LIBRARY BOARD PRESENT:
Matthew Anderson, Victoria Cox, Robert Lamb, David Norrgard, Burton Nygren, Lori-Anne Williams, Roberta Weltzin

STAFF PRESENT:
Susan Nemitz, Library Director; Mary Larson, Library Board Coordinator; Julie Neville, Building Services Manager; Lynn Wyman, Assistant Director-Human Resources; Sandy Walsh, Assistant Director-Operations; Chuck Wettergren, Automation Manager; Bill Michel, Assistant Manager

OTHERS PRESENT:
Jan Parker, Ramsey County Commissioner; Joe Skelly, Arnold and Mary Anne Lindberg, Friends of the Suburban Ramsey County Libraries

CALL TO ORDER:
Weltzin called the meeting to order at 7:00 p.m. in the Conference Room of the Ramsey County Library Administrative Offices, 4570 North Victoria Street.

PUBLIC COMMENT:
None.

APPROVAL OF AGENDA AND MINUTES:
Williams made a motion to approve the agenda for June 20, 2007, and the minutes of May 16, 2007, as presented. Norrgard seconded the motion, which was approved by unanimous vote.

AWARD LIBRARY GOLD CARD:
The Friends of the Suburban Ramsey County Libraries have requested that one of their long-time members, Dianne Dirkswager, be presented with a Library Gold Card in honor of her many years of volunteerism. The Library Gold Card will be awarded at an upcoming Friends meeting.

Williams made a motion to award a Library Gold Card to Dianne Dirkswager as a symbol of appreciation for her volunteer efforts on behalf of the Ramsey County Library system. Norrgard seconded the motion, which was approved by unanimous vote.

GOVERNMENT DOCUMENTS:
Last year, library programs and services were examined in terms of their centrality to the Library’s mission and their value to our patrons. Ramsey County Library’s status as a Federal Depository Library at the Roseville Branch was flagged for reevaluation.

The Ramsey County Library joined the Federal Depository Library Program (FDLP) in 1995, becoming one of 25 depository libraries in the state, nine of which are in the Twin Cities metro area. At that time, the plan was to better serve the small business community in suburban Ramsey County by providing access to a range of governmental information, such as that provided by the Census Bureau and the Small Business Administration. The collection ultimately chosen by the Library was much broader than that, and a decision was made to segregate the documents from the rest of the
library’s collection by using the Superintendent of Documents Classification scheme. The collection is currently housed in about 340 square feet.

The Federal Documents system has been undergoing a significant evolution over the past ten or fifteen years. Starting as a collection consisting almost entirely of print on paper or microform documents, it has now moved to one in which by far the majority of agency publications are only available online, with a relatively few items, labeled “essential” by the depository library community, remaining as print on paper publications. Electronic documents are available to both depository and non-depository libraries. Microfiche and tangible electronic products such as cd-roms, have all but disappeared from the program. The collection has mirrored this transition. Roseville stopped receiving all microfiche and most cd-roms at least a year ago, and the percentage of documents received as online publications has been growing every year. As evidence of this transition, there are now just over 13,000 documents in microfiche in the collection. Last year, the federal document print collections circulated only 581 times.

The staff believes that access to government documents is readily available on the internet and through one of the other eleven depository libraries in the Twin Cities, and is recommending that the Library Board vote to drop its status as a Federal Depository Library in order to:

1. Recoup desperately needed space at the Roseville facility.
2. Reduce processing time of a poorly utilized resource.
3. Improve the utility of the on-line catalog by eliminating records for little used materials.

The Library Board discussed the staff time involved in ordering, cataloging, and processing the government document materials, and the local availability through other outlets. Libraries with depository status must allow access by the public, even if the library is a private library. Locally, the University of Minnesota carries 100% of the available depository materials.

Norrgard indicated that he would be opposed to dropping the depository status, stating that it would limit access by our customers. Lamb spoke in favor of the staff recommendation, noting that the funds and staff time could be better utilized elsewhere. Cox and Williams also concurred with staff, observing that in-demand items may still be purchased by RCL. Bill Michel, Assistant Manager at Roseville, indicated that the Library would catalog purchased federal documents with the Dewey classification system, interfiling the items with other nonfiction materials, and thus making them easier for patrons to locate. Weltzin stated that customers are used to making special trips for specialized information, and driving to the U of M or another local depository is not too far for most residents.

Williams made a motion for the Ramsey County Library to drop its Federal Depository Library status. Nygren seconded the motion, which was approved by majority vote of the Library Board, with Norrgard opposed.

