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

LIBRARY BOARD ABSENT:
Matthew Anderson, Roberta Weltzin

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; Kristi Saksvig, Communications Manager; Julie Neville, Property Manager; Therese Sonnek, White Bear Lake Library Manager

OTHERS PRESENT:
Victoria Reinhardt, Ramsey County Commissioner

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:
Norrgard made a motion to approve the agenda for December 15, 2010, and the minutes of November 17, 2010, as presented. Aplikowski seconded the motion, which was approved by unanimous vote.

ARDEN HILLS/NEW BRIGHTON UPDATE:
Staff from the Library, the City of New Brighton, Ramsey County Property Management and their attorneys met to begin lease negotiations. A decision was made to create a memo of understanding as well as a lease. A variety of issues were discussed, and no major barriers were identified at this time. It is expected that a draft of the lease will be included with the design and budget package for approval by the City, County and Library Board in early 2011.

Over 50 individuals attended the pre-proposal conference and tour on December 10, 2010 at the Family Service Center. Written questions are due December 15 and proposals are due January 5. The committee is expected to interview finalists on January 14 and return to the Library Board with a recommendation on January 19.

The Ramsey County Attorney's Office has researched the title to the Arden Hills property. It appears that the property was transferred to the County from the City of Arden Hills by Doc. No. 1790161 on Nov. 27, 1967. The only restriction was that a library be built on the site within 2 years of the date on the deed.

A contract with a land survey contractor has been signed. The survey is underway and should be complete in December.

Ramsey County Parks and Recreation has requested 68 feet of the east side of the Arden Hills lot to be used as a trail connection. The survey crew will analyze the impact of this request. Financing of the proposal has not yet been determined.

The Ramsey County Library in Arden Hills is scheduled to close at the end of business hours on December 31. A celebration will be held that day. Programs and services are scheduled at other library locations. A complete evaluation of the collection will begin in January. The Friends of the Library have begun planning for a book sale from March 24-27.
Press releases have been sent to the local media, and an information display has been put up in the branch. FAQ sheets are available at the branch and in the New Brighton Family Service Center. An update on the project leads the winter Explore newsletter. Posters explaining the change have been posted in the Library, and Facebook and Twitter updates are completed. Web updates were sent to the listserv that now has 457 subscribers.

**NAMING OF LIBRARY:**
The Ramsey County policy on naming facilities suggests that names highlight “geographical or natural features” and “should include a reference to the kind of public service being provided at the facility.” Buildings can be named after an individual that has “made an exceptional contribution of time (service) or funding” … “where the contribution is directly connected to the benefit or service that the facility is providing.” An existing facility that is reconstructed will retain its original name unless there is a proposal to rename the facility.

If the Library Board wants to rename the Ramsey County Library in Arden Hills, they should submit this request to the County Board as part of the project approval package in April 2011.

Based upon the comments of the Library Board in November, the naming of the library was discussed internally at the Senior Management Team and at the Management Team meetings. Several approached to naming were discussed:

1. Geographical Naming – Ramsey County Library New Brighton
2. Individual Recognition – Ramsey County Ruth Palmer Library
3. Natural Feature - Ramsey County Library Brighton Hills

The Library staff discussed the perceptions and feelings of the Arden Hills and New Brighton communities. They understood the goal and intent of the Master Plan recommendation to create names that allow residents to realize that these branches are county libraries serving many local jurisdictions. They were also concerned about the potential for patron confusion.

Staff also discussed the pros and cons of doing a naming contest within the community. While a community naming contest may result in greater buy-in or the possibility of a great name no one has thought of, it also takes a great deal of time and staff effort.

In the end, the primary concern is that any name that is not geographically specific will increase the confusion of patrons and result in an increase need for staff to assist them in finding the programs and services they need. Staff reviewed catalog entries and publications such as the newsletter. They believe that naming the branch the Ramsey County Library in New Brighton will allow the Library to provide better services to patrons in the long run.

Raphael made a motion to recommend to the Ramsey County Board of Commissioners that the new library at the Family Service Center be named the Ramsey County Library in New Brighton. Mielke seconded the motion, which was approved by majority vote with Norrgard dissenting.

**COMMUNITY PROGRAM ROOM POLICY:**
Several recent developments have resulted in the review of the Library’s Community Program Room policy and its booking procedures. First, demands on the community rooms from the Library are growing. The Library is offering increasing numbers of early literacy programs, teen and computer classes. In addition, Legacy funding has provided the ability for the Library to do programming that has never before been possible. Second, with the opening of new libraries in Maplewood and Roseville, these facilities have more and better community rooms available for patron use as well. This has led to growing demand by individuals and groups looking for places to meet or hold events.

