CALL TO ORDER:
Cox called the meeting to order at 4:05 p.m. in the Conference Room of the Library’s Administrative Offices, 4570 North Victoria Street in Shoreview.

PUBLIC COMMENT/INTRODUCTION OF VISITORS:
None.

APPROVAL OF AGENDA:
Norrgard made a motion to approve the Library Board Agenda for December 30, 2004, with the addition of the topic “Retirement Gift” under Action Items. Kessel seconded the motion, which was approved unanimously by the Library Board.

DIRECTOR TRANSITION:
Carlson distributed a draft memo she developed featuring a schedule of meetings and a list of critical issues, to aid in the transition between her departure on January 7 and Nemitz’s full-time start on January 31. Nemitz will begin on a part-time basis effective January 3.

FACILITIES PLANNING PROCESS:
Roseville: Carlson reported that she will be deposed regarding the Roseville land acquisition process on January 12 and 24.

Maplewood: Norrgard updated the Library Board on the progress of the design team meetings for the remodeled and expanded library in Maplewood. He noted that the inclusiveness of the design team is very valuable, with staff in particular feeling included and valued in the process. A representative from Ramsey County Environmental Health, the lower-level tenant at Maplewood, has also been included on the design team for input on the expansion and remodeling of that leased space.

Norrgard briefly reported on the process for each design team meeting, along with current areas under development. The next meeting of the design team will be January 18, with schematics to be presented to the Library Board for approval at the February 16 meeting.

LIBRARY DIRECTOR EMPLOYMENT AGREEMENT:
Gail Blackstone, Director of Ramsey County Human Resources, was present with the Employment Agreement for Susan Nemitz. She indicated that the Agreement has not changed from the draft seen earlier by the Library Board.
Kessel made a motion to approve the Employment Agreement with Susan Nemitz as developed by Ramsey County Human Resources, with a starting salary of $93,000 per year. Anderson seconded the motion, which was approved unanimously by the Library Board.

**PERSONNEL DECISIONS INTERNATIONAL MANAGEMENT ASSESSMENT:**
The Library Board discussed whether incoming director Nemitz should be asked to take the management assessment administered by Personnel Decisions International (PDI). Both Carlson and Blackstone have taken the assessment, and reported that the information was valuable for development purposes.

The Board also considered whether the results of the assessment would be considered privileged or public data. Before Nemitz is asked to take the assessment, Blackstone will consult with the Ramsey County Attorney’s Office to determine the confidentiality of the results, and report at the January 19 Library Board meeting.

**RETIREMENT GIFT:**
The Board members discussed potential retirement gifts for Carlson from the Library Board. Weltzin volunteered to select the gift based on the ideas discussed.

Larson also updated the Library Board on the current status of planning for Carlson’s retirement party on January 7.

**GRAND OPENING OF THE NEW LIBRARY IN NORTH ST. PAUL:**
The Library Board discussed the grand opening of the new library in North St. Paul, which has been delayed to March 12. A combination of factors, including construction delays and late arrival of furniture contributed to the postponement.

**NEXT MEETING:**
The Library Board’s next meeting will be held Wednesday, January 19, 2005, in the Conference Room of the Library Administrative Offices, 4570 North Victoria Street, beginning at 7:00 p.m.

**ADJOURNMENT:**
Following a motion by Kessel and a second by Anderson, Cox adjourned the meeting at 5:10 p.m.

Respectfully submitted,

Mary Larson
Library Board Coordinator