LIBRARY BOARD PRESENT:
Matthew Anderson, Beverly Aplikowski, Paula Mielke, David Norrgard, Janice Rapheal, Roberta Weltzin, Lori-Anne Williams

STAFF PRESENT:
Susan Nemitz, Library Director; Mary Larson, Library Board Coordinator; Sandy Walsh, Deputy Director; Lynn Wyman, Deputy Director; Meg Robertson, Arden Hills Library Manager; Jeff Eide, Maplewood Library Manager; Kristi Saksvig, Communications Manager; Monica Stratton, Children’s Services Coordinator

OTHERS PRESENT:
Jan Parker, Victoria Reinhardt, Ramsey County Commissioners; Sue Gehrz, Arnold and Mary Anne Lindberg, Friends of the Ramsey County Libraries; Jim Berry, Donna Beck, June Loomis, Lou Belisle, Sue Wolsfeld, White Bear Lake residents; Bryan Belisle, White Bear Lake City Council; Charlie Kachel, Arden Hills resident

CALL TO ORDER:
Williams called the meeting to order at 6:30 p.m. in the Conference Room of the Library Administrative Offices, 4570 North Victoria Street in Shoreview.

PUBLIC COMMENT:
No public comment.

APPROVAL OF AGENDA AND MINUTES:
Aplikowski made a motion to approve the agenda for November 17, 2010, and the minutes of October 20, 2010, as presented. Norrgard seconded the motion, which was approved by unanimous vote.

WIRELESS EQUIPMENT CO-LOCATION AGREEMENT:
Ramsey County Library has been collaborating with local cities and school districts to strengthen telecommunications and data services that benefit the residents in our service area. The most recent project provided secure space at the library in Roseville for fiber distribution used by, and not limited to, Ramsey County Library, the City of Roseville, and local school districts.

The City of Maplewood has been investigating how to provide secure and cost effective telecommunications between the Maplewood police substation located at Maplewood Mall, and the police department located at Maplewood City Hall.

The City of North St. Paul has an extended fiber network in the area that supports both Ramsey County Library in Maplewood and the Maplewood City Hall. Because of this, Maplewood approached North St. Paul and the Library asking if a directional wireless connection could be made between the substation and the Library to provide the desired telecommunications.

Using the Library's building, the distance to the police substation is minimal (only ~900'), and the Library can provide access to secure and protected fiber owned and managed by the City of North St. Paul without the need to install fiber under the mall parking lot. A small directional antenna would be mounted on the Library's roof and pointed towards a similar antenna at the mall. Maplewood has already received permission from the mall's property owner.

North St. Paul would manage this connection and all parties involved would insure that the antenna used is small in size, hidden, and professionally installed. Maplewood would cover all installation and maintenance costs. Ongoing costs for any electrical use would be minimal and initially the Library would not charge any fees. Discussions with the Library’s property manager did identify possible locations where an antenna could be mounted.
This project helps support a needed police presence in the area and it assists the City of Maplewood, which is contributing to the upkeep and expansion of networks used by the community, including Ramsey County Library.

Aplikowski made a motion to authorize staff to negotiate a co-location agreement with the cities of Maplewood and North St. Paul to provide space for directional wireless service at the Ramsey County Library in Maplewood, 3025 Southlawn Drive; and to authorize the Library Board Chair to sign the agreement; subject to the approval of the Ramsey County Attorney’s Office and the Library Director. Norrgard seconded the motion, which was approved by unanimous vote of the Library Board.

ARDEN HILLS/NEW BRIGHTON UPDATE:
Library and New Brighton City staff met to begin planning the move to the New Brighton Family Service Center. Library staff has begun to meet separately with their City counterparts to discuss issues including communications, naming, calendars, interim usage, and the affects of construction on current services, keys, security, computing in public spaces, noise, and meeting room use.

The County and City attorneys are meeting over the next two weeks to develop the lease. The North St. Paul lease and terms discussed this summer will serve as the framework for negotiations.

A draft RFP for design and construction of the facility has been created and is being reviewed by County Property Management and the City of New Brighton. The Library hopes to publish the RFP within the next week.

The projected opening date for the new facility in the New Brighton Family Service Center is December 2011. The later date is a result of the lead time required for ordering construction materials, primarily structural steel, and the approval processes for both Ramsey County and the City of New Brighton. The timeline has been discussed with the Ramsey County Manager and Finance Director. Potential budget shortages, in the form of State unallotments in County Program Aid, make seeking additional operating dollars to extend service in Arden Hills unlikely. The need for roof repairs, requiring investment in the facility, is also prohibitive.

