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

STAFF PRESENT:
Susan Nemitz, Library Director; Mary Larson, Library Board Coordinator; Sandy Walsh, Deputy Director; Lynn Wyman, Deputy Director; Julie Neville, Library Facilities Manager; Kristi Saksvig, Communications Manager Burton Nygren

OTHERS PRESENT:
Jan Parker, Ramsey County Commissioner

CALL TO ORDER:
Williams called the meeting to order at 6:30 p.m. in the Meeting Room of the Ramsey County Library in Shoreview, 4570 Victoria Street North.

PUBLIC COMMENT:
No public comment.

APPROVAL OF AGENDA AND MINUTES:
Norrgard made a motion to approve the agenda for March 17, 2010, and the minutes of February 17, 2010, as presented. Weltzin seconded the motion, which was approved by unanimous vote.

AWARD LIBRARY GOLD CARDS:
Norrgard made a motion to award Library Gold Cards to Commissioner Jan Parker, Peter Hilger, Kathy Karr, and Frank Mazzocco as a symbol of appreciation for their contributions to the Ramsey County Libraries, and to authorize the Library Board Chair to sign the Certificates of Appreciation. Weltzin seconded the motion, which was unanimously approved.

ANNUAL REPORT TO STATE:
Each year, the Minnesota Department of Education, Office of State Library Services and School Technology, coordinates a statistical survey on library usage, collection size, staffing distribution, et cetera, for every library in Minnesota during the previous year. They publish the information, which public libraries are required by law to submit, in a report entitled “Minnesota Public Library Statistics and Directory.”

Norrgard made a motion to authorize the Library Board Chair and Library Director to sign and submit the 2009 Annual Minnesota Public Library Statistical Report to the Office of State Library Services and School Technology as mandated. Weltzin seconded the motion, which was approved by unanimous vote.

FRIENDS’ CAPITAL CAMPAIGN GRANT:
In 2009, the Friends of the Ramsey County Libraries launched the Roseville Capital Campaign for amenities not funded in the construction budget. The first installment of fundraising revenue has been received, totaling $90,483. In accordance with Library Board Policies, grants and gifts exceeding $5,000 must be approved by the Library Board.

In this donation, funds are earmarked for reading nooks, memorial benches, engraved pavers, reading room furnishings, interactive structures, adaptive computer hardware and software, mosaic tile for the reading garden cistern, the upstairs fireplace, and books for the opening day collection. The donation is comprised of cash, pledges, and in-kind donations.

Mielke made a motion to accept the Friends Capital Campaign Grant in the amount of $90,483 for amenities within the Library and the Reading Garden, and for the opening day collection of new books and other library materials. Portions
of the grant may be given directly to Ramsey County Library or to the appropriate vendor on the Library’s behalf. Nygren seconded the motion, which was approved unanimously by the Library Board.

VIDEO GAME COLLECTION POLICY AND PROCEDURES:
The Library has begun circulating video games in the Nintendo Wii, PlayStation3 and Xbox 360 formats at the Maplewood, Roseville and Shoreview branches. Over 70 titles have been circulating since March 1\textsuperscript{st}, and many already have sizeable request lists. The rules for circulating video games are modeled on the rules for DVDs:

- 7-day loan period
- Requestable for RCL patrons, non-requestable via ILL
- Renewable (2 times)
- $1.00/day overdue charge, up to a maximum of $10.00
- $5.00 recopying charge for lost instruction booklets
- Returnable to any public library

Pending Library Board approval of the rental fee, additional copies of the same titles will be circulated as rentals. Proposed circulation rules for rental games are:

- Daily rental fee of $1.00
- Maximum rental fee of $50.00 or the cost of item, whichever is less
- Limit of 2 games may be checked out to each patron
- $5.00 recopying charge for lost instruction booklets
- Must be returned to an RCL library (items returned to other library systems will not be backdated)
- Will hold for a maximum of 1 hour for patrons calling ahead

Nemitz indicated that the video game collection is a pilot project designed to help entice teens to the Library, based on several studies of teen library usage. The games selected are youth oriented, and the success of the collection will be evaluated after a year. Funds from DVD rentals were used to purchase the collection; no tax dollars were used. The daily and maximum rental fees were developed based on the higher cost of video games versus DVDs.

