LIBRARY BOARD MEMBERS PRESENT:
Bruce Kessel, David Norrgard, Roberta Weltzin, Lori-Anne Williams, Susan Wolsfeld, Matthew Anderson

LIBRARY BOARD MEMBERS ABSENT:
Victoria Cox

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

OTHERS PRESENT:
Jan Parker, Ramsey County Commissioner, Jolly Mangine, Director of Ramsey County Property Management, Carol Morphew, Property Management, Arnold Lindberg & Mary Anne Lindberg, Friends of the Suburban Ramsey County Libraries.

CALL TO ORDER:
Norrgard called the meeting to order at 7:00pm at the Maplewood Library, 1670 Beam Avenue, Maplewood.

PUBLIC COMMENT/INTRODUCTION OF VISITORS:
All parties present introduced themselves.

APPROVAL OF AGENDA AND MINUTES:
Motion by Norrgard to approve minutes was moved and seconded by Kessel & Anderson. Minutes approved.

GENERAL ANNOUNCEMENT:
Norrgard announced on behalf of the Friends that on June 6 at 6:30pm, Arden Hills will host a dedication of a special bench. This will be sponsored by the Arden Hills Rotary and the City of Arden Hills. All are invited to attend.

SENATE SUBMISSION:
Nemitz presented the proposed language for submission to the Minnesota Senate on planning money for a library in the Northwest Area of Suburban Ramsey County. One recommendation was suggested and approved. The new wording will read “To plan for and design a Library to serve the regional needs of the Northwest Area of Suburban Ramsey County and surrounding communities.” Anderson moved, Williams seconded, and motion was approved.

MAPLEWOOD PROJECT UPDATE:
Susan Nemitz and Jolly Mangine, Director, Ramsey County Property Management, presented the three options in front of the Library Board for the redevelopment of the Maplewood Library. Both recommended Plan A which would build a new library on a new site in Maplewood. Mangine recommended the Library and County Board ratify a new site without specifying which site is preferred. He pointed out that the Library needs the County Board’s authorization to purchase land and to enter into a purchase agreement.

Parker asked if the current building would no longer be a library, could the County Board give back resources from the sale of the library building to the Library system. Mangine stated if the current building was reusable, proceeds of the
sale would go back to the levy for the library. Suburban levy dollars built the original building, and if the current building went to Public Health, a long term lease agreement could possibly be worked out.

Anderson questioned whether there was a possibility of Public Health buying the land for a new library building if they wanted the existing space. Mangine thought that was a possibility, but stressed it would be important to be sure the suburban levy and Board got the fair market value for the existing building.

Parker then asked if the Library Board could keep the existing building and lease it to Public Health. Again, Mangine thought possibly.

Kessel asked about Plan A (new building on a new site) and if possible partners could affect cost of this project (i.e. housing on top of library). Mangine stated there would be many obstacles to move forward if a multi-use facility plan was chosen.

Nemitz stated that she had two concerns regarding the multi-use possibilities in Maplewood. First, if a multi-use property plan was chosen for the new Maplewood Library, it would greatly slow down the current timeline that’s in place for planning & construction of Maplewood. Nemitz wants to keep the momentum going for the next project, Roseville Library’s renovation & addition, without slowing down Maplewood by possibly a year or two. Secondly, by looking at drawings of various Legacy sites with multi-use properties, there’s a continued concern for enough parking. Nemitz feels the new building can not get by with less than 200 parking spots. Current plans show somewhere between 150-175 parking slots on 3 to 3 ½ acres of land. Ideally a plot of land that was 4 acres would be preferred.

Nemitz at this time passed out a photographic topographical map of the Maplewood area, including the proposed Legacy Village sites. L3 & L4 are both corporate parcels of land. L3 is a bit larger (3.2 acres). L4 has unusable land (water retention areas), however, it is the highest piece of land overall. There are power lines that cross the back of the property in L4. This could potentially cause some problems. L4 does have some strengths. It’s the most regular in sizes, is accessible by two streets. L3 has a letter of intent currently in place from a potential buyer, according to Mangine.