Aplikowski suggested that if the roof repair issues could be addressed, the building be kept open for six months into 2011 to minimize the impact on customers. Nemitz stated that the Library would need to obtain an additional $75,000 in operating funds to operate for six months in 2011. With the loss of $400,000 in 2011 State funding a real possibility, the Library’s ability to obtain additional operating funds is unlikely.

Aplikowski made a motion to pursue the suitability of keeping the Ramsey County Library in Arden Hills open for 4-6 months in 2011 if financially feasible and supported by the Ramsey County Board of Commissioners. Anderson seconded the motion, and asked who determines “feasibility.”

Mielke indicated that keeping the facility open into 2011 for interim services may encourage customers or local government officials to prolong or revisit the issue off maintaining the library in the current facility. Williams noted that in addition to the $75,000 needed for operating funds, the Library would need $10,000-$20,000 for immediate roof repairs. Weltzin stated that postponing the closure by six months still leaves six months without library service in the Arden Hills/New Brighton area.

Norrgard noted that other mechanical systems are nearing end of life in the facility. Failure of any of these systems would require immediate closure. Anderson indicated that the building is scheduled to be offered for sale in January 2011.

Kristi Saksvig, Library Communications Manager, affirmed that the December 31 closure has already been advertised in the Arden Hills facility, on the web, and via staff/customer interactions. Williams reiterated that the Library should notify the public immediately of the pending closure. Saksvig also noted that a listserv has been developed to keep interested parties up to date on the project. The Library Board members will be added to this listserv.

Aplikowski called the question on her motion. The Library Board approved her motion calling the question unanimously. The motion to pursue the suitability of extending library service at the library in Arden Hills was defeated by majority vote, with Aplikowski the lone vote in favor.
The Ramsey County Library in Arden Hills, including the book drop located at that library, will close as of January 1, 2011. Patrons will be redirected to the three closest libraries - Mounds View, Shoreview, and Roseville, for circulation and reference services, and for public computing. The Arden Hills staff has begun working with patrons to move their requests to a convenient pick-up location; Roseville will be the default request pickup place for patrons not designating another library.

During the period the Arden Hills library is closed, a librarian will continue to offer storytimes on Friday mornings. Initially storytimes will be held at the library in Mounds View. As the new library’s opening day approaches, storytime will be relocated to the New Brighton Family Service Center. School visits will continue as usual.

The Arden Hills book club will meet at Shoreview, and library service provided to residents of Presbyterian Homes by volunteers will continue out of the Shoreview library as well. The Alzheimer's program previously scheduled at Arden Hills in April will be relocated to Presbyterian Homes. Several of these programs are already scheduled to be presented off-site.

The collection for the library in New Brighton will be designed to be current, popular, culturally diverse, and browsable, with a strong emphasis on audio-visual and children’s materials. In order to ensure that there will be materials on the shelves for browsers, the collection will follow the North St. Paul model and not be requestable.

Nemitz reported that a complaint about this collection model was received in October, and she asked the Library Board to reaffirm the concept. Geographic equity, enticing patrons to the new facility, the success of the concept at the library in North St. Paul, and the ability to have requests filled with other copies owned by RCL were reasons given in support of this model.

Aplikowski made a motion to approve the interim service plan and the gateway collection model for the new Ramsey County Library in the New Brighton Family Service Center. Norrgard seconded the motion, which was approved by unanimous vote.

Nemitz noted that the Library Board will need to determine its recommendation to the County Board on the naming of the new library in the New Brighton Family Service Center. The Library’s Master Facilities Plan calls for new libraries to be named for geographic features in the area. A contest could be held for public suggestions, with the top choices going to the Library Board for final recommendation to the County Board. Commissioner Reinhardt urged the Library Board to adhere to the County policy on naming facilities.

Weltzin stated that naming the facility the Ramsey County Library in New Brighton would help customers locate the facility. Norrgard made a motion to adopt the Communication Plan without the naming process. Aplikowski seconded the motion, which was approved by unanimous vote. Library staff will return with a recommended naming process at the next Library Board meeting.

Nemitz reported that the selection team for architectural firm/construction company will be small, and recommended that the Library Board not have a representative on the selection team. A designee from the Library Board would be included on the design team once the architectural firm is selected. Anderson requested that if the Library Board is not represented on the selection team, that multiple choices be brought to the Library Board for approval. Nemitz was unsure if this approach would meet State and County purchasing guidelines, and felt it would be better to include a Board representative on the selection team, who would be present at the interviews and presentations by the firms selected as finalists in the process. Mielke volunteered to serve as the Library Board representative on the architectural/construction selection team.

