CALL TO ORDER:
Cox called the meeting to order at 7:05 p.m. in the Conference Room of the Library’s Administrative Offices, 4570 North Victoria Street in Shoreview.

PUBLIC COMMENT/INTRODUCTION OF VISITORS:
None.

APPROVAL OF AGENDA:
Norrgard made a motion to approve the Library Board Agenda for November 17, 2004. Wolsfeld seconded the motion. Anderson suggested that the agenda be amended to add an Executive Session at item VII to discuss a personnel issue. Wolsfeld moved the amended motion, which was seconded by Norrgard and approved unanimously.

APPROVAL OF LIBRARY BOARD MINUTES:
Norrgard made a motion, which was seconded by Wolsfeld, to approve the Library Board meeting minutes of October 20, 2004 as presented. At Wolsfeld’s suggestion, the minutes were amended to revise the following sentences on page 3:

• The Library Director will be conducting interviews for the vacant [property management] position in the next several weeks, and the newly hired employee will report to the Library Director through 2004.
• In the interest of encouraging 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.

Wolsfeld made a motion to approve the minutes as amended. Norrgard seconded the motion, which was approved unanimously by the Library Board, with Weltzin abstaining due to her absence from the October meeting.

DECISION RESOURCES 2004 TELEPHONE SURVEY RESULTS:
Dr. William Morris presented the “findings and implications” of the 2004 Ramsey County Library Residential study. Dr. Morris reported that the results of the survey of 600 suburban Ramsey County residents gave the Library high marks, with 90% rating the system at excellent or good. According to Dr. Morris, this rating is “…higher that any other metro Library system.” The comparisons from 1998 through 2004 showed more visits to the library than in the past, typically 2 visits per month, a definite upward trend and a very stable base. He noted the average age of the survey respondents was 49.9 years. Most residents own their own home, but a significant portion rent. Over 80% have Internet access at home or work. The library in Roseville had the highest number of visits due to a high usage of that facility for reference and research books, followed by Maplewood, with Shoreview and White Bear Lake in a virtual tie. Maplewood showed a great increase in visits, which Dr. Morris attributed to respondents who had used the now-closed library in North St. Paul utilizing to the library in Maplewood.
Dr. Morris pointed out two potential marketing opportunities—library visitors liked the easy availability of reference books and Internet research. Second to that was the availability via the Internet and hard copy of current news. Other potential marketing possibilities mentioned for future purchase consideration: Wi-Fi, the availability of color printers, and even the availability of headsets to listen to audio websites.

When the area of public funding for the library system was queried, respondents did not know what percent of their tax dollars went to service the library system. Yet, respondents would accept an increase in their taxes to better support the level of library service and would oppose a decrease in property taxes if it meant library services would be diminished.

He pointed to only one negative in the survey. Users of the library in Mounds View reported limited work space and seating, dissatisfaction with the collection and the technology at this facility. Anderson asked whether this would be attributed to the “growing pains” this building is experiencing. Dr. Morris concurred with Anderson’s suggestion, and also noted that Mounds View users gave high marks to staff.

The Library Board thanked Dr. Morris for his survey and the concise, informative presentation of survey results.

**TECHNOLOGY PLAN AND AUTOMATION SERVICES OVERVIEW:**
Chuck Wettergren, Automation Services Manager, presented an overview of technology in the library and the draft report of the technology steering committee. He outlined the technology currently in place in the library system and ended with a look to the more automated future. Standing out was the increased checkout of books with the installation of self-check out. Volumes checked out in January 2004 totaled 25,000; 90,000 in July 2004; and 80,000 in October 2004. He elaborated on the reliability and security of the networks the library has in place; the Horizon Information Portal, the centerpiece of the library database that identifies pieces of the collection to library users; and indicated that library technology consists of 1,300 items and 325 work stations all linked to local and worldwide networks and servers within the buildings and between buildings.

The future holds a world of wireless access to the Internet and the Ramsey County Library system for library visitors. He envisions mobile training rooms that can easily be transported from building to building and moved about within a building; full service computer kiosks; and credit card use and support.

Mr. Wettergren asked for Board input to the final draft of his technology report. The Board was most impressed with the vast ease and availability of technology to staff and library visitors by the small staff that manages the technology for the library system as a whole.

