BOARD MEMBERS PRESENT:
Matthew Anderson, Joan Bartell, Victoria Cox, Bruce Kessel, Bridget Murray, David Norrgard, Susan Wolsfeld

STAFF PRESENT:
Alice-Jo Carlson, Library Director; Mary Larson, Library Board Coordinator

OTHERS PRESENT:
Jan Parker Wiessner, Ramsey County Commissioner; Julio Mangine, Ramsey County Property Management Director; David MacMillan, Assistant Ramsey County Attorney

CALL TO ORDER:
Anderson called the meeting to order at 7:05 p.m. in the Meeting Room of the Library Administrative Offices, 4570 North Victoria Street in Shoreview.

PUBLIC COMMENT:
None.

APPROVAL OF MINUTES:
Wolsfeld made a motion to approve the minutes of May 21, 2003 as mailed. Cox seconded the motion, which was approved unanimously.

DIRECTOR'S REPORT:
Carlson’s written report for June 2003 was discussed. The Summer Reading Program has garnered approximately $90,000 in cash contributions and in-kind donations, the greatest support from the community to date, an accomplishment the Library Board commended. Carlson also noted that Codeco, the German company that manufactures RCL’s express checkout machines, has asked to use Booker, the Library’s mascot, to promote self-checkout to their library clients worldwide. Carlson and Laura Johnson are consulting with a representative from an advertising agency, working on a pro bono basis, to determine an appropriate licensing fee.

MELSA REPORT:
Commissioner Wiessner reported that the MELSA Governing Board met that day to discuss MELSA’s draft Strategic Plan, which Wiessner distributed for the Library Board’s information. Five goals were adopted at the meeting:
1. Provide appropriate, efficient and responsive leadership to achieve MELSA’s mission.
2. Increase the understanding of the individual and institutional value of public libraries among Metro residents, MELSA members and elected officials.
3. Foster an atmosphere that encourages technological innovation in member libraries.
4. Support the ongoing regional needs of MELSA’s member libraries.
5. Support MELSA members’ efforts to provide efficient, seamless customer service.

Wiessner also noted that MELSA’s Executive Director, Marlene Moulten Janssen, is one of three finalists for the Washington County Library Director position. Prior to her position at MELSA, Moulten Janssen served as Assistant Director of the Washington County Library.

METRONET REPORT:
The Metronet Governing Board met on May 20. The Board approved the Director’s expanded objectives
for 2003. Metronet is expecting a final payment from the state of $30,000 for fiscal year 2003. To date, Metronet’s projected revenue of $180,792 for FY2004 will not be affected by the state budget shortfall. Salary increases for Metronet staff were authorized. Pending approval by the MELSA Board of Trustees, the Metronet Board will have three new members effective July 1. Metronet will begin work on a new strategic plan in FY2004. Susan Baxter, Metronet Director, was authorized to hire a facilitator for the planning process. Ten librarians from Moldava, brought to the United States by Connect US-Russia, a local nonprofit organization, visited libraries in the Twin Cities, including Roseville. Metronet will be participating with MELSA in hosting a booth in the Technology Building at the State Fair. The Metronet Annual Meeting was held May 28 at the St. Anthony Library in St. Paul. Authors Ellen Hart and Carl Brookins of the Minnesota Crime Wave were the featured speakers.

Wiessner noted that the Moldavan librarians’ visit to Roseville was discussed at the MELSA meeting, as the Moldavans were very impressed with the visit, and especially loved seeing Booker.

FRIENDS OF THE SUBURBAN RAMSEY COUNTY LIBRARIES REPORT:
Bartell reported on her attendance at the June meeting of the Friends. Topics discussed included the donor recognition event scheduled for August 13, 2003. The Friends will provide refreshments for this event honoring Betty Wold Johnson, who donated $10,000 to the Ramsey County Library in White Bear Lake via the Friends. There will be no Friends’ meeting in July due to preparations for the used book sale at the former library in North St. Paul.

