Minutes of the Ramsey County Library Board
March 18, 2009

LIBRARY BOARD PRESENT:
Robert Lamb, David Norrgard, Burton Nygren, Roberta Weltzin, Lori-Anne Williams

LIBRARY BOARD ABSENT:
Beverly Aplikowski, Janice Rapheal

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

OTHERS PRESENT:
Sue Gehrz, Friends of the Ramsey County Libraries; Carol Morphew, Ramsey County Property Management; Jack Poling, Traci Lesneski, Meyer, Scherer & Rockcastle, Ltd.

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:
Norrgard made a motion to approve the agenda for March 18, 2009, as amended to move the Roseville interior design presentation before consideration of the conduct policy, and to approve the minutes of February 18, 2009, as presented. Weltzin seconded the motion, which was approved by unanimous vote.

AWARD LIBRARY GOLD CARDS:
Library staff at Roseville recommended that Library Gold Cards be awarded to Edrie Kioski and Judy Godfrey, two volunteers who frequently go the extra mile. They are very dependable, and consistently provide quality work that the staff have come to rely upon. Most recently, they helped clear out the book drops after the holiday closings, a formidable task.

In preparation for the Friends Annual Luncheon and 30th Anniversary Celebration, Sue Gehrz, Friends Executive Director, requested Library Gold Cards for five members who donate significant hours to coordinating the Friends’ used book stores and book sales.

Norrgard made a motion to award Library Gold Cards to Edrie Kioski, Judy Godfrey, Donna Andreas, Mary Daley Meyer, Connie Yantes, Janet Huberty, and Nancy Huberty as a symbol of appreciation for their contributions to the Ramsey County Libraries. Weltzin seconded the motion, which was approved by unanimous vote.

DUNN BROS. COFFEE SHOP LEASE EXTENSION:
At the December 10, 2008 Library Board meeting, a lease extension with Dunn Bros. Coffee at the Ramsey County Library in Roseville was approved. That extension included the current lease rate, which was established in 2006, of $5,352.11 per month, continuing until the facility is turned over to the contractor in late April.
However, because the Library will be closed to the public at the end of business on March 31, 2009, Emiamacas, LLC, has proposed a reduced lease rate for the month of April, based on the decreased traffic in the building. The proposed rate for April is the lesser of 8% of revenues or $800. This rate has been approved by the Library Director and the County Attorney’s Office. As with the previous lease extension, all terms of the original agreement would remain in place for the period of the lease extension.

Norrgard made a motion to approve the revised Lease Addendum between the Ramsey County Library Board and Emiamacas, Inc. for a month-to-month term beginning February 1, 2009, until such time that the Library closes due to construction or January 31, 2010, whichever is earlier; subject to approval by the Ramsey County Attorney’s Office. Weltzin seconded the motion, which was approved by unanimous vote.

TOUR AND OVERVIEW OF TECHNICAL & AUTOMATION SERVICES:
Nicole Herold led the Library Board on a tour of the Technical Services department, outlining the workflow for the ordering, cataloging, and processing of new materials.

Chuck Wettergren led a brief tour of the Automation Services department, which is scheduled to move to the basement at Roseville at the end of the construction/remodeling project due to space needs.

ROSEVILLE INTERIOR DESIGN:
Jack Poling and Traci Lesneski of Meyer, Scherer & Rockcastle (MS&R) presented an overview of the proposed interior design for the expansion and remodeling of the Ramsey County Library in Roseville. The plan features neutral grays accented by green, mulberry and orange, and includes sustainable materials with recycled content.

ROSEVILLE MOVE UPDATE:
Wyman reported that the Friends capital campaign committee has been launched. A collection of Japanese language books has been awarded by the American Library Association in response to a grant request submitted by the Library. Another grant application has been submitted, to the watershed district for museum-quality signage. Proposals for the children’s garden at Roseville have been developed by Damon Farber landscape architects, and were submitted to the Library Board for review. A neighborhood meeting will be held March 24, 2009 at 6:30 p.m. to update local residents on the project.

Wyman also noted that the staff has finished weeding the collection in preparation for the move to the temporary site. Staff are currently shifting materials, and cleaning store rooms and staff areas. The packing begins April 1, with the children’s area being the first priority for the move. The build-out at the Arthur Street site is almost complete. Bids are ready to go out for the remodeling and expansion project.

CONDUCT POLICY:
Following the Library Board’s February meeting, suggested changes were incorporated into the proposed policies and procedures. In addition, the Ramsey County Attorney’s Office has determined that weapons may be banned from the premises, so this language was added to the proposed Conduct Policy and posted conduct rules. The Board members suggested other minor changes for consistency. The policies will return to the Library Board for review in one year.

Nygren made a motion to approve the Conduct Policy, Unattended Child Policy, and Unattended Vulnerable Adult Policy as proposed. Weltzin seconded the motion, which was approved by unanimous vote.

2010-2011 BUDGET TIMELINE:
The timeline for the 2010-2011 budget process has been developed by Ramsey County. A budget kickoff meeting will be held March 25, 2009, at which time departmental levy targets will be distributed, along with budget instructions and expense guidelines. The Library’s budget proposal will be due sometime in June. Budget hearings with the County Board will be held after the maximum levy is set in September.

With reduced funding available in the upcoming budget biennium, the Library may not be able to continue offering its current complement of hours, services and locations. To assist in the budget preparation process, staff is seeking Library Board guidance in developing budgeting principles.
The Board members discussed methods and criteria for evaluating budget reduction ideas. Nygren suggested that the amount of the cut would help the Board determine priorities, while Lamb stated that principles don’t change regardless of funding, and tactics should be adopted to reflect the realities of the budget. The mission, vision, and strategic plan were approved by the Library Board last year, as well as the Facilities Master Plan, and should be the guideposts in the upcoming budget discussions. Norrgard noted that keeping the facilities safe and accessible is important, as well as keeping a system view rather than a local view. Weltzin recommended that all options be considered. Methods of gathering public input were also considered.

**DIRECTOR’S REPORT:**
Nemitz’s March 2009 report to the Library Board was mailed prior to the meeting.

**FRIENDS OF THE LIBRARY REPORT:**
Invitations to the Friends Annual Luncheon and 30th Anniversary Celebration have been mailed, along with notices of the upcoming used book/surplus equipment sale at Roseville on April 16-19, 2009. The capital campaign committee met March 5, generating many good ideas, and will meet again on May 14.

**MELSA REPORT:**
Norrgard reported that the first Governing Board of 2009 will take place on March 19.

**NEXT MEETING:** April 15, 2009, RCL-Roseville (Temporary Site), 2680 Arthur Street* 6:30 p.m.
* (Please note changed meeting location.)

**MEETING ADJOURNED** 8:30 p.m.

Respectfully Submitted,

Mary Larson,
Library Board Coordinator