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

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

OTHERS PRESENT:
Jan Parker, Ramsey County Commissioner; Mary Anne Lindberg, Friends of the Suburban Ramsey County Libraries; Gary Meyer, Roseville resident

CALL TO ORDER:
Norrgard called the meeting to order at 6:30 p.m. in the Conference Room of the Library Administrative Offices, 4570 North Victoria Street.

PUBLIC COMMENT:
None.

APPROVAL OF AGENDA AND MINUTES:
Roseville Project was added as to the agenda as a discussion item. Kessel made a motion to approve the revised agenda and the minutes of April 19, 2006, as presented. Williams seconded the motion, which was approved by unanimous vote.

VOLUNTEER RECOGNITION—LIBRARY GOLD CARDS:
The Friends’ Annual Luncheon was held Saturday, April 29 at the North Oaks Country Club. As they have done several times in the past, the Friends contacted Library Administration to request that Gold Cards be awarded to three Friends’ members whose volunteer contributions are crucial to the success of the Friends and the Library. Nancy Guerino successfully led the fundraising campaign for the new library in North St. Paul, and is again spearheading the campaign for Maplewood. Mary Smith is head of the Friends’ program committee, while Doug Smith is the Friends’ treasurer.

Kessel made a motion to ratify the award of Library Gold Cards to Nancy Guerino, Mary Smith, and Doug Smith, as a symbol of appreciation for their volunteer efforts as members of the Friends of the Suburban Ramsey County Libraries. Williams seconded the motion, which was approved by unanimous vote.

INTERNET ACCESS POLICY:
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. The age limit of 17 in the federal CIPA law was discussed, but cannot be amended at the local level. Several minor wording changes were suggested, and a method for customers to appeal filtering of specific websites will be developed and included with the policy and procedures.
Kessel made a motion to approve the Internet Access Policy and Procedures as revised, with the final version to come back to the Library Board in June for final approval. Anderson seconded the motion, which was approved by unanimous vote of the Library Board.

MAPLEWOOD PROJECT—ADD ALTERNATES:
Nemitz reported that the first two bid packages for the new library facility in Maplewood have been received, and overall the project is within the contingency budget, allowing the opportunity for add alternates. Breaking the bid packages into smaller pieces allowed many small, local businesses to bid.

Choosing the add alternates is a complicated process dependent on the timing of the decision and amount of resources available. Project staff are developing cost estimates for several potential add alternates, with the first priority being those which improve the structural integrity of the building, including upgrading of library flooring, boilers, and roofing materials.

The Friends of the Suburban Ramsey County Libraries will be fundraising for amenities including the fireplace, interior graphics, art and interactive amenities for the children’s area.

The Library Board agreed with the recommended priorities for add alternates, with Williams commenting that it is difficult to fund raise for structural improvement such as boilers and roofs. Nemitz will bring a list of recommended add alternates, with costs included, to the next Library Board meeting. She noted that she would like to have funding for an opening day book collection, and is working with Barnes & Noble to solicit a donation for this purpose. Anderson asked for a list of local companies working on the Maplewood project.

2007 BUDGET PRIORITIES:
Ramsey County has approved a two-year budget process. The County Board approved the 2006 and 2007 budgets last year on December 20, 2005.

The primary focus of the 2007 budget discussions with the County Board will be on performance measures. A group called the Strategic Planning and Performance Measurement (SPPM) is developing a county-wide performance measurement model. The goal is to make performance information more meaningful to the County Board and the public and eventually to link budget to outcomes. The group will present this model and a preliminary report to the July 25, 2006 County Board meeting.

Library staff has met with the SPPM group on two occasions to seek clarifications and provide feedback. On June 19, 2006, all County departments are being asked to submit:
- Mission and outcomes
- One performance measure
- Context and narrative for understanding the measure

The Library will be submitting “Growth in Circulation over Time” as its performance measure for the 2007 budget cycle. The data used will be consistent with the quarterly data reported to the Library Board.

This new performance measurement method will be tested by departments this year and improvements will be made for the 2008 and 2009 budget cycle.
Changes to the approved 2007 budget are being discouraged by Ramsey County officials at this time. Some reductions to the County budget, primarily in human services, may occur due to cuts from the most recent Federal Budget Reconciliation Act.

At the April County Board retreat, the Library outlined significant issues in providing quality customer service with current staffing levels. The Library estimated that an additional 43 FTE employees are needed to bring Ramsey County to the average staffing levels of other MELSA libraries given current circulation levels. Staff also discussed the many ways the system is attempting to deal with these issues internally (e.g. volunteer program development, staffing studies, and automation). As a result of these activities, the Library will create a plan to address this shortfall for the 2008 and 2009 budget cycle. Prior to that, a staffing study will be completed, internal needs assessed, and recommendations developed for solutions.

For 2007, Library staff recommended that the Library Board seek capital funding for three activities:

1. Approval of funds for comprehensive capital planning
2. Transfer of North St. Paul proceeds to a facilities fund for deferred maintenance
3. A transfer of the Maplewood proceeds to cover the cost of the earlier-than-predicted loss of Environmental Health rental income

These requests would require a transfer from capital funding pools to operating revenue. The Library will work with Ramsey County Property Management and Budget & Accounting to determine if the 2007 budgetary process is the appropriate mechanism to receive approvals for such transfers.

