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

STAFF PRESENT:
Susan Nemitz, Library Director; Mary Larson, Library Board Coordinator; Sandy Walsh, Deputy Director; Lynn Wyman, Deputy Director; Kristi Saksvig, Communications Manager; Meg Robertson, Arden Hills/New Brighton Library Manager

OTHERS PRESENT:
Jan Parker, Ramsey County Commissioner; Sue Gehrz, Heather McNeff, Friends of the Ramsey County Libraries; Griffin Hughes, Library staff

CALL TO ORDER:
Norrgard called the meeting to order at 6:30 p.m. in the Community Program Room of the Ramsey County Library in Roseville, 2180 Hamline Avenue North.

PUBLIC COMMENT:
No public comment.

APPROVAL OF AGENDA AND MINUTES:
Weltzin made a motion to approve the agenda for June 15, 2011, and the minutes of April 20, 2011 as presented. Rapheal seconded the motion, which was approved by unanimous vote.

NAMING RIGHTS:
In October 2008, the Library Board adopted a Naming Policy to assist with private fundraising for capital campaigns organized by the Friends of the Ramsey County Libraries.

On June 2, 2011, the Friends officially kicked off a Capital Campaign for the Ramsey County Library in the New Brighton Community Center. To date, 39 community leaders from New Brighton, Arden Hills and Minneapolis have joined the Capital Campaign Committee and are enthusiastically working toward a goal of raising $65,000 for literacy building equipment, art, custom furnishings, storage, a fireplace, window seats and books.

The Friends are requesting Library Board approval to offer Naming Rights for the two Reading Rooms in recognition of a $25,000 donation for each room. Naming rights were granted for three rooms in the library located in Roseville in recognition of donations of $10,000, $20,000, and $50,000. Library Board approval will be required before the naming right for a room is granted.

Williams made a motion to authorize the Friends of the Library to offer naming rights for two reading rooms in recognition for a $25,000 donation for each room as part of the Capital Campaign for the Ramsey County Library in New Brighton. Final approval by the Library Board will be required for all proposed naming rights donations. Mielke seconded the motion, which was approved by unanimous vote.

Rapheal thanked the Friends for their hard work on the Capital Campaign.

CONDUCT POLICY:
Recently a troubling and difficult situation arose that was not adequately covered by the existing Conduct Policy. Staff wanted to be fair to all individuals involved, and needed more guidance in how to respond to the situation. In consultation with the County Attorney’s Office, language was developed that would address similar issues in the future.
Aplikowski made a motion to approve the revised Conduct Policy effective immediately. Williams seconded the motion, which was approved unanimously.

**NEW BRIGHTON TECHNOLOGY:**
The DVD format continues to be a leading media type demanded by Ramsey County Library customers, and it is expected that demand will continue into the foreseeable future. Because of this, the Library is investigating the potential use of 3M’s Library Media Box at the library in New Brighton. The Media Box is capable of dispensing and checking out DVDs to customers both during and outside normal operating hours. Its design is simple and similar to available commercial DVD vending machines.

For New Brighton, the Library is looking for a smaller capacity solution which will provide a first-come, first-serve selection of popular titles during the hours New Brighton Family Service Center is open to the public. The unit will be placed outside of the library, but inside the Family Service Center.

MELSA funds would be used for this purchase, and New Brighton would become a pilot project to determine the impact this type of system has on service levels, circulation, and on-going cost. The initial price of these units is approximately $35,000, with ongoing maintenance approaching $4,000 per year. With the Media Box able to manage approximately $11,000 worth of DVDs at any one time, and do so in a self serve – secure environment, the unit has the potential to provide a positive impact on both operations and collection use within a short timeframe.

Nemitz noted that RCL has been looking into DVD vending machines for over five years. The lead time for ordering this equipment is about 90 days, and decisions must be made in the next few weeks if the technology is to be in place for the grand opening. Because of the short turnaround time, staff is asking the Library Board to approve the formal investigation and resulting purchase of any DVD vending solution approved by the Library Director.

