LIBRARY BOARD PRESENT:
Paula Mielke, David Norrgard, Janice Rapheal, Roberta Weltzin, Lori-Anne Williams

LIBRARY BOARD ABSENT:
Beverly Aplikowski, Burton Nygren

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; Chuck Wettergren, Automation Manager; Carol Jackson, North St. Paul Library Manager

OTHERS PRESENT:
Jan Parker, Ramsey County Commissioner; Nancy Guerino, Friends of the Ramsey County Libraries; Amy Hadiaris, Girl Scout Troop Leader; Katherine Allen, Hannah Miller, Anne Raymond, Sarah Raymond, Grace Walsh, Rachel Castle, Gabi Favazza, Lily Lorenz, Meghan Brady, and Morgan Madison, Girl Scout Troop #51885

CALL TO ORDER:
Williams called the meeting to order at 6:30 p.m. in the North St. Paul Community Center, 2290 North 1st Street.

PUBLIC COMMENT:
Williams welcomed the visitors to the meeting, and explained the Library Board’s responsibilities for library service in suburban Ramsey County.

NORTH ST. PAUL LIBRARY REPORT:
Carol Jackson, Library Manager for the library in North St. Paul, distributed a written report to the Library Board members regarding statistics, outreach, and programs at the library. Circulation of materials and visits to the Library are up more than 10% compared to first quarter 2009, as well as program attendance (up more than 30%) and public computer and wireless network usage (up a staggering 138%). The partnership with the City of North St. Paul and the Community Center continues to be successful.

APPROVAL OF AGENDA AND MINUTES:
Norrgard made a motion to approve the agenda for May 19, 2010, and the minutes of April 21, 2010, as presented. Weltzin seconded the motion, which was approved by unanimous vote.

RESOLUTION REGARDING THE RETIREMENT OF JANE KINGSBURY:
Norrgard made a motion to approve the Resolution Regarding the Retirement of Jane Kingsbury, and to authorize the Library Board Chair to sign it. Weltzin seconded the motion, which was unanimously approved.

DISPOSITION OF SURPLUS FURNISHINGS, EQUIPMENT AND BOOKS:
With the closing of the temporary library in Roseville on May 8, the Friends of the Library are planning to hold a surplus sale to dispose of furnishings, equipment, and weeded books that will not be utilized at the remodeled and expanded facility. The surplus sale will be held June 10-13, 2010, in the temporary Roseville facility located at 2680 Arthur Street.

The sale will be run by the Friends, with assistance by Library staff. Ramsey County Property Management and the City/County Surplus Disposal Coordinator have approved this plan.

Norrgard made a motion directing staff to dispose of all surplus property from the Ramsey County Library in Roseville in a fiscally prudent manner, and in accordance with Ramsey County guidelines. Weltzin seconded the motion, which was approved unanimously.
ROSEVILLE FIBER DISTRIBUTION SITE:
Ramsey County Library has been working with local municipalities for several years to make “last mile” fiber connections to the I-NET. Cities have allowed the Library to build physical connections within their facilities at cost (or no cost) so that the library can take advantage of the I-NET and provide high speed fiber connectivity to six of seven facilities.

The Library is now in a position to help strengthen this network and provide support for future development that will benefit both the Library and community it serves. A discussion with the City of Roseville has identified the need for future space that will support secure fiber distribution used by the Library and the Metro-INET Community Network.

Fiber distribution involves running fiber trunks (cable) into the Library basement and connecting them to one or two distribution racks that allow connections to be easily and securely routed to different destinations. This project would include creating a collaborative co-location agreement where the City of Roseville will install and manage fiber distribution and the Library will provide required space for the fiber and maintenance access for City IT staff.

This project will produce economies of scale, reduce cost, increase efficiency, provide supplemental connections to the I-NET, and create greater connectivity within the community.

