LIBRARY BOARD MEMBERS PRESENT:
Matthew Anderson, Victoria Cox, Bruce Kessel, David Norrgard, Roberta Weltzin, Susan Wolsfeld

STAFF MEMBERS PRESENT:
Susan Nemitz, Library Director; Mary Larson, Library Board Coordinator; Sandy Walsh, Lynn Wyman, Library Managers; Julie Neville, Building Services Manager

OTHERS PRESENT:
Jan Wiessner, Ramsey County Commissioner

CALL TO ORDER:
Cox called the meeting to order at 7:05 p.m. in the Conference Room of the Library’s Administrative Offices, 4570 North Victoria Street in Shoreview.

PUBLIC COMMENT/INTRODUCTION OF VISITORS:
There was no public comment.

APPROVAL OF AGENDA AND MINUTES:
With the addition of “Providing Service to Nursing Homes” and “Coffee Shop RFP” to the agenda, Anderson made a motion to approve the Library Board Agenda for February 2, 2005. Weltzin seconded the motion, which was approved unanimously by the Library Board.

MELSA EQUIPMENT GRANT:
The Ramsey County Library was eligible for $183,000 in MELSA Phase VI Equipment Grant funding to enhance technology and access for our patrons. Grant funds will be applied to the following upcoming projects in the library system:

- Replacement PCs used by the public to access the library catalog and Internet resources
- Wireless access to support portable customer devices and library wireless instructional labs for the public
- Equipment and infrastructure to connect the libraries in Shoreview and Roseville to iNet to increase network speed for our customers
- Equipment to provide a portable laptop instructional lab for customers
- A server upgrade to support the library’s web-based catalog
- A print management system pilot to provide more efficient print services and introduce the option of color printing for customers

Norrgard made a motion to accept the MELSA Phase VI Equipment Grant in the amount of $183,000, to be used for funding enhanced technology and access for library patrons. Weltzin seconded the motion, which was approved by unanimous vote of the Library Board.

LIBRARY BOARD RETREAT:
The Library Board members scheduled a retreat for Monday, February 28, 2005 beginning at 5:00 p.m., with the location to be arranged by library staff. An alternative date would be Saturday, March 12, following the grand opening of the new library in North St. Paul. Possible agenda topics were mentioned, including board development, orientation for the new Library Board member, time management and effective Board communication. Nemitz also suggested phasing of the capital projects for the agenda.
COFFEE SHOP RFP:
Nemitz reported that Ramsey County has concerns about the financing for the build-out of the proposed coffee shop in the expansion of the library in Maplewood. The County wants to make it very clear that they are not subsidizing a private business. The lease rate should be based on repayment of debt service and operating costs. Market rental rates in the Maplewood area were discussed, as well as the rate paid by the coffee shop vendor, Dunn Bros. Coffee, in the library in Roseville.

Anderson reminded the Board that the lessee would not own the space within the library, which will belong to Ramsey County once the debt service is repaid. The County's request to have the lease rate reflect the debt service as well as operating costs will be included in the RFP, although a specific or minimum lease rate per square foot will not be included in the RFP. The Library Board briefly discussed the benefits of determining the lease rate based on percentage of profits versus a fixed rate rental fee. With a percentage-based lease rate, estimating revenue is very difficult and could result in revenue shortfalls.

ANNUAL MEETING:
Election of President: Kessel made a motion to reconsider the nominations made at the Library Board's Annual Meeting on January 19, 2005. Anderson seconded the motion, which was approved unanimously.

Cox withdrew her acceptance of the nomination for president of the Library Board in 2005. Wolsfeld made a motion, seconded by Kessel, to close the nominations. The motion was approved by unanimous vote.

Secret ballots were cast two separate times, with each candidate receiving an equal number of votes on both occasions. Further discussion on election of a president for 2005 was postponed until later in the meeting.

Library Board By-Laws: The Library Board discussed the proposed revisions to the Library Board By-Laws as drafted by Norrgard and Anderson. Article III, Section 3 regarding Notices of Meetings was further revised to simplify the notification procedures.

Wolsfeld suggested that the Library Board be increased to include nine members rather than the current Board size of seven members. Larson indicated that the last time the Board size was increased, from five to seven members, the County Board had to abolish the existing Board and establish a new Board. This item will be considered as part of the agenda for the Library Board retreat on February 28.

Weltzin made a motion to approve the By-Laws of the Ramsey County Library Board of Trustees as amended in Article III, Section 3, Notices of Meetings. Wolsfeld seconded the motion. Norrgard made a motion to further amend the By-Laws in Article I to reflect the addition of the new library in North St. Paul. Wolsfeld seconded the amended motion, which was approved by unanimous vote of the Library Board.

Library Board Policies: The Library Board suggested that Library Board Policy I-B-4 be revised to read “To evaluate the performance of the Library Director in accordance with policies II-A and II-B.”

Anderson made a motion to approve the Policies of the Ramsey County Library Board of Trustees as amended, including the updated Mission Statement on the cover and new numbering system for easier reference. Norrgard seconded the motion, which was approved by unanimous vote.

Election of Secretary: Kessel nominated Wolsfeld and moved her election as Secretary. Wolsfeld declined the nomination, and nominated Kessel, moving his election as Secretary of the Library Board for 2005. Anderson made a motion to close the nominations and elect Kessel as Secretary. Wolsfeld seconded the motion, which was unanimously approved.
Election of President: Weltzin indicated her support for the Library Board’s past practice of electing the previous year’s Vice President to the post of President, and withdrew her acceptance of the nomination for President of the Library Board in 2005.

