LIBRARY BOARD PRESENT:
David Norrgard, Burton Nygren, Lori-Anne Williams, Roberta Weltzin

LIBRARY BOARD ABSENT:
Beverly Aplikowski, Robert Lamb, Janice Rapheal

STAFF PRESENT:
Susan Nemitz, Library Director; Mary Larson, Library Board Coordinator; Sandy Walsh, Deputy Director; Lynn Wyman, Deputy Director; Bill Michel, Roseville Library Manager; Eileen Boder, Shoreview Library Manager; Meg Robertson, Arden Hills Library Manager

OTHERS PRESENT:
Jan Parker, Ramsey County Commissioner; Sue Gehrz, Arnold & Mary Anne Lindberg, Friends of the Ramsey County Libraries; Traci Lesneski, Meyer, Scherer & Rockcastle, Ltd.; Carol Morphew, Ramsey County Property Management; Paula Mielke, Randy & Nancy Erickson, Richard Wassen, Jon & Amy Bartholomew, Kim Bryson

CALL TO ORDER:
Williams called the meeting to order at 6:30 p.m. in the Administrative Conference Room of the Ramsey County Library in Shoreview, 4570 North Victoria Street, followed by introductions of those present.

APPROVAL OF AGENDA AND MINUTES:
Nemitz added “Maintenance Agreement for Stormwater Management Systems” to the Agenda as Action Item C, and asked that Discussion Items A & B be switched to accommodate guests. Norrgard made a motion to approve the agenda for 11-18-09 as amended, and the minutes of 10-21-09 as presented. Nygren seconded the motion, which was approved by unanimous vote.

2010 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 2010 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.

Continuing a program started in 2009, Ramsey County Library proposes to close for one day each quarter in 2010 for a Service Improvement Day. Closing to the public on these days will allow the libraries to catch up on shelving, facilities-related projects such as painting or shifting the collections, staff training, and other things that can’t be accomplished when the libraries are open to the public. The Service Improvement Days will be evaluated for effectiveness and negative impact on the public before the 2011 holiday calendar is brought to the Library Board for approval.

Norrgard made a motion to approve the 2010 Holiday Calendar as proposed. Nygren seconded the motion, which was approved unanimously by the Library Board.

PUBLIC COMMENT:
Amy Bartholomew, a Roseville resident who lives on Dellwood Avenue adjacent to the Library, spoke on behalf of several neighbors concerned about the newly remodeled and expanded facility. She indicated that the neighbors had met with members of the Library staff, City of Roseville staff, and with the Commissioner Jan Parker, and wanted to share their concerns with the Library Board as well. She requested that the Library mitigate exposure from the new facility to neighboring homes to ensure the protection, security and privacy of the residents. She stated that the low
fencing currently planned is not adequate, and called for a 6½ foot fence at the edge of the parking lot, and taller trees planted on a berm.

Norrgard questioned whether installing a fence at the edge of the parking lot, a distance 250 feet from the neighbors’ property, would in effect create a private park on County property that could only be accessed by the neighbors. Bartholomew noted that the pond on that property is surrounded by a chain link fence, making the property inaccessible to the neighbors.

Nemitz suggested using the Dispute Resolution Center to mediate a solution to the issues raised by Bartholomew and the other Roseville neighbors. A meeting with the project arborist is scheduled for November 20, 2009, to discuss landscaping on the site.

**COFFEE SHOP VENDOR SELECTION:**

In August 2009, Ramsey County authorized the issuance of a Request for Proposals (RFP) for a coffee shop build-out, operation and management at the Library in Roseville. Written questions from interested vendors were answered to all bidders in an addendum issued September 2, 2009. On September 9, 2009, three vendors submitted proposal responses.

The Evaluation Team reviewed the proposals submitted by three coffee or food vendors and conducted interviews with two short-listed vendors, Dunn Bros. Coffee and Java Train Café. Information provided by the two short-listed vendors in their proposals was reviewed, as well as information gathered from subsequent vendor interviews and references. Team members individually completed RFP Review Criteria forms based on information gathered and the requirements outlined by the RFP, and unanimously determined that the proposal from Dunn Bros. Coffee was superior to that of Java Train Café.

The Library elected to hold a follow-up meeting with Dunn Bros. Coffee to discuss the vendor’s income proposal. Dunn Bros. Coffee amended their proposal and, based on that submission, the Evaluation Team is unanimous in recommending to the Library Board that a contract be finalized with Dunn Bros. Coffee. The term of the contract would be five years, with the option to renew for an additional five-year term.

While impressed with Java Train Café’s progress in its four years of operation, the Evaluation Team felt that Dunn Bros. Coffee brings a depth and breadth of experience not yet attained by Java Train Café. The Dunn Bros. Coffee proposal ensures a steady revenue stream with less risk to the Library than the Java Train Café proposal.

Nygren made a motion to direct staff to finalize a contract with Dunn Bros. Coffee. Norrgard seconded the motion, which was approved unanimously.

