CALL TO ORDER:
Williams called the meeting to order at 6:30 p.m. in the Meeting Room of the Ramsey County Library in White Bear Lake, 4698 Clark Avenue.

PUBLIC COMMENT:
Charlie Kachel, Arden Hills resident, inquired about the Library Board’s plan for the disposition of the library facility in Arden Hills. He expressed his disappointment that the Presbyterian Homes proposal was not selected, and thought their offer to ‘swap’ properties was ideal.

Nemitz responded that the Arden Hills facility was declared surplus by the Ramsey County Board of Commissioners. The property and facility will be offered for sale together, although if a purchase offer is not forthcoming, the County may consider tearing down the facility and selling the property without it. The facility will be offered for sale via sealed bids. A professional realtor may be retained if the facility does not sell through the bid process. Three organizations have expressed interest, including Ramsey County Parks & Recreation, who would use it as a trailhead site. The County must realize at least $420,000 from the sale in order to meet the financing plan for the new facility at the New Brighton Family Service Center. Sale of the facility and/or property may depend upon rezoning by the City of Arden Hills.

APPROVAL OF AGENDA AND MINUTES:
Norrgard made a motion to approve the agenda for October 20, 2010, and the minutes of September 15, 2010, as presented. Aplikowski seconded the motion, which was approved by unanimous vote.

2010 THIRD QUARTER REPORTS:
The Library Board reviewed the third quarter workplan, financial report, statistics and incident reports as submitted.

2011 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 2011 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 as set forth by Ramsey County.

Since 2009, the Library’s calendar has included four Service Improvement Days per year. These days allowed time for staff training, facilities-related projects such as painting or shifting the collection, and time for staff to catch up on shelving backlogs. In 2011, the Library proposes to reduce the number of Service Improvement Days from four per year to two, with the four largest libraries (Maplewood, Roseville, Shoreview and White Bear Lake) closing one additional day.
for facility- or technology-related improvements. These closed days will be selected based on their branch needs, and publicized in advance in the Library’s quarterly newsletter.

Weltzin made a motion to approve the 2011 Holiday Calendar as proposed. Aplikowski seconded the motion, which was approved by unanimous vote.

**ARDE HILLS/NEW BRIGHTON UPDATE:**  
On October 12, the Ramsey County Board of Commissioners discussed the relocation of the Arden Hills branch library to the New Brighton Family Service Center. Lori-Anne Williams, David Norrgard and Paula Mielke attended. Officials from the City of New Brighton and the City of Arden Hills were invited to speak. Several community members on the Arden Hills Task Force also attended.

The Library argued that the plan would:
- Reduce annual operating costs by $150,000 as planned in the 2010-2011 County budgets.
- Save $300,000+ in one-time deferred maintenance obligations at the current site.
- Avoid the $1.8 million estimated cost to remodel the current facility.
- Provide greater access to patrons (ADA compliance, public transportation, adjacencies to schools).
- Improve patron computing.
  - Bandwidth
  - Numbers of computers (6 to 14+ stations)
  - Hours of availability (35 hours in library to 100 hours in community center)
- Provide library programming to the Arden Hills/New Brighton community including legacy-funded, technology literacy, children’s, teen and workforce development programs (currently unavailable due to building limitations).
- Improve staff productivity and work flow (RFID security gates, integrated security cameras, integrated VoIP to provide centralized reference, service desk consolidation).
- Improve patron experience with a drive-thru materials return, user-friendly shelving, comfortable seating, appropriate lighting, and a popular collection).
- Provide opportunities to improve programs and services by partnering with the community center and area organizations that use it.
- Reduce disruption to services by limiting the time period that the Library is closed.

Commissioner Tony Bennett argued against the proposal. He remains concerned that the plan does not consider the likely population growth expected in both the New Brighton Northwest Quadrant and the Arden Hills Twin Cities Army Ammunition Plant property. He does not support the Presbyterian Homes concept. He would like to see the current facility remain open.

