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

LIBRARY BOARD ABSENT:
Burton Nygren

STAFF PRESENT:
Susan Nemitz, Library Director; Mary Larson, Library Board Coordinator; Sandy Walsh, Deputy Director; Lynn Wyman, Deputy Director; Julie Neville, Library Facilities Manager; Bill Michel, Roseville Library Manager; Chuck Wettergren, Automation Manager; Nicole Herold, Technical Services Manager; Jeff Eide, Maplewood Library Manager

OTHERS PRESENT:
Sue Gehrz, Friends of the Ramsey County Libraries; Jan Parker, Ramsey County Commissioner

CALL TO ORDER:
Williams called the meeting to order at 6:30 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:
Aplikowski made a motion to approve the agenda for February 17, 2010, and the minutes of January 20, 2010, as presented. Norrgard seconded the motion, and asked for the item “Year End Reserve List” to be withdrawn from the consent agenda. Aplikowski approved this amendment to the motion, which was approved by unanimous vote.

I-NET AGREEMENT FOR ROSEVILLE:
Ramsey County Library has high speed fiber connectivity between most of its locations through use of the I-Net, an institutional fiber data network provided by Comcast to serve suburban Ramsey County cities’ high-speed data requirements. Use of this fiber is shared by cities through various organizations including the North Suburban Cable Commission. The I-Net is free for the library, but it still requires a “last mile” connection to the closest point of presence. This connection point is typically located at a city hall.

The Library has already connected facilities up to local city halls except the libraries located in Roseville and Arden Hills. The Roseville connection was delayed due to construction, but is absolutely necessary to provide sufficient bandwidth and services for the 200+ computers and the central computing hub that will be housed at the remodeled facility. Benefits include:

• High speed interconnections to other Library locations
• 5x the bandwidth to the Internet for the same cost as we are paying today, with the point of presence for the Internet being installed directly in the Roseville Library
• Opportunities to share phone service costs with cities and schools
• A fiber hub south of Highway 36 for the city and school districts, with their point of presence for Internet coming directly from the Roseville library

The Library has designated MELSA funding to provide the $36,450 upfront costs for this last mile fiber connectivity. Ongoing maintenance costs will be $1,215 per year. When compared to the existing multiple T1 service for Roseville costing approximately $15,700 per year, this connection will provide many times the bandwidth with a payback of 2-4 years when compared to the existing T1 service.
In addition the Library did submit RFPs through the E-rate program in December of 2009 requesting high speed connectivity between Roseville and its other locations. None of the bids came close to utilizing the I-Net, with some bids coming in well over $15,000 per month (not year). When using these figures that provide comparable bandwidth, the payback for this connection would be months not years.

The Ramsey County Attorney’s Office and the City of Roseville’s attorney have reviewed and approved the agreement, pending final approval from the Roseville City Council.

Aplikowski made a motion that upon approval by the Roseville City Council, to approve the Optical Fiber and Facility Connections Agreement with the City of Roseville, and to authorize the Library Board Chair to sign this agreement. Norrgard seconded the motion, which was approved by unanimous vote.

YEAR END RESERVE LIST:
At the end of each budget year, all Ramsey County departments are required to submit a list of unpaid obligations and planned expenditures. Although both tax and library revenues were below projections, the Library proactively reduced spending early in 2009. This foresight enabled us to cover the loss in revenues and have a small amount left over for special projects in 2010. Portions of the 2007 and 2006 year end reserve lists remain unspent, and some of this funding is proposed to carry forward as well.

Weltzin made a motion to approve the 2009, 2007, and 2006 year-end encumbrances as proposed. Norrgard seconded the motion, which was approved unanimously.

SELECTION OF RADIO FREQUENCY IDENTIFICATION (RFID) TECHNOLOGY:
In December 2009, Ramsey County Library issued a Request for Proposals for RFID technology. RFID improves circulation efficiency by replacing barcode technology currently used to track library material with small computer chips that don’t require locating and reading visible barcodes.