The Library has seen a significant increase in consultants booking rooms for free educational seminars that are intended to generate commercial leads for a private business. Staff has had a great deal of difficulty identifying non-profit from for-profit groups. Finally, MELSA recently purchased Evanced for its member libraries, an event and meeting room booking system. Evanced allows libraries to create a searchable event calendar on their website, and allows patrons to register themselves for events and classes. It also permits members of the public to book community rooms online. The Library Board’s current policy, approved 3-16-08, states:
Community program rooms are available at Ramsey County Libraries. These rooms may be used by qualifying groups free of charge, and by for-profit groups for a fee. The Library affirms the American Library Association’s policy that "libraries which make meeting rooms available to the public should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use."

To keep space available to as many groups as possible, the Library may limit use by groups requesting regularly scheduled (e.g. weekly) meetings or events. If a library’s community program room is already used frequently by nonprofit groups or organizations, the library manager may decline requests made by for-profit organizations. The community program rooms are not available for private parties.

Exceptions to the guidelines in this policy may be made at the discretion of the Library Manager.

The Ramsey County Library hopes to:

1. Move toward patron online room booking requests using the Evanced software. This would improve the timeliness of patron requests by allowing them to see availability across the library system. Patrons would be responsible for entering basic information, reducing staff time spent on these issues.

2. Move toward centralized room booking approvals using the Evanced software. This would allow facilities to be made available on an equitable basis. It would allow the Library to prevent organizations that fail to adhere to room booking rules from further use. It would reduce staff time spent on these issues.

3. Move toward non-commercial general use of community program rooms. This would allow the Library to focus on Library and community use. Currently, for-profit rental revenue has been less than $700 in each of the last two years.

4. Develop a library rental program for a few select facilities. This would allow the Library to focus staff energy activities that more than cover cost.

Based upon conversations with the Hennepin and Anoka County libraries, both of which have implemented a non-commercial use policy, the Library recommends the following type of language:

Community rooms are available in Ramsey County libraries in order for groups to come together to learn and exchange information and ideas. Community program rooms are available at the libraries in Maplewood, Mounds View, Roseville, Shoreview, and White Bear Lake; conference rooms are available at the libraries in Maplewood and Roseville.

The Library strives to make spaces available to groups on a fair and equitable basis. Community rooms are made available regardless of the beliefs or affiliations of individuals or groups requesting their use.

Community rooms are not intended for commercial use; events for which the purpose is to advertise, solicit business, or generate leads are not allowed. Other prohibited commercial activities include, but are not limited to, the collection of admission fees or tuition, sale of products or services, collection of information on attendees to be used for commercial purposes, or direct fund raising. No gambling, games of chance, bingo, casinos, or wagering of any kind may be a part of any program, meeting, or event.

Certain rooms within the libraries have been identified as rental venues. With the exception of the rental venues, community rooms cannot be used for purely social purposes which include, but are not limited to, parties or other social events (e.g. weddings).

Community program rooms are intended for larger groups, and therefore minimum attendance requirements may be imposed. Community program rooms are not intended for private use, study, tutoring, or one-on-one discussions. Individuals and groups smaller than the required minimum may use a community program room if it is not reserved for that day and they agree to this Use Policy. Priority for reserving and using community rooms is given in the following order:
1. Library sponsored and co-sponsored programs and activities.
2. Ramsey County department and unit meetings or activities.
3. Programs and activities conducted by library partners.
4. All other groups (general public); availability is on a first-come, first-served basis.

The requirements of this policy may be waived at the discretion of the Ramsey County Library when doing so would further its goals.

The Library Board discussed the policy proposed by staff. Commissioner Reinhardt suggested that if market demand is low, the Library should not make the effort to market it as a rental venue. The Board concurred with this suggestion. Nemitz will return with the amended policy in January, with the language regarding rental venues removed.

**CIP BUDGET REQUESTS:**

In accordance with the Ramsey County Home Rule Charter, a five year Capital Improvement Program (CIP) Plan is prepared each year. Based on this Plan, recommendations will be prepared for a proposed Capital Improvement Budget for the fiscal years 2012-2013, to be presented to the Ramsey County Board of Commissioners for adoption. For the upcoming CIP process, the Plan is being extended to cover six years (2012-2017), and will be submitted in January/February.

All Capital projects must be submitted, regardless of the funding source. The minimum project amount is $50,000, and projects must be designated as non-routine (new/renovation) or routine (maintenance). Major projects ($1 million or more) are considered separately from regular CIP projects, and impact on the department’s future operating budget must be included.