In the end, the Board voted 6-1 in favor of the following requested action:

1) Accept the recommendation of the Ramsey County Library Board to relocate area library services to the New Brighton Family Service Center;
2) Declare the Ramsey County Library in Arden Hills as excess property and direct the County Manager to work with the Director of the Ramsey County Library to initiate steps to sell the property and return to the Board for approval of a purchase agreement;
3) Direct the County Manager to work with the Director of the Ramsey County Library to issue a Request for Proposals for design/build services to remodel and construct a library within the New Brighton Family Service Center, in a form to be approved by the County Attorney’s Office, and in accordance with policies and procedures on RFPs, with direction to staff to return to the Board with a recommendation for selection of a vendor;
4) Direct the County Manager to work with the Director of the Ramsey County Library to develop a project plan, schedule, budget and financing plan for approval by the County Board; and
5) Direct the County Manager to work with the Director of the Ramsey County Library to develop a Joint Lease Agreement between Ramsey County and the City of New Brighton for approval by the County Board.

Identifying project team members within Property Management, the County Attorney’s Office and the City of New Brighton have begun.
The Library is seeking clarity around the expectations for interim services in the area. Staff is evaluating the full range of possibilities from maintaining services in the current building during the interim to recommending patrons use other libraries. Attempting to use the current facility for even some interim services will have a cost that is not budgeted in 2011. It would also prevent the immediate sale and upfront financing of the project. A preliminary roof study on the facility, completed last week also confirms that attempting to stay open would require an investment in temporary fixes to roofing problems.

Jolly Mangine, Property Management Director, expressed concern about the short timeline. Staff capacity in Property Management and the Ramsey County Attorney's Office is not available immediately. Delays would cause further interruption in services. A nine-month timeline is more likely, with grand opening of the new library on or about September 1, 2011.

Norrgard noted that the Ramsey County Commissioners requested additional information from the Library regarding an interim service plan for Arden Hills patrons, a more detailed financing plan, and architectural/construction documents as they are developed.

Nemitz reported that the RFP is being developed for a design/build process at New Brighton, and cautioned that time must be built into the timeline for review by New Brighton officials and staff. The financing plan and lease agreement are also being developed, along with an interim service plan. The Library must begin vacating the building, in case a quick sale occurs. Keeping the facility open in 2011 would require additional operating funds from Ramsey County, a scenario not likely to gain approval of the County Commissioners. She asked the Library Board members to reserve the first Wednesday of each month for construction-related issues.

Norrgard made a motion to direct staff to develop an interim service plan to replace services offered at the current Ramsey County Library in Arden Hills on or about January 1, 2011. Aplikowski seconded the motion.

Anderson questioned whether vacating the building in early 2011 will impact the Library’s operating budget. Nemitz replied that storage space is available in Ramsey County’s West Government Center if needed. Staff is also planning to allocate year end balances for an opening day collection at the new library.

Williams expressed sadness regarding the need to develop an interim service plan, but felt that the lack of operating funds and roof issues precluded any other options. Aplikowski was disappointed with the delay in opening the new library facility, noting that many residents don’t understand why the current facility could not be renovated. However, remaining in the current facility would not achieve the operating cost reductions needed for the 2011 approved budget.

The Library Board approved the motion regarding development of an interim service plan by unanimous vote. The plan will be presented to the Library Board at the November meeting.

ROSEVILLE LIBRARY UPDATE:
Staff from the Library, Property Management, and McGough met on October 1. The group finalized a list of work to be completed before the project budget is closed.

