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

PUBLIC COMMENT:
There was no public comment.

TRUSTEE RESIGNATION:
Anderson noted that this meeting will be the last for Bartell, who has resigned after five years on the Library Board.

Bartell thanked everyone for the opportunity to serve on the Board, and indicated that she learned a lot, and appreciated her role as liaison to the Friends throughout her tenure. She lauded the Friends’ efforts to support the Library, and noted that she has become a lifetime member of the Friends.

APPROVAL OF MINUTES:
Norrgard made a motion to approve the Library Board Minutes of October 15, 2003, as presented. The motion was seconded by Cox, and approved by unanimous vote.

Kessel made a motion to approve the Library Board Workshop Minutes of October 22, 2003, as amended to expand upon Kessel’s concerns over potential arbitrage penalties. Bartell seconded the motion, which was approved by unanimous vote.

RAMSEY COUNTY LIBRARY FOUNDATION REPORT:
Sharon Klumpp and Peter Hilger were present to discuss the Foundation’s role in fundraising for the Library. Hilger noted that the Foundation has had difficulty maintaining members and in successful fundraising, and have begun reflecting on ways to move forward in the future. He noted that the Friends are a successful, rock-solid, established fundraising entity for the Library, and the Foundation is unlikely to match their success. Hilger recommended that a single group should coordinate fundraising efforts for the Library. There are good models to follow that feature strong Friends’ groups with a Foundation component. Hilger and Klumpp asked the Library Board to convene a fundraising workshop with the Library Board Trustees and representatives from the Friends and Foundation. Anderson suggested Wednesday, January 7, 2004, as the date for the workshop. Further planning for the workshop will be discussed at the Library Board’s December 10, 2003, meeting.
DIRECTOR’S REPORT:
Carlson’s written report for November 2003 was mailed to the Library Board prior to the meeting. Three videos were shown for the Trustees:
1. Testimony of Mary Anne Lindberg, Friends of the Suburban Ramsey County Libraries, at the County Board’s budget hearing on November 3, 2003.
3. Inservice Day training video parody.

Carlson noted that the Friends’ Mission: POSSIBLE campaign has brought in over $1,300 in three days for the book budget at the library in Arden Hills. The monthly statistical report was discussed, with a discrepancy noted between the usage and crossover data.

MELSA REPORT:
Commissioner Wiessner was not present to give a MELSA report.

FRIENDS OF THE SUBURBAN RAMSEY COUNTY LIBRARIES REPORT:
Bartell reported that the Friends’ Mission: POSSIBLE campaign is under way to raise funds for books at the Ramsey County Library in Arden Hills. The Friends conducted an informal survey during the September book sale at the library in Roseville. Respondents indicated that they learned of the book sale via library publicity. Top categories of items sold at the sale were fiction, paperbacks, non-fiction, and children’s books. More than 50% were aware of the Friends’ Used Book Store at the library in Maplewood, while only 12% were likely to join the Friends.

DISPOSITION OF NORTH ST. PAUL FACILITY:
An auction of the facility has been scheduled for Wednesday, December 3, 2003, at 1:00 p.m.

JOINT POWERS AGREEMENT:
The revised version of the Joint Powers Agreement between Ramsey County, the City of North St. Paul, and Ramsey County Library includes input from North St. Paul City Manager Wally Wysopal. The space in the Community Center will be owned by the City and leased to Ramsey County Library. A separate lease agreement will also be prepared at a later date.

The Library Board members suggested rewording section VIII, which was affected by an earlier revision of the agreement. Kessel suggested that the actual construction costs be included in an appendix to the agreement. The revised agreement will come back to the Library Board in December for final approval.

2004 BUDGET REPORT:
Carlson indicated that the Ramsey County Board of Commissioners approved the Library’s operating budget for 2004, including service at the library in Arden Hills, although no additional funds were allocated. The Library’s Debt Service budget and proposed capital plan will be determined by the County Board by December 16, 2003, when the 2004 Budget is officially approved.

The Library Board discussed the funding shifts and outside revenue that were approved by the County Board in order to keep open the library in Arden Hills. Anderson made a motion to continue operations at the Ramsey County Library in Arden Hills in 2004, and to approve $65,000 in year-end reserve and gift funds for basic operational costs. Any additional funds received from the Friends’ fundraising efforts would supplement the book budget for Arden Hills. Norrgard seconded the motion. Cox offered a friendly amendment, suggesting that the motion begin with “In acknowledgement of the Friends’ fundraising efforts.” Anderson accepted the friendly amendment.

