CALL TO ORDER:
Anderson called the meeting to order at 7:05 p.m. in the Meeting Room of the North St. Paul Community Center, 2290 First Street.

PUBLIC COMMENT:
None.

APPROVAL OF MINUTES:
Kessel made a motion to approve the minutes of April 16, 2003 as mailed. Bartell seconded the motion, which was approved unanimously.

DIRECTOR'S REPORT:
Carlson's written report for May 2003 was considered. The Library Board discussed their recommendation that the MELSA non-resident fee be increased. The MELSA Advisory Board tabled this recommendation. The BloodHag concert at the Ramsey County Library in Maplewood was also briefly discussed.

PRE-DESIGN DRAWINGS AND COST ESTIMATES FOR NORTH ST. PAUL:
David Dimond and Anthony Layne of Perkins and Will Architects were present to submit their conceptual drawings and cost estimates for a proposed new library location in the North St. Paul Community Center. Under the scenario developed by Library and City staff, approximately 1,500 square feet would be added to the existing Community Center, giving the Library a grand total of 2,600 square feet for library space. Meeting room and public restroom facilities would be shared with the Community Center, and are not included in the 2,600 sq. ft. The space proposed by the architects would be very flexible, and separated from the Community Center atrium by a glass wall and glass door, allowing natural light to filter through the library into the center atrium.

Dimond and Layne answered questions from the Library Board members and other present. The estimated project cost for North St. Paul is $500,00, plus books and automation costs.
Wiessner indicated that she will forward the Library Board’s recommendation to increase the non-resident fee to the MELSA Governing Board for consideration. The Advisory Board previously considered the recommendation, but took no action. The MELSA Trustees will hold a strategic planning retreat on May 29. MELSA’s reserve fund balance is approximately $1 million more than needed at present. The Trustees will develop a process for disbursing these unneeded reserve funds to the MELSA libraries, potentially for technology or another designated purpose. MELSA also has state funding earmarked for underserved minority communities, but will have to commission a needs assessment to determine how those funds will be used. The Library Board and Wiessner discussed the role of MELSA representative, and whether a Library Board Trustee would better fill the role. Currently, all other MELSA representatives are commissioners, with the exception of St. Paul, which appointed their foundation president.

The Friends’ Annual Meeting, held on April 26, was a sellout event for the first time. Author Lorna Landvik drew attendees from across the Twin Cities, and 21 persons were turned away. Kessel and Norrgard represented the Library Board at the luncheon. The Friends are donating $1,000 to the Library in honor of Arnold and Mary Anne Lindberg. The funds will be used to establish a genealogy resource collection. Preliminary planning for the Annual Booksale is underway. The sale will be held September 27-29 at the library in Roseville.

The Foundation received a $2,000 grant from the Northwestern Youth Foundation, which will be used to help fund the Summer Reading Program. The Foundation has committed $9,000 total for the 2003 Summer Reading Program. The Foundation’s Executive Board continues to discuss their role, their committee structure and their focus of fundraising efforts, and decided to review the draft development plan via a new executive committee. The Foundation will send a liaison to each Library Board and Friends meeting. Volunteers are being solicited for the Summer Reading Program Kickoff on June 7.

At the April Library Board meeting, the Board directed Library staff to work with Ramsey County Property Management and the Ramsey County Attorney’s Office to develop a process to sell the property and library building located at 2640 East 7th Avenue in the City of North St. Paul. The process would also include investigation of a method whereby the amount of proceeds from the sale of the building and property would be earmarked for the joint project with the City.

The first step in the process to sell the building and property is for the Library Board to determine that it is indeed excess property. The Board of Ramsey County Commissioners will make the final decision on the sale or re-use of the property. A number of steps have to be followed, including an appraisal of the property, a review of environmental conditions, obtaining a legal description and determining how the property is recorded in the Property Records and Revenue Department. Carlson and Mary Sokolik, Library Property Manager, worked with the Director of Property Management on a worksheet that will aid in the process.