Projects to be completed by McGough—
1. Finish the installation of the limestone seating wall (estimated delivery and installation of 10/25)
2. Install a covering on the rain pipe above the cistern in the Children’s Garden (work to begin on 10/18)
3. Install window film on three interior glass doors and lunchroom window
4. Replace the worn slats in the old chain link fence in the Children’s Garden (estimated date of 10/18)
5. Finish the heated sidewalk area on the north side of the building
6. Install light-blocking slats on the north parking lot fence (work is in process)
7. Install sound baffles in the program room (a purchase request has been issued)
8. Order and install two “library” signs on the exterior of the building (see attached page for design)
9. Examine parking lot flow and safety issues (McGough is working with a civil engineer)

Projects to be completed by Property Management—
1. Order Easy bin sign holders and other interior signs (purchase orders are in process)
2. Install keypad entries to Children’s Workroom and Reference Workroom doors (locksets are on order)
3. Add shelves to the counter unit behind the circulation desk
4. Install shelves in public restrooms *(shelves are on order)*
5. Purchase movable bike racks and outdoor benches for seasonal use
6. Purchase the last of the project FF&E selections:
   - 20 additional chairs and 4 additional tables for the program room
   - 6 computer stools for the atrium
   - Benches for the interior foyer
   - Additional lounge chairs and occasional tables for the atrium
   - A credenza for the Board Room
   - Additional seating for Children’s Room
   - A 4th workstation in the Children’s workroom
   - Stools, file cabinets, and bulletin boards for staff areas
   - John Deere tractor

The Library received a second letter from the City of Roseville regarding code compliance issues related to noise and lights. In response to both letters, McGough has constructed a cedar fence around the small condenser unit and is closing the gaps in the north parking fence. The County hired an acoustical engineer to test the noise levels along the property line. Test results are pending. Bruce Thompson, Ramsey County Property Management reached an agreement with City staff that other changes to the fencing would wait until the work in progress is completed and the headlight issues can be tested. Tests were completed on the parking lot lights. They were found to be code compliant.

Building enhancements continue to be provided through the Friends’ Capital Campaign. Three photographs by Robert Donsker have been installed in study rooms on the upper floor. An art piece has been commissioned for the fireplace area. Work is progressing on the cistern mosaic in the Children’s Garden. The Friends will be purchasing a shade structure, additional seating, and birdhouses for the Children’s Garden.

Wyman asked the Library Board to affirm the signage plan submitted with the update prior to the meeting. Williams requested that the ‘LIBRARY’ letters on two sides of the building be larger than the Dunn Bros. signage on the building. The Library Board concurred, and affirmed the signage plan.

Mielke asked about maintaining the grand staircase in the atrium. Wyman noted that a plan has been developed to reduce visible wear and tear on the stairs. Parking lot flow was also discussed, with more directional signs to be added to improve traffic flow and make clearer the correct approach to the drive-up book drop.

**MINNESOTA LIBRARY ASSOCIATION PRESENTATION ON STAFFING:**

Nemitz, Walsh and Wyman presented a program entitled “Staffing for Tough Times” at the recent Minnesota Library Association Conference in Rochester. Following the excitement of the Roseville Grand Opening, staff now has a much lower morale, faced with staff reductions while library usage continues to be high.

Based on the Facilities Master Plan adopted in 2008, the Library defined service models, defined as regional or gateway libraries, and incorporated process engineering and automation to streamline workflow. Although increases to the operating budget have been minimal due to levy caps and decreasing State funding, capital funding has been available. Ramsey County has invested almost $25 million dollars in new facilities in North St. Paul, Maplewood and Roseville. Implementing technologies such as automated handling systems, RFID tags, improved self checkout technology, and centralized phone systems, has helped the library cope with the increasing demand without additional staff. Partnerships also help defray operating costs at both regional and gateway libraries.

At the beginning of the process, the Library conducted a staffing study with the librarians to determine how staff could be reallocated to achieve strategic goals. With each vacancy filled, the Library is able to move forward on the Strategic Plan goals such as children’s services, volunteer management, and technology instruction for customers and staff.