Project Goals of RFID include:
- Improve staff efficiencies
- Increase effectiveness of Automated Materials Handling (AMH) technology
- Simplify future self-checkout design to reduce costs and increase ease and speed of use
- Provide materials security for a seven branch system
- Reduce ergonomic issues related to barcode technology
- Provide real-time integration with the Library’s current SirsiDynix Horizon ILS and any future ILS system selected by the Library
- Support non-proprietary (common) industry standards
- Allow flexibility in future RFID technology selection and support

The RFP was written to allow the Library the right to either 1) select a proposer for a complete system including the following components: RFID tags and labels, conversion/tagging stations, staff circulation workstation hardware/software, patron self checkout stations, security gates/detection systems, and portable handheld readers; or 2) select the best possible solution for each system component from individual proposers.

A total of six proposals were received. Of these, three vendors were asked to interview with the Evaluation Team and demonstrate their proposed technology. The Evaluation Team has been reviewing all information provided by the three short-listed vendors in their proposals, as well as information gathered from the subsequent vendor interviews, demonstrations, and calls to references. Two vendors were selected from the demonstrations as finalists (3M and Tech Logic), undergoing detailed cost comparisons and further equipment testing.

Comparisons of the two systems revealed two very different products. For staff, the 3M product utilizes the Library’s existing Horizon system, while the Tech Logic system overlays Horizon with its software. Security is integrated with the Tech Logic system, and does not require monitoring. Security with the 3M system is a separate application that requires staff monitoring. Batch processing is available in the Tech Logic system, but not in the 3M system due to the pop-ups and messages generated by Horizon. Both systems can utilize the PC Reliance system when Horizon is down.
Both systems offer functional self checkout technology. Customer self-payment options are available with both companies, but more costly with 3M's version. The Tech Logic self checks can run on library-supplied workstations, while the 3M units require integrated hardware/software units. Workstation configurations can be managed centrally with Tech Logic as part of the base price, but require optional software and hardware with the 3M system.

Overall cost comparisons, including optional features such as self pay, centralized management, enhanced AV material tags, and upgraded security gates, bring system costs to $685,000 for the 3M system, versus $559,000 for Tech Logic. Both companies offer solid, viable systems within the allotted RFID budget. Ultimately the Evaluation Team recommended Tech Logic over 3M based on the superior streamlined batch processing capability and overall lower cost.

Norrgard made a motion authorizing staff to begin contract negotiations with Tech Logic based on the recommendation of the Evaluation Team, and to maintain a working relationship with 3M in the event that negotiations with Tech Logic are unsuccessful; and to authorize the Library Board Chair to sign the agreement; motion subject to approval by the Ramsey County Attorney’s Office. Mielke seconded the motion, which was approved by unanimous vote of the Library Board.

Williams thanked the Evaluation Team members for their work, and reiterated that batch processing capability has always been the Library’s primary goal in acquiring an RFID system.

VOIP EQUIPMENT PURCHASE:
Telephone service using Voice over Internet Protocol (VoIP) service provides a means to route voice traffic using the same network infrastructure already in place for computers (wires, connecting equipment, and protocols), eliminating the need for independent infrastructure to support phone traffic.

The Library’s Facility Master Plan calls for centralizing phone services and incorporating services onto the Library’s network to leverage existing infrastructure. Ramsey County Library has installed local Cisco VoIP phone systems in the libraries at Maplewood and the temporary Roseville site as part of a phased project to replace our phone systems with standardized VoIP technology. The other four locations are maintaining independent, unique, and aging phone systems.

Expanding on current VoIP systems will provide opportunities to standardize phone use and services throughout the library system, centralize in-coming calls, and improve call distribution. A central telephone system will be installed at the newly remodeled Roseville location as the second phase of this VoIP expansion, followed by conversion/integration of the remote branches that will be added throughout 2010.

To prepare for this expansion, the Library has hired CDW-G, an approved VoIP vendor on State contract, to perform a “health check” of our network and existing VoIP systems. This is being done to provide initial cost estimates to convert our old phone systems and move to a centralized call management model. After our initial meeting, CDW-G provided an estimated cost of $120,000 to $140,000 to provide hardware, software, and professional services, and utilizing the Cisco equipment donated by Cisco following the National Republican Convention.

Weltzin made a motion to approve the expansion of VoIP to all locations, including any required professional services, supporting hardware and software at a cost not to exceed $140,000. Funds identified to complete this project include Ramsey County IT Application Funds, E-rate reimbursements, and MELSA technology funding. If additional funding is required above the estimated $140,000, it will be brought back to the Library Board. Mielke seconded the motion, which was unanimously approved.