ROSEVILLE UPDATE:

Weltzin reported that the County Board workshop on the proposed expansion and remodeling of the library in Roseville was held June 19. Nemitz, Norrgard, and architect Jack Poling of Meyer, Scherer & Rockcastle Ltd. (MS&R) gave a good presentation and clear summary of the planned project. Williams also attended, and noted that she was very pleased with the workshop. The commissioners were positive about the project, and expressed support for the RFID component. County Manager David Twa was also supportive of including funding for an RFID (radio frequency identification) system. The County Board also spent time discussing the possibility of pursuing Leed (Leadership in Energy & Environmental Design) Certification, which has never been done by Ramsey County.

Neighborhood and community meetings have been held, to share information and garner support for the project. The Library will work with the neighbors to address any concerns that may arise.
Norrgard noted that the County commissioners expressed concern about potentially closing the Library in Roseville for up to 18 months during construction, and feared that the proposed temporary facility would not adequately serve the needs of the community.

The proposed project will be discussed further by the County Board at the Library’s capital budget hearing in August.

**DATE PRIVACY ISSUES:**
The Ramsey County Library System has had a long-standing tradition of protecting patron privacy by avoiding the creation of unnecessary records and by deleting records as soon as the original purpose for their collection has been satisfied.

A recent incident made us realize that implementation of a digital security camera system in our new library in Maplewood, the implementation of filtering software and the implementation of computer management software has resulted in a significant amount of data being collected on our users that was unavailable up until this time.

The incident highlighted shortcomings in the Minnesota Data Privacy Act that need to be addressed (and coincidentally have come up in Wisconsin as well). It also demonstrated the need for a records retention policy and a more formal statement to our users on data that is being collected and how it is used. Nemitz will recommend that the Data Privacy Act be updated to include digital records and images, as well as an exception for public safety (abductions, etc.).

Nemitz indicated that the Library does not have a formal records retention policy, although current practices dictate that data is stored only as long as needed for business purposes. She will work with staff to develop guidelines for Library Board approval.

Lamb stated that the Library needs to develop and adhere to a records retention schedule. Nygren concurred, but noted that data needed for business purposes should be retained as long as necessary, and then deleted in a timely fashion.

**FACILITIES MASTER PLANNING:**
Library staff, working closely with Ramsey County Property Management, has created a draft Request for Proposal (RFP) to hire an expert to facilitate a planning process that will identify and package needed renovations at each branch, as well as create a broader, more conceptual vision for the library system.

Nemitz asked for a Library Board volunteer to serve as the liaison on the committee to review proposals, interview top candidates, and make a recommendation to the Library Board for final approval. Norrgard and Nygren volunteered, and Nygren was selected as the liaison for the project.

**LIBRARY BOARD RETREAT:**
The July Library Board meeting has been canceled. A retreat to discuss Library Board processes will take place during the August meeting, with the date yet to be determined. Nemitz will poll the Library Board members to determine the best date for the retreat.

**DIRECTOR’S REPORT:**
Nemitz’s June report to the Library Board was mailed prior to the meeting. Nemitz also noted that four liens have been filed by subcontractors who have not been paid for their work on Cravings at the new library in Maplewood. The lease agreement between the Library and Cravings clearly defines Cravings as the responsible party for these costs. Two of the liens are currently in the process of being resolved.
Nemitz reported that she has received several calls from White Bear Lake residents, including Representative McFarland, requesting capital improvements to that library. Nemitz has suggested that the Library and the City of White Bear Lake work together on the library’s master plan to address the concerns.

Statistics from the Museum Adventure Pass program were distributed, along with the estimated dollar value of the donated passes. The kickoff for the second year of the program was held recently.

FRIENDS OF THE SUBURBAN RAMSEY COUNTY LIBRARIES REPORT:
The Friends have been awarded a grant by the Roseville Community Fund Grant, and are awaiting notification on the final amount. Grant applications submitted to H.B. Fuller and Macy’s are pending. A low-vision reader was donated by the Minnesota Low Vision Store in to the Friends for the library in Roseville. Committees for the upcoming year are being formed. The Friends are sponsoring a tour of Stillwater and the Stillwater Library on June 25. Space is still available.

MELSA REPORT:
Parker reported that Regional Library Basic System Support funding will increase in FY2008, and thanked Mindy Greiling for her role in this increase. MELSA will receive an additional $130,885 in 2007; $1,041,158 in 2008; and $1,550,140 in 2009. She also reported that MELSA will continue to use the current distribution formula to disburse regional funding.

NEXT MEETING: August 15, 2007, Board Retreat, Location to be determined, 7:00 p.m.

MEETING ADJOURNED 9:00 p.m.

Respectfully Submitted,

Mary Larson
Library Board Coordinator