By reallocating resources to high demand services, implementing technology and improved work processes, Ramsey County Library has been able to avoid closing hours or libraries and staff layoffs faced by other libraries in the Twin Cities area.
2011 MAJOR INITIATIVES:
In the autumn of each year, the Library’s senior managers and management team begin to discuss the next year’s work plan goals. The preliminary 2011 work plan goals are a continuation of currently planned activities, and include:

1. Remodel the Family Service Center and move the Arden Hills Library.
   - Develop an RFP
   - Choose a construction firm/architect
   - Develop a design
   - Sell the Arden Hills property
   - Determine an interim service model
   - Develop a lease agreement
   - Gain Board approvals for the design, budget, financing, lease, and schedule
   - Redesign the collection and service model
   - Open the facility
2. Redesign the Library’s website working with the St. Paul Public Library system.
3. Expand automatic payment functions to self-check out machines.
4. Develop and centralize an on-line room booking process.
5. Complete Voice over Internet Protocol (VOIP) and implement centralized reference services.
6. Expand the quality of Legacy funded library programming.
7. Develop the 2012 and 2013 budget plan and capital plan for the Library system.
8. Expand the information/technology literacy programs utilizing the Computer Technology Empowerment Program (CTEP) members housed in the Library.
9. Cooperatively develop a union contract with Ramsey County librarians.
10. Continue to support the expansion and development of the Friends of the Library.

WHITE BEAR LAKE LIBRARY REPORT:
A written report was submitted by Library Manager Therese Sonnek. The past year has seen many staff changes at White Bear Lake, after little staff change for many years. The overall staff complement has decreased by 12% in 2010. The collection was weeded prior to implementing RFID, and is down in size by 11%. A committee of citizens formed to advocate for the library in White Bear Lake, and to help steer the future of a new or remodeled library facility. Arts and Cultural Heritage Funds have led to much more programming at the library and in the community.

DIRECTOR’S REPORT:
Nemitz’s October 2010 report to the Library Board was mailed prior to the meeting. (Available upon request)

GATEWAY COLLECTION MODEL COMPLAINT:
Nemitz received a complaint regarding the non-requestable browsing collection at the Ramsey County Library in North St. Paul. The issue will be discussed at the November meeting in conjunction with the collection model planned for the new library in the New Brighton Family Service Center.

MELSA REPORT:
Norrgard reported that the MELSA Governing Board did not meet over the summer, and he was unable to attend the September meeting.

FRIENDS OF THE LIBRARY REPORT:
The Friends “BookIt 5k Walk/Run” was selected as one of three finalists from among 16 applicants by the Minnesota Association of Library Friends for the Evy Nordley Award for Best Project. It received $250 as recognition of this unique new project, which is being replicated by MELSA. Plans are being made for the second annual “BookIt” scheduled for May 21, 2011 on the same course in Roseville Central Park. Proceeds from that event will be used to help fund the 2011 Summer Reading Program.

The Friends recently sent out its first e-mailed newsletter. This will be a great tool for publicizing the book sales, programs, special events, and volunteer needs. It will be the major resource for encouraging people to make a donation on the November 16 GiveMN Day.
The final meeting of the Roseville Capital Campaign Committee was held on October 14. To date, that campaign has raised nearly $450,000 in cash, pledges, or in-kind resources. Committee members will be recognized on a plaque to be hung in the lobby area. The Friends are continuing fundraising efforts and looking forward to completion of all this work by the end of summer 2011.

Selecting, purchasing, and installing art is going slowly. Three large photographs done by Dr. Robert Donsker were hung in the three small study rooms at the top of the stairs. The Friends are moving as quickly as possible to add more pieces. The mosaic in the Children’s Garden is coming along nicely. A shade structure will be added over the program area, along with some umbrella tables, and five birdhouses.

PUBLIC INPUT PROCESS:
Commissioner Parker commended the Library Board and staff for the process used to gather public input on the two proposals for library service in the Arden Hills/New Brighton area. Much public input was collected within a short period of time, which helped the Library Board and County Board make the difficult decision in a timely manner.

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

MEETING ADJOURNED 8:08 p.m.

Respectfully Submitted,

Mary Larson,
Library Board Coordinator