It is also the opinion of the Assistant County Attorney, Gary Davis, in a memo dated March 19, 2003, that the proceeds from the sale of this facility and property would return to the Library, based on the precedent set with the sale of the former library in Maplewood in 1995. There is also no explicit requirement that proceeds from the sale must be used to fund the County’s Home Investment Partnership Program.
Norrgard made a motion, seconded by Kessel, to formally declare the property and library building located at 2640 East 7th Avenue in the City of North St. Paul to be excess property, and request the Ramsey County Board of Commissioners to sell the property. The motion was approved unanimously.

Following a request by Carlson, Norrgard made a motion directing staff to develop a process to dispose of all surplus property from the North St. Paul facility in a fiscally prudent manner, and in accordance with Ramsey County guidelines. Bartell seconded the motion, which was approved unanimously.

PRE-DESIGN DRAWINGS AND COST ESTIMATES (Continued):

The Library Board discussed the architect’s presentation earlier in the evening. It was noted that the cost estimates provided by Perkins and Will do not include land acquisition, computers, and library materials handling equipment.

Kessel made a motion to accept the pre-design drawings and cost estimates from Perkins & Will for the proposed joint project for library space in the City of North St. Paul. Cox seconded the motion, which was unanimously approved.

Carlson noted that a County Board Workshop has been scheduled for June 10, 2003, to outline the Library’s facility planning process and sharing the pre-design drawings. The Ramsey County Board of Commissioners must approve Bond funding for the proposed projects.

APPRAISAL OF LAND NORTH OF LIBRARY IN ROSEVILLE:

Carlson reported at the April Library Board meeting that the Library had retained Bakken, Leidl, Janssen, Day & Reach to conduct an appraisal of the property north of the library in Roseville. The appraisal has been completed, and offers valuations based on medium-density residential use, high-density residential use, and commercial development. The conservation easement currently encumbering the property was not considered in any of the valuations. Carlson noted that the highest valuation, based on commercial development, will be used for the facilities planning process. Since the land will be acquired through eminent domain, the cost will likely be somewhat lower.

The Library Board discussed the impact of the conservation easement on the final price of the property. Cox made a motion to direct staff to confer with legal counsel to determine the affect of the conservation easement on the cost of the land north of the library in Roseville. Norrgard seconded the motion, which the Library Board approved unanimously. Carlson will ask the Ramsey County attorneys to attend the June meeting to discuss the land acquisition process with the Library Board.

BENCHMARKING RCL TO OTHER COMPARABLE LIBRARIES:

Jeff Eide, Measurement and Evaluation Librarian, was present to discuss his report benchmarking Ramsey County Library to other comparable libraries. Each year Eide compiles the report showing comparisons between RCL and other library systems nationwide with similar populations served and total income. The report also contains branch comparisons within RCL and a summary of the Hennen’s American Public Library Rating (HAPLR). Ramsey County Library is once again rated a top 10 library by the HAPLR index, ranking 8th in the population category of 100,000-249,000.

AWARD CONTRACT FOR SHOREVIEW ROOF REPLACEMENT:

In November 2002, the Library Board approved the Maintenance/ Capital Improvement Spending Plan for 2003, which included replacement of the Shoreview roof. The budget for this project was estimated at $97,000 for roof replacement and $30,000 for exterior caulking and repairs. The two projects were combined into one for the bidding process.
For several years the Library has worked with roofing consultants Ambe Ltd. to monitor roof maintenance and repair needs at all seven libraries. For the Shoreview roof replacement, the Library hired Ambe Ltd. to facilitate the RFP and bid process, as well as the bid opening.

The project was advertised in accordance with Ramsey County purchasing guidelines, and five bids were received. The bid opening was held on Tuesday, May 6, with the lowest responsible bidder being Berwald Roofing of North St. Paul, at a base bid price of $109,683 and alternate $13,420 to install new backer and sealant in the metal wall panel joints. Ambe Ltd. carefully reviewed all the bids received, and recommended that Berwald Roofing be awarded the contract and alternate #1. The Library concurs with this recommendation.

Kessel made a motion to award the contract for roof replacement at the Ramsey County Library in Shoreview to Berwald Roofing of North St. Paul, at a base bid price of $109,683 plus $13,420 for alternate #1, subject to the approval of the Ramsey County Attorney’s Office, and authorizing the Library Director to sign the contract. Cox seconded the motion, which was unanimously approved.