Metro-INET Community Network
Metro-INET is a networking and technology collaborative that seeks to obtain and provide cost effective networking and telecommunication services through the collective effort by all agencies involved. Metro-INET is based on a series of intergovernmental joint powers agreements established to share information technology services. Currently 18 municipal agencies and special service districts participate in the program. But Metro-INET is not so much an organization but rather a unified overall strategy to engage disparate public agencies to share and consolidate existing resources to meet the ever growing demand for information technology services.

Community Fiber Networks
For Metro-INET to exist, and to effectively share information technology resources and services, it is necessary to interconnect the networks and facilities of all participating agencies. Much of the existing network depends on the presence and use of the cable operator provided Institutional Network (I-NET). To supplement the I-NET and connect facilities not serviced by the I-NET, a number of municipal agencies are constructing community fiber optic networks.

Roseville Community Fiber Network (CFN)
Over the past 5 years Roseville has been constructing a series of fiber optic trunks throughout the city to connect public buildings to a community fiber network. Facilities include all city, school district, county, and state buildings located in and near Roseville. This included a connection to the Ramsey County Library facility on Hamline Avenue.

By expanding on the connection already created to the Library, this facility can provide a valuable resource for the CFN and continued development of Metro-INET and the community fiber network. This includes the following:

Reliable location of point of presence for Internet access
The Roseville CFN is connected to downtown Minneapolis via a leased fiber optic line. This service line provides ultra high speed Internet connectivity for Metro-INET agencies and Ramsey County Library. With the close proximity of the Roseville Library to the service provider’s network (located along Snelling Avenue), the library can provide a reliable interconnection point for the shared Internet connection. The library facility hosts a secured data center with independent cooling, uninterruptable power system and a backup power generator. Also establishing the Internet point of presence (POP) in the Roseville library will increase the availability of the Internet connection for the Roseville branch library as it is the first connection point between the CFN and the Internet POP in Minneapolis.

Fiber optic distribution point
A fiber optic trunk located along Hamline Avenue serves facilities in the southwest section of the city with plans to extend this trunk into Falcon Heights, Lauderdale, and Saint Paul. Another fiber trunk originating at Hamline and Commerce Street and extending west, serves facilities in the west sections of Roseville with plans to extend into Saint Anthony and Minneapolis.
The Roseville library is situated at the cross point of these two trunks and also for another planned trunk that will extend along County Road B to the east and southern sections of Roseville. To reduce the cost of extending additional fiber segments, existing public facilities can be utilized as fiber termination points. Any future fiber extensions only need to originate from the nearest fiber POP. The Roseville library is well suited for this role as it provides protected conduit between the building out to both Hamline Avenue (west side of building) and County Road B (south side).

**Connecting to Metro-INET**
Serving in the role as the Internet and Fiber POP, the Roseville library is in a position to provide information resources to the many school districts and public agencies in Metro-INET and on the CFN. There are currently over 75 public facilities interconnected on the Metro-INET network with direct, high-speed fiber connections to every suburban school district.

Norrgard made a motion authorizing staff to negotiate a co-location agreement with the City of Roseville for fiber distribution space at the Ramsey County Library in Roseville, 2180 Hamline Avenue North, for up to 20 years; and to authorize the Library Board Chair to sign the agreement; subject to the approval of the Ramsey County Attorney’s Office. Mielke seconded the motion, which was approved unanimously.

**CRITICAL SUCCESS INDICATORS AND PERFORMANCE MEASURES:**
For this year’s budget process, departmental budget hearings with the County Board will focus on Critical Success Indicators and Performance Measures. The County Manager will also submit a supplemental budget, which will only include changes to the approved 2011 budget related to changes in State funding.

The Library’s hearing with the County Manager and Director of Budgeting and Accounting will take place on June 14. The County Manager will present the Critical Success Indicators and Performance Measures and 2011 Supplemental Budget to the County Board on July 27. County Board budget hearings are planned in late July and throughout August, with maximum levy certification on September 7 and final approval of the 2011 budget on December 14, 2010.

Walsh reviewed the document with the Library Board, who suggested minor revisions.

Weltzin made a motion to approve the Critical Success Indicators and Performance Measures as prepared by staff, with the revisions suggested by the Library Board, and to authorize the Library Director to submit the document as required to Ramsey County Budgeting and Accounting. Mielke seconded the motion, which was approved unanimously.

