CALL TO ORDER:
Cox called the meeting to order at 7:02 p.m. in the Conference Room of the Ramsey County Library Administrative Offices, 4570 North Victoria Street.

PUBLIC COMMENT/INTRODUCTION OF VISITORS:
Cox acknowledged the visitors present at the meeting.

APPROVAL OF AGENDA:
Cox added “Resignation of Library Board Trustee Bridget Murray” as item C under the Discussion Items section of the agenda. With this addition, Wolsfeld moved to approve the Library Board Agenda for June 16, 2004. Weltzin seconded the motion, which was approved unanimously by the Library Board.

APPROVAL OF LIBRARY BOARD MINUTES:
Wolsfeld made a motion, which was seconded by Weltzin, to approve the Library Board meeting minutes of May 19, 2004 as presented. The motion was approved unanimously by the Library Board.

ENVIRONMENTAL HEALTH LEASE EXTENSION:
The Library’s current lease with the Ramsey County Department of Public Health for the lower level of the library in Maplewood will expire on October 31, 2004. Alice-Jo Carlson, Library Director, met last year with Rob Fulton, Public Health Director, to negotiate new lease rates. The current monthly lease rate is $5,717.00 per month ($68,604 per year). For November and December 2004, the monthly rate will increase to $7,661.31. In January 2005, the monthly rate will increase again to $8,044.38 ($96,532.56 per year).

The proposed lease extension is for fourteen (14) months, through the end of 2005. Because the planned expansion and renovation of the library in Maplewood includes an expansion of the Public Health space, a new lease would be negotiated further down the road when more details regarding square footage, amenities, etc. are known.

Wolsfeld made a motion to approve the First Addendum to Lease between Ramsey County, through its Public Health Department, and the Ramsey County Library Board, for office space in the lower level of the Library in Maplewood, subject to the approval of the Ramsey County Attorney’s Office. Term of the lease extension shall be fourteen (14) months, from November 1, 2004 through December 31, 2005.
Rental shall be $7,661.31 per month for November and December 2004, and shall increase to $8,044.38 per month for the calendar year 2005. Norrgard seconded the motion, which was approved unanimously by the Library Board.

**RFP FOR ARCHITECTURAL/ENGINEERING/INTERIOR DESIGN SERVICES:**
Carlson introduced Carol Morphew of Ramsey County Property Management, who will be the project manager for the expansion and renovation at Maplewood. Morphew previously worked with Library staff to redesign the Technical Services, Interlibrary Loan, and Automation Services areas. She was also the project manager for the Ramsey County Family Service Center in Maplewood, and prior to that worked at an architectural firm for 18 years.

Library staff have met with Carol Morphew to develop a detailed project timeline and draft Request for Proposals (RFP) for Architectural/Engineering/Interior Design Services for the project. The County Attorney’s staff has also had input into the RFP, and will review the document again after approval by the Library Board. Susan Feuerherm of Contract and Analysis Services will manage the RFP process.

Morphew indicated that the RFP presented to the Library Board for approval is a standard Ramsey County RFP, used to develop an entire team of specialists, including engineers, designers, landscape architects, etc. Once proposals are received, an evaluation team will hold meetings with each of the proposers, and make a recommendation to the Library Board at the August 18 meeting. The evaluation team will consist of Alice-Jo Carlson, Mary Sokolik, and Sandy Walsh from library staff, David Norrgard from the Library Board, Zack Hanson from Ramsey County Public Health, and Jolly Mangine and Carol Morphew (as facilitator) from Ramsey County Property Management.

Morphew indicated that, sometime in the future, the Library Board will need to determine whether to close the building during the renovation and expansion, or keep the building open to the public for full or limited service. The Board members agreed that it was much too early to make this decision, but Weltzin noted that she would favor the least difficult option.

The need for a potential shared parking agreement was also discussed. Further information on this subject will be addressed at a future Library Board meeting.

Wolsfeld moved to approve the Request for Proposals for Architectural/Engineering/Interior Design Services and the project timeline for the expansion and renovation project at the library in Maplewood, 1670 Beam Avenue, subject to the approval of the Ramsey County Attorney’s Office. Weltzin seconded the motion, which was approved unanimously by the Library Board.

**STRATEGIC PLANNING PROCESS UPDATE:**
On May 4, 2004, the Library Board, representatives from the Friends/Foundation, and several staff met with Sue Hall of The Milestone Group to begin developing a mission, vision, goals and objectives for the Library. At that planning session, a subcommittee of Library Board, Friends/Foundation, and staff members volunteered to develop the mission and vision, using ideas generated by the group. The Library Board approved the proposed mission and vision on May 19, 2004. Staff met with Sue Hall to develop goals and objectives which were then further refined by the subcommittee on May 25.

Hall solicited comments, and suggestions for revision to the subcommittee’s draft goals and objectives. Minor suggestions were made in sections two and three, and Carlson forwarded Anderson’s suggestion, sent prior to the meeting, that an additional objective be added to goal four addressing staff efforts to “…create a culture of respect and excellence among our staff.”

Weltzin moved to approve the Strategic Plan 2005-2007 Goals and Objectives as revised, and direct staff to develop action steps for each objective. Norrgard seconded the motion, which was approved unanimously by the Library Board.
Carlson asked Cox or another Library Board Trustee to present the finalized Strategic Plan to the Library staff at the Inservice Day on November 11. Cox agreed to handle this presentation.