Kessel asked if any of the Legacy sites had any soil issues similar to the current Maplewood site. Mangine stated yes, partially. There is a large wooded area on part of the proposed property and they haven’t disturbed the pine trees to test all soil yet. L1 & L2 borings so far look good in terms of soil.

Wolsfeld asked if the current trees would be included in the possible new building design and aesthetics to the property. Mangine said probably. There is a good potential for using the trees as screening or framing part of the building, for say, a loading dock area. The landscape architect that currently works with Parker Durant has excellent abilities to incorporate such aspects as existing trees into their plans. The chances would be good that if this plan/site was chosen, some of the trees would remain.

Weltzin voiced a concern that regardless of which site is chosen, that it have room for future growth and improvements as time progresses. Mangine agreed that is one of Nemitz’s concerns as well and is keeping that idea in mind as sites are examined more closely.

Nemitz observed that if the new building is part of Legacy Village, that it has the potential to have 5000 residents within walking distance of the library. The L5 area of the topographical map passed out is slated for affordable housing. This could potentially attract young families with children, enabling great opportunities for library programs for all ages.

Discussion on this topic was brought to a close by Nemitz by greatly thanking both Jolly Mangine & Carol Morphew, Property Management, for all of their hard work & dedication to this project so far.

A motion to move forward to enter into negotiations for potential library sites was made, and seconded by Anderson. However, Anderson asked that his motion be contingent on the County Board’s willingness to accept the current plan and to put funds towards the new project.

Wolsfeld moved to motion incorporating and adapting the five points made on the Request for County Board Action form for the Library Board’s purposes. Williams seconded the motion, and it was unanimously approved. Listed below are the five points in their edited form.
The Library Board:

1) Ratifies the decision to proceed with a new site for the Maplewood Branch Library.
2) Authorizes entering into a non-binding Letter of Intent to purchase a new site in Maplewood as part of negotiations to acquire property for a new branch library.
3) Authorizes Property Management to enter into negotiations to purchase a new site in Maplewood and return with a Purchase Agreement and an estimated Project Budget for the new building program.
4) Authorizes Property Management to develop an exit strategy for the existing Maplewood Library property at 1670 Beam Avenue and present the exit plan along with the purchase agreement for the new library site.
5) Directs Property Management to acquire an appraisal of the existing Maplewood Library property at 1670 Beam Avenue.

Future discussions and developments will be brought to future meetings.

2006-07 BUDGET:
Nemitz stated that the budget instructions for the coming year included planning for health insurance increases and steps related to salaries of employees. It does not include salary increases at this time.

It appears that projected expenditures exceed revenue and the tax levy by $67,515 in 2006 and by $264,000 in 2007. The large difference in amounts relates to the loss of public health rent in 2007. A potential coffee shop as part of the Maplewood Library would only compensate roughly $36,000, based on estimates of first year coffee shop revenues.

Property Management will likely absorb the facilities staff into their budget projects and charge back the costs of these services to the Library. Their budget assumptions assign the projected salary increases at this time and chargeback reflects these increases.

Nemitz explained some of the basic needs of the 2006-07 budget. There is a need for substitutes for staff. As of now, there are no subs provided automatically when a staff member is absent. A substitute is only called in currently if staffing levels fall below subsistence levels. Providing intermittent staff (= to 1.0 FTE) would help alleviate already thin staff levels. There is also a need to fund a .5 Technology staff member. The technology staff has not increased in 8 years. The Automation Services maintains nearly 1,500 devices, including 300 workstations and 15 servers.

A request was also presented by Nemitz to restore the collections budget to what it was in 2002, especially related to areas such as the non-fiction collection, where being current is most important. 31% of the Library’s non-fiction collection is over ten-years-old. Restoring the budget would provide $300,000 annually and bring the grand total to $1.25 million.