Cox noted that she feels strongly that the Library Board President does not have the authority to speak on behalf of the entire Library Board without official sanctioning. She indicated her concern that Norrgard would not be able to serve both as President of the Library Board and as its liaison to the design team for the expansion of the library in Maplewood without appearing to speak on behalf of the entire Library Board, rather than as simply its liaison.

Norrgard noted that the design team is wrapping up its duties with the schematic drawings and cost estimates scheduled for approval in the next month. After that approval, the design team will shrink to a few key staff members and the architects.

Wiessner lauded the Library Board for having an open discussion about these concerns, noting that immediately addressing such concerns is vital to a healthy Board relationship. Wolsfeld agreed, and voiced her support of Norrgard’s nomination for Library Board president.

With the nominations down to one candidate for president, Kessel’s January 19, 2005, nomination of Norrgard for President of the Library Board in 2005, which was seconded by Anderson, was approved by unanimous vote of the Library Board.

Election of Vice President: Kessel nominated Weltzin and moved her election as Vice President of the Library Board for 2005. Anderson seconded the nomination.

Kessel made a motion to close the nominations and elect Weltzin as Vice President of the Library Board for 2005. Wolsfeld seconded the motion, which was approved unanimously.

Liaison and Committee Appointments: Weltzin indicated that the merger between the Friends and Foundation became official in January. Following the Friends’ upcoming annual business meeting in May, when the by-laws will be amended, the merger will be complete. She noted that she is willing to serve as liaison again if asked, but she is also willing to let someone else serve in the role if they are interested.

Nemitz reported that some members of the Friends are concerned about the potential move of the Friends’ Used Bookstore to the library in Roseville, and have contacted Ramsey County Commissioner Victoria Reinhardt and Ramsey County Manager David Twa. These members are concerned that the fundraising role of the Friends may eclipse the book store. Weltzin stated that the uncertainty over the status of the book store is difficult on the Friends, but felt that they would pull together and support the Library once a decision is made and the uncertainty is past. Anderson indicated that it is important for the elected liaison from the Library Board to remind the Friends that Nemitz is not responsible for the proposal to move the book store. That proposal was made by the Library Board.

Cox made a motion, seconded by Kessel, to nominate Weltzin as liaison to the Friends of the Suburban Ramsey County Libraries for 2005. The motion was approved unanimously.

Wiessner reminded the Library Board that her role as liaison to the MELSA Governing Board could also be filled by a Library Board member. The MELSA Board meets every other month for two hours at midday. Having an alternate is also a possibility. Wolsfeld indicated her interest in serving as alternate to Wiessner.

Norrgard made a motion to appoint Wolsfeld as alternate liaison to the MELSA Governing Board. Anderson seconded the motion, which was approved by unanimous vote.
As determined by past practice, the Personnel Subcommittee shall consist of the President, Vice President, and past president of the Library Board. For 2005, those members are Norrgard, Weltzin, and Cox.

Kessel made a motion to appoint Norrgard, Weltzin and Cox to serve as the Personnel Subcommittee for 2005. Anderson seconded the motion, which was approved by unanimous vote.

SERVICE TO NURSING HOMES:
Wolsfeld asked for information on the level of service provided to nursing homes and assisted living facilities. Her question was prompted by a citizen who requested a revolving library or deposit collection at a local assisted living facility.

Wyman explained the homebound volunteer program, which is an important service the Library has provided for many years using dedicated volunteers. Deposit collections have been attempted in the past, but lose their popularity over time as the selection doesn’t vary. Homebound volunteers will work with residents to determine their preferences, and go to the Library to check out materials for each resident. On subsequent visits, the items are picked up and returned to the Library.

If a deposit collection is desired, the Friends could be contacted to donate items from their inventory. The Library has also donated discarded large print books in the past when they are available. Weltzin will give Wolsfeld contact information for the Friends.

Kessel and Wolsfeld expressed their appreciation to the staff and homebound volunteers for providing service to nursing home, assisted living and homebound patrons.

LIBRARY DIRECTOR’S UPDATE:
Nemitz updated the Library Board on several recent developments affecting the Library:

- The pilot project with Property Management for 2005 was approved by the County Board.
- The Library will compete for Ramsey County CIP dollars in 2005 to upgrading the energy management system.
- State legislator Jeff Johnson has re-introduced his Internet filtering bill from last year, with the addition of financial implications for non-compliant libraries.
- A bill to repeal the Maintenance of Effort legislation will be introduced this session. A previous bill that reduced the State’s obligation to 90% of the rate from two years previous, enacted due to the State budget shortfall, has a sunset clause this year.
- Washington County Library has introduced legislation to make their Library Board an advisory board, with governance shifted to the Washington County Board of Commissioners.
- February 24 is the Minnesota Library Association’s Library Legislative Day. Board members are invited to participate.
- Cost estimates for the expansion of the library in Maplewood may be delayed.
- A walk-through of the new library in North St. Paul has been scheduled for Library Board members prior to the February 16 meeting at Maplewood. The walk-through will begin at 6 p.m. Directions to the North St. Paul Community Center will be sent to the Board members prior to that date.

NEXT MEETING:
The Library Board’s next meeting will be held on Wednesday, February 16, 2005, at the Ramsey County Library in Maplewood, 1670 Beam Avenue, beginning at 7 p.m., with a walk-through of the Ramsey County Library in North St. Paul, 2290 First Street, to begin at 6 p.m.

ADJOURNMENT:
Following a motion by Kessel and a second by Anderson, Cox adjourned the meeting at 10:15 p.m.

Respectfully submitted,
Mary Larson, Library Board Coordinator