LIBRARY BOARD PRESENT:
Beverly Aplikowski, Paula Miellke, David Norrgard, Burton Nygren, Janice Rapheal, Roberta Weltzin, Lori-Anne Williams

STAFF PRESENT:
Susan Nemitz, Library Director; Mary Larson, Library Board Coordinator; Sandy Walsh, Deputy Director; Lynn Wyman, Deputy Director; Julie Neville, Library Facilities Manager; Kristi Saksvig, Communications Manager; Bill Michel, Roseville Library Manager; Meg Robertson, Arden Hills Library Manager

OTHERS PRESENT:
Jan Parker, Ramsey County Commissioner; Stan Harpstead, Arden Hills Mayor; Fran Holmes, Arden Hills City Council member; Sue Gehrz, Arnold and Mary Anne Lindberg, Friends of the Ramsey County Libraries; Josh and Riley Stern, Arden Hills residents

CALL TO ORDER:
Williams called the meeting to order at 6:35 p.m. in the New Brighton Family Service Center, 400 – 10th Street NW.

PUBLIC COMMENT:
Stan Harpstead, Mayor of Arden Hills, commented that libraries are vital to the community, serving all ages, and providing access to technology. It is important to have venues and locations throughout the community. The current facility in Arden Hills is old, has structural issues, and is not in a well-traveled location, but does enjoy high usage for its square footage. We need to put a plan in place to find a solution in the local area. No site in Arden Hills is currently under development that would serve as a mixed-use partner for the library.

Fran Holmes, Arden Hills City Council member, commented that the library in Arden Hills is an important asset to the community. In response to those who say that Arden Hills needs to contribute to the operating expenses to keep the facility in Arden Hills, Holmes reminded everyone that the City donated the land for the current facility, and has provided assistance in the form of grass cutting and snow plowing. She just learned that the library may potentially move to space in the New Brighton Family Service Center, and has concerns about the collection being inaccessible via online requests (i.e. the North St. Paul service model). She noted that the current library site is rundown, and stated that the City may consider providing other maintenance assistance, or even capital improvement funding.

Josh Stern, a resident of Arden Hills, commented that he lives within walking distance of the current facility. This was his first time attending a Library Board meeting, and he didn’t know that Ramsey County was considering alternative plans for the library in Arden Hills. From reading the Facilities Master Plan, Stern observed that resources are being shifted to the larger libraries in the Ramsey County system, and he would like to get more details on deferred maintenance cost estimates for each library facility.

APPROVAL OF AGENDA AND MINUTES:
Norrgard made a motion to approve the agenda for April 21, 2010, and the minutes of March 17, 2010, as presented. Aplikowski seconded the motion, which was approved by unanimous vote.

RESOLUTION REGARDING THE RETIREMENT OF RACHEL JENTZ:
Norrgard made a motion to approve the Resolution Regarding the Retirement of Rachel Jentz, and to authorize the Library Board Chair to sign it. Aplikowski seconded the motion, which was unanimously approved.

2010 FIRST QUARTER REPORTS:
The Library Board reviewed the first quarter workplan, financial report, statistics and incident reports as submitted.
SALE OF FORMER LIBRARY IN NORTH ST. PAUL:
In April 2005, Ramsey County sold the former library facility in North St. Paul to North Star Scouting Memorabilia, Inc. for $700,000. A down payment of $450,000 was made at closing, and a balloon payment of $250,000 was due in April 2010, finalizing the sale. Interest payments of $7,500 have been received each year since the closing.

In March, the buyer sent a letter to Ramsey County requesting a one-year extension on the contract for deed. Another interest payment of $7,500 would be made in 2010, with the balloon payment due in April 2011. On April 13, 2010, the County Board approved this request.

MELSA BENEFIT SUMMARY:
Each year, the Metropolitan Library Service Agency (MELSA), provides direct and indirect benefits to the eight member libraries that comprise the Twin Cities regional library system. Several libraries have requested a breakdown of these benefits for budgeting purposes and presentations to stakeholders, so MELSA will begin providing this information annually. In 2009, direct payments or allocations on behalf of Ramsey County Library totaled nearly $430,000, while RCL’s share of collaborative purchases or services was over $445,000. In total, over $875,000 was expended on behalf of Ramsey County Library by MELSA in 2009.