The Library Board discussed the reductions to the 2004 books budget and the Library Facility Fund, and the authority of both the Library Board and the County Board to determine how funds are allocated within the Library’s budget. Following the discussion, Anderson withdrew his motion.
2004 MAINTENANCE/CAPITAL IMPROVEMENT SPENDING PLAN:
The 2004 Maintenance/Capital Improvement Spending Plan includes carpet replacement at Shoreview. This project was previously included in the 2003 Spending Plan, but postponed in order to reserve the funding as a contingency against unforeseen capital improvement needs in 2003. With the influx of the 2004 levy funding, this project is scheduled to proceed, with an additional $5,000 requested due to inflationary factors. The other project requested for 2004 is replacement of the energy management system at the library in Maplewood.

The Library Board discussed the proposed carpet replacement at Shoreview. Sokolik indicated that the cost increase is attributed to recycling and disposal fees for the old carpeting and materials. Other flooring options were suggested by the Board, including cork and terrazzo, but both had been investigated by Sokolik and determined not feasible for the Library.

Sokolik noted that the energy management control boxes at Roseville and Shoreview were replaced a few years ago, but there were not sufficient funds to replace Maplewood at that time. The proposed new system would be accessible remotely via the Internet, versus the modem currently required.

Cox made a motion to approve the Maintenance/Capital Improvement Spending Plan for 2004 as presented. Bartell seconded the motion, which was approved unanimously.

POTENTIAL MAINTENANCE/CAPITAL IMPROVEMENT PROJECTS FOR 2005-2009:
Each year, Library staff prepares a list of potential Maintenance/Capital Improvement projects for the five years after the upcoming budget year. Due to ever-changing circumstances, this list of potential projects is a working draft, and is continually revised throughout the year. Pending the outcome of the Library’s proposed Capital Plan, some of these projects may be rolled into the expansion projects at Maplewood and Roseville, or become unnecessary due to the construction of a new facility in Arden Hills.

Financing any upcoming Maintenance/Capital Improvement projects is becoming increasingly challenging. Since the inception of this fund in 1996, the levy funding has been supplemented with proceeds from the sale of the former Maplewood Library, year-end reserves, and withdrawals from fund balance. In 2003, this “cushion” will be depleted, reducing the available funding to the amount of the annual levy, plus any interest accrued. Ultimately, the Library will need at least $200,000 per year to maintain our facilities properly, which will require an increase or series of increases to the Library’s budget levy. The Board noted that the five-year recommendations list would be a useful tool for fundraising purposes, and will be included as background material for the January 7th workshop.

The Library Board discussed the advantages and disadvantages of including cost estimates in the five-year recommendations. Accurate estimates are hard to develop for projects several years in the future, and may cause concern if the actual costs are significantly different than earlier estimates.

Sokolik indicated that the Building Condition Report will be updated within the next 2-3 years, which will help the Library Board and staff determine its priorities for the limited funding available.

BOOKER™ FEE INCREASE:
In November 2002, the Library Board approved a fee structure for Booker™ visits that included charging nonprofits $25 and for-profit organizations $75 per half hour visit. Since this structure was implemented, Booker™ has appeared at more than twenty events throughout the community and has made more than twenty library visits. To date, the Library has collected $300 in Booker fees through this program.

Staff recently evaluated the program based on costs and structure. Recommended changes include:
- Focusing visits on children in preschool through 2nd grade in suburban Ramsey County;
- Limiting visits to one hour to reduce likelihood of overheating and physical exhaustion;
- Increasing fees.
Organizations that request Booker™ appearances pay the fee without hesitation. With the heavy use of the costume comes more frequent maintenance and increased maintenance costs. In addition, funding for staff to run the program is running out. Staff recommends that the fee for a Booker™ visit be increased to a half-hour rate of $50 for a nonprofit organization and $150 for a for-profit organization to cover the Library’s costs.

Norrgard made a motion to approve the Booker™ fee increase for a half-hour appearance to $50 for nonprofits and $150 for for-profit organizations to cover the Library’s costs for the program. Cox seconded the motion, which was approved unanimously.

EXECUTIVE SESSION:
The Library Board went into Executive Session to discuss a personnel matter.

NEXT MEETING:
The Library Board’s next meeting will be held on Wednesday, December 10, 2003, in the Conference Room of the Library’s Administrative Offices, 4570 North Victoria Street, beginning at 7:00 p.m.

ADJOURNMENT:
Bartell made a motion to adjourn the meeting, seconded by Wolsfeld. Anderson adjourned the meeting at 9:20 p.m.

Respectfully submitted,

Mary Larson
Library Board Coordinator