Norrgard made a motion to approve the proposed fees for the rental collection of video games, and suggested that language identifying the collection as a pilot project be added to the policy, and that the evaluation be brought to the Library Board after a year has elapsed. Nygren seconded the motion, which was approved unanimously.

WRITE-OFF OF UNCOLLECTIBLE DEBT:
According to the Library’s Receivables Policy, approved 7-15-09:

When an account is determined to be uncollectible, the account may be written off the Library’s financial accounting records and no longer recognized as an account receivable for financial reporting purposes. The write-off of a receivable should be considered only when one or more of the following criteria have been met:

- At least six years have elapsed since the debt was incurred;
- All reasonable and appropriate collection efforts have been exhausted;
- The Library determines that further collection efforts are not in the best economic interests of the County;
- No reasonable expectation of payment can be expected.

The Library shall obtain approval from the County Attorney’s Office to write-off uncollectible accounts of less than $1,000.00. The Library shall document the reasons for the write-off and make such documentation available for review by the County Attorney’s Office. Write-off of debts $1,000.00 or more must be approved by the Library Board.

Ramsey County Library has not done a large-scale write-off of uncollectible debt since 1997, when charges accumulated prior to 1990 were written off. Small batches of write-offs occurred in conjunction with the Revenue Recapture Program, when the process was managed by the Ramsey County Attorney’s Office.
The Library identified accounts meeting the criteria for write-off. Two of these accounts exceed the $1,000 threshold, requiring Library Board approval. Both accounts are currently in the Revenue Recapture Program, and will remain so as the legal obligation remains. The accounts are:

<table>
<thead>
<tr>
<th>Name</th>
<th>Amount</th>
</tr>
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<tbody>
<tr>
<td>J. Tibbett</td>
<td>$1,187.40</td>
</tr>
<tr>
<td>T. Jamoral</td>
<td>$1,110.47</td>
</tr>
<tr>
<td>TOTAL:</td>
<td>$2,297.87</td>
</tr>
</tbody>
</table>

The remaining accounts identified for write-off are below the threshold requiring Library Board approval. They will be forwarded to the County Attorney’s Office and Budget & Accounting Office as outlined in the Library’s Receivables Policy.

Nygren made a motion to approve the write-off of uncollectible debt totaling $2,297.87. Aplikowski seconded the motion, which was approved unanimously.

**PROPERTY MANAGEMENT PRESENTATION:**

Julie Neville, Library Property Manager, reviewed the written report she submitted to the Library Board prior to the meeting. The report highlighted projects accomplished in 2009 in addition to day-to-day responsibilities, projects scheduled for 2010, and funding allocations for staff, utilities, custodial, maintenance & repairs, and capital outlay in 2009 and 2010.

Nemitz noted that the Ramsey County Board of Commissioners increased the funding for library facilities in 2010 and 2011 based on the expansion of the library in Roseville. With the new facility opening mid-year, a partial increase was received this year, and the full increase will be realized in 2011.

**ROSEVILLE UPDATE:**

During the past month, the following construction-related activities occurred:

- The emergency stairways are completed.
- Drywall soffits and ceilings and drywall taping and sanding are 85 to 90% complete.
- Painting is 75% complete; ceramic tile is 40% complete.
- Plumbing and piping rough-ins are complete; plumbing and piping insulation is 85% complete.
- HVAC duct mains and ducts are done.
- The air handler retrofit is 85% complete.
- Installation of new boilers is 80% complete.
- Main fire protection lines are 90% complete; branch lines are 90% complete; sprinkler heads are 75% complete.
- In-wall electrical rough-ins are complete; electrical panel work is 75% complete; wiring and devices is 50% complete; lighting fixtures are 20% complete.
- Communications cabling work is in progress; cable management trays have been installed; low voltage wire runs are 90% complete.
- Elevation installation is 75% complete.
- Exterior metal panel installation is 98% complete.
- Exterior windows and glazing are 95% complete.
- Bid furniture has been ordered. Master contract furniture orders are in process.
- Joan MacLeod, the landscape architect, is reworking the north parking lot screening following meetings with the library neighbors.
- The Friends have hired St. Paul artist Lori Greene to provide a mosaic finish to the cistern in the children’s garden. The mosaic will be based on children’s art submissions.
- Rice Creek Watershed staff is helping develop content for the outdoor water management signage.

