LIBRARY BOARD MEMBERS PRESENT:
Victoria Cox, Bruce Kessel, David Norrgard, Burton Nygren, Lori Anne Williams, Roberta Weltzin

LIBRARY BOARD MEMBERS ABSENT:
Matthew Anderson

STAFF MEMBERS PRESENT:
Susan Nemitz, Library Director; Mary Larson, Library Board Coordinator; Sandy Walsh, Assistant Director - Operations; Chuck Wettergren, Automation Services Manager; Mary Moran, Arden Hills Library Manager

OTHERS PRESENT:
Jan Parker, Ramsey County Commissioner; Arnold and Mary Anne Lindberg, Friends of the Suburban Ramsey County Libraries; Emily Gurnon, St. Paul Pioneer Press; Donna Shen, Library patron

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

INTRODUCTION OF VISITORS:
Meeting attendees introduced themselves for the record.

ARDEN HILLS BRANCH REPORT:
Mary Moran, in her third year as manager of the Arden Hills facility, reported that circulation statistics have grown steadily since 2004. A new children’s librarian, hired in 2005, has re-decorated the children’s area, and a volunteer does window painting every few weeks in the kids’ area as well. New shelving has been added, and all the books and other library materials have been re-organized. A new teen area has been created, and is awaiting new furniture and decorations that appeal to teens. Moran is also chairing the system-wide initiative for 2006, “Year of the Reader,” with funding provided by the Friends of the Suburban Ramsey County Libraries. In addition to planning several author talks, the library has created 100 “book clubs in a bag,” which contain ten copies of a selected book, a notebook with discussion questions, information on the author, and suggested additional reading. The kits, which can be checked out for six week periods, have been enormously successful.

APPROVAL OF AGENDA AND MINUTES:
Arden Hills Branch Report was added to the agenda. Cox suggested that the March 15, 2006 minutes be amended to state “Cox stated that she understands the use of filtering software...” instead of “Cox stated that she is comfortable with the use of filtering software.” Williams made a motion to approve the agenda and minutes as revised. The motion was seconded by Cox, and approved by unanimous vote.

INTERNET FILTERING:
The Library Board discussed the language of the proposed new Internet Access Policy, revised by Library staff following the Board’s approval of a plan to filter all Library computers by June 30, 2006.
Nygren stated that he was uncomfortable with the term “critical authority,” suggesting that “primary authority” might be preferable. Ultimately, the Board decided to simply use the term “authority” when referring to the Library’s abilities regarding Internet access under CIPA, the Children’s Internet Protection Act. The Board also made other minor changes, and suggested that language be added to address wireless users and guest passes. Kessel made a motion to table the policy revision to the May 17 meeting. The motion to table was unanimously approved.

ANNUAL REPORT TO STATE:
Each year, the Minnesota Department of Education, Office of Library Development and Services (LDS), 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.”

Kessel made a motion to authorize the Library Board Chair and Library Director to sign and submit the 2005 Annual Minnesota Public Library Statistical Report to the State Office of Library Development and Services as mandated. Cox seconded the motion, which was approved unanimously.

LIAISON AND LIBRARY BOARD APPOINTMENTS:
Each year, the Library Board appoints members to serve on the Board’s sole standing committee, the Personnel Subcommittee, and also appoints a liaison to the Friends of the Suburban Ramsey County Libraries. Members of the Personnel Subcommittee coordinate the Library Director’s annual performance review, and may meet occasionally to discuss staff personnel issues. In July 2001, the Library Board passed a resolution stating that the Personnel Subcommittee shall be comprised of the Library Board Chair and Vice-Chair, along with one additional Library Board member.

Cox made a motion to re-appoint Weltzin as Library Board liaison to the Friends for 2006. Kessel seconded the motion, which was approved unanimously.

Kessel made a motion that the Personnel Subcommittee be comprised of the current Chair, Vice Chair, and Secretary of the Library Board. Williams seconded the motion, which was approved unanimously. The Personnel Subcommittee for 2006 will be Norgard, Weltzin, and Williams.

MELSA REPRESENTATIVE:
The Library Board discussed the role of MELSA representative, which is currently held by Commissioner Jan Parker. Parker suggested that the MELSA position could be filled by a Library Board trustee. Members of MELSA’s governing board include County commissioners, an elected Library Board member, and an appointee from the City of St. Paul.