DECISION RESOURCES TELEPHONE SURVEY:
Every three years since the 1990s the Library has contracted with Decision Resources, Ltd. to conduct a telephone survey of Ramsey County residents to ascertain their thoughts on library services. With the last survey conducted in 2007, another survey would be due in 2010 if the schedule is maintained.

Staff recommended that the surveys be adjusted to a five-year schedule, with the next survey occurring in 2012. Reasons for this recommendation include:

• Although the data obtained in the surveys has been useful, it hasn’t changed significantly from year to year.
2010 is a transitional year for library services. Roseville will reopen in its new building and RFID will be implemented, among other things. More useful information would be obtained after those services have been in place for a while.

The Library paid $15,000 for the 2007 survey. In tight budget times it seems prudent to lengthen the time between surveys.

Aplikowski made a motion to approve adjusting the Decision Resources telephone survey to a five-year schedule, with the next survey to take place in 2012. Norrgard seconded the motion. Mielke suggested a friendly amendment to the motion, recommending that the five-year schedule be re-evaluated after the 2012 survey. The amendment was declined. The motion was approved by majority vote, with Mielke opposed.

**ROSEVILLE UPDATE:**

- Stair installation is 75% complete on two of the stairways.
- Stud wall framing for partitions is 95% complete.
- Drywall soffits and ceilings are 30% complete.
- Partition drywall, taping, and sanding are 40% complete.
- Painting has begun.
- Plumbing and piping rough-ins are 90% complete.
- HVAC duct mains are done; HVAC branch ducts are 65% complete.
- The air handler retrofit is 50% complete.
- Installation of new boilers is 50% complete.
- Main fire protection lines are 80% complete; branch lines are 25% complete.
- In-wall electrical rough-ins are 90% complete; electrical panel work is 60% complete.
- Communications cabling work is in progress; cable management trays are 70% complete; low voltage wire runs are 60% complete.
- Exterior metal panel installation is 95% complete.
- Exterior windows and glazing are 95% complete.
- Shrub removal and tree trimming are 95% complete.
- Bid furniture has been ordered. Master contract furniture orders are in process.
- RFID proposals have been reviewed.
- Joan MacLeod, the landscape architect, will meet with individual library neighbors on Saturday, February 20.
- Dunn Bros. has closed its coffee service at the temporary library; the library has a contract for coffee service from Dunn Bros. at the Hamline location.

In the next month:

- Installation of the third stairway.
- Elevator installation.
- Louver installation.
- Ceiling installation will begin.
- Installation of lighting fixtures will begin.
- Floor prep will begin.

**Interim service plan:**

- Provide request pickup and checkout of rental materials at Arthur Street, beginning May 9.
- Provide book return service at Arthur Street, beginning May 9.
- Close Arthur Street completely on May 20.
- Provide request pickup and checkout of rental materials from the meeting room at Hamline location, beginning May 20.
- Provide book return service at Hamline location, beginning May 20.

**Key dates:**

- April 15 .................. Substantial Completion (estimated date)
- May 1 .................... Friends bookstore at Arthur Street will close
- May 6 .................... LEED building flush begins
May 8........................Closing of full service Arthur Street library; beginning of interim service
May 9-18.................Pack Arthur Street collection
May 19................Occupancy permit; begin to move materials to Hamline location
May 22...............Friends 5K Walk/Run
June 10-14...........Friends book and furniture sale at Arthur Street, possible range of dates
June 25..............Friends fundraiser event at Hamline location
July 10............Grand Opening

A tour of the facility has been scheduled for interested Library Board members on Tuesday, March 16, at 3 p.m.

ARDEN HILLS UPDATE:
Library Director Susan Nemitz, Arden Hills Branch Manager Meg Robertson, and two residents (Barbara Crassweller and Leslie Goldsmith) spoke to the Arden Hills City Council in a work session on January 19 for nearly an hour. Nemitz suggested three areas where the city could be of assistance:

1) as a broker in multiuse economic development proposals
2) as a provider of staff assistance, connections and networks
3) as a provider of resources

While the City Council members expressed support for a library in the Arden Hills/New Brighton area, they also expressed concerns about the return on Arden Hills residents’ tax investment in Ramsey County programs. The community development director for the City of Arden Hills, James Lehnhoff, was very helpful in identifying names and offering help to determine specific development opportunities.