Mielke made a motion to approve the investigation and purchase of a DVD vending solution for the Ramsey County Library in New Brighton, pending approval by the Library Director. Purchase amount not to exceed $40,000. Aplikowski seconded the motion. Norrgard questioned whether the Library Board should review formal quotations and product specifications before approving a purchase of this amount. Mielke stated that she trusts the staff to use appropriate judgment in determining whether the DVD vending machine option is in the Library’s best interests at this time, and other Board members concurred. The motion was approved by majority vote, with Norrgard dissenting.

**2012-2013 PROPOSED BUDGET:**
Nemitz indicated that the County Manager’s budget proposal to the County Board is expected on July 26, 2011. The Library’s budget hearing with the Commissioners is scheduled for August 15, and the maximum levy must be certified by September 13. She met with the County Manager and Budget & Accounting staff on May 4 to discuss the implications of the potential budget reductions.

**IMPLICATIONS OF A GOVERNMENT SHUTDOWN:**
The State Attorney General has filed several petitions to continue core services of the State government. Ramsey County will try to continue providing services without interruption. The impact is unknown at present, but the Human Services Department is expected to be hit hardest. MELSA is not a State agency, so the shutdown would have no direct impact on libraries.

**STAFF BORROWING PRIVILEGES:**
Currently, Ramsey County Library staff members and retirees are exempt from late fees for items checked out on their personal accounts. Rental fees, lost or damaged charges are accrued at the same rate as other patrons. St. Paul Public Library recently discontinued this staff benefit, which has also been eliminated by the other MELSA libraries, leaving Ramsey County as the only Twin Cities library with this policy. Nemitz indicated her discomfort with being the sole library to offer this benefit to staff, and acknowledged that it is an anomaly from the past and inappropriate for a public sector agency. Commissioner Parker concurred, noting that the policy is contrary to the Ramsey County ethics policy.

The Library Board discussed the timing of changing this policy, wanting to give staff adequate warning of the upcoming change. Nemitz suggested implementing the change by September 1, while the Board members thought six months would be an adequate time frame. Retirees have also received this benefit, and will be affected by the policy change.
Aplikowski made a motion to eliminate the exemption from late fees for current staff and retirees from the staff borrowing policy, in order to be consistent with Ramsey County policy; this change to be implemented no later than December 31, 2011. Anderson seconded the motion, which was approved by unanimous vote.

COPY/PRINT FEE INCREASE:
As part of the 2012-2013 budget discussion in April, staff identified a proposal to increase the fee for black & white prints made on library copiers and printers. Currently, the Library charges 15¢ per page, and patrons pay using honor boxes in each branch. Since the honor system was implemented many years ago, the Library has recovered its annual costs for paper and toner for the public and staff, and much of the cost of copier and printer equipment in the libraries.

In 2010, the Library's printer/copier revenue was $45,000. Staff recommends increasing the copy/print fee from 15¢ per page to 20¢ per page for black and white prints, resulting in an estimated revenue increase of $15,000 per year. The Library also offers color prints for 75¢ per page, and is not seeking to increase this fee at the present time.

Mielke made a motion to approve the fee increase for black & white prints & copies from 15¢ per page to 20¢ per page effective January 1, 2012. Aplikowski seconded the motion, which was approved by unanimous vote.

NEW BRIGHTON UPDATE:
The groundbreaking ceremony for the New Brighton branch took place in the shade of the New Brighton Community Center in 103 degree heat on the evening of June 7. Norrgard was the emcee, speaking about the important role libraries play in a community and the occasions for cooperation and partnership this library offers. Commissioner Parker, Mayor Jacobson, Dean Lotter, and Sue Gehrz also offered remarks speaking to this new partnership and the excitement and opportunities afforded by the new library. Hard hats were donned by members of the Library Board, County Board, City Council, capital campaign committee, and others involved in the planning of the new library and the golden shovels dug in as cameras marked the event.