Nemitz pointed out that budget numbers are currently negative, and either hours or collections will need to be cut to keep the budget balanced. A motion was made to approve the Library Budget Priorities for 2006-07. It was seconded with the allowance to give staff latitude to adjust priorities in 2006-07 based upon the projected deficit. The motion was unanimously approved.

NORTHWEST AREA LIBRARY ACCESS PLAN:
Nemitz began this discussion by proposing that a task force be formed to gather information, allow community voices to be heard, and identify three to five proposals regarding library access involving the cities of New Brighton, Arden Hills & Mounds View. She suggested a small contract with an outside vendor may help in gaining data, including analysis of library use, demographics of library users, demographics of communities served, and views of residents from these specific communities. Nemitz presented a timeline with a suggested process that begins in June of this year and runs through December.

Wolsfeld questioned why this needed to be completed by December? Nemitz replied it related to the legislative session deadlines.

Norrgard asked if there was enough time for staff to layout a plan on how to choose people to be part of this task force by June 1 and proposed a second meeting of this Board to discuss just this topic.

Nemitz admitted that more time is needed between determining the scope of the task force and actually choosing who will be part of it. She asked the Board if there were any concerns about the general direction of this proposal.
Williams agreed the plan sounds like something the Board has been wanting for quite a while, and will definitely help in the future plans involving the Arden Hills Library.

Nemitz invites all Board members to contact her via email if they have any suggestions on how best to select task force members.

Parker suggested formally inviting all three cities involved to take part, including placing signs in local libraries.

Wolsner added to this by suggesting inviting Senator Chaudhary who has a vested interested in the Arden Hills area library.

Parker recommended having a map and aiming to get equal representation from Arden Hills, New Brighton & Mounds View.

Discussion on exactly how many task force members should be included took place, and a motion was made to call a special Board meeting to finalize discussion on this topic. The meeting will be held on June 1, at the Shoreview Library.

UNATTENDED CHILDREN POLICY:
Nemitz presented this policy to the Board. Anderson recommended changing the term “vulnerable adult” to “vulnerable person or people”. He also recommended an edit of paragraph two, which will now read “A vulnerable person of any age is someone who appears to possess a physical or mental infirmity or other physical, mental, or emotional dysfunction that impairs the individual’s ability to provide adequately for the individual’s own care without assistance.” The Minnesota statute in parentheses was deleted as the original wording has now been edited for this policy.

The motion was made to approve this policy; it was seconded and unanimously approved.

Norrgard asked if we could post this publicly. Nemitz replied that once it is fully edited and accepted, it would be available for public viewing.

DIRECTOR’S REPORT:
Some discussion of the current tax bill took place. Nemitz reported that RCL is “through the woods” on the filtering issue as no state level legislation was in any omnibus funding bill. The Library does stand to lose $15,000 a year of federal funds passed through MELSA because we do not filter.

The provision to allow County agencies to prevent permit holders from carrying guns on County property was removed.

MELSA:
Parker announced that Marlene Moulton Janssen will be leaving in July. She has taken a job with the Anoka County Libraries. MELSA will be hiring a consultant to form a strategic plan and a search will need to be conducted for Marlene’s replacement.

FRIENDS REPORT:
Weltzin announced that the Friends & the Foundation are now one organization.

Williams announced volunteers are sought for the Summer Reading Program Kickoff at the Roseville Library on Saturday, June 4, 2005 from 9-3pm. This event is always a highlight of the year and is very well attended.

MISCELLANEOUS:
Jan announced her legal name is now Parker, not Parker Wiessner.

MEETING ADJOURNED: 9:10pm

Next meeting: June 1, 2005, Shoreview Library. Topic to be discussed: Proposed Task Force for Arden Hills, New Brighton and Mounds View

Respectfully Submitted,

Jennifer Dietrich
Roseville Reference Librarian