LIBRARY BOARD PRESENT:
Beverly Aplikowski, Robert Lamb, Burton Nygren, Janice Rapheal, Roberta Weltzin, Lori-Anne Williams

LIBRARY BOARD ABSENT:
David Norrgard

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

OTHERS PRESENT:
Jan Parker, Ramsey County Commissioner; Sue Gehrz, Arnold & Mary Anne Lindberg, Friends of the Ramsey County Libraries

CALL TO ORDER:
Williams called the meeting to order at 6:30 p.m. in the Staff Room of the temporary site of the Ramsey County Library in Roseville, 2680 Arthur Street.

PUBLIC COMMENT:
No public comment.

APPROVAL OF AGENDA AND MINUTES:
Nygren made a motion to approve the agenda for April 15, 2009, and the minutes of March 18, 2009, as presented. Weltzin seconded the motion, which was approved by unanimous vote.

ANNUAL REPORT TO STATE:
Nygren made a motion to authorize the Library Board Chair and Library Director to sign and submit the 2008 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.

2009 FIRST QUARTER REPORTS:
The Library Board reviewed the first quarter workplan, financial report, and statistics as submitted.

NAMING RIGHTS OPPORTUNITIES:
In October, 2008, the Library Board adopted a Naming Policy which requires that the Library Board approve a list of monetary values assigned to specific naming rights associated with the construction, expansion, or renovation of a library.

On March 24, 2009 the Roseville Library Capital Campaign Steering Committee approved a list of naming rights associated with indoor and outdoor areas and rooms in the Roseville Library. The committee requested that the Library Board approve this list so the Friends can begin distributing it to potential donors. Susan Nemitz and Lynn Wyman serve on this committee.

Gehrz noted that having a pre-established monetary range for naming of areas within the Library will allow the Friends to negotiate with potential donors. The capital campaign committee will be focusing on three primary areas within the remodeled and expanded Roseville facility—the children’s and teen areas, and the program room. All naming rights proposals would come to the Library Board for consideration and approval.
Nygren made a motion to approve the proposed monetary values associated with naming specific areas in the Ramsey County Library in Roseville. Lamb seconded the motion, which was approved by unanimous vote.

2010-2011 BUDGET OVERVIEW:
The Ramsey County Budget and Accounting Department issued its 2010-2011 Budget Instructions on March 25, 2009. The County’s instructions ask each department to plan for a 3% reduction in County revenue (made up of property tax revenue and County Program Aid), to absorb salary and benefit increases for 2010 and 2011, and to absorb any other expected cost increases or revenue losses.

Nemitz reminded the Library Board that Ramsey County Library absorbed the Governor’s unallotment of $157,670 of County Government Aid in 2008 through use of the Library’s undesignated reserve fund. The Library has already reduced spending by $262,082 in 2009 through cost cutting measures.

Ramsey County Library staff will meet with the County Manager and Budget and Accounting staff on June 5, 2009, to discuss the consequences of the budget target. The Library Board’s budget strategy needs to be set at the May meeting. The County Manager will be making recommendations to the County Board at the end of July. The County Board will discuss the budget in detail after the levy maximum has been set in September.

The Library Director has begun to work with staff to evaluate budget reduction options. The Director recommended Budget Process Guidelines to inform budget decisions for the next two years:

1. Budget decisions should be based upon principles and priorities outlined in the Library planning documents.
2. Strategic principles and priorities remain valid regardless of funding. The Library must keep moving forward.
3. System priorities should take precedence over unit or program priorities. The Library may have to eliminate or consolidate units or programs in order to preserve its overall quality and mission.
4. Deliberations leading to budget decisions should be as transparent as possible, actively engaging stakeholders.
5. Budget decisions should be data-based.

The Library Board members discussed the budget reduction ideas generated by the Library Director and staff, which did not include estimated savings. Further discussion will take place in May, when dollar figures have been determined for the list of revenue enhancement and budget reduction options.

ROSEVILLE MOVE UPDATE:
Wyman led the Board members on a tour of the temporary facility, which staff is busy preparing for opening to the public on May 2. About 80% of the collection will be available, with the remaining books and equipment in storage until the remodeling and expansion has been completed.

The bid documents for the subcontractors have been let, and a pre-bid meeting was held for interested vendors. The bids are due 4/23/09. Site work and demolition of portions of the facility will take place in May.

REVISED STATISTICAL FORMAT:
The Library files annual reports with state and federal agencies and includes performance measures in its budget requests to the County. Over the years, data reporting requirements have evolved, and the Library has revised its data gathering to reflect those changes and to gather all statistical data into one comprehensive reporting instrument.

The comprehensive data spreadsheets will continue to be available on the staff Intranet. The Library Board will receive a streamlined version of the spreadsheets each quarter. One hundred and forty-five pages of detail have been condensed into seven pages for the Board report.

Some of the new data categories in the Board report:
- Circulation of children’s materials
- Number of volunteer hours worked
- Meeting room use by non-library groups
- New registrations
- Number of hours open
A selection of new categories in the comprehensive report:

- Staff training
- Collection turnover
- Detailed program statistics by type of program
- School visits
- Outreach events
- Value of gifts added
- Snapshot of technical services processing time
- Interlibrary loans
- Summer and winter reading program data

Renewals were previously added annually to branch circulation numbers. Renewals will now be added each month. As a transitional measure, the comprehensive workbook includes a worksheet comparing 2009 and 2008 data without renewals added each month in order to more accurately detect trends.

**DIRECTOR’S REPORT:**
Nemitz’s April 2009 report to the Library Board was mailed prior to the meeting. Nemitz urged the Board members to attend the May 2 groundbreaking ceremony at Roseville, as well as the grand opening of the temporary facility that same morning, followed by the Friends Annual luncheon.

**MELSA REPORT:**
No MELSA report.

**FRIENDS OF THE LIBRARY REPORT:**
Gehrz reported that the Friends' Book-a-Palooza sale starts April 16 and runs through April 19. On Thursday, April 16, a Friends’ only used book sale will take place, with the general public admitted Friday-Sunday for the sale of used books and surplus furniture and equipment. Any leftover books will be donated to the Ramsey County Care Center, Ramsey County Correctional Facilities, and local charitable organizations.

The Friends’ Annual Report for 2008 was distributed, Gehrz noted that the Best Buy Foundation has extended the expiration date on the grant awarded last year for implementation of an online tutoring product.

**NEXT MEETING:** May 20, 2009, RCL-North St. Paul, 2290 North First Street, 6:30 p.m.

**MEETING ADJOURNED** 8:15 p.m.

Respectfully Submitted,

Mary Larson,
Library Board Coordinator