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; Jennifer Dietrich, Reference Librarian/Note-taker

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

CALL TO ORDER:
Norrgard called the meeting to order at 7:10pm at the Shoreview Library, 4570 N. Victoria Street, Shoreview.

PUBLIC COMMENT/INTRODUCTION OF VISITORS:
All parties present introduced themselves. No public comments were made.

APPROVAL OF AGENDA AND MINUTES:
Motion was made by Nemitz to move Mangine and the Maplewood Project Next Steps to the forefront of the agenda. Motion unanimously approved by the Board.

GENERAL ANNOUNCEMENT:
No general announcements were made.

NEXT STEPS FOR THE MAPLEWOOD LIBRARY:
Progress continues on the Maplewood Library building project. Property management continues to explore the best and fastest way to move forward with the project. Mangine reported that on June 7th, the County Board ratified moving forward on the new site that is part of the Legacy Village project. The County Board is scheduled to approve the purchase agreement on July 12, 2005.

Anderson questioned whether there is any reason for concern about the soil content on the Legacy Village site that could be in any way similar to the issues found on the existing Maplewood property. Mangine expressed that there is little concern that the soil on the Legacy property be unstable in any way. It has been farm land for years and the property management team is not expecting any surprises in terms of soil content. The Library has contracted with a firm to examine the quality of the soil.

Mangine stressed that the project is at a critical point as to how it will proceed. The first major discussion of the evening revolved around how to proceed with the Request for Proposal (RFP) process. Mangine began by explaining how the process for RFP’s work and how they can be large or small in scope. He felt that based on the process many RFP’s take, the Library Board should know by September 2005 who the construction manager will be for the project. Mangine stated that roughly 90% of the RFP is done already.
A motion to issue an RFP for construction manager through the city/county purchase process was made by Norrgard, and it was seconded and unanimously approved.

The architects, Parker Durrant, were asked to estimate the costs of a design for a new building. Parker Durrant estimated their fee at $102,000. According to Mangine, in general about 20% of total construction costs should be schematic design monies. In the case of Maplewood Library being built on a new site, this fee should be about $80,000, much less than $102K.

Norrgard questioned if Parker Durrant had been paid any fees to date. Mangine replied yes, they have been paid $78,000 for schematic design plans completed for the existing Maplewood building. The $102K would be a new set of fees required by Parker Durrant to complete a new schematic design for a new building. It was assumed that the program design work would be transferable to a new plan.

Mangine gave detailed background information on his meetings with Parker Durrant thus far, not all of which were completely positive. After Mangine’s reports on the architect meetings, Wolsfeld voiced concerns about the team approach needed between the architects, possible construction managers, the Board, et al.

At this point in the meeting, a lengthy, detailed discussion occurred about the partnering of architects and the hiring of general contractors and how best to achieve the absolute best results for this particular project.

A possible schedule of building progression was also discussed in terms of either an early start (breaking ground fall 2005) or a late start (breaking ground spring 2006). Construction time on a new building this size is averaging about 6-7 months from beginning to end completion. If construction was begun in fall 2005, there would be significant costs to winter construction (heating, tenting areas being worked on) vs. spring construction.

Mangine stressed two processes will need to be completed before ground breaking can take place; a CUP (conditional use permit) and a Design Review Board.

After much discussion, Wolsfeld questioned if there was any specific reasons to stay with Parker Durrant as the architect for this project. Morphew pointed out that to date, Cindy, Karl (Parker Durrant) and the library’s relationship with Parker Durrant has been positive and cohesive. She voiced they’re a firm that has good command of consultants and so far have been very mindful of staff concerns/ideas towards the new building.

When the above question was raised, many Board members immediately voiced concern over the extra $102,000 towards a new schematic design and the reluctance of Parker Durrant to work with future construction managers.

A motion was made by Wolsfeld to move toward an RFP for construction manager/architects package, or team approach, rather than force two working groups together. Wolsfeld in relation to this motion also recommended terminating the current contract with Parker Durrant and canceling the legal agreement. Anderson seconded the motion, and it was unanimously approved.

Due to the length of this first topic, the Board approved pushing all other agenda items except the Northwest Area Task Force item to the next meeting on July 6.

Nemitz briefly stated that the 2006-2007 budget information was included in the Board packet and was mainly for information purposes only.

**NORTHWEST AREA LIBRARY ACCESS PLAN:**

An article appeared last week in the St. Paul Pioneer Press describing the possible closure of the Arden Hills and Mounds View Libraries. A longer online version of the same article ran last week on the Pioneer Press website. Norrgard clarified his input into the article and how much of what he expressed to the journalist was taken out of context. Other local papers were contacted after the article ran to discuss the goals of the Library Board as they relate to the Northwest area of the County.

Nemitz requested that all press/media inquiries be forwarded through the administrative offices, specifically through the communications manager.
Nemitz stressed it’s very important to have a positive relationship with the press who will be covering library events over the coming year as we proceed forward with a Task Force and building projects.

Also reported recently in television news was an investigative report in Minneapolis that showed discarded books being thrown away. The Ramsey County Library has policies and procedures in place to sell used and weeded books.

Both Anderson and Williams stressed taking proactive approaches to future articles. Wolsfeld recommended talking with reporters & the media on how the library system can work together with them in order to accurately portray the task force.

Norrgard requested that Nemitz bring the statute regarding discarded materials and the rules preventing library materials from being thrown away to the next meeting.

A subcommittee for the task force is needed which will be responsible for reviewing applications and making a recommendation of a slate of individuals to serve for approval at the July meeting. Anderson, Weltzin, and Cox will serve as this subcommittee to work on Task Force issues.

**DIRECTOR’S REPORT:**
Nemitz reviewed the need for defibrillators in at least 2 of our buildings as we serve thousands of patrons daily. The cost per defibrillator is roughly $1500. She is working on finding funding for these machines.

**MEETING ADJOURNED: 9:20pm**

**Next meeting: July 6, 2005, Shoreview Library.**

Respectfully Submitted,

Jennifer Dietrich
Roseville Reference Librarian