Hall commended the Library Board and library staff on a pleasurable strategic planning process, and gave kudos to all involved for their openness to new ideas and willingness to move beyond the traditional.

**BENCHMARKING RCL TO OTHER COMPARABLE LIBRARIES:**
Each year, Jeff Eide, the Assistant Manager at the Ramsey County Library in Maplewood, prepares a statistical report showing comparisons between RCL and other library systems of similar populations served and total income. The information for this year's comparison was gathered from the Public Library Data Service Report for the year 2002.

Eide noted that RCL is 51.6% above average in circulation per capita and 86.2% above average in circulation per staff FTE compared to other similar libraries. This represents a substantially higher workload than our peer libraries, with workload increasing more than 21% in just the last two years. RCL's circulation per staff level is the highest among the MELSA libraries.

Eide also reported that Ramsey County Library was ranked in a tie for 7th place in our population category on the Hennen's American Public Library Rating (HAPLR) Index for 2003. The Index uses 15 weighted criteria to assign a theoretical score between 1 and 1,000. According to Hennen, most libraries will score between 260 and 734. Ramsey County Library's most recent score was 834.

**FACILITIES PLANNING UPDATE:**
**North St. Paul Project**—Construction drawings were issued for bid June 16, 2004, with bids due to be opened on July 1 at the North St. Paul Community Center. Construction will begin shortly after the bids have been tabulated and the contract awarded. Bruce Thompson, Ramsey County Property Management, is the Library’s project manager for this project.

**Roseville Project**—The Ramsey County Attorney's Office has been working with Ramsey County Property Management on the acquisition process for the land north of the library in Roseville. A petition will be filed with the court for acquisition. Ramsey County will be represented by Assistant County Attorney David MacMillan. A comprehensive appraisal must be commissioned for the property, since the previous, preliminary appraisal has expired. The court should determine the value of the property by mid-August. Carlson reported that she received a Data Practices request to release information on the Roseville land acquisition process from Timothy Nelson, attorney for Hamline Avenue Properties LLC. Carlson worked with Gary Davis, Assistant County Attorney, to comply with the request.

**TRUSTEE RESIGNATION:**
Cox indicated that Bridget Murray, Library Board Trustee from White Bear Lake, is moving to Massachusetts, and resigning her position on the Library Board. The Ramsey County Manager’s Office has been contacted to begin the process of filling the vacant Trustee position.

**DIRECTOR’S REPORT:**
Carlson’s written report for June 2004 was mailed to the Library Board prior to the meeting. The Summer Festival, kicking off the 2004 Summer Reading Program, was a tremendous success, with everyone enjoying donated food, the climbing wall, and other activities. Booker, the Library’s mascot, was once again a popular attraction. Booker was accompanied in the morning by Library Board President Victoria Cox, and in the afternoon by Ramsey County Commissioner Jan Wiessner. An estimated 2,000 people attended the Festival.

**MELSA REPORT:**
Wiessner noted that the reimbursement formula for member libraries is being debated by the MELSA Governing Board. The current formula is based on flawed data, resulting in one or two libraries receiving the highest reimbursement year after year. They are hoping to develop a more equitable formula.
METRONET REPORT:
Lynn Wyman, Library Manager, submitted the Metronet Governing Board report.

- With the hiring of the new Minnesota Director of Educational Support (the state librarian), the Minnesota Library Council is considering what role, if any, it should play in the future. The Council’s initial function was to advocate for the hiring of a state librarian and to fill the void left by the vacant position.
- Metronet’s Annual Meeting was held on Thursday, June 4, at Metro State University. Larry Millett, retired architecture critic from the Pioneer Press, and a panel of librarians addressed the topic “What Makes a Library Succeed? Designing for Comfort in a Public Building.”
- Metronet’s LSTA application to produce a second Exemplary Librarians DVD was turned down. Susan Baxter will be applying to the MLA Foundation for funding.
- Work is proceeding on the update to the original School Media Census. Over 900 schools have been entering data on the survey website.
- Metronet Board member John Bergstrand, who works in advertising, developed a new logo for Metronet, which features a chain with four links representing the four types of libraries in Metronet (school, public, special, and academic) and includes the Metronet tagline (linking libraries through training, innovation, and advocacy).
- Five members of the Governing Board, including Wyman, have terms that expire in June. Their names have been sent to the MELSA Board of Trustees for re-appointment. Metronet Board members can serve three consecutive two-year terms.
- The Board approved next year’s budget and the application for FY2005 operating grant funds. Metronet’s operating grant for FY2005 should be $181,246.
- The Board approved a six-year renewal of Metronet’s lease for office space.
- A Metronet Board subcommittee, including Peter Pearson of the St. Paul Friends, is developing an Advocacy Plan as part of Metronet’s new strategic plan.

FRIENDS OF THE SUBURBAN RAMSEY COUNTY LIBRARIES REPORT:
Weltzin reported that the Friends will meet in late June. Although a final decision has yet to be made, the Friends are likely to proceed with the September book sale, despite having fewer books than normal to sell.

NEXT MEETING:
The Library Board’s next meeting will be held Wednesday, July 21, 2004, in the Meeting Room of the Ramsey County Library in White Bear Lake, 4698 Clark Avenue, beginning at 7:00 p.m.

ADJOURNMENT:
Following a motion by Norrgard and a second by Weltzin, Cox adjourned the meeting at 8:55 p.m.

Respectfully submitted,

Mary Larson
Library Board Coordinator