**GIRL SCOUT PAINT THE PAVEMENT PROJECT:**
The Library is working with a local Girl Scout troop to “paint the pavement” at the renovated library in Roseville. The troop will paint “green” themed designs in the 17 LEED designated parking spots for fuel efficient vehicles. Troop leader Amy Hadiaris contacted the Library regarding this service project shortly after the renovation began. The troop holds their monthly meetings at the library in Roseville, and they wanted to be involved in the renovation while giving back. The girls have been working with an artist from White Bear Center for the Arts to develop these large scale designs, which they displayed for the Library Board members.

The painting will be done in mid-June, and will be partially funded by the Cultural Heritage funds from the State. Mielke suggested that the proposed artwork be included on the cistern art project as well. The Girl Scouts will be present at the Grand Opening to give a presentation about their project.

**2010 BUDGET MANAGEMENT:**
On April 29, 2010, Ramsey County Manager Julie Kleinschmidt issued a memorandum updating County departments on some of the 2010 revenue reductions passed by the legislature and approved by the Governor. The County will use spending reductions to cover the $5 million reduction in 2010 County Program Aid. The Library’s portion of the 2010 spending reduction is $92,967.

Ramsey County is asking departments to continue with the hiring freeze that has been in place since 2008, filling only critical vacancies. Insurance premiums that are lower than originally budgeted will also save the County almost $650,000 of the $5 million shortfall.
The Library has been aggressive in managing the anticipated reductions to County Program Aid. In addition to the soft hiring freeze, the Library has created a contingency fund of $100,000 within the collections budget. Toward the end of the year, these funds may be released for additional collections spending if all potential revenue shortfalls have been addressed.

The current State Supreme Court decision and subsequent budgeting changes by the Minnesota Legislature may affect both the 2010 and 2011 budgets. Consequences of these decisions are not yet known.

Nemitz noted that both Anoka and Washington County Libraries are reducing their summer hours, which will result in increased business at the Ramsey County Libraries.

**ROSEVILLE UPDATE:**

**Construction Update**
- The contract for the interior signage has been completed. Signage installation will begin on June 9.
- HVAC balancing and training is in progress.
- Prairie grass seeding will begin later this week, if the weather clears up.
- The large Black Hills Spruce that were agreed to during mediation with the Roseville neighbors have been planted in the locations requested by the neighbors. The Hamline Avenue rain garden has been planted and the rest of the north parking lot plantings have been installed.
- Shop drawings are being completed for the north parking lot fencing. Installation should begin next week.
- Work on the children’s garden is progressing. The garden still needs to be planted. Pervious pavers, Friends pavers, the play surface, and fencing need to be installed.
- Flooring is 95% complete.
- Elevators were inspected last week.
- The fire protection system is complete.
- Light fixtures are 98% complete.
- Casework delivery and installation is in progress. The circulation desk wasn’t built to specifications and was returned. The corrected version should arrive next week.
- Edging is being installed on the terrazzo floors. Floors are otherwise complete.
- Site concrete is nearly done. The contractor estimates one more day of work.
- If weather permits, the asphalt top coat will be installed in the north parking lot on May 13 and 14. If rain continues, the top coat will be installed in that parking lot after the library move is done.
- The final building cleaning has started.
- Punch list work is on-going.
- Exterior signage is scheduled for installation, beginning next week.
- Work is underway at Dunn Bros. Contractors are installing sheetrock this week. Signposts are in place for the outdoor drive-up speaker board and menu sign. Dunn Bros. plans to install a window overlooking the coffee shop patio.
- The 3-day LEED flush will begin on Saturday, May 15 and continue through Monday, May 17.
- The Grand Opening has been planned as a Zero-Waste Event. Ribbon-cutting is scheduled for 10 a.m., followed by a second Friends’ ribbon-cutting for the children’s garden. MS&R will serve ice cream in the children’s garden. Bruce the Bug Guy will offer programs in the children’s room. General programs will feature the building itself with panels of speakers discussing building design and construction and the art, grounds, and Green features of the building.

