BOARDS MEMBERS PRESENT:
Matthew Anderson, Victoria Cox, Bruce Kessel, Bridget Murray, David Norrgard, Susan Wolsfeld

STAFF PRESENT:
Alice-Jo Carlson, Library Director; Mary Larson, Library Board Coordinator; Laura Johnson, Communication & Programming Manager

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.

APPROVAL OF MINUTES:
Cox made a motion to approve the Library Board Minutes of November 19, 2003, as presented. The motion was seconded by Kessel, and approved by unanimous vote.

MELSA REPORT:
There was no MELSA report due to the absence of Commissioner Wiessner.

METRONET REPORT:
Lynn Wyman, Library Manager, submitted the Metronet Governing Board report. The Minnesota Library Council is focusing on the hiring process for the Minnesota Director of Educational Support—the State Librarian position. Results of the FY2003 audit were presented to the Metronet Governing Board. The Exemplary Librarian DVD, which will be sent to libraries and school districts across Minnesota as a recruitment tool, is in the final stages of editing. The program committee presented a list of program possibilities for 2004, which was tabled pending completion of Metronet's Strategic Plan. Planning consultant Sue Hall met with the Governing Board to review the results of the planning survey and interviews she conducted on Metronet’s behalf. Her preliminary findings indicate that networking, communication, training, and advocacy are considered critical roles for Metronet, and that the biggest challenges are a clear identity, visibility, and lack of vision. Metronet was awarded a grant to conduct a follow-up survey to last year’s School Media Census. The new survey is underway.

FRIENDS OF THE SUBURBAN RAMSEY COUNTY LIBRARIES REPORT:
Laura Johnson, Communication Manager, submitted the Friends report. Sales on Sundays at the Friends’ Used Book Store are up, as more people become aware of the store and its hours. Friends’ membership has increased due to the notice in the fall ExpLORE newsletter. The Friends will host a membership drive in spring 2004, with the goal to double the size of their membership to 700. Library Legislative Day is set for February 12, 2004 at the State Capitol. The Mission: Possible campaign has brought in $2,400 since it began on November 14. The 2004 fall book sale dates have been set for September 23-25.

DIRECTOR’S REPORT:
Carlson’s written report for December 2003 was mailed to the Library Board prior to the meeting. Carlson noted that she met with the Arden Hills City Manager to discuss the possibility of the City providing snow removal and lawn care services at the library in Arden Hills during 2004. This proposal will go to the Arden Hills City Council for approval.
DISPOSITION OF NORTH ST. PAUL FACILITY:
Carlson reported that the building did not sell at the auction held December 3, 2003, as none of the interested parties could meet the minimum bid price. Jolly Mangine, Ramsey County Property Manager, will contact the interested parties in attendance to determine the feasibility of a private sale of the facility.

JOINT POWERS AGREEMENT:
The third draft of the Joint Powers Agreement between Ramsey County, the City of North St. Paul, and Ramsey County Library includes the suggestions from the Library Board at the November meeting. The Library Board members suggested one revision, changing the meeting frequency of the Facility Management representatives to quarterly.

Kessel made a motion to approve the Joint Powers Agreement between Ramsey County, the City of North St. Paul, and Ramsey County Library as amended. Cox seconded the motion, which was approved by unanimous vote.

OPERATING COSTS FOR NEW/REMODELED FACILITIES:
Operating cost estimates developed earlier in 2003 were presented to the Board at Kessel’s request. Kessel also requested that staff develop estimated expenses and revenue for the Library for five years into the future, incorporating the proposed new facilities. The Library Board discussed the value of the staff time that Kessel’s request would consume, and how the information would be used. During the discussion, the Board debated the Trustees’ duties and authorities in making requests of staff, and suggested that Kessel prepare a template with a suggested format of the information he desired. Kessel declined to prepare the template.

Kessel made a motion that Library staff, as part of the 2005 Budget Request process, provide three years of history and three years of projections for revenues and expenses, incorporating the proposed new facilities. Norrgard seconded the motion. The motion was approved by majority vote, with Cox and Wolsfeld dissenting.

2004 BUDGET:
Carlson reported that the Library has identified $65,000 in prior year reserves and gift funds that will be used to fund operations at the Library in Arden Hills during 2004. Of this, $30,000 is needed for utilities, janitorial, supplies, etc., while the remainder would be designated for books. Any funds raised through the Friends’ Mission: Possible campaign would also be added to the book budget for Arden Hills.

LIBRARY BOARD WORKSHOP ON FUNDRAISING:
At the November Library Board meeting, staff were directed to contact the Friends’ Board, Foundation Board, the Friends of the St. Paul Public Library, and the Hennepin County Library Foundation in order to schedule a workshop on fundraising on January 7, 2004. All of the parties have agreed to participate, and a draft agenda was prepared for Library Board review.

Cox made a motion, which was seconded by Norrgard, to approve the agenda as presented. Wolsfeld suggested a friendly amendment, which was accepted by Cox and Norrgard, to amend item #6 to read, “Can strengths be combined for future success?” The amended motion was approved unanimously.

LIBRARY DIRECTOR’S PERFORMANCE REVIEW:
The Library Board went into Executive Session to discuss the Library Director’s annual performance review. Upon adjournment of the Executive Session, Kessel made a motion to reaffirm the 2% annual salary adjustment currently included in Carlson’s contract, effective March 1, 2004, which is the same increase awarded to all Library employees. In addition, effective January 1, 2004, Carlson will receive a 1% base salary merit increase, and a 1% compensation supplement based on her distinguished performance in 2003 and on the review and recommendation of the Library Board Personnel Subcommittee. Wolsfeld seconded the motion, which was approved by unanimous vote.
NEXT MEETING:
The Library Board will hold a fundraising workshop on Wednesday, January 7, 2004, in the Meeting Room of the Ramsey County Library in Roseville, 2180 North Hamline Avenue, from 6-9 p.m.

The Library Board’s Annual Meeting will be held on Wednesday, January 21, 2004, in the Conference Room of the Library Administrative Offices, 4570 North Victoria Street, beginning at 7:00 p.m.

ADJOURNMENT:
Cox made a motion to adjourn the meeting, seconded by Wolsfeld. Anderson adjourned the meeting at 9:50 p.m.

Respectfully submitted,

Mary Larson
Library Board Coordinator