2010-2011 BUDGET UPDATE:
Ramsey County has notified departments to prepare for a 2% decrease to the 2010 approved levy. For the Library, this is a reduction of approximately $172,000. Staff vacancies and contingency funds in the collection budget will be used to address the potential budget shortfall. Further information will be available at the end of April. Phase two of a three-phase staffing plan will go into effect June 1, reallocating staff based on the reopening of Roseville and the facilities master plan. The third phase will take effect on or about January 1, 2011. Less than 10% of staff will be affected, but the plan may affect staff in key positions.

Commissioner Parker noted that one-third of the County’s budget is funded by State or federal revenue, much of it directed at specific programs. County Program Aid is undesignated funding from the State, and therefore the easiest area to cut.

Nygren asked how the library in Arden Hills was selected by the County Board for service model changes during last year’s budget process. Nemitz indicated that the Library presented several options as part of the budget process. The County Manager recommended adopting the gateway/portal concept to the County Board over other options, including closure of the facility. The Library also investigated the feasibility of remodeling the current facility with a partner, but the current site is not large enough to increase the building size and add parking for mixed use. Previously, the Library had hoped to partner with a nature center on the current site, but those plans fell through.

Performance measures and critical success indicators will be the focus of this year’s budget process. Budget meetings with the County Manager and Director of Budgeting and Accounting will take place in June, with the presentation by the County Manager to the Board of Commissioners scheduled for July 27. Departmental hearings with the County Board will take place during late July and run through August. The maximum property tax levy will be certified September 7, and the 2011 supplemental budget will be approved on December 14, 2010.

Walsh described the performance measures submitted by the Library two years ago, and the changes suggested by staff. Included for this year is a value estimator developed by the Massachusetts Library Association, a tool for quantifying the value of library services. The Board approved the draft performance measures and the inclusion of the value estimator. Parker noted that benchmarking surveys consistently show that RCL’s productivity is the highest of all the libraries in the Twin Cities area.

ROSEVILLE UPDATE:
During the past month, the following construction-related activities occurred:
- Drywall is 100% complete.
- Painting is 95% complete; ceramic tile is 60% complete.
- The chiller has been set; connections will follow.
- Ceiling grid installation is done.
- Elevator inspections have been tentatively scheduled.
• Restroom tile, fixtures, and partitions are installed.
• Terrazzo stair tile is almost complete; terrazzo floor grids are in place.
• Carpet and floor covering installation is in progress.
• Installation of fixed millwork pieces is in progress.
• Exterior windows and glazing are nearing completion.
• The interior signage bid package has been issued.
• Due to cost issues, only shelving bases will be repainted. Painting will be done off-site.
• The Library is no longer anticipating a 10-day building flush period for LEED; an alternate 3-day flush is likely.
• 20 LEED credits were earned in the design phase of the project; 21 credits are anticipated in the construction phase. Construction credits will be uploaded in mid-July. Final LEED notification should be received in mid-September or later.
• The final mediation session with the Roseville Library neighbors took place on Monday, April 5. We determined to proceed with the revised landscaping plan for the north parking lot.
• The revised landscaping plan was approved by the City of Roseville on April 15.
• Joan MacLeod, landscape architect, will be on-site on Monday, April 19 to stake locations for the trees in the revised landscaping plan. Library neighbors have been invited to offer input.
• Mosaic artist Lori Greene has begun a series of workshops with children to develop designs for the cistern mosaic in the children's garden.

In the next month:
• Children’s garden construction and south parking lot landscaping, to May 31
• North parking lot landscaping, April 20 to May 31
• Parking lot paving, April 27 to May 21
• LEED building flush, May 14 to 17
• Library move in, beginning week of May 17
• Furniture delivery, beginning week of May 24

Key dates:
May 9     Friends bookstore at Arthur Street will close
May 9     Closing of full Arthur Street library; beginning of interim service
May 9-18  Pack Arthur Street collection
May 11-June 26  Interim service at Arthur Street
May 14    Substantial Completion (estimated date)
May 19-25  RV move from Arthur Street to Hamline
May 22    Friends 5K Walk/Run
June 10   Possible opening date for Dunn Bros.
June 10-14 Friends book and furniture sale at Arthur Street, possible range of dates
June 25   Friends donor event at Hamline Roseville
June 29   Dessert reception for library volunteers
June 30   Arthur Street lease is ended.
July 10   Grand Opening

Interim service plan:
The interim service plan has been changed. Request pickup will be offered at Arthur Street on Tuesday and Thursdays from 3 to 7:00 and on Saturdays from 10 to 2:00 from Tuesday, May 11 through Saturday, June 26. The outside materials return at Arthur Street will remain open through Saturday, June 26. After June 26, outside materials return will be available at Hamline. No checkout services will be available from June 27 until the library reopens.