**FRIENDS’ NAMING REQUESTS:**

The Roseville Rotary has pledged $50,000 to be used to purchase flexible furnishings and equipment to enable the new Children’s Program Room to be used during all hours the library is open instead of only during story times and special programs. The pledge would be fulfilled in three years beginning in 2009. Since this is a stable local organization, it would be appropriate to place a sign naming this room before the grand opening. If the Rotary does not fulfill the pledge in 2011, the name would be removed.

Nygren made a motion to approve the naming of the Children’s Program Room in the Ramsey County Library in Roseville for the Roseville Rotary Club based upon their donation of $50,000 for furnishings and equipment to be received over a three-year period from 2009-2011, noting the exception to the Library Board’s naming policy that requires donations be received in full before signage is installed. Weltzin seconded this motion, which was approved by unanimous vote.

On November 9, the Falcon Heights/Lauderdale Lions Club voted to donate $20,000 to be used to purchase adaptive computer technology, large print books, books on CD, and other resources to expand library services available to patrons with low or no vision. The total donation would be made in December 2009 or early January 2010. In recognition of this gift, the Children’s Study Room would be named the Falcon Heights/Lauderdale Lion’s Study Room. The Lions are required to take a second vote on this proposal on December 14 before it is binding.
Norrgard made a motion to approve the naming of the Children’s Study Room in the Ramsey County Library in Roseville for the Falcon Heights/Lauderdale Lion’s Club based upon their donation of $20,000 for adaptive computer technology, large print books, books on CD, and other resources for patrons with low or no vision. Donation to be made in one installment in late 2009 or early 2010. Weltzin seconded the motion, which was approved unanimously.

MAINTENANCE AGREEMENT FOR STORMWATER MANAGEMENT SYSTEMS:
Last month, the Library Board approved a cost-share agreement with the Rice Creek Watershed for educational and interpretive signage highlighting innovative stormwater management practices developed in urban environments. Following approval of project plans and specifications submitted by the Library, the Rice Creek Watershed District will provide the Library cost-share assistance in the amount of 50% of the project contract, not to exceed $50,000.

The current practice in stormwater management is to retain most of the rainfall on your own site and not let it enter the storm sewer system directly. At the new Ramsey County Library in Roseville, we will do this by employing rain gardens, ponds, and underground cistern systems. Over time, these systems can fill with sediment and become less effective and require periodic cleaning out. To put some teeth behind the “cleaning out” part many cities/watershed districts are now requiring a Maintenance Agreement that binds the property owner to this cleaning. The Library signed a similar agreement on the Maplewood project with the Washington Watershed District. Long term, this will be an issue for the Library’s Property Manager to attend to and needs no future action by the Library Board.

The County Attorney’s Office has recommended that the Library Board take formal action to approve the maintenance agreement. The Library cannot receive the final permit from the Rice Creek Watershed District on this project without this Agreement.

Weltzin made a motion to approve the maintenance agreement for the stormwater management systems at the new Ramsey County Library in Roseville, and to authorize the Library Board Chair and Library Director to execute the Agreement. Motion approved unanimously by the Library Board.

ROSEVILLE FURNITURE SELECTION:
On August 31, 2009, the County contracted with Meyer, Scherer and Rockcastle (MS&R) for Furnishings Design Services for the public areas of the Ramsey County Library in Roseville.

Public area furniture costs have been estimated at $514,106. Half the furniture will be acquired through competitive bids; half will be purchased through existing master contracts to guarantee exact pricing. Requests for Bids will be issued by City/County Contract and Analysis Services by the end of November with bids due in mid-December. Purchase orders will be awarded in January to the low responsible bids. Purchase orders for Master Contract furnishings will be issued in early January. This will allow for a 16-week fabrication period and furniture delivery in mid-May.

Traci Lesneski, Interior Design Principal from MS&R, reviewed the colors and furnishings selected for each area of the Library, and passed around samples of the various fabrics and materials that will be used. She noted that the interior design includes a luminous, light-filled, fresh interior, featuring neutral colors with pops of spring colors to pull people in.

ROSEVILLE CONSTRUCTION UPDATE:
- Construction continues to be on schedule and on budget.
- Contract negotiations are still in process for the Automated Materials Handling system.
- The Library Board will be asked to approve the coffee vendor selection at its meeting on November 18.
- Public area furnishings have been selected. Furnishings will be purchased through competitive bids and existing master contracts.
- A design is being developed for the lower level Automation Services space.
- The new transformer is in service; the old transformer has been removed.
- Fall paving projects have been completed. A final layer of paving will be applied in the spring and the parking lots will be striped at that time.
- Meetings with Roseville Library neighbors were held on November 2 (with City, County, and Library staff and Commissioner Parker) and November 4 (with Library and County staff, the project architect, the landscape architect, the contractor, and Commissioner Parker). Neighbors expressed concerns with the library windows, parking lot screening, and ground water management.
• Neighborhood concerns have delayed the last of the scheduled fall landscape planting. Neighbors requested a meeting with the project’s arborist. They are concerned that the arborist recommended the removal of additional trees and buckthorn prior to seeding the natural prairie area (part of the LEED landscape plan). A first neighborhood meeting with the arborist was held on November 12. Commissioner Parker’s office is arranging a second neighborhood meeting with the arborist for the week of November 16.

