Minutes of the Ramsey County Library Board
December 10, 2008

LIBRARY BOARD PRESENT:
Matthew Anderson, Beverly Aplikowski, David Norrgard, Burton Nygren, Roberta Weltzin, Lori-Anne Williams

LIBRARY BOARD ABSENT:
Robert Lamb

STAFF PRESENT:
Susan Nemitz, Library Director; Mary Larson, Library Board Coordinator; Lynn Wyman, Assistant Director; Sandy Walsh, Assistant Director; Bill Michel, Roseville Library Manager; Julie Neville, Library Facilities Manager; Chuck Wettergren, Automation Services Manager; Kristi Saksvig, Communications Manager; Marcus Lowry, Teen Librarian

OTHERS PRESENT:
Sue Gehrz, Friends of the Suburban Ramsey County Libraries; Jan Parker, Ramsey County Commissioner; Jolly Mangine, Fred Shenk, Ramsey County Property Management; Robert Aschenbrenner, Kargas Faulconbridge, Inc.; Andy Rasmussen, McGough Construction

CALL TO ORDER:
Anderson called the meeting to order at 7:00 p.m. in the Conference Room of the Ramsey County Library Administrative Offices, 4570 Victoria Street North.

PUBLIC COMMENT:
No public comment.

APPROVAL OF AGENDA AND MINUTES:
Norrgard made a motion to approve the agenda for December 10, 2008, and the minutes of November 5, 2008, as presented. Williams seconded the motion, which was approved by unanimous vote.

DUNN BROS. COFFEE SHOP LEASE EXTENSION:
The Dunn Bros. coffee shop opened in April 1997, with a five-year lease plus a five-year renewal term. The franchise has changed hands several times since then, but with each sale, the terms of the original lease were assumed by the new owner.

Gary Davis, Assistant County Attorney, advised that the Library issue a new RFP for the coffee shop at Roseville when the original lease expired on January 31, 2007. However, due to the timing of the capital planning for Roseville, and the uncertainty regarding the impact on the Dunn Bros. space, Davis agreed to a lease extension until plans are completed. With groundbreaking for the expansion and remodeling planned for spring 2009, Davis has approved a month-to-month lease extension for the coffee shop at Roseville.

Norrgard made a motion to approve the Lease Addendum between the Ramsey County Library Board and Emiamacas, Inc. for a month-to-month term beginning February 1, 2009, until such time that the Library closes due to construction or January 31, 2010, whichever is earlier; subject to approval by the Ramsey County Attorney’s Office. Williams seconded the motion, which was approved by unanimous vote.

ROSEVILLE TEMPORARY SPACE:
After an extensive search, the Library has found a suitable temporary space for use while the Roseville facility is being renovated. The proposed space is 20,285 square feet in the Twin Lakes III Corporate Center at 2676 Arthur Street in Roseville, just west of Fairview Avenue and County Road C.
While the Roseville project budget contains $600,000 for an interim service proposal, the County Board has not yet approved the allocation of these resources for this purpose. The Library Board’s recommendation for a temporary site will be reviewed at the December 16 meeting of the County Board.

Nemitz noted that the Library initially targeted retail space for the temporary location, but was unable to find an appropriate location that met the Library’s goals and would consider a short-term lease. The proposed Twin Lakes location features an accessible, ground level entrance, large, well lit, open spaces, ample parking, a workable dock, functional workspaces, and plenty of restrooms. Minimal improvements to the space would be required, and the cost of the build-out, the lease amount, and moving costs would be within the planned budget.

Hours and staffing at the temporary space would be the same as the current facility, but staffing levels would be re-evaluated after a month or two in the new location, with possible redistribution to the other libraries. If the temporary space is not approved by the County Board, staff would be deployed to other locations, and the collection stored.

Norrgard made a motion to recommend to the Ramsey County Board of Commissioners the temporary site located in the Twin Lakes III Corporate Center at 2676 Arthur Street in Roseville, Minnesota, at a lease cost not to exceed $350,000 for 20,285 square feet; subject to approval by the Ramsey County Attorney’s Office. Aplikowski seconded the motion, which was approved by unanimous vote.

**ROSEVILLE LEED CERTIFICATION:**
The Library was scheduled to present its design, gross maximum price, green solutions, interim service model recommendation and Phase II Agreement to the County Board on November 18, 2008. After reviewing the board packet, several commissioners expressed their concern about the lack of detailed information regarding LEED certification for the Roseville project. Based upon these concerns, the board report was delayed. The Library is now scheduled to present the Roseville project to the County Board on December 16, 2008.