**WHITE BEAR LAKE TASK FORCE:**
Jim Berry, White Bear Lake City Council and a member of the White Bear Lake Task Force, spoke on behalf of the Task Force. He indicated that the group began meeting in June 2010, and started by reviewing the Library’s Facilities Master Plan. The Master Plan calls for the library in White Bear Lake to become a portal/gateway library in the future, with a partner to share a facility and operating expenses. The Task Force felt that smaller was not necessarily better. When the group began meeting, more than 40 people attended each meeting. Currently, more than 30 attend each meeting, with a focus on enhancing what is currently available at the library in White Bear Lake, without losing anything.
The group studied the current facility based on the criteria in the Master Plan and determined that the facility is in good condition, with an ideal location in downtown White Bear Lake. The Task Force felt that the “partner” for the library was the downtown area. Some members had concerns about adequate parking, but noted that the neighbor to the east of the library is willing to sell, which would allow the parking lot to be expanded.

The Task Force also visited other libraries for comparison purposes. Those visited were located in Roseville, Forest Lake, Stillwater, Dayton’s Bluff, St. Anthony and Hopkins. The group preferred the Hopkins library, noting its similarity in size and feel to White Bear Lake. Berry also noted that the group would like to become more involved with the Friends of the Library.

Williams noted that Ramsey County Library will be opening a new library in 2011, and needs time to operate and evaluate the new facility to determine the future of the gateway library concept. A proposal to remodel the library in White Bear Lake is premature.

Nemitz indicated that the Library needs to focus on the budget development process for 2012-2013. She noted that the Arden Hills/New Brighton project is being completed out of order based on the Library’s Facilities Master Plan, which called for the library in Shoreview to be expanded after Roseville was completed. However, budget issues forced the library to address the aging facility in Arden Hills before the Shoreview project, which will require additional operating dollars to expand.

Commissioner Reinhardt stated that the Task Force would like to work with the Friends of the Ramsey County Library to pursue fundraising opportunities to enhance White Bear Lake, planning for a few years into the future. Norrgard suggested that the City of White Bear Lake could partner with the Library to offset costs, such as the partnerships in North St. Paul and New Brighton. He expressed concern about the lack of regional hours and resources at Shoreview as called for in the Master Plan.

Nemitz stated that the Task Force needs to build a compelling case for investing Ramsey County dollars into a library project in White Bear Lake. Currently, no plan exists for streamlining services or partnering with another agency to save operating expenses. The larger libraries in Maplewood and Roseville were able to reduce costs and improve efficiency through automated handling and radio frequency identification systems. The Library Board needs time to study the Task Force’s proposal and consider other options. She invited the Task Force members to attend the Library Board meetings in December and January to continue the discussion.

BENCHMARKING RAMSEY COUNTY LIBRARY TO COMPARABLE LIBRARIES:
Jeff Eide, Library Manager at the Ramsey County Library in Maplewood, compiled a statistical report showing comparisons between RCL and other library systems of similar populations served and total income, based on 2009 data.

Continuing a trend from the past several years, RCL far exceeds other library systems in the U.S. and the other MELSA libraries in measures involving circulation and visits to the library.

EARLY LITERACY:
Ramsey County Library’s Strategic Plan focuses on improving children’s services. Lynn Wyman discussed changes made to the staffing of children’s services as well as recent program improvements.

Children’s Librarian and current Children’s Services Coordinator Monica Stratton outlined the theoretical basis for early literacy programming at the Library, and demonstrated some of the tools available for parents, teachers and caregivers.

ROSEVILLE UPDATE:
On October 1, Library, Property Management, and McGough staff finalized a list of the projects to be completed before the budget is closed. Some progress was made in the past month, but there is still work to be done.

Projects to be completed by McGough:
1. Finish the limestone seating wall (delivery and installation date of 10/25 was missed; McGough is now planning to do the work directly rather than use subcontractors).
2. Install window film on three interior glass doors and lunchroom window.
3. Install black slats in the old chain link fence (estimated start date of 10/18 was missed; McGough has not yet authorized the work). 
4. Finish the heated sidewalk area on the north side of the building (work has been authorized, contract needs to be written). 
5. Address sound issues with the small chiller (sound muffle is being purchased). 
6. Install sound baffles in the program room (pricing options have been received by McGough). 
7. Order and install Library signs on the exterior of the building (signs are in approval process with City of Roseville). 
8. Examine parking lot flow and safety issues (McGough is pricing signage).

