LIBRARY BOARD MEMBERS PRESENT:
Matthew Anderson, Victoria Cox, Bruce Kessel, Bridget Murray, David Norrgard, Roberta Weltzin, Susan Wolsfeld

STAFF MEMBERS PRESENT:
Alice-Jo Carlson, Library Director; Mary Larson, Library Board Coordinator; Laura Johnson, Communication and Programming Manager; Sandy Walsh, Public Services Manager; Jeff Eide, Assistant Library Manager; Karen Boettcher, Children’s Librarian

OTHERS PRESENT:
Jan Parker Wiessner, Ramsey County Commissioner; Mary Anne and Arnold Lindberg, Friends of the Suburban Ramsey County Libraries; Peter Hilger, Melanie Mogg, Jim Ostlund, Sue Metzger, Ramsey County Library Foundation; Steve Roe, North St. Paul Community Center Manager; Stephen Lanak, Elliott Stendel, DSGW Architects; Brian Hook, Kraus Anderson Construction

CALL TO ORDER:
Cox 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:
There was no public comment.

AWARD LIBRARY GOLD CARD:
Norrgard made a motion to award a Ramsey County Library Gold Card to Jim Ostlund as a symbol of appreciation for his volunteer efforts as a member of the Ramsey County Library Foundation. Wolsfeld seconded the motion, which was approved unanimously. Cox presented the gold card and a certificate of appreciation to Ostlund.

NEW LIBRARY IN NORTH ST. PAUL:
Carlson introduced Karen Boettcher as the Library Manager for the new Ramsey County Library in North St. Paul. Boettcher is currently the children’s librarian at the library in Mounds View. Since being selected as manager for the new library, Boettcher has been participating in the planning sessions for the new facility in the North St. Paul Community Center.

Elliott Stendel and Steve Lanak, DSGW Architects, gave the Library Board an overview of the design for the new library facility in North St. Paul and answered questions.

CHANGES TO AGENDA:
Anderson made a motion to move agenda items VIII-C and VIII-D, reports on Friends’ and Foundation activities, to the next items on the agenda, since several members of both groups were present. Norrgard seconded the motion, which was unanimously approved.

FRIENDS OF THE SUBURBAN RAMSEY COUNTY LIBRARIES REPORT:
Weltzin asked Mary Anne and Arnold Lindberg, members of the Friends, to give an update on Friends’ activities. Mary Anne Lindberg reported that the Friends received a proclamation from the Ramsey County Board of Commissioners on April 20, in honor of the Friends’ 25th Anniversary. The Annual Luncheon will be held Saturday, April 24 at the North Oaks Country Club, with the Annual Luncheon to be held Monday, May 9 at the Ramsey County Library in Roseville. A subcommittee of Friends and Foundation members continues to make progress toward a merger of these groups. Lindberg also noted that the Friends need more books for the annual book sale in September.
RAMSEY COUNTY LIBRARY FOUNDATION REPORT:
Peter Hilger, co-president of the Foundation, reported that the Foundation's Annual Meeting was held March 16, at which the Foundation adopted a resolution to join with the Friends. Peter Pearson, Executive Director of the Friends of the Saint Paul Public Libraries, is serving as a consultant, in exchange for a donation to the St. Paul Friends. The Foundation Board appointed Hilger and Sharon Klumpp to serve on the merger subcommittee, and authorized funding for an attorney to determine the disposition of funds currently held by the Foundation.

APPROVAL OF MINUTES:
Anderson made a motion to approve the Library Board minutes of March 17, 2004 as amended to reflect the budget discussion on page 3, paragraph 3. Wolsfeld seconded the motion, which was approved unanimously.

Anderson made a motion to approve the Library Board workshop minutes of April 7, 2004 as amended to reflect the discussion on staffing of new facilities on page 1, paragraph 5. Norrgard seconded the motion, which was approved unanimously.

2005 BUDGET REQUEST:
Cox stated that, since the budget workshop on April 7, she has had time to reflect on the ramifications of the priority that service at the library in Arden Hills was given on the unfunded priorities list. She made a motion to reconsider, which was seconded by Anderson. Cox went on to note that while it will be difficult to fund all the library’s current and new services in 2005, she did not think that suspending service at Arden Hills was a wise choice at the current time. The Library Board’s capital improvement plans, which include a new facility in Arden Hills, have been widely publicized, and would likely suffer in the fallout from suspending service at the current facility. Cox’s motion to reconsider was approved by majority vote, with Kessel, Norrgard and Wolsfeld dissenting.

