LIBRARY BOARD MEMBERS PRESENT:
Victoria Cox, Bruce Kessel, David Norgarrd, Roberta Weltzin, Lori-Anne Williams, Susan Wolsfeld, Matthew Anderson, Jan Parker-Wiessner

LIBRARY BOARD MEMBERS ABSENT:
none

STAFF MEMBERS PRESENT:
Susan Nemitz, Library Director; Sandy Walsh, Library Manager; Lynn Wyman, Library Manager; Mary Moran, Branch Manager; Julie Neville, Building Services Manager; Jennifer Dietrich, Reference Librarian>Note-taker

OTHERS PRESENT:
Jolly Mangine, Director, Ramsey County Property Management; Carol Morphew, Property Management; Beverly Aplikowski, Mayor of Arden Hills; Arnold Lindberg & Mary Anne Lindberg, Friends of the Suburban Ramsey County Libraries.

CALL TO ORDER:
Norgarrd called the meeting to order at 7:10pm at the Arden Hills Library, 1941 W. Cty Rd E2 in Arden Hills. There was a brief tour for all board members and staff prior to the meeting’s start.

PUBLIC COMMENT/INTRODUCTION OF VISITORS:
Jennifer Dietrich was introduced as Mary Larson’s substitute note-taker and all Board members were introduced.

APPROVAL OF AGENDA AND MINUTES:
Anderson suggested changing the title of “Representative Chaudhary” at the bottom of page 2 and top of page 3, to "Senator Chaudhary". Motion was approved.

MAPLEWOOD PROJECT UPDATE:
Jolly Mangine, Director, Ramsey County Property Management, presented packets of information related to the Legacy Village project and other possible sites in Maplewood for new building construction.

At this time there are three possible options for Maplewood Library construction: New construction on a new site, Plan A; Renovation and expansion of the existing site, Plan B; or Renovation of the existing site for the library program only, Plan C.

New site possibilities include land owned by the Mogren Brothers, near Beam & Hwy 61 on the old Country Club Golf Course land; land owned by the Shryer family, who are not interested in selling, only leasing land (Mangine recommended not to pursue this); and the Legacy Village project, a mixed use property with retail space, restaurants, senior housing, and condominiums, currently planned by County Rd D, which will be built through to Hwy 61 in 2005.

Four (4) potential sites exist in Legacy Village. Mangine presented four color coded possibilities:
First Potential Site, Green: 1 ½ story facility to be built on 3.12 acres with 176 parking spaces on wetland. This building would fit current parking requirements. Anderson questioned how the government structure for this type of development is set up (e.g. if repairs are needed would all need to vote?)? Mangine responded yes, there would probably be a 50% vote as there would be a partnership between the building and community. Mangine stressed this would be a mixed use property.

Kessel inquired as to how costs compared in this setting versus non-mixed use property. Mangine responded, yes, it would be negotiable sharing costs of land.

Second Potential Site, Blue: 2 story facility with 172 parking spaces on wetland
Located just to the north of the first site, near a pond, this smaller parcel of land would be harder to get a single story building on. This site does incur the proper amount of parking.

Third Potential Site, Pink: 1 story library with 145 parking spaces on wetland
This single story plan would fit this site, but parking requirements may not be met as the building consumes the entire footprint of land. Though the developers say it could work, Mangine was not convinced.

Fourth Potential Site, Yellow: 1 story library with 208 parking spaces on Legacy Parkway
This site is located on the other side of the pond of the property. It consumes 3.2 acres, the largest parcel in the options. This is also the highest parcel of land in elevation, compared to the other three. One very unique, twisted tree is part of this land that could serve as a focal point. All parking requirements are met.

Discussion and questions were raised after Mangine presented the four possible Legacy Village options. Mangine explained the current budget projections do not account for the value of the existing building if it is sold. An estimate of 2.4 million was given by Mangine.

Wiessner inquired if proceeds from the sale of the existing building would go directly to the project of new building construction. Mangine responded that since the county owns the property, this would be the best use of funds, however that would go to the Ramsey County Board. Environmental Health will not be a partner in any of the four projected plans.

Anderson questioned whether the first three scenarios are in direct sight line to Maplewood Mall; Mangine responded, yes.

Question was raised as to whether the Pink and Yellow scenarios can be configured to include housing on top of library building? Mangine responded it could be, however the Yellow site is higher in elevation, so this may prohibit the addition to building being too tall. This site does overlook a wetland area that makes it desirable for views.

Wiessner asked if the entire project at Legacy would pay property taxes. No, says Mangine, it would be tax exempt. Mangine expressed other parcels of land outside of Legacy Village are not part of this taxing district.

Norgarrd inquired if any soil testing has been completed on the Legacy sites so as not to run into the same problems as with existing Maplewood building. Mangine responded that the Legacy contractors are well ahead of parties such as the Mogren Brothers in that reports can be given and evaluations of geo-technical reports need to be verified, but have been done.

Continued discussion about planned pedestrian areas, beneficial feelings around community-based libraries, such as Southdale, and the point of getting contractors on board efficiently if the project is chosen, took place.

Mangine likes Plan A best, if possible. Nemitz noted that the $1.6 million cut from Plan B, made Plan C more attractive. Mangine said Plan C would be the quickest to deliver. If the sale of the current Library produced additional resources, Nemitz wishes to add soft costs back into the plan, especially related to technology.

