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

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

OTHERS PRESENT:
Jack Poling, Josh Stowers, Meyer, Scherer & Rockcastle Ltd.; Joe Skelly, Friends of the Suburban Ramsey County Libraries; Carol Morphew, Ramsey County Property Management

CALL TO ORDER:
Wetzin called the meeting to order at 7:00 p.m. at the Ramsey County Library in Arden Hills, 1941 West County Road E-2.

PUBLIC COMMENT:
None.

ARDEN HILLS LIBRARY UPDATE:
Mary Moran, library manager, reported that Arden Hills grows steadily busier. Circulation was up 4% in January alone, and lines at the checkout desk are a frequent site, along with requests for self-checkout equipment. The Hot Reads for Cold Nights program drew 128 participants to the adult reading program, held in January and February. The library was closed March 8-9 for repairs to the air intake system. Arden Hills’ circulation supervisor, Pam Van Meter, will be transferring to Shoreview effective April 2, resulting in a vacancy that will be filled via a promotion-only exam for library employees.

Nemitz noted that Moran led the Book Club in a Bag project during 2006, as well as the Year of the Reader task force. Moran stated that new titles, including some large-print titles, will be added to the Book Club in a Bag collection in 2007, using donations from the public and the New Brighton Eagles.

APPROVAL OF AGENDA AND MINUTES:
Norrgard asked that approval of a thank you letter for staff and volunteers regarding the opening of the new library in Maplewood be added to the consent agenda.

Anderson suggested that the February 21 minutes be revised to reflect that the motion to reconsider on page 2 was passed before the revision was accepted. Cox made a motion to approve the agenda for March 21, 2007 and the minutes of February 21, 2007, as revised. Williams seconded the motion, which was approved by unanimous vote.

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.”

Cox made a motion to authorize the Library Board Chair and Library Director to sign and submit the 2006 Annual Minnesota Public Library Statistical Report to the Office of State Library Services and School Technology as mandated. The motion was seconded by Williams, and approved unanimously by the Library Board.

THANK YOU TO STAFF AND VOLUNTEERS:
Norrgard introduced a letter from the Library Board, thanking all the staff and volunteers for their contributions to the successful opening of the new Ramsey County Library in Maplewood. He asked the Board to approve and sign the letter for immediate distribution.

Cox made a motion to authorize the Library Board members to sign the thank you letter regarding the opening of the new Ramsey County Library in Maplewood for distribution to staff and volunteers. Williams seconded the motion, which was approved unanimously as part of the consent agenda.

ROSEVILLE LIBRARY DESIGN PRESENTATION AND COST ESTIMATES:
Jack Poling of Meyer, Scherer & Rockcastle (MS&R) presented the design for the expansion and remodeling of the Ramsey County Library in Roseville. Following the design group’s decision to go with the 2-story option, the current design was finalized. Problem areas in the current building were addressed, including moving the book drop to the north side of the facility, and utilizing automated materials handling, which will be housed in the main floor circulation workroom. Currently, check-in functions are performed in three separate areas on two floors.

Cost estimates for the design prepared by MS&R show a price tag of $15,597,736. Optional add alternates would increase the price tag if included in the final project budget. These add alternates include:

- Leadership in Energy and Environmental Design (LEED) certification - $400,000
- Reading Garden - $250,000
- Radio Frequency ID Tag System (RFID) - $1,000,000
- Temporary Roseville Facility - $620,000

Nemitz noted that the study commissioned by the Library reviewing the cost and benefits of RFID is still being reviewed and finalized. The cost estimate for the temporary facility in Roseville was confirmed by Ramsey County Property Management.

Williams made a motion to approve the design drawings and budget as presented for the expansion and remodeling of the Ramsey County Library in Roseville for submission to the Ramsey County capital budget process, with the exception of the temporary facility costs. Cox seconded the motion. The Library Board discussed the motion, and whether the temporary facility expenses would be appropriate for the capital budget. Nemitz reviewed other projects seeking bond funding from Ramsey County for 2008-2009, and noted that a higher price tag may make the Library’s project less competitive. Funding the temporary space with the operating budget was discussed. Williams made a motion to withdraw her motion. Cox seconded the motion to withdraw.