Norrgard noted that the Ramsey County Board of Commissioners has not approved the second and third phases of the Library’s capital improvement plans, and budgetary decisions should not be made assuming future phases will be approved.

Anderson indicated that putting Arden Hills third on the unfunded priorities list is detrimental to future partnerships, and to the Library’s relationship with the City of Arden Hills, which has worked hard to support the Library. He noted that service at Arden Hills was ranked first on last year’s budget priorities list, and the Library Board’s policies have not changed since then. Making Arden Hills the first priority for additional funding is in the Library’s and the community’s best interests.

Weltzin noted that staff are already stretched thin, and asked how many years this can be sustained. She stated that she would support moving Arden Hills to first on the unfunded priorities list, but suggested that a satellite option be considered, similar to the new facility planned for North St. Paul.

Norrgard and Kessel stated that service quality is a primary concern, with Norrgard also noting that customers who patronize the library in Arden Hills could also be served by other locations. Circulation at Arden Hills has been decreasing since 2003.

Anderson indicated that the County Board asked the Library Board to break up the capital improvement projects into phases, to give more time to study concepts and gather information. By putting Arden Hills first on the unfunded priorities list, rather than making other cuts to squeeze it into the levy target budget, the Library Board is ensuring service quality. If no additional funds are approved by the County Board, service would be suspended.

Cox noted that the Library Board needs time to study service at the new library in North St. Paul, and to give the pending merger of the Friends and Foundation time to settle.
Wolsfeld stated that location is key for any business, and the current Arden Hills location is not good, as it lacks other retail or business establishments.

Wiessner noted that when the County Board determined it could not support the original $37 million dollar capital improvement plan, there was no discussion about suspending service at Arden Hills. She stated that the County Commissioners would be very surprised to hear of any plans to suspend service, and warned that the Library Board could be perceived as playing games to obtain additional funding.

Wolsfeld suggested that service at the library in Arden Hills be suspended for one year while service and budget options are considered. Norrgard asked for additional time for the Library Board to consider its budget options, but one extension was already given, and another is not possible. Anderson indicated that additional time should not be necessary, as the Library Board has already determined that maintaining service quality is its top priority.

Kessel made a motion to maintain the priorities for unfunded service as approved at the Budget Workshop on April 7, 2004. Norrgard seconded the motion, which was defeated by majority vote, with Anderson, Cox, Murray and Weltzin opposed.

Anderson made a motion to move service at the library in Arden Hills to be the top unfunded priority for 2005, with books, substitute staff, and filtering software as the second, third and fourth priorities. Murray seconded the motion, which was approved by majority vote, with Kessel and Wolsfeld opposed.

**STRATEGIC PLANNING PROCESS:**
The Library Board will hold a strategic planning workshop on Tuesday, May 4, beginning at 5:30 p.m., with location to be determined. The workshop will be facilitated by Sue Hall of the Milestone Group.

**HUMIDITY CONTROLS AT LIBRARY IN SHOREVIEW:**
Humidity controls were installed in the upper level of the Ramsey County Library in Shoreview during original construction in 1991. However, no humidity controls were installed on the lower level, which houses Administration, Technical Services, and Automation Services. The lower level of the building is built directly over a concrete slab, the walls are concrete block, and it faces east, which keeps it naturally cool, so the cooling system does not run long enough to achieve the anticipated humidity control. This excess of humidity in the lower level has been a major problem during the summer months since the building was occupied.

In November 2003, the Library Board approved the Maintenance/Capital Improvement Spending Plan for 2004, which included funding to upgrade the energy management control boxes at the Ramsey County Library in Maplewood. Staff proposed that the project approved in November 2003 be folded into the expansion and remodeling at Maplewood, and that the $15,000 approved for the project be used instead for humidity controls at Shoreview since the lower level will continue to house Administration, Technical Services, and Automation Services. Carlson has approved the staff proposal, which is under the $25,000 limit imposed in the Library Board policies, and forwarded the details to the Library Board for information only.