In the last cycle, the Ramsey County Library submitted two projects for the Capital Improvement Program Plan. In 2011, the Library requested $27,000 to fund pre-design drawings for the remodeling and expansion of the Ramsey County Library in Shoreview. Based on the Facilities Master Plan, Shoreview would expand into the lower level space currently occupied by the Administrative and Technical Services staff in 2013, increasing the library from 14,000 sq. ft. to 28,000 sq. ft. The Library requested $2.7 million to fund the expansion and remodeling at Shoreview. Neither request was funded but the County Board has committed to remodeling the Family Service Center in New Brighton to replace the library in Arden Hills in 2011.

The Library’s Master Plan suggests that Shoreview be ranked highest unless a unique partnership opportunity should arise in the White Bear or Mounds View communities. The White Bear Community has put together a task force to make recommendations on the White Bear branch.

Nemitz noted that the Library must find a cost-effective solution for White Bear Lake, and take time to do some planning. Although the Facilities Master Plan calls for expansion and remodeling at Shoreview, it doesn’t address how this would affect the Administrative Offices and Technical Services Department also located in the facility. She reported that the White Bear Lake City Council met December 14 regarding the triangle site on the lake. Funding was received from the Met Council for a parking structure, but the sale fell through. Nemitz indicated that a building plan should be developed for the library, which could be adapted to different sites. St. John’s, the church next door to the library in White Bear Lake, contacted Nemitz to report that they are no longer interested in purchasing the library property.

Nemitz will bring the CIP budget request to the January meeting for approval.

**DIRECTOR’S REPORT:**

Nemitz’s December 2010 report to the Library Board was mailed prior to the meeting. (Available upon request.)

A spate of crimes has occurred at the libraries recently. An exposing incident at Roseville was reported to the police. A contracted janitorial staff member was charged with theft from the library honor boxes. The crime will be charged as a felony. Threatening letters and vandalism occurred at North St. Paul. The individual was identified and banned from all library locations for one year. The Library can pursue a restraining order and press charges if the ban is not honored.
The December 11 blizzard resulted in a high cost for plowing the library's parking lots. Patron's cars were stuck in the lots after County plows cleared the streets. Three libraries closed, and staff were allowed to use vacation time for their shifts, or work at one of the open sites. Ramsey County does not officially close, meaning staff are not sent home with pay. Nemitz had several conversations with Julie Kleinschmidt, Ramsey County Manager, during the storm.

**FRIENDS OF THE LIBRARY REPORT:**

The Friends are thrilled that the mother and daughter writing team of P. J. Tracy, award-winning authors of the popular Monkeewrench Gang novels, will be the speakers for the Friends Annual Luncheon on Saturday, April 30 at the North Oaks Golf Club.

The Friends have now officially moved into the new office in the former Automaton Services room in the Shoreview Library basement.

The current total for the Capital Campaign is $456,029. Five new large photographs by White Bear Lake resident, Robert Cuerdon, were installed in four study rooms and the Board Room. The Community Room will be the next priority for the funding and purchase of art. RCL librarians have assisted in finalizing a design for the fireplace nook in the Elementary School Children’s area. The next step is to find a major donor to fund this unique literacy-building project.

On November 16, twenty-one people made online donations to the Friends totaling $1,085. Six were first time donors and seven were overdue to renew their memberships. People can always donate online by clicking on “Friends” on the RCL web site.

In November we received a planned gift of $7,700 from a Certificate of Deposit purchased by Patricia Loving for which she made the Friends a joint owner.

Also in November, personnel from the Best Buy Roseville store began providing free seminars on the newest electronics devices. This is an extension of the free computer workshops funded by the Friends. The first two classes were on e-books and held at the Roseville Library.

**MELSA REPORT:**

The next meeting of the MELSA Governing Board will be held January 10, 2011. Development of a new strategic plan began December 14. Focus groups will be held to solicit input from Library Boards and other partners.

**EXECUTIVE SESSION:**

The Library Board went into Executive Session to discuss the 2010 performance appraisal and salary review for Library Director Susan Nemitz.

Upon returning from Executive Session, the Library Board unanimously approved a motion awarding Nemitz a salary increase of one step, plus a 1% salary supplement. The Board noted that Nemitz’s performance was distinguished, but due to the economy a higher supplement was not possible.

**NEXT MEETING:** January 19, 2011, Administrative Offices, 4570 North Victoria Street, 6:30 p.m.

Respectfully Submitted,

Mary Larson,
Library Board Coordinator