Cox suggested that the funding request for temporary space be included in both the capital and operating budgets. Williams made a motion to approve the design drawings and budget with four add alternates as presented, including the temporary space for Roseville during the construction process, with the proviso that the funding for temporary space also be included in Library’s operating budget request. Nygren seconded the motion. Anderson stated that he would oppose the motion, arguing that the temporary space might be funded before the other add alternates, which have a
longer-term impact on library operations. Williams made a motion to withdraw her motion. Nygren seconded the motion to withdraw.

Williams made a motion to approve the design drawings and budget of $15.6 million with three add alternates as presented for the expansion and remodeling of the Ramsey County Library in Roseville for submission to the Ramsey County capital budget process. The cost of temporary space shall be included for informational purposes. Nygren seconded the motion, which the Library Board approved unanimously.

**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 scheduled all day. A flag-raising ceremony will kick off the day at 9:45 a.m., followed by the ribbon cutting at 10 a.m. Several dignitaries and speakers are scheduled, along with programs throughout the day.

Nemitz noted that the donor wall may not be completed before the grand opening, and some pieces of furniture have not yet arrived. All of the Board members indicated that they would be present for the ribbon cutting.

**2008-2009 BUDGET AND OUTCOMES OVERVIEW:**
As detailed for the February 21, 2007 budget overview for the Library Board, the Library will receive a 2.5% levy increase in the 2008 budget to cover salary increases, and small increases to cover retiree health insurance and Medicare D costs. In 2009, departments will assume no increase on the levy but may receive an increase once salaries are negotiated.

Looking forward to 2008 and 2009, the Library will be facing several critical issues that will have an impact on the budget. Nemitz stated that the Library’s top priorities for the 2008-2009 budgets will include:

- Roseville services (temporary space during construction)
- Hours (Sundays, consistency)
- Technology
- Collection
- Retiree severance pay

Weltzin and Williams complimented Nemitz on the format of the budget considerations document. Norrgard suggested that Sundays at White Bear Lake also be considered for the 2008-2009 budget request. The Library Board members discussed staffing levels during open hours, versus hours not open to the public, trying to determine the appropriate balance to help address workload issues.

The official 2008-2009 budget request will be presented to the Library Board at the April meeting.

**LIBRARY FINES & FEES:**
Library fines are charged to encourage customers to return materials in good condition and in a timely manner, making them available for other customers. Revenue from fines and fees also reduces the suburban property tax levy. The Library Board reviews fines and fees in conjunction with the budget preparation process.

A staff committee is currently reviewing Ramsey County Library’s fines and fees in comparison with other MELSA libraries, and is also evaluating default replacement costs for lost materials, which have not been updated for several years. Default costs are only used when the list price is not included in the bibliographic record. Lost charges for the majority of items owned by the Library is the actual list price of the item.
In 2006, the Library Board approved changes to the Library’s meeting room rental fees, charged to for-profit groups using the public meeting rooms during times they are not using for Library programming. The Board also adopted a $1 replacement fee for lost library cards.

Based on Nemitz’s instructions and preliminary committee discussions, changes will be recommended as follows:
- Meeting room rental fee for Maplewood will be increased to reflect the new, larger space.
- The fine threshold will be increased to offset credit card fees.
- Default replacement costs will be updated to reflect current list prices.
- The Library Board review the fines & fees every two years, in conjunction with the County’s 2-year budget process.

The committee’s recommendation will be presented at the April meeting for Library Board approval.

FRIENDS OF THE SUBURBAN RAMSEY COUNTY LIBRARIES REPORT:
Joe Skelly, Friends Director, reported that the Executive Committee will be meeting March 27. His first two goals for the Friends are to increase the membership during 2007, and to get community leaders to serve on the Friends Board of Directors.

DIRECTOR’S REPORT:
Nemitz’s February report to the Library Board was mailed prior to the meeting. She noted that Sirsi-Dynix, the Library’s integrated library system (ILS) vendor, has canceled the software upgrade scheduled for 2007. Instead, Sirs-Dynix will be moving to a new platform entitled Rome. This change may delay projects in the 2007 workplan, and could result in the Library issuing an RFP for the ILS system.

Anderson suggested that RCL use this opportunity to work with the other MELSA libraries affected by this change on a joint purchasing initiative. The future addition of RFID could be built into the request for proposals.

MELSA REPORT:
No report.

NEXT MEETING: April 18, 2007, RCL-Maplewood, 3025 Southlawn Drive, 7:00 p.m.

MEETING ADJOURNED 9:10 p.m.

Respectfully Submitted,

Mary Larson
Library Board Coordinator