RAMSEY COUNTY LIBRARY FOUNDATION REPORT:
The Foundation met on June 13, and once again discussed the Library’s need for fundraising for capital dollars. The Foundation will set some fundraising goals to be used towards capital projects. In the absence of a paid Executive Director, the Executive Board is taking on more responsibility. Several Board members who have been on excused leave of absence will be contacted to become active again. The Foundation will also attempt to obtain operating grants in order to hire staff. The third annual Foundation Gala will be held on November 15 at the Ramsey County Library in Roseville, with Sharon Klumpp chairing the event committee. The Gala will be used to highlight the proposed building plans.

LAND ACQUISITION PROCESS FOR VACANT PROPERTY NORTH OF ROSEVILLE:
The Library retained Bakken, Leidl, Janssen Day & Reach to conduct an appraisal of the property north of the library in Roseville. The appraisal was limited, with a restricted report issued on May 2, 2003. The report was made to estimate the market value of the fee simple interest as of April 29, 2003 of the property. The Library Board discussed the report at their May 21, 2003 meeting, and had concerns that the appraisal did not take into consideration the Minnesota Land Trust easement on the property.

Carlson asked Jolly Mangine, Ramsey County Property Manager, and David MacMillan, Assistant Ramsey County Attorney, to attend the June meeting to answer any questions from the Library Board. Both reiterated Carlson’s comments from the previous meeting, that the preliminary appraisal was used to obtain a price range for planning purposes. A second appraisal may be commissioned at a later date that would address the impact of the land trust on the value of the property. MacMillan reviewed the eminent domain process, which must be used to acquire the property due to the land trust.

2004 BUDGET REQUEST:
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 were due to the County Manager no later than June 6, 2003. 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 incorporated the reductions approved in February, as well as a significant decrease in the book budget.
The County Manager and/or the Director of Budgeting and Accounting will meet with Library staff to review the Requested Budget and Unfilled Priorities between on July 2, 2003, from 1:30 – 2:30 p.m. 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.

At the May 21 Library Board meeting, the Board authorized staff to submit the budget request based on the reductions approved February 5, 2003, by the deadline of June 6, 2003, pending the approval of the Library Board at its meeting on June 18, 2003.

The Library Board discussed the priorities recommended by staff for the "Unfunded Priorities" list submitted as part of the budget request. Cox made a motion to approve the 2004 Budget Request as submitted by the Library Director to Ramsey County on June 6, 2003. Bartell seconded the motion.

Kessel and Norrgard shared their concerns regarding the rankings on the “Unfunded Priorities” list. They felt that restoring funding to the book budget should be the first priority, rather than funding to continue operations at the Ramsey County Library in Arden Hills. The Library Board debated the rankings, and also considered moving book funding to second on the list, rather than third. Some Board members pointed out that fundraising for books would be easier than fundraising for operating dollars.

President Anderson called a vote on the motion presented by Cox and seconded by Bartell to approve the 2004 Budget as submitted by staff. The motion was approved by majority vote, with Kessel, Norrgard, and Wolsfeld dissenting.

2002 ANNUAL REPORT TO STATE:
Each year, the Minnesota Department of Children, Families and Learning, Office of Library Development and Services (LDS), coordinates a statistical survey on library usage, collection size, staffing distribution, et cetera, for every library in Minnesota during the previous year. They publish the information, which public libraries are required by law to submit, in a report entitled “Minnesota Public Library Statistics and Directory.”

Norrgard made a motion to receive the 2002 Annual Minnesota Public Library Statistical Report, and to authorize the Library Board President and Library Director to sign and submit it to the State Office of Library Development and Services as required by law. Cox seconded the motion, which was approved unanimously.

NEXT MEETING:
The next meeting of the Library Board will be Wednesday, July 30, 2003, in the Meeting Room of the Ramsey County Library in White Bear Lake, 4698 Clark Avenue, beginning at 7:00 p.m.

ADJOURNMENT:
Kessel made a motion to adjourn. The motion was seconded by Cox, and approved unanimously. The meeting adjourned at 9:00 p.m.

Respectfully submitted,

Mary Larson
Library Board Coordinator