The building permit was received and construction began on June 10 after some minor changes were made to a few construction details. During construction, a banner announcing the coming of the library will be affixed to the fence surrounding the work area.

Construction bids came in significantly lower than expected, allowing some features to be added back to the project.

The FF&E (furniture, fixtures, and equipment) bid package was issued June 1. Questions were entertained until June 7 and answers were distributed to all interested vendors June 9. Bids were due at noon June 15. Custom furniture and end panels and canopy tops for shelving were included in the bid. All other items are being purchased from existing contracts or as pickup orders.

The collection for the New Brighton library is being selected with an emphasis on high-demand items and popular browsing collections. The opening day collection will be ready to shelve in September.

The Capital Campaign Committee for the New Brighton branch met on June 2 at the New Brighton Community Center to brainstorm fundraising ideas. A goal of $65,000 has been set to address the following enhancements for the New Brighton branch library, including:

<table>
<thead>
<tr>
<th>Literacy-building equipment</th>
<th>Decorative Lighting</th>
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<tbody>
<tr>
<td>Literacy kiosk</td>
<td>Art</td>
</tr>
<tr>
<td>Fireplace</td>
<td>Books</td>
</tr>
<tr>
<td>Four custom window seats</td>
<td></td>
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</table>

The Campaign Committee includes the following individuals:

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<thead>
<tr>
<th>Marre Jo Sager</th>
<th>Yael Sivan</th>
<th>Eva Keiser</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan Parker</td>
<td>Paul Jacobsen</td>
<td>Nancy Guerino</td>
</tr>
<tr>
<td>Char Samuelson</td>
<td>Rick Thomas</td>
<td>Sue Gehrz</td>
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<tr>
<td>Judy Benke</td>
<td>Jane Fields</td>
<td>Susan Nemitz</td>
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DIRECTOR'S REPORT:
Nemitz’s June 2011 report to the Library Board was mailed prior to the meeting. (Available upon request.)

MELSA REPORT:
Norrgard distributed copies of MELSA’s new Strategic Plan, adopted 6-8-11. He confirmed that MELSA’s services would not be impacted by the shutdown, at least in the short run. MELSA is not a State agency, and has funding reserves that should last about six months.

FRIENDS OF THE LIBRARY REPORT:
The Friends of the Ramsey County Libraries had record-breaking attendance with 149 guests at the Annual Luncheon at the North Oaks Golf Club on April 30. Tracy Lambrecht, the younger member of the mother-daughter team who has written the best selling mystery novels as P. J. Tracy, was the amazing speaker. Thanks to the event sponsors, Minnesota Vein Center in North Oaks, and John Czaia, RBC Wealth Management, Shoreview Office, this event raised $1,250 for the libraries.

In spite of the weather, the Second Annual BookIt 5K Walk/Run was a fun experience for the 222 participants and 40 volunteers, with 167 hearty folks finishing the race in the rain. Thanks to the sponsors, this event raised nearly $5,000 for the Summer Reading Program. The third annual BookIt 5K will be held on May 19, 2012, at the Roseville Library.

The Friends and RCL received an “Active Living Champion” award from Active Living Ramsey Communities in recognition of the new Active Minds/Active Lives partnership.

On May 20, the Friends hosted a reception and dedication of the commissioned painting called “Love’s Cascading Rhythm” installed over the upstairs fireplace in memory of Joan Bartell. The local artist, Lana Grow, created a spectacular piece of art that is getting rave reviews from library patrons and staff.

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NEXT MEETING: July 20, 2011, RCL – Maplewood, 3025 Southlawn Drive, 6:30 p.m.

MEETING ADJOURNED: 7:40 p.m.

Respectfully Submitted,

Mary Larson,
Library Board Coordinator