LIBRARY BOARD PRESENT:
Matthew Anderson, Victoria Cox, Robert Lamb, David Norrgard, Burton Nygren, Lori-Anne Williams

LIBRARY BOARD ABSENT:
Roberta Weltzin

STAFF PRESENT:
Susan Nemitz, Library Director; Mary Larson, Library Board Coordinator; Julie Neville, Building Services Manager; Lynn Wyman, Assistant Director; Sandy Walsh, Assistant Director; Bill Michel, Roseville Assistant Library Manager

OTHERS PRESENT:
Carol Morphew, Ramsey County Property Management; Jack Poling, Mike Stickley, Meyer, Scherer & Rockcastle Ltd.; Lisa Harreld, Friends of the Suburban Ramsey County Libraries; Jan Parker, Ramsey County Commissioner

CALL TO ORDER:
Anderson called the meeting to order at 7:05 p.m. in the Conference Room of the Ramsey County Library Administrative Offices, 4570 North Victoria Street.

PUBLIC COMMENT:
None.

APPROVAL OF AGENDA AND MINUTES:
Williams made a motion to approve the agenda for February 21, 2007 and the minutes of January 17, 2007, as presented. Cox seconded the motion, which was approved by unanimous vote.

ACCEPT GIFT:
In 2006, the Friends of the Suburban Ramsey County Libraries launched a fundraising campaign for the new Ramsey County Library in Maplewood. One of the amenities they featured in their fundraising campaign was artwork for the building. The Friends gave the Library a check for $13,000 in January. The gift will fund the artwork created by artist Sandra Spieler of In the Heart of the Beast Puppet and Mask Theater for the children's area of the new building.

Williams made a motion to accept the gift of $13,000 received to date from the Friends of the Suburban Ramsey County Libraries for artwork at the new Ramsey County Library in Maplewood. Cox seconded the motion, which was approved by unanimous vote.

YEAR END BUDGET RESERVES:
At the end of each budget year, all Ramsey County departments are required to submit a list of unpaid obligations and planned expenditures. Nemitz outlined the sources of surplus revenue, and noted that spending was conservative in 2006. Funds to cover the 2006 salary increases approved by Ramsey County and cost increases associated with retiree health insurance were not calculated and distributed until October. Staff turnover also contributed to the lower-than-expected personnel costs. In addition to the 2006 reserve list, unpaid obligations from the 2005 reserves remain outstanding.
along with unexpended technology and e-rate funds. Capital funds can be reserved for up to three years after the original budget year.
Library staff has identified several one-time projects that could be financed by the unexpended funding from 2006. The proposed one-time projects include:

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<thead>
<tr>
<th>Project</th>
<th>Cost</th>
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<tbody>
<tr>
<td>Decision Resources Survey</td>
<td>$15,000</td>
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<tr>
<td>Facilities Master Plan Consultant</td>
<td>$50,000</td>
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<tr>
<td>Professional Development Fund</td>
<td>$20,000</td>
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<tr>
<td>Refurbishment Fund</td>
<td>$80,000</td>
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<tr>
<td>Delivery Truck</td>
<td>$35,000</td>
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<tr>
<td><strong>Total of Proposed Projects:</strong></td>
<td><strong>$200,000</strong></td>
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However, under Minnesota Statutes, year-end funds can only be reserved for unpaid obligations and capital expenditures, including books. To meet the Library’s needs and operate within State law, Nemitz proposed that the Decision Resources survey, the facilities consultant, and the professional development funds be financed with funds from the 2007 book budget. In return, the same amount would be reserved from the unexpended 2006 funds for the 2007 book budget. This approach was suggested by Ramsey County Budget & Accounting.

Williams made a motion to approve the year-end encumbrances as proposed by staff, including the proposed transfers from the 2007 book budget for consulting services and professional development, with the equivalent amount of funding included as a 2006 year-end reserve. Cox seconded the motion. Norrgard stated his opposition to using the book budget as a mechanism for the Library’s strategic goals, and proposed using a capital equipment account instead. Cox accepted Norrgard’s friendly amendment, and Cox seconded the amended motion, which was approved by unanimous vote.

**RECONSIDERATION OF LIBRARY MINUTES:**
Norrgard made a motion to reconsider the minutes of January 17, 2007, noting that he had neglected to suggested several changes when the minutes were considered at the beginning of the meeting. The motion was approved by unanimous vote.

Norrgard asked that the subject headings Election of President and Election of Vice President be amended to state Election of Chair and Election of Vice Chair, in accordance with the change in title approved by the Library Board in 2006. He also requested that the Executive Session portion be amended to note that the Library Board began the session at 9:45 p.m.

Nygren made a motion to approve the minutes of January 17, 2007 as amended. Cox seconded the motion, which was approved by unanimous vote.