• Roseville Library neighbors have requested an additional meeting to discuss the Library windows.

In the Next Month…
• The roof system and exterior waterproofing will be completed.
• Windows are being fabricated, frames will be set, and glass installed.
• The second floor topping slab will be poured and cured so interior framing can begin.
• Installation of first floor partition walls will begin.
• Requests for Bids for library furnishings will be issued in late November with bids due in mid-December.

Nemitz noted that her wish to re-open the Library in time for Roseville’s Rose Fest is unlikely due to the dedicated time needed to operate the air handler in order to meet LEED specifications. The Library will most likely open in early July. A timeline for the construction, move and reopening will be included in the next meeting packet.

The Library Board also briefly discussed the neighbors’ concerns, and whether there would be sufficient time to implement landscaping changes if recommended by the Dispute Resolution Center. Nygren noted that he is uncomfortable with significant change being made at this late date. Nemitz noted that the City of Roseville reviewed the PUD process for the site, and found that all criteria were satisfied.

ARDEN HILLS UPDATE:
Nemitz noted the Ramsey County is completing its 2010 and 2011 budget deliberations. The County Manager has recommended funding the library in Arden Hills through December 31, 2010, but not into 2011. The County Board is likely to vote for this proposal by the end of the year. The County has posed a challenge to the Library Board: find a cost-effective solution for providing service in this area or close the library.

The Ramsey County Library in Arden Hills is a vibrant and popular library serving the communities of Arden Hills and New Brighton. In 2008, it circulated 267,823 items and had 98,969 visits. Over the last ten years, circulation has increased 53 percent and library visits have increased 34 percent.

Despite the robust and growing use, the Library’s budget situation cannot support the higher costs of operation for the aging, inadequate facility. The Arden Hills building has maintenance requirements and infrastructure challenges that increase its operating cost. The 40 year-old, 8,172 square foot building needs an immediate investment of at least $300,000 for major repairs to the air handler, electrical systems, soffit and roof. The building is not ADA compliant and has no fire sprinklers. The construction of the building makes technology improvements difficult and costly.

While the library is situated in an area of natural beauty and overlooks an underdeveloped wetland, the current building does not incorporate the outdoor setting in any way. The site lacks population and commercial density, has no access to public transportation and has little visibility.

Ramsey County Library’s Facilities Master Plan (2008-2018) recommends that the Library develop and maintain a mix of regional and portal libraries. This plan envisions a community library within a multi-use facility shared with a complementary partner (public or private) that offers the following services:

• Targeted collections for adults, teens and children
• Full-service computing
• Children’s programming
• Information assistance
• After-hours materials return
• Programming space

The possible sale of the Arden Hills building could finance an improved facility on an alternative site.

Nemitz reported that a public meeting will be held November 19, 2009, at the Library in Arden Hills, starting at 7 PM. The purpose of the meeting will be to communicate the funding status of the branch and to brainstorm possible
solutions and partners. Representatives from the cities of Arden Hills and New Brighton have been invited to be part of the process.

SHOREVIEW LIBRARY UPDATE:
Boder, who has managed the Library in Shoreview for eight years, reported on the successful collaboration with Gallery 96, a local art group. The Library has numerous volunteers and community service workers. Boder serves as the representative to MELSA’s Outreach Committee, which has organized activities around Cinco De Mayo, the Hmong Festival, etc. She noted that the addition of Sunday hours in 2008 was a runaway success, with Sundays now the busiest day at the Library.

DIRECTOR’S REPORT:
The Library Board discussed Nemitz’s written report for November 2009. Nemitz also noted that she met with the White Bear Lake residents who attended the October meeting to discuss future improvements to the Library in White Bear Lake. The contract for automated materials handling equipment at the Library in Roseville was completed.

MELSA REPORT:
Norrgard reported that MELSA’s operating budget is approximately $4.5 million annually, with budget reserves of about $2.1 million. $1.4 million is set aside as close-down funds as per the State Auditor. With the unallotment from the State of Minnesota, the $775,000 reserved for joint projects in the libraries is no longer available, but $500,000 from other appropriations will be available for joint projects.

FRIENDS OF THE RAMSEY COUNTY LIBRARIES REPORT:
Gehrz indicated that the Friends have recently added three new board members.

NEXT MEETING:
With no action items on the agenda for December, that meeting has been cancelled. The next meeting of the Library Board will be January 20, 2010, at the Library’s Administrative Office, 4570 N. Victoria Street in Shoreview, beginning at 6:30 p.m.

MEETING ADJOURNED 8:40 p.m.

Respectfully Submitted,

Mary Larson,
Library Board Coordinator