**LEASE AGREEMENT FOR LIBRARY SPACE IN NORTH ST. PAUL COMMUNITY CENTER:**
On December 10, 2003, the Library Board approved a Joint Powers Agreement between Ramsey County, the City of North St. Paul, and the Ramsey County Library for library service in the North St. Paul Community Center. Library staff have been working with the Ramsey County Attorney’s Office and the Director of Property Management to develop a lease agreement for the 2,600 square feet of space in the North St. Paul Community Center.

Norrgard made a motion to approve the lease agreement between Ramsey County Library and the City of North St. Paul and authorize the Library Director to make minor changes in the document as necessary subject to approval by Ramsey County Property Management and the Ramsey County Attorney’s Office. The motion was seconded by Anderson, and approved unanimously.
EXPANSION OF DVD RENTAL PROGRAM:
At the July 30, 2003, Library Board meeting, a pilot project featuring DVD rental collections at the libraries in Roseville, Maplewood and Shoreview was approved. The pilot began September 1, 2003, and has been very successful, both popular with patrons and self-supporting. The first month’s revenue was just over $600; the revenue collected during March 2004 had increased to more than $2,200.

Due to patron requests for rental DVDs at all branches, and the success of the program to date, staff propose that the DVD rental collections be expanded to the libraries in Mounds View, Arden Hills, and White Bear Lake. The new collections would be funded by $1,500 in rental book profits.

Although the original proposal from last year stated that the project would be evaluated at the end of one year, the success of the first seven months encouraged the early evaluation and proposed expansion. With the drastic reduction in the collection budget, the rental collections offer another option to patrons, and shorten the waiting lists for the Library’s most popular items.

Murray made a motion to expand the DVD rental program to the libraries in Mounds View, Arden Hills and White Bear Lake, with the new collections to be funded by $1,500 from rental book profits. Wolsfeld seconded the motion, which was approved unanimously.

RESOLUTION REGARDING THE 25TH ANNIVERSARY OF THE FRIENDS:
The Library’s first support organization, the Friends of the Suburban Ramsey County Libraries, was formed twenty five years ago in 1979. In honor of this milestone, a Library Board resolution acknowledging the Friends’ achievements has been prepared, and will be presented to the Friends at the Annual Luncheon on April 24.

The Ramsey County Board of Commissioners also issued a proclamation honoring the Friends at the County Board meeting on April 20.

Weltzin made a motion to approve the Resolution Regarding the 25th Anniversary of the Friends of the Suburban Ramsey County Library, and authorize the appropriate signatures on the document and presentation of the resolution by a Library Board member or Library Director at the Friends’ Annual Luncheon on April 24, 2004. Norrgard seconded the motion, which was unanimously approved.

2003 ANNUAL REPORT TO STATE:
Each year, the Minnesota Department of Education, Office of State Library Services and School Technology (formerly Library Development and Services), 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.”

Norrgard made a motion to authorize the Library Board President and Library Director to sign and submit the 2003 Annual Minnesota Public Library Statistical Report to the Office of State Library Services and School Technology as mandated. Anderson seconded the motion, which was approved unanimously.

DIRECTOR'S REPORT:
Carlson’s written report for April 2004 was mailed to the Library Board prior to the meeting. She also noted that Booker, the library mascot, recently went to the Minnesota State Capitol for a read-a-thon, and Carlson is dealing with a patron complaint regarding the Roseville parking lot.

Wolsfeld expressed her admiration for the sheer volume of activities undertaken by staff during the past month.

MELSA REPORT:
Commissioner Wiessner left the meeting prior to giving a report on the MELSA governing board.
NEXT MEETING:
The Library Board’s next regular meeting will be held Wednesday, May 19, 2004, in the Meeting Room of the Ramsey County Library in Mounds View, 2576 County Road 10, beginning at 7:00 p.m.

The Library Board will also hold a Strategic Planning Workshop on Tuesday, May 4, 2004, beginning at 5:30 p.m., with location to be announced.

ADJOURNMENT:
Following a motion by Anderson and a second by Wolsfeld, Cox adjourned the meeting at 9:20 p.m.

Respectfully submitted,

Mary Larson
Library Board Coordinator