LIBRARY BOARD MEMBERS PRESENT:
Matthew Anderson, Victoria Cox, Roberta Weltzin, Lori-Anne Williams, Susan Wolsfeld

LIBRARY BOARD MEMBERS ABSENT:
Bruce Kessel, David Norrgard

STAFF MEMBERS PRESENT:
Susan Nemitz, Library Director; Mary Larson, Library Board Coordinator; Julie Neville, Building Services Manager; Sandy Walsh, Library Manager

OTHERS PRESENT:
Jan Parker, Ramsey County Commissioner; 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 Conference Room of the Ramsey County Library Administrative Offices, 4570 North Victoria Street.

PUBLIC COMMENT/INTRODUCTION OF VISITORS:
No public comments were received. Attendees were officially welcomed.

APPROVAL OF AGENDA AND MINUTES:
Cox moved to approve the agenda and the Library Board minutes of 9-21-05 as presented. Anderson seconded the motion, which was approved unanimously.

APPROVAL OF MAPLEWOOD DESIGN/BUILD TEAM:
In August 2005, the Ramsey County Library issued a Request for Proposals (RFP) for Construction Manager/Design Team Services for a New Ramsey County Library in Maplewood through the City/County Division of Contract and Analysis Services. Information about the project and the RFP process were distributed to the building contractor and architectural/engineering community through various venues. The project was also advertised in the County’s legal publication. During the proposal preparation period, a proposers’ information conference was conducted at the existing Maplewood Library. RFP requirements and project goals were presented. This non-mandatory pre-proposal meeting was attended by 32 firms, representing the construction, design and engineering industry.

On September 14, 2005, proposals were received from ten (10) construction manager/design teams:
- Borson Construction/KKE Architects
- Bossardt Corporation/The Architectural Alliance
- CPMI/Meyer, Scherer & Rockcastle, Ltd.
- Graus Contracting, Inc./Buetow & Associates, Inc.
- Kraus-Anderson Construction/Wold Architects
- Knutson/Perkins+Will
- M.A. Mortenson Construction/Parker Durrant Architects
- McGough Construction/HGA Architects & Engineers
- Morcon Construction, Inc./Hagen Christensen & McLWain Architects
- Shaw-Lundquist Associates/Ankeny Kell Architects

An evaluation team was selected to represent the interests of the project while ensuring a fair and balanced approach to consultant selection. The evaluation team included:
- Bruce Anderson, Director of Parks & Recreation/City of Maplewood
- Jay Biedny, Project Manager/Ramsey County Property Management
- Julie Neville, RCL Facilities Manager
- Sandy Walsh, Managing Librarian/Maplewood Library
- Lori-Anne Williams, RCL Board Member
Evaluators used several criteria in their review of each proposal. These criteria, organized in order of descending importance, were included in the published request for proposals:

- The overall experience of the construction manager in completing projects on schedule and within the original budget.
- The overall experience, resources, and qualifications of the design members of the proposer’s team with respect to development of new public library facilities.
- The experience, resources, and qualifications of the key members of the proposer’s team.
- Cost proposal.
- The prior experience of the proposer’s team members in utilizing minorities and women in the construction workforce.

The evaluation team read and ranked each proposal independently over a seven-day period, before meeting together on September 21, 2005 to discuss their individual evaluations and select teams for oral interviews. Based upon the combined scores of the evaluation team and the team’s discussion of the highest-scoring proposals, interviews were scheduled with the following CM/design teams for Thursday, September 29, 2005:

- Borson Construction/KKE Architects
- Kraus-Anderson Construction/Wold Architects with Consultants
- Knutson/Perkins+Will
- M.A. Mortenson Construction/Parker Durrant Architects
- McGough Construction/HGA Architects & Engineers

Hour-long interviews presented to the evaluators, the Library Director, and the County’s Director of Property Management, allowed each proposal team to highlight the strengths of their proposal and to respond to three detail-seeking questions included in their written notice-of-interview.

Immediately following the five interviews on September 29th, the evaluation team unanimously ranked McGough Construction/HGA Architects & Engineers in first position. The Evaluation team cited several reasons for ranking McGough/HGA in first position, including:

- **History of Collaborative Experience.** These two firms have a long history of successful collaboration on various projects, and the individual team members assigned to the new Maplewood Library project have also worked together on previous projects.