RAMSEY COUNTY LIBRARY FOUNDATION FUNDING REQUEST:

On June 19, 2002, the Library Board approved a request from the Ramsey County Library Foundation for operating funds. The Foundation requested $25,000 in 2002, and $20,000 in 2003.

To align with the Foundation’s fiscal year, the Library Board awarded grants to the Library Foundation in the amounts of $12,500 in 2002, $22,500 in 2003, and $10,000 in 2004. The funding would be taken from the Library’s book budget, with the stipulation that the Foundation would provide comparable amounts in undesignated gifts to the Library to be used for collections. In August 2002, the first installment of $12,500 was mailed to the Foundation. A comparable gift of $12,500 was received January 10, 2003, from the Foundation.

At the February 19, 2003, Library Board meeting, the second installment of the 2002 grant to the Ramsey County Library Foundation ($12,500), and the first installment of the 2003 grant ($10,000), were approved for a total grant of $22,500. However, the Ramsey County Library Foundation cancelled their contract with Executive Director Tamara Hauser effective March 1, 2003, eliminating their operational expenses. As a result of this cancellation, Foundation President Jim Ostlund has indicated that the Foundation no longer needs the Library funds, which were used to offset the Executive Director’s salary.

Norrgard made a motion to rescind the motion made on February 19, 2003, approving the total grant amount of $22,500 to the Ramsey County Library Foundation for operational expenses, and to authorize staff to keep said amount in the Library’s book budget. Bartell seconded the motion, which was unanimously approved by the Library Board.

2004 BUDGET OVERVIEW:

Ramsey County departments received the 2004 Budget Schedule and Instructions from the County Manager and the Director of Budgeting and Accounting on May 13, 2003. The 2004 Budget requests must be submitted to the County Manager no later than June 6, 2003. The County Manager and/or the Director of Budgeting and Accounting will meet with departments to review the Requested Budget and Unfilled Priorities between June 15 and July 18.

As projected in January, the Library’s levy target remains a decrease of $647,100 from the 2003 approved budget, or a levy of $6,632,868. At the February 5, 2003 meeting, the Library Board approved budget reductions to reach the expected levy target, including suspension of service at the library in Arden Hills. The Library’s 2004 Budget Request will incorporate the reductions approved in February.
The County Board must determine how the expected reductions in State funding will be implemented across the County. The cuts may be distributed equally, or could be implemented as pass-through cuts.

Cox made a motion, seconded by Bartell, to authorize staff to submit the budget request based on the reductions approved February 5, 2003. The budget request shall be submitted to the County Manager by the deadline of June 6, 2003, pending the approval of the Library Board at its meeting on June 18, 2003. The Library Board approved the motion unanimously.

CONCEALED WEAPON LEGISLATION:
Norrgard introduced a draft policy he wrote in response the concealed weapon legislation recently enacted into law in Minnesota. Norrgard's policy would prohibit revolvers and automatic handguns of any size or shape onto properties owned or operated by the Ramsey County Library.

Commissioner Wiessner noted that the Ramsey County Board of Commissioners will be considering a County ordinance on handguns at their meeting on May 27, 2003.

Norrgard made a motion to recommend that the Ramsey County Board of Commissioners adopt a County-wide policy prohibiting the use or possession of handguns onto properties owned or operated by Ramsey County. Wolsfeld offered a friendly amendment, suggesting that the language “...consistent with the law as it applies to the Minnesota State Capitol and federal buildings in the state,” be added to the motion. Norrgard accepted the friendly amendment. Cox seconded the amended motion, and the Library Board approved the motion unanimously. Wiessner will forward the Library Board’s recommendation to the County Board of Commissioners for their discussion on May 27th.

NEXT MEETING:
The next meeting of the Library Board will be Wednesday, June 16, 2003, in the Conference Room of the Library Administrative Offices, 4570 North Victoria Street, and beginning at 7:00 p.m.

ADJOURNMENT:
Kessel made a motion to adjourn. The motion was seconded by Bartell, and approved unanimously by the Library Board. The meeting adjourned at 9:15 p.m.

Respectfully submitted,

Mary Larson
Library Board Coordinator