Anderson questioned why the breakdown of costs for Plans A, B, and C, produced similar line item cost estimates? Mangine explained estimates all used consistent amounts for items such as furniture to compare building costs to building costs but some leeway may be needed as plans progress.

Cox made a motion to extend May 1, 2005 moratorium to the next Board meeting on May 18th. Wolsfeld seconded the motion, which was approved unanimously.
2005 LIBRARY WORK PLAN:
Nemitz is continuing to implement the Strategic Plan and will produce an annual work plan every January (this year’s is later than normal). Nemitz prefers report progress on the annual work plan to the Board quarterly. Nemitz explained this year will focus on facilities, technology & funding.

Kessel requested acronyms in the work plan be defined for better understanding. Cox approved of the format, and found it very easy to use and helpful. Discussion took place based on a question by Anderson as to if each individual library has its own work plan. At this time, each library does not.

FINANCIAL QUARTERLY REPORT:
Nemitz asked if the Board found the format helpful. The Board unanimously accepted the report and its content.

LIBRARY STATISTICS QUARTERLY REPORT:
Nemitz reported that the North St Paul Library’s people counter did not arrive in time for the building’s opening, and Neville explained it has since been received and is now installed. The report does not include North St Paul’s first statistics.

Nemitz also announced that MN-LINK went live in the past month, and though there are some bugs to be worked out still, patrons are actively conducting their own ILL requests.

Cox expressed some disappointment in the North St Paul numbers thus far, but Anderson explained it has been over a year since the public got out of habit of having a public library open. Habits need to be reshaped, he theorized.

Mary Moran, Arden Hills Library’s manager, announced they were the only branch whose reference statistics were up 20-30% for the month.

The Board unanimously accepted the Statistics Report.

TENTATIVE BUDGET SCHEDULE:
Salary increases should be covered in the County’s budget planning scenario. Step increases, health insurance increases and potentially significant increases in utilities must be funded through reallocation. The Library is not anticipating major cuts at this time.

The budget schedule was accepted.

LIBRARY BOARD AMBASSADOR PROGRAM:
The intent of this program is to follow what’s going on in a community and to work with the Library Director on activities within a community (e.g. to speak at city council meetings if need be). The following Board members chose the areas they would be an ambassador to:

Cox: White Bear Lake Library including the City of White Bear Lake, White Bear Township and WBL School District
Weltzin: Shoreview Library including the Cities of Shoreview, North Oaks and Vadnais Heights
Anderson: North St Paul Library including the City of North St. Paul and the NSP/Maplewood School District
Kessel: Arden Hills Library including the Cities of Arden Hills, New Brighton, St. Anthony and the St. Anthony School District
Williams: Roseville Library including the Cities of Roseville, Lauderdale, Falcon Heights and the Roseville School District
Norgarrd: Mounds View Library including the City of Mounds View and the Mounds View School District
Wolsfeld: Maplewood Library and the Cities of Maplewood, Little Canada, and Gem Lake

DOWNLOADING BOOKS
Nemitz explained the Library is consistently evaluating what’s in the marketplace in relation to e-Books. MELSA is discussing joint purchasing of e-Books in the future, as at this point in time, e-Books are quite expensive. Dakota County is currently offering this service to patrons. The Library will keep the Board informed of developments in this area.

SIX-YEAR CAPITAL PLAN:
Nemitz explained that deferred maintenance needs are significant over the next six years, and identified almost $1 million dollars in what will need to be done. There will be an update on this topic as upcoming site surveys are completed.
In 2006, the Library requested funds for the development of construction documents for the Roseville Library.

During this part of the meeting, a lengthy discussion ensued in relation to Senator Chaudhary’s request to prepare an Arden Hills plan by 2006 and how that affected what was already part of the plan relative to Roseville’s construction and deferred maintenance.

Nemitz identified a need for the Board “to face the same direction” before facing County Commissioners about the Arden Hills Library project.

Williams made a motion to approve the six year capital request to keep the Roseville Library and deferred maintenance parts on task, and to come back to the topic by the July 20th Board meeting to revisit the Senator Chaudhary/Arden Hills project.

There was a joint motion proposed to prepare generic language for the request of planning money for a library. The motions were jointly approved unanimously.

**ANNUAL REPORT TO THE STATE:**
Williams moved to approve item 11 of the agenda. Cox seconded. Item 11 approved.

**UNATTENDED CHILDREN POLICY:**
Due to length of meeting, Nemitz asked members to email her with any concerns regarding this topic and more discussion will ensue at the next meeting.

**DIRECTOR’S REPORT:**
No comments/questions arose from this topic.

**MELSA:**
Wiessner relayed there is a zero dollar amount budget for next year. There is a formula discussion that is being distributed to all regional libraries to review.

**FRIENDS REPORT:**
Weltzin invited anyone interested to attend the annual spring luncheon, which will occur on April 30th at the North Oaks Golf Club. Shannon Olson is the featured author/speaker.

**MEETING ADJOURNED: 9:50pm**

**Next meeting: May 18th, 2005, Mounds View Public Library**

Respectfully Submitted,

Jennifer Dietrich
Roseville Reference Librarian