**Library Move**
- Arthur Street closed its doors to regular business at the end of the day on Saturday, May 8. Staff used Sunday, May 9 to catch up on shelving, delivery, and book return in preparation for RFID tagging and packing on Monday.
- 34 volunteers and a work crew of 20 people from Ramsey County Workforce Solutions showed up on Monday to assist the library staff.
- Tagging and packing has started with the adult nonfiction book collection. Every shelf in the library has been labeled. Books and their shelf labels are transferred to a book truck. A worker inserts an RFID tag in each volume. Another worker scans the barcode on the book and activates the RFID tag. The tagged books are
returned to the book truck. When the entire book truck has been tagged, it is wheeled to a packing area, where other workers box the books and label the boxes with the original shelf tag.

- There are teams of additional workers building boxes, adhering RFID tags to the DVD and CD collections, shelving returns, working on book returns and deliveries, running the daily holds list, and swapping out black-and-white DVD cover art.

- Interim service began on Tuesday, May 11 for request pick-up only. Request pick-up will be offered on Tuesdays and Thursdays from 3 to 7:00 p.m. and on Saturdays from 10 to 2:00 p.m. 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.

- Shelf bases from County storage have been repainted and will be ready for delivery to the library next week. Arthur Street shelf bases will be picked up for painting on Friday, May 14.

- Shelving and collections in storage in the West Building will be delivered to the library on Tuesday, May 18.

- The shelving for the second floor collections (adult fiction and nonfiction) will be delivered and assembled next week. New shelving will be delivered on May 25.

- After second floor shelving is installed and book boxes are delivered, potentially Friday, May 21 or Monday, May 24, a work crew of staff and volunteers will move to the Hamline library and begin unpacking the adult collections.

- A crew will remain at Arthur Street to finish the packing details. Surplus furniture pieces will be moved to other libraries.

- The Friends will have access to Arthur Street on June 1 to begin preparations for their book and surplus furniture sale.

- The first of the new furniture deliveries will begin at Hamline on Friday, May 28. Furniture deliveries will continue through Friday, June 18.

**Key Dates**

- May 9   Friends bookstore at Arthur Street will close
- May 9   Closing of full Arthur Street library
- May 9-25 Pack Arthur Street collection
- May 11-June 26 Interim service at Arthur Street
- May 14   Substantial Completion (estimated date)
- May 14-17 LEED building flush
- May 18-28 Moving days
- 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 10-13 Friends book and furniture sale at Arthur Street
- June 15   Tour of facility for Library Board members, 3:00 p.m.
- June 24   Open house for library staff, 8:30-10:30 a.m.
- June 25   Friends donor event at Hamline Roseville
- June 29   Dessert reception for library volunteers, 6:30-8:30 p.m.
- June 30   Arthur Street lease ends
- July 10   Grand Opening

Nemitz noted that Ramsey County’s Workforce Development Center is providing 20 workers fulltime for a period of 13 weeks, a value of approximately $130,000. Wettergren demonstrated the process of RFID tagging library materials, and distributed tags for the Library Board members to apply to DVDs from the collection. Nemitz indicated that a plan for tagging items at the other six libraries will be brought to the next Library Board meeting for consideration.

**ARDEN HILLS UPDATE:**

County Commissioners Tony Bennett and Jan Parker attended the April Task Force meeting in New Brighton. They summarized the Ramsey County budget situation including cuts to County Program Aid. They stated that the Ramsey County Board has been continuously supportive of the library system and sees the importance of continuing library service to the Arden Hills/New Brighton area.
There was a lot of discussion around remodeling costs for the current building. Nemitz contacted Jolly Mangine, Director of Ramsey County Property Management, regarding a rough estimate of typical remodeling costs. He suggested estimating $100 per square foot for the 8,000 square foot building, or about $800,000. Technology and furniture are not included in this estimate. In addition, this type of investment would not make the building ADA compliant.

