BOARD MEMBERS PRESENT:
Matthew Anderson, Joan Bartell, Victoria Cox, Bruce Kessel, David Norrgard

STAFF PRESENT:
Alice-Jo Carlson, Library Director; Mary Larson, Library Board Coordinator, Laura Johnson, Library Communications/Programming Manager; Sandy Walsh, Public Services Manager

OTHERS PRESENT:
Jan Wiessner, Ramsey County Commissioner

CALL TO ORDER:
Anderson called the meeting to order at 7:10 p.m. in the Meeting Room of the Ramsey County Library in Maplewood, 1670 Beam Avenue.

PUBLIC COMMENT:
None.

APPROVAL OF MINUTES:
Cox made a motion to approve the minutes of March 20, 2003 as amended to reflect the correct adjournment time of 10:30 p.m. Kessel seconded the motion, which was approved unanimously.

DIRECTOR’S REPORT:
Carlson’s written report for April 2003 was discussed. She noted that the Library has retained Bakken, Leidl, Janssen, Day & Reach to conduct an appraisal of the property north of the library in Roseville. For $3,500, the Library will receive both residential and commercial valuations, to be used for acquisition of the property. Carlson also reported that the architects at Perkins & Will are developing preliminary design drawings and cost estimates for a potential new library in North St. Paul. The upcoming rock concert featuring BloodHag is scheduled for Wednesday, April 30, at Maplewood beginning at 6 p.m.

METRONET REPORT:
The Metronet Governing Board met Tuesday, March 18. A proposal has been drafted for a Minnesota State Library Board. This state board would provide leadership, planning, programs and services to advance the ability of libraries to promote literacy, information access and lifelong learning. Metronet coordinated the giveaway of surplus inventory donated by Scholastic Books. A semi-trailer load of books was distributed to local schools. To date, Metronet’s budget appears to be largely unaffected by the state budget cuts. Recruitment is underway for new board members to replace those whose terms expire this year. A subcommittee will begin making plans for Metronet’s annual meeting. Susan Baxter, Metronet Director, will be seeking an LSTA grant to do a brief follow-up to the School Library Media Center Census conducted this year.

FRIENDS OF THE SUBURBAN RAMSEY COUNTY LIBRARIES REPORT:
Bartell indicated that the Friends did not hold a regular meeting in April. The annual meeting is scheduled for Saturday, April 26, at the North Oaks Country Club, with Lorna Landvik as the featured speaker. Library Board Trustees, as well as interested members of the public, are invited to attend.
RAMSEY COUNTY LIBRARY FOUNDATION REPORT:
The Foundation held a retreat on April 12 to reconsider its focus after the contract with Executive Director Tammy Hauser was suspended. A development plan is being drafted for the next Foundation meeting. The Library Board discussed the Foundation’s role and purpose in fundraising for the Library.

LIBRARY MARKETING PLAN 2003-2005:
In 2002, Laura Johnson, Library Communications/Programming Manager, presented Ramsey County Library’s first Marketing Plan. With the wide variety of initiatives underway and on the horizon, an updated plan was developed which reflects the goals and objectives in the Strategic Plan and identifies distinct target markets. The Plan incorporates reports and evaluation of the initiatives outlined in the 2002 Marketing Plan and will be part of a larger compilation of materials that will comprise a “Strategic Initiatives” binder.

Two key differences from the 2002 plan include the addition of stakeholders as a target market and the addition of a distinct positioning statement, or “slogan.” This statement will reflect the Strategic Plan goal to become the community’s family room and will be developed further through a workshop of key stakeholders.

The Board members discussed the Library Marketing Plan, commending Johnson for her excellent work.

AGREEMENT WITH CITY OF NORTH ST. PAUL:
At the March 20, 2003, Library Board meeting, the Board voted to authorize lending resources to the City of North St. Paul for a Reading Room in the Community Center. These resources would include furniture, shelving, and existing magazine subscriptions.

Gary Davis, Assistant County Attorney, has prepared an Agreement between the Library Board and the City of North St. Paul that allows the use of County property in the City’s Reading Room.

Attachments A and B, noted in the Agreement, are in the process of being developed by the Library Director and North St. Paul City Manager, and will be included as part of the Agreement upon their completion.

The Library Board suggested that the draft agreement be modified to remove specific reference to a location for the proposed joint project, as the location is currently under discussion, and may be changed to the Community Center. Perkins & Will, who have been retained for pre-design services for a potential new library in North St. Paul, will consider both the fire station and community center sites in their estimates.

Kessel made a motion, seconded by Norrgard, to approve the Agreement as amended between the Ramsey County Library Board and the City of North St. Paul to allow the use of furniture, equipment, and magazine subscriptions owned by the Library in the City’s Reading Room in the North St. Paul Community Center, 2290 North First Street, and to authorize the Library Director to sign the Agreement. The motion was approved unanimously.

GRAND OPENING OF NORTH ST. PAUL READING ROOM:
Carlson and Johnson have met with Wally Wysoopal, North St. Paul City Manager, to assure a positive transition to the new Reading Room in the North St. Paul Community Center. In addition to magazines, shelving, and furniture, the Library will be loaning two computers linked to the Library’s online catalog, allowing patrons to search the catalog and place requests.
A grand opening and ribbon-cutting ceremony will be held on Wednesday, May 21, at 5:00 p.m., and will be followed by the Library Board’s May meeting beginning at 7:00 p.m. Both events will take place at the North St. Paul Community Center, 2290 North First Street.