**ROSEVILLE LIBRARY PRELIMINARY DESIGN PRESENTATION:**
Jack Poling of Meyer, Scherer & Rockcastle (MS&R) presented the current preliminary designs for the expansion and remodeling of the Ramsey County Library in Roseville. Following the January Library Board meeting, the design group decided on the 2-story option after determining that the costs associated with building and maintaining a parking deck were beyond the Library’s budget.

In the current version of the preliminary designs, the ground floor of the Library would include the circulation desk and workroom, community room, children’s materials, and requests. It would have a marketplace area, featuring magazines, music CDs, DVDs, rental collections, and new materials. The second story would hold the reference desk, the adult fiction and non-fiction collections, study rooms, and a teen area. The basement level, which currently houses the staff work areas, staff kitchen and the mechanical rooms, is being evaluated for future usage. Access will be limited, since the elevator to the lower level will be in the expanded children’s area.
Nemitz reviewed Ramsey County’s policy on debt capacity, giving examples of property tax impact for several different scenarios. She also outlined upcoming projects for other Ramsey County departments, and the estimated costs for those projects. After bringing the Library Board up-to-date on the factors that will affect the County Board’s decision to fund the Roseville project, Nemitz distributed the current cost estimates. Not included in the costs identified to date are: a temporary location for the Roseville Library during construction, RFID, a reading garden, “green” features, and an opening-day collection of new books.

After reviewing the draft preliminary designs and cost estimates, which increased significantly from the 2003 cost estimates, Nemitz polled the individual Board members to determine if each was comfortable with the scope and budget of the project as outlined. The Library Board members were unanimously in favor of the plans as presented, with Norrgard noting that he would also support a more ambitious program.

MAPLEWOOD GRAND OPENING:
The grand opening of the new Ramsey County Library in Maplewood, 3025 Southlawn Drive, will be held on Saturday, March 24, with activities and refreshments from 10 a.m. to 5 p.m.

A ribbon cutting ceremony will take place in the community program room at 10 a.m. followed by comments from Representative Leon Lillie, Ramsey County Commissioner Victoria Reinhardt, Mayor Diana Longrie, Library Board Chair Roberta Weltzin and other local dignitaries.

The Library’s new amenities will be highlighted at the grand opening by a number of programs, including:

- The Bruce Allard Jazz Trio, sponsored by Myth
- Authors David LaRochelle, Rick Shefchik and Stanley Gordon West, sponsored by Lake Country Booksellers
- Emmy-winning Cathy Wurzer discussing favorite books
- The Peacock Girls Hmong dance group

Children will also enjoy a story time featuring Charlie, a registered therapy dog, a hands-on “Reptile Experience,” and the Daddy Doo Band. Café Cravings will offer promotions and special events during the Library’s grand opening.

2008-2009 BUDGET AND OUTCOMES OVERVIEW:
Ramsey County Manager David Twa held a 2008-2009 budget kick-off meeting on February 12, 2007. County finances will continue to face significant issues during the next budget cycle, including rapidly rising health care costs, under-funded pensions, regional rail and eventual sale of the West Building to allow riverfront development.

Budget assumptions include:
- In 2008, departments will receive a 2.5% increase on their levy over 2007 (salaries and benefits expected to increase 3-4%)
- In 2009, departments will assume no increase on the levy but may receive an increase once salaries are negotiated
- The Library will receive a $11,000 in 2008 and $25,000 in 2009 to cover increased retiree health insurance
- Departments will need to absorb any loss in other revenues (the Library is facing a $40,000 loss in the Revenue Recapture program)
- Departments may submit a description of services not funded
- Each department must develop one additional measure of performance
- Several of the internal service departments (e.g. property management, HR) may raise their rates to other county departments – this issue has not been fully addressed
The County Board met on February 13, 2007 to develop a county-wide strategic plan. The results should be made public in the near future.

Nemitz noted that the Library’s top priorities for the 2008-2009 budgets will include:
- Roseville services (temporary space during construction)
- Hours (Sundays, consistency)
- Collection

More information will be presented at the March 21, 2007 Library Board meeting.

**FRIENDS EXECUTIVE DIRECTOR:**
Nemitz introduced Joe Skelly of Shoreview, who was hired in January as the Executive Director of the Friends of the Suburban Ramsey County Libraries. Skelly noted that he has been a longtime library customer, and previously hosted a cable television author show. His first goals are to raise the Friends' profile in the community, and to grow the membership base. Skelly has been attending many community meetings, and helping with the fund-raising campaign for the new library in Maplewood, which is falling short of its goals.

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

**MELSA REPORT:**
No report.

**NEXT MEETING:** March 21, 2007, RCL-Arden Hills, 1941 W. County Road E-2, 7:00 p.m.

**MEETING ADJOURNED 9:38 p.m.**

Respectfully Submitted,

Mary Larson
Library Board Coordinator