Nemitz announced the hiring of HGA to conduct a fit study and cost estimate for the New Brighton Family Service Center. A contract has been signed. HGA will deliver a report by July 1, 2010. The Library and City of New Brighton are collecting usage data. Other demographic information is also being gathered.

At the Task Force meeting, Arden Hills City Council member Brenda Holden mentioned that the City Council may be unwilling to rezone the current library property from R1 (residential) to any other zoning category. This could make the property more difficult to sell, and may preclude several of the options identified, including rebuilding on the current site.

Discussions over terms of an agreement with the City of New Brighton continue. The City remains very interested in housing the Library.

Presbyterian Homes of Arden Hills would like to continue discussions throughout this process as they begin to plan for redevelopment of their Lake Johanna facilities.

The Baptist Conference Center has expressed interest in purchasing the current Arden Hills facility. If the City Council refuses the rezone the property, it could potentially be sold as several residential lots with water access.

Nemitz indicated that the next Task Force meeting will be canceled pending receipt of additional information.

**STAFFING PLAN UPDATE:**
The Library continues to manage staffing closely as a response to current budget conditions. At the beginning of 2009, the official staffing complement for the Ramsey County Library was 107.66 full time equivalent employees. Budget reductions resulted in a permanent reduction of 1.8 FTE on 1/1/2010 and the 2011 budget will result in an additional reduction of 1.6 FTE on 1/1/2011.

Over the past 18 months, the Library instituted a hiring freeze in an attempt to take these reductions through attrition rather than through layoffs. This strategy has succeeded. In February, the Library began to selectively hire in anticipation of the opening of the new library in Roseville.

During the past year, a series of discussions have taken place with library managers about the long term staffing levels at each site. All seven locations have seen their staffing complement reduced. Using the Master Plan as a guide, we have begun transferring staff. About 10% of current staff are affected.

Because of ongoing budget uncertainties, the Library’s staffing goal for the next 18 months is to maintain 5.0 FTE vacancies on top of the current cuts to avoid layoffs.

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

**MELSA REPORT:**
Norrgard reported that MELSA’s annual audit has been completed, with the agency receiving high scores. Some backlash has been received over the Neil Gaimann author program held in Stillwater. Members of the public have protested the fee paid to the author. Cultural Heritage funds must be used for programming, and may not be used to supplement library operating budgets.

**FRIENDS OF THE LIBRARY REPORT:**
The Friends first annual “BookIt 5K Walk/Run” will be held as a Roseville fundraiser on May 22. M&I Bank in Roseville is a major sponsor with a $1,000 donation. Other sponsors include Cub Foods, Culligan, Great Harvest, and Dunn Brothers. 300 participants are expected.
As of May 13, the Friends have raised $284,680 for the Roseville Library Capital Campaign. There is still time for donors to get their names on the donor wall with a donation of $500 for individuals or families and $1,000 for businesses or organizations. Donations of $250 for pavers continue to arrive.

The Friends have had great participation from children in creating designs for the cistern in the reading garden. Since the cistern is so large, the artist is adding large mosaics of children to the project.

Invitations to the June 25 donor reception will be mailed in the coming week. All donors who gave $100 or more will be invited to the event, which will include a live auction.

The annual luncheon was successful, with 97 guests on May 1 at the North Oaks Golf Club. Anatoly Lieberman was the keynote speaker. The Linder’s Greenhouse event was held the weekend of May 14, and will become an annual event.

The Reading Friends Literacy Project at Polynesian Village is off to a great start with some wonderful, talented Friends volunteers helping children build their literacy skills.

Volunteers are still needed for the June 10-13 Book-A-Palooza sale at the temporary library on Arthur Street.

**NEXT MEETINGS:**

June 15, 2010, RCL – Roseville, 2180 Hamline Ave. N. 3:00 p.m. (Tour)
July 21, 2010, RCL – Roseville, 2180 Hamline Ave. N., 6:30 p.m.

**MEETING ADJOURNED** 8:20 p.m.

Respectfully Submitted,

Mary Larson,
Library Board Coordinator