Projects to be completed by Property Management:
1. Order and install last of the interior signs (two purchase orders have been issued; one other purchase order is in process)
2. Install keypad entries to Children's Workroom and Reference Workroom doors (locksets have been ordered).
3. Add shelves to the counter unit behind the circulation desk.
4. Install shelves in the public restrooms (shelves have been ordered).
5. Purchase movable bike racks and outdoor benches for seasonal use.
6. Order the final furniture selections (most items have been ordered; benches and occasional tables will be ordered in December)

Code Compliance Issues
Property Management and City staff met on the library grounds on October 25 and reached agreement on the following:
- With the addition of the wooden slats, the parking lot fence is completely opaque. This was tested in the evening by aiming the headlights of the library delivery vehicle at the fence. There is no need to increase the height of the existing fence.
- No additional fence is required along the north side of the parking lot. Both parties agreed to revisit this issue if future problems were identified.
- The library will install a permanent light shield on the northeast light pole in the parking lot. Parking lot light levels have been verified by EDI to be within City code.
- Acoustical testing by AEC demonstrated that the large chiller meets State of Minnesota acoustic criteria and does not require remedial action. The smaller chiller is not compliant with daytime noise standards at one testing point and with nighttime standards at several testing points. The small chiller will be brought into compliance. Possible options include sound absorbing curtains inside the fence area, a silencer on the fan unit, or moving the chiller.
- The City was provided with a copy of the library's Car Alarm Procedures.

Library Use
With data from August, September, and October now available, there are three full months of usage statistics to compare with previous years.
- Circulation in those three months increased by 41% over circulation last year at Arthur Street and by 16% over 2008 circulation.
- Wireless use increased by 342% over 2009 use and by 136% over 2008 use.
- Reference statistics are 31% higher than in 2008.
- Storytime attendance has more than doubled over last year.
- Library card registrations in October were 131% higher than in 2009 and 29% higher than in 2008.

Artwork
- The mosaic artist continues to work on the cistern. She plans to complete the mosaic installation before winter.
- Photographer Robert Cuerden is donating a work for the Board Room. The Friends are purchasing four of his pieces for library study rooms.
- Glass artist Simmie Parlow donated art glass panels that are hanging near the Service Desk in the atrium.
- The library is exploring possibilities for projected art with ARTcrop consultant Luke Erickson.
- The Friends commissioned a painting from Lana Grow for the upstairs fireplace area. The painting will be a gift from the Bartell family in memory of former Library Board member Joan Bartell.
Award

- The library was selected for one of three Smart Environments Awards by Metropolis Magazine and IIDA (International Interior Design Association). Criteria included design excellence, human well being, and sustainable design. The library will be featured in the February edition of Metropolis and is on the IIDA website at http://www.iida.org/content.cfm/2010-smart-environments-awards.

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

FRIENDS OF THE LIBRARY REPORT:
This month the Friends sponsored a semi-annual book sale at the Maplewood Library which raised over $3,700 from merchandise and memberships. The next major sale will be in April at the Roseville Library.

The Friends recently entered into a contract with Sponsorship Network in New York to assist in increasing revenues from corporate sponsors. Members on the Development Committee are eager to assist with this effort.

Progress is being made on selecting and purchasing art for the Roseville Library. Lana Grow of Arden Hills has been commissioned to create a painting for over the fireplace in the upstairs reading area. The family members who donated funds for this painting are working closely with the Friends and with the artist. Four more large black and white photographs have been ordered from White Bear Lake photographer, Robert Cuerden. These will be hung in four of the upstairs study rooms. Robert is donating another piece for the Board Room. A local psychologist, Simmie Parlow, created and donated two flowed glass pieces that have been installed on the wall behind the service desk.

This month the Friends will be mailing the Annual Campaign appeal to help fund the 2011 Summer Reading Program. They hope to enhance the reading incentive prizes with the addition of 6,000 passes to the Water Park of America.

MELSA REPORT:
The recommendations of the MELSA Jobs and Small Business Task Force were shared with the Library Board. MELSA needs to update its Strategic Plan to be eligible for State funding. The new Strategic Plan is due in June 2011. Suggestions for MELSA’s vision should be sent to Norrgard.

NEXT MEETING:   December 15, 2010, Administrative Offices, 4570 North Victoria Street, 6:30 p.m.

MEETING ADJOURNED 8:45 p.m.

Respectfully Submitted,

Mary Larson,
Library Board Coordinator