library Board.

**FUNDRAISING AND DEVELOPMENT SUPPORT:**

The Ramsey County Library has a vested interest in the success and growth of a fundraising initiative. The Library’s funding needs surpass traditional governmental funding, requiring private support to enable growth as a viable institution. The Library also recognizes the limitations facing our support organizations, the Friends and Foundation, at this crucial time, as the entities combine their strengths to work on behalf of the Ramsey County Library.

In the interest of encouraging and supporting an active and successful Friends of the Suburban Ramsey County Libraries’ fundraising effort, the Library Director recommends committing to the following support by Library staff:

1. Support for Administrative Functions
   a. Maintenance of joint database
   b. Communication with Fundraising Committee chair on progress
   c. Develop and maintain web presence using content submitted by Friends committees.

2. Link between Library and New Organization
   a. Communicate Library priorities for funding
   b. Work with Fundraising and PR/Marketing Committees to create messages related to potential and realized projects and the public impact

3. Coordination of development activities including:
   a. Receiving, responding to and referring donor calls
   b. Mailing of follow-up materials, i.e. membership applications, donor brochures
   c. Developing target donors and timelines for fundraising activities including grant-writing, North Saint Paul project, and related projects
   d. Maintain relationships with program sponsors for Summer Reading Program and related events until the Friends Fundraising Committee is poised to take it over
   e. Library Director and appropriate staff will approach potential funders as member of development team

This support would be committed for a period of 1 year, with the option of renewing this support for an additional one year and would not exceed a combination of 20 hours each week.
The Library’s designee would serve as a non-voting member at Friends board and committee meetings. The designee would likely attend meetings of the Executive and Fundraising committees, consult with committee chairs, and help organize committee meeting agendas and documentation. The individual would serve as communication link between Library and Friends.

The Library Board questioned whether the Minnesota Government Data Practices Act would limit access to the Friends/Foundation donor database.

Anderson made a motion to approve the fundraising and development support proposal as presented, subject to the review and approval of the Ramsey County Attorney’s Office regarding the issue of Data Practices. Kessel seconded the motion, which was unanimously approved.

**DISPOSITION OF OSPREY POLE AT LIBRARY IN ARDEN HILLS:**
In 2000, Ramsey County Library staff worked with volunteer Ray Hermann, an Eagle Scout, and Ramsey County Parks and Recreation to install an osprey pole behind the library in Arden Hills. The pole was donated to the Library at an estimated value of $300. It has been in place for four years, and has yet to be inhabited by osprey. The trees and shrubbery have overgrown the area, which may be one reason the osprey are not choosing to nest at the pole. It is also possible that it is simply not in an area desirable to the osprey.

Ray Hermann and other osprey experts are in the process of moving other poles to new locations to increase the nesting possibilities, and have offered to do the same for the pole at Arden Hills at no cost to the Library. As an alternative, the Library could also choose to clear the shrubs and trees from the area around the pole at some expense, or leave the area as it is, with little expectation for nesting osprey. Anderson indicated that he was not in favor of spending money to clear the area.

Norrgard made a motion to authorize staff to determine the disposition of the osprey pole at the library in Arden Hills. Kessel seconded the motion, which was unanimously approved.

**2005 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 2005 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. It is comparable to the calendar approved by the Library Board since 2003.

Norrgard made a motion to approve the 2005 Holiday Calendar as proposed. Anderson seconded the motion, which was approved unanimously by the Library Board.

**DECISION RESOURCES TELEPHONE SURVEY RESULTS:**
Results of the 2004 Decision Resources Telephone Survey of 600 random suburban Ramsey County residents were distributed to the Library Board members prior to the meeting. The Board asked Carlson to invite Dr. William Morris, President of Decision Resources, to the November meeting to discuss the findings.

**LIBRARY DIRECTOR SEARCH UPDATE:**
Cox reported that the process is well underway. The recruitment brochure has been finished, and is being sent to applicants and other potentially interested parties. To date, the process is moving along on schedule, with preparations for the preliminary interviews taking place.

**DIRECTOR’S REPORT:**
Carlson’s written report for October 2004 was mailed to the Library Board prior to the meeting. The current vacancy on the Library Board was discussed, with Carlson noting that the County Board could
decide to appoint the sole applicant to the position without an interview. However, the Library Board was in favor of continuing with the interview process, and waiting until the new application period has expired to fill the vacancy.

**MELSA REPORT:**
Wiessner reported that budget discussions regarding the reimbursement formula are scheduled. The current formula will continue for 2005, with changes considered for the 2006 fiscal year. A task force has also been set up to streamline services across the MELSA service area.

**FRIENDS OF THE SUBURBAN RAMSEY COUNTY LIBRARIES REPORT:**
In Weltzin’s absence, no Friends’ report was given. Cox noted that the Friends did a wonderful job hosting the statue dedication at the library in White Bear on October 19.

**NEXT MEETING:**
The Library Board’s next meeting will be held Wednesday, November 17, 2004, in the Conference Room of the Library Administrative Offices, 4570 North Victoria Street, beginning at 7:00 p.m.

**ADJOURNMENT:**
Anderson made a motion to adjourn, seconded by Kessel. Cox adjourned the meeting at 9:15 p.m.

Respectfully submitted,

Mary Larson
Library Board Coordinator