Anderson stated that the Library Board has the authority to direct Nemitz to submit an operating budget request, and could request a staffing increase in 2007. If not approved, it could be re-submitted in 2008 with additional supporting documentation. Williams indicated that she was in favor of submitting a request for additional funding for staff in 2007. Nemitz noted that, based on the information received from the County Board, she is not comfortable asking for an operating budget increase for 2007. Commissioner Parker stated that the April 18 budget workshop was the first time the County Board had heard of the Library’s serious staffing shortfall. For the past few years, conversations with the County Commissioners have focused on facilities needs. Parker suggested linking the capital needs with the operational needs.

Nygren noted that new initiatives should be the focus of any budget request for 2007, not a repetition of previous requests. Cox indicated that the increase could be requested, and the Commissioners will decide whether it should be funded. The Board felt strongly that whether or not an increase is received, staff should know that the Board and Director are aware of the staffing shortage, and making a solution the highest priority.

Nemitz suggested discussing the matter further at the June Library Board meeting, and asking the County for an extension on the deadline for the 2007 budget submission. Anderson indicated that Nemitz could submit the 2007 budget within County guidelines, and give a preview of the operating budget increases that will be requested in the 2008/2009 budget cycle.

ROSEVILLE PROJECT UPDATE:
Nemitz reported that the three parties involved in the eminent domain proceedings, Ramsey County, Hamline Avenue Properties LLC, and Minnesota Land Trust, had a deadline of May 17, 2006, to appeal the decision of the land commissioners for the property north of the Ramsey County Library in Roseville. On May 16, Minnesota Land Trust appealed the division of proceeds from the acquisition. The Ramsey County Attorney’s Office will submit a stipulation asking that Ramsey County be dropped from the litigation between Hamline Avenue Properties and Minnesota Land Trust.

**CAPITAL PLANNING—WHAT IS RAMSEY COUNTY LIBRARY KNOWN FOR?**
During the March retreat, the Library Board committed to re-evaluating its current capital plan. As part of this process, the Board identified four key questions:

1. What are we known for/good at? (Reputation)
2. What do our customers want? (Satisfaction)
3. What does the Board want to accomplish? (Goals)
4. What could we give up doing? (Priorities)

Sandy Walsh shared the results of several unscientific surveys. Questions regarding the Library’s reputation were asked of the management team of the Library, leaders in other library systems, County director, foundation employees, and students in a library school. Answers included:

- Busy
- Not enough hours
- Highly valued
- Coffee shop
- Innovative
- Not known for programming
- Not aware of other branches
- Dunn Bros. coffee shop a draw
- Meeting rooms not flexible
- Always doing new things

- Technology
- Booker™
- Web page
- Not enough computers
- Efficient use of resources
- Quality of staff
- Supremely practical (functional without flash)

Critical observations encompassed many areas, including:

- Insular
- High late fees
- Crowded
- Inconvenient hours

- Outdated collections
- Short-staffed
- Under-funded
- Busy, busy, busy!

Nemitz asked the Board members to share their ideas for what Ramsey County Library should be known for:

- Willing to experiment
- Cozy
- Welcoming
- Multi-generational
- Busy
- Forward thinking
- Innovative
- Convenient
- Contemporary collections
- Fiscally prudent

- Organized
- Helpful
- Service-oriented
- Cost effective
- Responsive
- Broad collections
- Comfortable
- Well funded
- Various-sized facilities
- Vital
DIRECTOR’S REPORT:
Nemitz indicated additional volunteers are still needed for the Summer Reading Program Kickoff, to be held June 3 from 10-2 at Roseville. She also reported that the staff has identified the need for a policy covering enactment dates for Library Board decisions. This could be included in the Library Board’s by-laws, which are re-affirmed annually. Action on this subject will be scheduled on the June agenda.

Nemitz indicated that the $1.00 replacement fee for a lost library card, which was approved by the Library Board in March, has not yet been enacted. The lost card fee was dropped in 1998 to improve customer service. The Library Board agreed to delay implementation of the fee, to allow Nemitz time to discuss these concerns with staff.

The Roseville Rotary fundraising event to be held May 19 is sold out, with over 100 auction items available. Arnold Lindberg, Friends of the Suburban Ramsey County Library, is recovering from a fall.

Williams noted that the cross-county meeting held May 1 at Roseville was a good start to discussions regarding facilities planning for Twin Cities’ libraries. Several counties are currently planning new facilities near county borders, so the window of opportunity for collaborative planning is time-sensitive. All agreed that MELSA should be involved in the sharing of information on facilities planning.

MELSA REPORT:
RFID (radio frequency identification) was discussed at the most recent MELSA advisory board meeting. Directors were able to talk with staff from the Queens, New York Library about its self-service branch.

FRIENDS OF THE SUBURBAN RAMSEY COUNTY LIBRARIES REPORT:
The Friends’ Annual Luncheon on April 29 was a great success, with a very entertaining keynote speaker. A bus tour is planned to the new downtown Minneapolis Central Library. The date will be June 20, and flyers will be mailed to Friends’ members shortly.

MEETING ADJOURNED 8:55 p.m.

Next meeting: June 21, 2006, Administrative Office, 6:30 p.m.

Respectfully Submitted,

Mary Larson
Library Board Coordinator