ARDEN HILLS UPDATE:
Ramsey County Commissioners Tony Bennett and Jan Parker were unable to meet with the task force on March 22 at the Shoreview Library. They have been rescheduled for the April 26 task force meeting at the Family Service Center in New Brighton. Williams and Mielke attended.

The task force discussed the four primary options:
1. Move to the New Brighton Family Service Center.
2. Build on the current site with additional partners (Baptist Conference, Bethel, private housing developer).
3. Partner with Presbyterian Homes on their site in south Arden Hills.
4. Closure of the Arden Hills Library and reallocation of the operating resources to the other six libraries.

The New Brighton City Council and City Manager toured the North St. Paul Community Center on April 7, 2010. Jan Parker also attended. They spoke with Nate Ehalt, the Assistant to the North St. Paul City Manager about the City’s relationship with the County library system. The group was enthusiastic about the partnership.

Ramsey County Manager Julie Kleinschmidt, Walsh, Wyman, and Nemitz toured the New Brighton Family Service Center later that afternoon. Meg Robertson, Arden Hills Branch Manager, also toured the Center at an earlier date. Kleinschmidt agreed to allocate County staff time to explore the opportunity.

On April 9, Jolly Mangine, Director of Property Management, also examined the New Brighton Family Service Center space. He suggested hiring an architect to assess the viability of the space for library purposes and the cost to remodel, and recommended HGA. Nemitz suggested using a portion of an overpayment from MELSA to enter into a professional services agreement with HGA to assess this concept. The contract would not exceed $10,000.

Nemitz will begin meeting weekly with Dean Lotter, New Brighton City Manager, to discuss the elements of an agreement between the City and County. She contacted Sue Iverson, the Interim City Manager of Arden Hills and informed her of the negotiations.

Nygren made a motion to approve the expenditure of up to $10,000 for a feasibility study of the identified space in the New Brighton Family Service Center for library services and a cost estimate for remodeling. Mielke seconded the motion, which was approved by unanimous vote of the Library Board. Nemitz noted that the County Board will make the final decision whether to bond for this project based on a detailed cost/benefit analysis, and its current funding capacity. Mr. Stern expressed concern about potential reductions to library hours at a new location.

DIRECTOR’S REPORT:
Nemitz’s April 2010 report to the Library Board was mailed prior to the meeting. (Available upon request)

MELSA REPORT:
No report.

FRIENDS OF THE LIBRARY REPORT:
The Friends need help promoting the May 1st Annual Luncheon in North Oaks, the May 1st fundraiser at Kinderberry Hill Child Development Center in Roseville, the Linder’s Garden Centers fundraiser from May 14 – 17, the May 22 “BookIt 5K Walk/Run” fundraiser, and the Book-A-Palooza Sale which runs from June 10 through June 13. Volunteers are also needed from June 9 through the 13 for the Book-A-Palooza.

As of April 15, the Friends have 838 member households. The membership year runs from July 1 through June 30. In May, renewal letters will be mailed along with admission tickets to the Friends-only Book-A-Palooza presale.

May 1st is the deadline for businesses to get their logos on t-shirts as a $500 BookIt 5K Walk/Run sponsor. May 1 is also the deadline for getting names on the Roseville Library donor wall in time for the Grand Opening. Thresholds for the donor wall are $500 for individuals and families and $1,000 for businesses and organizations.

As of April 15, the Friends have raised $268,397 in our Roseville Library Capital Campaign.

NEXT MEETING: May 19, 2010, RCL – North St. Paul, 2290 North 1st Street, 6:30 p.m.

MEETING ADJOURNED 8:20 p.m.

Respectfully Submitted,

Mary Larson,
Library Board Coordinator