- **Experience of Individual Team Members.** Individuals from both firms have extensive experience working on a variety of library projects, including specialized experience in interior design and landscape architecture as it relates to community library design.

- **Responsiveness to Written Interview Questions.** The level of detail and thoroughness in the team’s response to the site design, building design intent, and construction market questions asked of all interviewees was superior.

- **Inclusiveness in Contracting and Inclusiveness in Design Team Organization.** The contractor and the design team demonstrated their commitment to this project’s goal of expanding opportunities for women, minorities, and small business in both the design and construction of the new library.

Williams noted that McGough/HGA team particularly emphasized landscape architecture, and the importance of blending the facility with the adjacent park area. The library specialist on the team also noted the evolution of staff spaces in libraries. Overall, their concept of building the new facility from the inside out ranked most favorably with the evaluation team.

Anderson made a motion to approve the recommendation of the evaluation team that McGough Construction/HGA Architects & Engineers be awarded the contract for Construction Manager at Risk for the new Ramsey County Library in Maplewood, and to forward this recommendation to the Ramsey County Board of Commissioners for approval, subject to the negotiation of fees acceptable to the Library and the County, and to approval by the Ramsey County Attorney’s Office. Williams seconded the motion, which was approved by unanimous vote of the Library Board.

**FACILITIES UPDATE:**

Nemitz reported that four inquiries have been received to date regarding the potential sale of the current library facility in Maplewood.
Library staff met with the Maplewood Planning Commission to get approval for a zoning change from commercial to library use at the new Legacy Village site on Southlawn Drive. The Commission approved this zoning change. Modifications to the Planned Unit Development (PUD) are also needed, but were not addressed by the Commission at this time. The Library’s proposal will be forwarded to the Maplewood City Council with the requested changes.

2005 HOLIDAY CALENDAR REVISION:
This year, two upcoming holidays fall on Sundays, when five of our seven libraries are closed. These holidays are Christmas Day and New Year’s Day. Ramsey County will observe these holidays on Monday, December 26 and Monday, January 2 respectively. However, the Library is currently scheduled to be open those dates according to the Holiday Calendar approved by the Library Board on October 20, 2004.

Since just two branches are open on Sunday, while all seven libraries are open on Mondays, most library staff members will earn “holiday reserve” time for working on Monday. This is similar to vacation time, but must be used within one calendar year. Staff using their earned “holiday reserve” time must be replaced in many cases with substitute staff, which are not covered in the Library’s budget and must be funded through vacancy savings.

The Library Director recommended that the 2005 Holiday Calendar be revised to close the Library on Monday, December 26, 2005 and Monday, January 2, 2006. Customer traffic is traditionally much slower during the week between Christmas and New Year’s. For Administration and Technical Services, Ramsey County and many of our vendors are closed. The County typically performs system maintenance on the payroll and financial systems, rendering them inaccessible on those dates. Among the MELSA libraries, only Scott and Ramsey County are currently scheduled to be open on those dates.

Cox made a motion to close the Ramsey County Library system on Monday, December 26, 2005 and Monday, January 2, 2006. Williams seconded the motion, which was approved unanimously.

2006 HOLIDAY CALENDAR:
The Library Board members discussed the proposed 2006 Holiday Calendar. One holiday, Veteran’s Day, falls on a Saturday in 2006. Staff has proposed that the Library be closed on Friday, November 10, 2006, which is the date Ramsey County will observe the holiday, and Saturday, November 11, 2006, the national holiday. The Library’s annual all-staff in-service day would be scheduled on Friday, November 10.

The Board was hesitant to close the Library for two consecutive days to observe the Veteran’s Day holiday, and asked the staff to explore alternate dates to host the in-service training day. Cox made a motion to table the discussion until the November meeting.

AGREEMENTS WITH TRANSTOP MINNESOTA FOR BUS SHELTER AT ROSEVILLE:
The revised agreement with Transtop Minnesota, which incorporates the changes suggested by the Library Board at the September meeting, was reviewed. Some Board members expressed concern about whether the Library should have authority to approve or deny ads at the shelter on Library property. Parker noted that the Ramsey County Board of Commissioners considered whether paid advertising should be included on the County’s website, and soundly rejected the idea. Williams noted that the Library could construct its own bus shelter, thus controlling the content of any ads.