Parker invited any interested Board members to attend a meeting with her. However, Parker and Nemitz agreed to discuss the status of pending policy issues at MELSA before any decisions are made. Parker is chairing the MELSA finance committee this year. If another representative were appointed, a transition period would be crucial.

RESOLUTION REGARDING THE RETIREMENT OF BARBARA RUSINAK:
Cox made a motion to approve the Resolution Regarding the Retirement of Barbara Rusinak, and to authorize the appropriate signatures on the document. Williams seconded the motion, which was approved by unanimous vote of the Library Board.

2006 FIRST QUARTER REPORTS:
The Library Board reviewed the first quarter work plan, financial report, and statistics as submitted. Nemitz reported that the volunteer program has been launched, with a staff coordinator assigned, policies and volunteer job descriptions completed, a volunteer database created, and a tracking
system for volunteer hours Nemitz distributed a thank you letter for Library Board members to sign. The letter will be duplicated and included in a small gift distributed to Library volunteers during the last week of April, in honor of volunteer recognition week.

Circulation increased by 6% during the first quarter of the year. If checkouts continue at the current pace, annual circulation will reach 4 million in 2006. Usage of interlibrary loan services increased significantly with the availability of MnLink. Incoming ILLs grew 15%, while outgoing ILLs grew by almost 150%.

Revenue from the rental DVD and rental book collections was discussed. Proceeds are used to purchase new rental items, and have also funded shelving, security packaging, toner, and a repair machine. Nemitz noted that she is also reserving rental proceeds to potentially provide an opportunity to purchase DVD security technology for the new library in Maplewood. Because the technology is so new, Nemitz is waiting for the bugs to be worked out and the prices to come down before any purchases are made.

MAPLEWOOD UPDATE:
Norrgard reported that he met with the project manager for the new library in Maplewood, and signed construction agreements on behalf of the Library Board.

Nemitz noted that the project is still on schedule, and bidding indicators are favorable. The purchase agreement for the sale of the existing facility on Beam Avenue has been finalized, and should be signed within a week. The buyer is still negotiating a shared parking agreement with the adjacent landowner. Environmental Health, which leases space in the lower level of the Beam Avenue facility, is looking for a new location.

ROSEVILLE UPDATE:
Nemitz reported that the land commissioners determined the purchase price for the property north of the Ramsey County Library in Roseville to be $1.3 million. This amount is within the Library’s capital budget. Both parties have the option to appeal the determination.

DIRECTOR’S REPORT:
Nemitz indicated that Lynn Wyman and Sandy Walsh have had 50% of their job duties reclassified to Library Assistant Director, retroactive to January 1, 2006. Wyman will focus on human resources issues, while Walsh will focus on operational issues. Nemitz also noted that she received a letter from the City of North St. Paul, requesting additional hours at the new library, and also asking for a book drop accessible round the clock, not only when the Community Center is open. Nemitz met with the County Board of Commissioners in a budget workshop on April 18. She reported to the commissioners that Ramsey County Library would need more than 40 additional FTE to be on par with the staffing levels at other Twin City library systems and national library staffing standards. The groundbreaking for the new library in Maplewood was held April 5, with more than 100 people in attendance. There is much excitement within the community for the new facility.

MELSA REPORT:
Commissioner Parker reported that finalists for the Minnesota book awards in the history and biography category will be at the Ramsey County Library in Roseville on April 24. The MELSA governing board is still discussing the reimbursement formula. The museum adventure pass program is being finalized, with each metro library system to receive free museum passes from participating locations, which patrons can check out.

FRIENDS OF THE SUBURBAN RAMSEY COUNTY LIBRARIES REPORT:
The Friends’ Annual Luncheon will be held April 29 at the North Oaks Country Club, with Phebe Hanson as keynote speaker. The Friends are also organizing a tour of the new Minneapolis Central Library, with date and time to be announced.

MEETING ADJOURNED 8:35 p.m.

Next meeting: May 17, 2006, Administrative Office, 6:30 p.m.

Respectfully Submitted,

Mary Larson
Library Board Coordinator