The Council requested that the Library outline the desired characteristics of a new library and asked that the group return on January 25 to testify at a regular Council session. Nemitz was sick on January 25 so the meeting was rescheduled for February 22, 2010.

One of the Task Force members suggested using “Gateway” instead of “Portal” library to describe the new kind of community library envisioned by the Facilities Master Plan. Staff has been testing this language on community members and they seem to respond more positively.

The meeting with the New Brighton City Council on February 9, 2010 was rescheduled for March 9, 2010. The Library will have thirty minutes to present. Two New Brighton residents, Paul Bjerke and Brandon Krosch, have agreed to participate in the presentation.

Nemitz met with Bruce Kunkel, Vice President for Campus Services at Bethel. Bethel is focusing their undergraduate housing on-campus at this time. Kunkel agreed to speak with other members of the Arden Hills community about the Library’s needs.

Nemitz and Walsh met with John Mehrkens, Vice President of Development at Presbyterian Homes to discuss opportunities for partnerships. Presbyterian Homes is interested in further discussions.

Robertson communicated with the Bulletin News to describe the library situation and the steps the task force is taking to address the problem.

Nemitz will meet with the Baptist Conference Center on February 12.

The Task Force agreed to meet monthly. The next meeting will take place at the North St. Paul Community Center to examine the North St. Paul model of a library co-located with a community partner.

Beginning in March, the meeting schedule for the Arden Hills task force has been set for the fourth Monday of the month (6 p.m.) alternating between the Arden Hills City Hall and the New Brighton Family Service Center. Robertson will begin to work with the group to develop a collection of advocacy statements from Arden Hills’ library patrons and to define the role of this community group.

Aplikowski will meet with Nemitz and Commissioner Tony Bennett to discuss the progress of the task force.
BUDGET UPDATE:
Nemitz reported that with the Governor’s proposed reductions to County Program Aid, the Library is likely to lose $400,000 in operating funding for 2010. Planning for potential reductions should begin soon, as well as evaluating the likelihood of maintaining operating funds for a new gateway library in Arden Hills/New Brighton if the cuts become reality. Nemitz indicated that absorbing a cut of $400,000 would have a system-wide impact on the Library.

DIRECTOR’S REPORT:
Nemitz’s February 2010 report to the Library Board was mailed prior to the meeting. (Available upon request)

MELSA REPORT:
Norrgard reported that the newly-formed MELSA Foundation has been awarded its first grant of $25,000 grant from the Best Buy Foundation to promote the Homework Rescue Program. The Foundation was formed last year to take advantage of funding opportunities available to charitable organizations.

FRIENDS OF THE LIBRARY REPORT:
Gehrz reported that the Friends have raised $233,852 in donations, pledges, grants, and events for the Roseville Library Capital Campaign as of February 10th. The campaign will run throughout 2010 with a goal of $400,000. There has been a very enthusiastic response to the brick paver fundraising project, with more than 70 pavers ordered to date. The pavers will line both sides of the garden pathways. Pavers ordered by March 1st will be installed in time for the Grand Opening, with another installation done by August, 2010.

Volunteers are needed for upcoming events including:
- the new Reading Friends Literacy Project launching in March
- the May 22 BookIt 5K Walk/Run
- the June 9 through June 14 Book-A-Palooza sale at the Arthur Street site

Anatoly Liberman will be the speaker at the May 1st Annual Friends Luncheon.

On Friday, June 25, the Friends will host a Donor Reception from 5:30 to 7:30 at the Roseville Library for everyone who has given $100 or more to the Capital Campaign.

Gehrz participated in a local cable TV program regarding the Roseville renovation project. The program will air on CTV North Suburbs during the month of February.

The Friends have agreed to raise funds for a mosaic artist to decorate the cistern in the children’s garden at Roseville. Approximately $22,000 will need to be raised for the project.

NEXT MEETING:   March 16, 2010, RCL – Roseville, 2180 Hamline Ave. No., 3 p.m. (Tour of facility)
March 17, 2010, RCL - Shoreview, 4570 North Victoria Street, 6:30 p.m.

MEETING ADJOURNED 8:10 p.m.

Respectfully Submitted,

Mary Larson,
Library Board Coordinator