**DISPOSITION OF NORTH ST. PAUL FACILITY:**
In February 2003, the Library Board approved a plan to reduce the Library’s budget by $650,000 by January 1, 2004. One of the pieces of the plan was to suspend service at the library in North St. Paul effective June 1, 2003, with plans to potentially relocate the library within a city facility as early as 2005. Staff began working in April with David Dimond, Perkins & Will, to develop cost estimates for the project. A staff task force is currently developing a plan to relocate staff, equipment, shelving and the collection from the current facility in North St. Paul after service is suspended on June 1.

In order to save ongoing HVAC, grounds maintenance and phone line costs (for the security system), it would be in our best interests to work with the County Attorney’s Office and the County’s Property Manager on the sale of the building as soon as it is vacated. Proceeds from the sale could be earmarked for the joint project with the City. Carlson had a preliminary discussion with the City Manager on this issue, and he believes that this process will be agreeable to the City.

The Library Board discussed the disposition of the facility, and suggested changes in the proposed motion for approval.

Cox made a motion to authorize the Library Director to work with Ramsey County Property Management and the County Attorney’s Office to develop a process to sell the property and library building located at 2640 7th Avenue East in the City of North St. Paul. The process would also include a method whereby the funds from the sale of the building and property would be earmarked for the joint project with the City for a library in their Fire Station. Norrgard seconded the motion.

Kessel offered a friendly amendment to the motion, suggesting alternate wording in the second sentence regarding revenue from the sale of the facility. Cox accepted the friendly amendment, and suggested that the location, pending a final determination, also be removed from the motion. The revised second sentence of the motion shall read: “The process would also include investigation of a method whereby the amount of proceeds from the sale of the building and property would be earmarked for the joint project with the City.” The amended motion was approved unanimously.

**NAMING OF FACILITIES:**
At the March 20, 2003, Library Board meeting, the Board discussed the current Library policy on naming of facilities. Commissioner Wiessner suggested that the Library follow the Ramsey County Policy on Naming Facilities, a copy of which was distributed to the Library Board members for informational purposes.

**AWARD OF LIBRARY GOLD CARDS TO FRIENDS’ MEMBERS:**
With the Friends of the Suburban Ramsey County Libraries’ Annual Meeting scheduled for April 26, 2003, at the North Oaks Country Club, the Library is proposing that Gold Cards be awarded to several members of the Friends who have dedicated countless volunteer hours and/ or served in leadership roles on the Friends Executive Board.

Cox made a motion, seconded by Bartell, to award Ramsey County Library Gold Cards to Kingsley Foster, Julian Plante, Carol Stedfeldt, Karen Vinnes, and Roberta Weltzin, as symbols of appreciation for
the volunteer efforts as members of the Friends of the Suburban Ramsey County Libraries. The motion was approved unanimously.

**TRUSTEE INTERVIEWS:**
Anderson reported that eight candidates for the two vacant Library Trustee positions will be interviewed on April 17 by himself, Carlson, and Commissioners Wiessner, Reinhardt, and Rettman.

**SEPARATE LIBRARY LEVY LINE ON PROPERTY TAX STATEMENTS:**
At the March meeting, the Library Board approved a motion to support the proposed resolution prepared by Commissioner Reinhardt regarding a separate line on the property tax statement for library services in suburban Ramsey County. The motion was also approved by the Ramsey County Board of Commissioners, and was included in bills appearing in the Minnesota House and Senate. One hearing was canceled, and the outcome of the other was unknown at the time of the Library Board meeting.

**RENEWAL OF MnLINK GATEWAY SERVER SITE AGREEMENT:**
The current Gateway Server Site Agreement with the Minnesota Higher Education Services Office (MHESO) expires June 30, 2003. Library staff recommend renewing the agreement, and continuing to be an active Gateway Server Site in the statewide initiative to link library resources (MnLINK).

The Ramsey County Attorney’s Office and library managers have reviewed the agreement and are satisfied with its content. The agreement says RCL will allow its catalog to be searched and requests placed on our materials by other MnLINK participants (within reason and existing bounds). MnLINK has provided funding to cover initial costs associated with the increase in traffic accessing our catalog. Each MELSA library is currently participating as a Gateway Server Site.

Cox made a motion to approve the Gateway Server Site Agreement between Ramsey County Library and the Minnesota Higher Education Services Office, and authorize the Library Director and staff to sign the Agreement. Norrgard seconded the motion, which was approved unanimously.

**NEWS ARTICLE ON INTERNET ACCESS AT RCL:**
Carlson reported that a letter to the editor was composed and submitted to the White Bear Press in response to the April 9, 2003 article “Libraries Turn Blind Eye to Porn.” The letter was published in the April 16, 2003 issue of the White Bear Press.

**LIBRARY MANAGER REPORT:**
Sandy Walsh distributed a written report outlining the reorganization and new initiatives underway at the Ramsey County Library in Maplewood since her transfer to Maplewood last July. She led the Board members on a tour of the library.

**NEXT MEETING:**
The next meeting of the Library Board will be Wednesday, May 21, 2003, in the Meeting Room of the North St. Paul Community Center, 2290 First Street, beginning at 7:00 p.m. The meeting will be preceded by the Grand Opening and Ribbon-Cutting for the new North St. Paul Community Center Reading Room, which will commence at 5:00 p.m.

**ADJOURNMENT:**
Following a motion by Cox and a second by Bartell, Anderson adjourned the meeting at 9:45 p.m.

Respectfully submitted,
Mary Larson
Library Board Coordinator