**LIBRARY DIRECTOR SEARCH PROCESS:**
Cox and Norrgard, along with the directors of Ramsey County Human Resources, Budgeting and Accounting, and Parks & Recreation, spent two days interviewing ten prospective candidates for the position of Library Director. Three or four candidates will be presented for the final interview on December 8th. The entire Library Board will convene at 1 p.m. until conclusion in a session open to the public. Each candidate will be interviewed by the Board for a maximum of 1½ hours. Friends of the Suburban Ramsey County Libraries may submit questions to the Board for the candidates.

The consensus request was made to Carlson that she remain as director past her January 7, 2005, retirement date as interim director should the new director be unable to begin his/her new assignment on January 1. Carlson said she would inquire if that option was open to her by Ramsey County rules and procedures and with her family. Should it not be feasible that Carlson serve in the interim, the board asked that she recommend alternatives to ease transition until her replacement can begin work.

**FURNISHINGS & EQUIPMENT FOR THE LIBRARY IN NORTH ST. PAUL:**
Wolsfeld made a motion, seconded by Norrgard, authorizing the Library Director to expend funds for fixtures, furnishings and equipment, including design fees and installation for the new library in North St. Paul, up to a maximum of $85,000 from the $750,000 project budget. Motion approved unanimously.
Because there was no groundbreaking ceremony for the new library in North St. Paul, the Board agreed that a grand opening celebration would be appropriate.

**MAPLEWOOD DESIGN PROCESS:**
Carlson reported on the November 16, 2004 design team meeting for Maplewood Library. She noted and David Norrgard concurred that although there is excellent collaboration between the city staff and the library staff on the proposed design plans, the lack of 100 parking spaces for the new facility may become problematic. No additional property adjacent to the Maplewood Library is available or priced right for purchase. The option of lower level parking behind the Library may be feasible but the option is yet to be examined. Norrgard assured the Friends that its space would be preserved upstairs. Carlson indicated that a schematic design presentation will be made in February 2005.

**RESOLUTION REGARDING THE RETIREMENT OF FAYE HEROLD:**
Norrgard made a motion to approve the Resolution Regarding the Retirement of Faye Herold, and to authorize the appropriate signatures on the document. Anderson seconded the motion, which was approved unanimously.

**RESOLUTION REGARDING THE RETIREMENT OF SUZANNE TAR DIFF:**
Norrgard made a motion to approve the Resolution Regarding the Retirement of Suzanne Tardiff, and to authorize the appropriate signatures on the document. Anderson seconded the motion, which was approved unanimously.

**DIRECTOR’S REPORT:**
Anderson pointed out that included in the Director’s Report was notice that the Ramsey County Board of Commissioners approved a proposed addenda to the County Budget of $91,918 for the Library’s book budget. The proposed budget and addenda will allow funding for Arden Hills, North St. Paul and an increase in the expenditures for books. Anderson suggested that the Library Board should forward a formal note of thanks to the County Commissioners.

Carlson reported that Julie Neville has been hired to fill the vacant Building Services Manager position. Ms. Neville will begin on December 20, 2004.

The North St. Paul Fundraising sub-committee made a well-received presentation to the North St. Paul City Council recently. The Mayor asked those in attendance to remain for the presentation and the response to the sub-committee’s suggestions was excellent.

Carlson asked the Board members to determine who would be attending the dedication of the new self-checkout machines, which will be held at the library in Roseville on Saturday, November 20.

**MELSA REPORT:**
Carlson reported that discussion is ongoing regarding MELSA funds distribution despite an all-day session and will resume on December 15th.

**FRIENDS OF THE SUBURBAN RAMSEY COUNTY LIBRARIES REPORT:**
Arnold Lindberg reported that Peter Pearson of the St. Paul Library Friends will attend the December 6th Ramsey County Library Friends’ meeting. Mr. Lindberg added that the merger of the Friends and Foundation into one entity known as “The Friends of the Suburban Ramsey County Libraries,” is nearing finality. Mary Anne Lindberg noted that membership applications for the Friends are up and that there will be a meeting on November 22nd at the library in Maplewood to introduce those applicants to the library volunteer committees.

**EXECUTIVE SESSION:**
The Library Board went into executive session to discuss personnel-related issues.
NEXT MEETING:
The Library Board's next meeting will be held Wednesday, December 8, 2004, in the Conference Room of the Library Administrative Offices, 4570 North Victoria Street, beginning at 7:00 p.m.

ADJOURNMENT:
Cox adjourned the meeting at 10:00 p.m.

Respectfully submitted,

Susan Wolsfeld
Library Board Secretary

SW/mbl