**In the Next Month**

- Installation of the third stairway
- Millwork
- Toilet partitions
• Ceiling tile
• Continued lighting fixtures and devices
• Floor prep and flooring materials
• Prep for terrazzo
• Continued diffusers and grills
• Continued plumbing fixtures
• Interior doors and hardware

**Interim Service Plan**

Provide limited service at Arthur Street from May 9 to 24.

- Request pickup and checkout of rental materials and museum passes on Tuesdays and Thursdays from 3-7 p.m. and Saturdays from 10 a.m. to 2 p.m.
- Outdoor materials return

Provide the same services on the same schedule at Hamline location beginning May 25, making use of the library’s program room.

**Key Dates**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>April 15</td>
<td>Substantial Completion (estimated date)</td>
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<tr>
<td>May 6-18</td>
<td>LEED building flush</td>
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<tr>
<td>May 9</td>
<td>Friends bookstore at Arthur Street will close</td>
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<tr>
<td>May 9</td>
<td>Closing of full Arthur Street library; beginning of interim service</td>
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<tr>
<td>May 9-18</td>
<td>Pack Arthur Street collection</td>
</tr>
<tr>
<td>May 11-24</td>
<td>Interim service at Arthur Street</td>
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<tr>
<td>May 19</td>
<td>Occupancy permit; begin to move materials to Hamline Roseville</td>
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<tr>
<td>May 19-25</td>
<td>RV move from Arthur Street to Hamline</td>
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<tr>
<td>May 22</td>
<td>Friends 5K Walk/Run</td>
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<tr>
<td>May 25-opening</td>
<td>Interim service from Hamline program room</td>
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<tr>
<td>June 10-14</td>
<td>Friends book and furniture sale at Arthur Street, possible range of dates</td>
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<tr>
<td>June 25</td>
<td>Friends donor event at Hamline</td>
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<tr>
<td>June 29</td>
<td>Dessert reception for library volunteers</td>
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<tr>
<td>July 10</td>
<td>Grand Opening</td>
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**ARDEN HILLS UPDATE:**

Five citizen members of the Arden Hills Task Force travelled to the library in North St. Paul and met with Meg Robertson, Arden Hills branch manager, Walsh and Mielke. Carol Jackson, North St. Paul branch manager, gave a tour of the North St. Paul library and answered questions about the operations at the library and the cooperative relationship with the community center and the City of North St. Paul.

Nemitz testified in front of the Arden Hills City Council on the same date.

A request for advocacy letters was sent to the public via the Future of Arden Hills Library web link. Letters have begun to arrive.

Nemitz spoke with a local housing developer about opportunities on the current site, and with another developer about opportunities east of Snelling.

Nemitz and Aplikowski met with Commissioner Tony Bennett on February 26 to discuss issues related to the Library.

Nemitz, task force members Paul Bierke and Brandon Krosh, Walsh and Robertson met with the New Brighton City Council to discuss Library issues. The City Council would like to explore moving the branch into the Family Service Center.

Nemitz met with Lee Mehrkins, Director of Ramsey County Budget and Accounting, and Julie Kleinschmidt, County Manager, regarding the budget situation and options for the Arden Hills branch.
Nemitz met with Dean Lotter, New Brighton City Manager, and Sandy Breuer, New Brighton Parks and Recreations Director, on March 11 to look at space in the Family Service Center. The Center has about 4,600 square feet on the east side of the ground floor of the building. The Library was hoping for 5,000-7,000 square feet.