Property Management met with McGough Construction and requested that they hire, using their own resources, a consultant to assist Ramsey County in addressing questions regarding LEED certification. McGough hired Kargas-Faulconbridge, Inc. (KFI), a local engineering firm, to formulate an analysis of the most cost effective strategies for the LEED certification of this project. Robert Aschenbrenner, an engineer with KFI, was present to discuss his recommendations.

Parker noted that the County Board is very interested in LEED certification as a policy initiative. The Roseville project is a high-profile public building, and would be ideal to showcase green teaching tools for the public. Nemitz noted that the budget does not include funding for LEED certification, so the County Board would need to allocate additional resources to fund this initiative.

The Board members discussed their concerns regarding LEED certification. Aplikowski noted that she is not convinced LEED certification is necessary given the stringent guidelines already followed by Ramsey County, but she was interested in the demonstration pieces. Norrgard was troubled by the lack of direct payback for the LEED features, and potential delays to the project. Mangine reported that the current design could incorporate LEED certification up to the silver level without delay in the development of construction documents. Weltzin was concerned about the costs associated with staff time for a LEED certification.

Anderson stated that perception from the community and staff that the Library Board and County Board value green projects should be the highest priority, rather than dollar for dollar payback within a specified time frame. Nygren agreed, noting that the Library Board should support the LEED certification proposal for Roseville.

Nygren made a motion urging the Ramsey County Board of Commissioners to seek Silver Level LEED Certification for the expanded and remodeled Ramsey County Library in Roseville, with the hearty endorsement of the Ramsey County Library Board of Trustees, who will assist in any way possible to help accomplish this goal. Aplikowski seconded the motion. Parker suggested that the public demonstration projects be included as part of the motion. Nygren and Aplikowski agreed to the suggested amendment by Parker. The motion was passed by unanimous vote of the Library Board.
TRUSTEE TENURE ENDING:
Following a humorous presentation by Nemitz and Gehrz, Norrgard made a motion to approve a Library Gold Card for Matt Anderson, in honor of his serving on the Library Board for nine years. Williams seconded the motion, which was unanimously approved. Nemitz read aloud the certificate of appreciation highlighting the Board’s accomplishments during Anderson’s tenure and his contributions.

YOUTH SERVICES UPDATE:
In August 2008, Ramsey County Library hired Marcus Lowry as the system’s first teen librarian. Lowry, who previously worked as teen librarian at St. Paul Public Library, is leading a project to develop teen services at RCL.

Lowry gave a PowerPoint presentation featuring statistics on at-risk youth, a problem that Ramsey County has pledged to address. A Young Adult Library Services Association (YALSA) survey in 2008 found that teens would come to the library more often if libraries had more teen materials, a more comfortable, welcoming atmosphere, and a teen librarian. Getting teens to libraries is crucial, since libraries support youth development, and promote adolescent literacy and information literacy. Video games are a popular way to attract teens, while helping to promote information literacy and building developmental assets. Libraries also have many opportunities for collaboration with community partners, making them a vital gateway to reaching at-risk youth.

DISCOVERY TOOL DEMONSTRATION:
The demonstration was postponed due to lack of time.

DIRECTOR’S REPORT:
Nemitz’s December report to the Library Board was mailed prior to the meeting.

MELSA REPORT:
Nemitz reported that MELSA adopted a new formula for reimbursing libraries for crossover usage, resulting in an increase of $83,000 for RCL. She thanked Norrgard for his work on developing the new formula and working to assure its approval. A new RFP has been issued for an online tutoring program, for implementation in fall 2009. No metro-wide tutoring program will be implemented during the 2008-2009 school year.

FRIENDS OF THE LIBRARY REPORT:
The Friends received a $25,000 grant from the RAFT Foundation.

LIBRARY DIRECTOR’S PERFORMANCE APPRAISAL AND SALARY REVIEW:
The Library Board went into Executive Session to discuss the 2008 performance appraisal and salary review for Library Director Susan Nemitz.

Upon returning from Executive Session, the Library Board unanimously voted to award Nemitz a 2% step increase, a 1% lump sum merit award (one time, not part of her base salary) for an exceeds expectations performance review, and any cost-of-living adjustment received by unclassified department heads in 2009.

NEXT MEETING: January 21, 2009, Administrative Offices, 4570 North Victoria Street, 7 p.m.

MEETING ADJOURNED 9:30 p.m.

Respectfully Submitted,

Mary Larson
Library Board Coordinator