For discussion purposes, Cox made a motion to approve the amended Advertising Bus Shelter Site Lease Agreement and the Private Electric Agreement with Transtop Minnesota, Inc. The motion was defeated by majority vote, with Cox and Williams voting in favor, and Anderson, Weltzin, and Wolsfeld voting in opposition.

NORTHWEST AREA LIBRARY TASK FORCE PUBLIC HEARING UPDATE:
Nemitz reported that more than 50 people were present at the beginning of the New Brighton public hearing, and additional people continued to stream in throughout the meeting. Many of the individuals publicly shared their opinions with the task force.

Nemitz suggested that the Library Board request a maximum of three recommendations from the task force. The Board debated this suggestion, and whether the number of recommendations should be limited. Parker urged the Board to be very deliberate about the sequence of releasing the task force recommendations to the public. The recommendations will first go to the Library Board for discussion, with the decision made and announced by the Library Board after official approval. The Board agreed that the task force should limit the number of recommendations it forwards to the Library Board, and that justification for each recommendation be included. The task force recommendations are scheduled to be presented to the Library Board in December, with a report issued to the public in January 2006.

THIRD QUARTER REPORTS:
Work Plan: The hearing to determine the purchase price for the land north of the library in Roseville is scheduled for January 18, 2006. Nemitz noted that funding for Phase II of the Library’s Capital Improvement Projects is not likely to be
approved before 2008, with planning to take place in 2007. Parker disputed this assessment, indicating that the County Board is expecting the Library's Phase II bonding request at an earlier date. She urged the Library Board to aggressively pursue the funding for expansion of the library in Roseville.

Financial Report: The Board briefly discussed the third quarter financial report presented at the meeting.

Statistical Trends: The Board briefly discussed the third quarter statistics and trends noted by staff.

DIRECTOR’S REPORT:
The Library Board discussed Nemitz’s report for October 2005. The Library’s budget hearing with the County Commissioners was discussed, with Nemitz noting that she will continue to seek additional funding for substitute staff in 2006 and 2007. The Commissioners requested additional information from the Library, which will be forwarded to Budgeting and Accounting and compiled with the information from other departments.

The Friends of the Suburban Ramsey County Libraries won an award from the Minnesota Association of Library Friends (MALF) for the fundraising project for North St. Paul. The project chairperson, Nancy Guerino, has also been nominated for 3M’s Community Project Award.

MELSA REPORT:
Parker reported that the MELSA Governing Board has not met since the last Library Board meeting.

FRIENDS OF THE SUBURBAN RAMSEY COUNTY LIBRARIES REPORT:
Weltzin reported that the annual used book sale held September 29, 30 and October 1 at the library in Maplewood netted just over $4,000 in revenue. Traffic was lighter at the new location, and some customers commented that it more difficult to shop the sale with the tables spread throughout the library. The Friends are looking into programming as one of the primary focuses for their library support.

METRONET REPORT:
Lynn Wyman submitted a written report from the September 20, 2005 Metronet Governing Board meeting.

- Marc Colin presented a draft of the Metronet audit for fiscal year 2005.
- Tom Shaughnessy is having discussions with Factor Four, a website consulting group, about updates to the Metronet website.
- The Board approved the “Multicounty Multitype Report of Expenditures and Results” for Metronet for fiscal year 2005.
- Metronet will be hosting the following Wind Downs and workshops for Metronet members:
  1. Tom Eland from MCTC will present a program on web instruction at Kennedy High School in Bloomington on October 26.
  2. There will be a Wind Down at the Hmong Cultural Center and Library on University Avenue on October 6.
  3. A workshop on Internet Gaming will be held at the Roseville Library on December 12.
- Shaughnessy is trying to bring Joey Rodgers to the Twin Cities to talk about Library Advocacy.
- Shaughnessy is setting up a trial for the Library Literature database. If response is good and the price is affordable, Metronet may fund a subscription to Library Literature to provide access for metro librarians.

MEETING ADJOURNED: 8:55 p.m.

Next meeting: November 16, 2005, Administrative Office.

Respectfully Submitted,

Mary Larson
Library Board Coordinator