There is a fenced-in playground (approximately 1,500 square feet) attached to the space. The Library would have access to adjacent public meeting rooms. The facility was built in 1994 and appears to be in nice shape. An alley and doorway provide appropriate space for deliveries, and there is room for a drive up book drop. A more detailed evaluation will be done in the upcoming weeks. The City Council is planning a visit to the North St. Paul Community Center in early April.

Commissioner Bennett and Commissioner Parker agreed to meet with the Task Force on March 22 at 6 p.m. in the Shoreview Library meeting room.

The Library continues to explore three primary options:
1. Move to the New Brighton Family Service Center.
2. Build on the current site with additional partners (Baptist Conference, Bethel, private housing developer).
3. Partner with Presbyterian Homes on their site in south Arden Hills.

The financial requirements of each option have not been determined at this time.

The Library Board suggested the addition of a fourth option: Closing the library in Arden Hills, and reallocating the funding to other libraries.

**2011 SUPPLEMENTAL BUDGET:**
In December 2009, the County Board approved the 2010-2011 Budget. This year, departmental budget hearings with the County Board will focus on critical success indicators and performance measures. The County Manager will also submit a supplemental budget, which will only include changes to the approved 2011 Budget related to changes in state funding.

The County Manager and the Director of Budgeting and Accounting will meet with departments in June about their performance measures, how the information will be used to reallocate resources in the 2011 Budget due to state funding changes, and about critical issues on the horizon for departments over the next 1-3 years. The County Manager will present the 2011 Critical Success Indicators & Performance Measures and Supplemental Budget to the County Board on July 27, 2010. County Board budget hearings are planned in late July and throughout August.

In addition to preparing critical success indicators and performance measure, Library staff will prepare to identify potential reductions to the 2010 budget due to the proposed cuts to County Program Aid. The Library’s 2010 budget includes approximately $400,000 in state funding. Under the current Governor’s budget recommendation, Ramsey County would lose $13,859,543 in 2010.

The Library Board discussed the potential cuts to County Program Aid, and staffing issues related to current vacancies and upcoming retirements. Nygren questioned whether RCL has too many locations based on the ongoing funding problems being faced at the County and State levels.

**SALE OF NORTH ST. PAUL FACILITY:**
Ramsey County received notice that the North Star Museum of Boy Scouting and Girl Scouting, which purchased the former library facility in North St. Paul in 2004, will not be able to make the balloon payment of $250,000 due in 2010. These funds have not been budgeted for use.

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

**MELSA REPORT:**
Norrgard reported that the MELSA Governing Board discussed Nemitz’s article from the Pioneer Press on access to broadband. A bill is being introduced at the State Legislature calling for baselines of equitable access. The Legislative Auditor is issuing a report on the role of public libraries and funding issues. The full report will be shared with the Library Board when it becomes available.
FRIENDS OF THE LIBRARY REPORT:

- As of March 10, the Friends have raised donations and pledges of $257,527 including the $50,000 watershed grant for the Ramsey County Library in Roseville.
- On May 1, Kinderberry Hill Child Development Center is hosting a Mother’s Day craft workshop and lunch for children ages 2 through 7 with proceeds going to the Roseville Children’s Garden.
- Another fundraiser is the opportunity for employees at the Ramsey County Emergency Communications Center to wear casual dress in exchange for a donation to the Friends’ campaign.
- CTV15 recently produced a 30 minute video about the Roseville Library construction and a 15 minute version for group presentations. Their in-kind donated professional production services are valued at $6,400.
- The Friends have entered into a contract to match the library’s cultural heritage funds to cover the garden cistern with glass mosaics designed by children.
- Although most of the fundraising efforts have focused on the Roseville campaign, the Friends are doing a new general fundraiser with the 50 Linder’s Garden Center locations. The Friends will receive 15% of net sales from people using a special Friends’ coupon from May 14 through 17.
- The first ever donor gala reception will be held June 25 from 5:30 to 7:30 at the newly renovated Roseville Library.

NEXT MEETING: April 21, 2010, RCL – Arden Hills, 1941 West County Road E-2, 6:30 p.m.

MEETING ADJOURNED 8:40 p.m.

Respectfully Submitted,

Mary Larson,
Library Board Coordinator