CALL TO ORDER:
Nygren called the meeting to order at 6:30 p.m. in the Meeting Room of the Ramsey County Library in Maplewood, 3025 Southlawn Drive.

PUBLIC COMMENT:
None.

APPROVAL OF AGENDA AND MINUTES:
Norrgard made a motion to approve the agenda for 7-15-09, and the minutes of 5-20-09 and 6-3-09 as presented. Lamb seconded the motion, which was approved by unanimous vote.

AUDIO VISUAL MATERIALS CONTRACT:
Ramsey County Library obtains the bulk of its DVDs and music compact discs through a primary audio-visual materials vendor, currently Midwest Tape. The term of Midwest Tape's current contract expires on July 31, 2009, prompting a review of audio-visual materials vendor services. Library staff prepared a request for proposal for the services of audio-visual materials vendors, with responses opened on June 29. Proposals were received from four vendors:

1. Baker & Taylor, Inc.
2. Book Wholesalers, Inc.
3. Distribution Video & Audio
4. Midwest Tape

An analysis completed by library staff included reviewing discounts, processing costs, inventory, customer service, online selection and ordering tools, and compatibility with our Horizon system. Baker & Taylor offered significantly deeper discounts than the three other responding vendors. Based on the four proposals and the library's previous experience with the vendors, library staff recommends that the contract be awarded to Baker & Taylor, Inc.

Norrgard made a motion to award the contract of primary audio-visual materials vendor to Baker & Taylor, Inc. Contract term to be one year, with an option to renew on an annual basis up to two additional years, with the provision that the terms and conditions of the contract remain the same. Motion subject to the approval of the Ramsey County Attorney’s Office. Lamb seconded the motion, which was approved by unanimous vote.
2009 SECOND QUARTER REPORTS:
The Library Board reviewed the second quarter workplan, financial report, and statistics as submitted.

ACCOUNTS RECEIVABLE POLICY:
As part of the Library’s 2009 Workplan, a draft accounts receivable policy was developed to formalize the Library’s practices for managing its receivables and collection of past due debts. The draft policy includes write-off procedures for uncollectible debt, and has been reviewed and approved by the Ramsey County Attorney's Office.

Nemitz requested that the Library Board approve the draft policy, and explained that the procedures were included in the documentation for informational purposes.

Weltzin made a motion to approve the proposed Accounts Receivable Policy. Nygren seconded the motion, which was approved unanimously.

AQUABROWSER UPDATE:
Norrgard requested a status update on the implementation of AquaBrowser discovery tool. Nemitz indicated that implementation had been delayed by the vendor, and that more information would be available by the August meeting following a meeting of the staff web design group.

VOLUNTEER PROGRAM UPDATE:
Heidi Holland, Volunteer Services Librarian, was present to update the Library Board on the volunteer program. Since 2005, the Library use of volunteers has grown tremendously. Thousands of volunteer hours are logged each year, and the program continues to grow. Volunteers were also an important part of moving the Library in Roseville to the temporary location, with 45-50 individuals assisting staff with the move. Volunteers will also be utilized for the upcoming implantation of RFID in the libraries.

ROSEVILLE UPDATE:
Wyman reported that the temporary library on Arthur Street is now the busiest library in the Ramsey County system, with circulation 13% higher than Maplewood, the second busiest library. The LEED certification paperwork is ready for submission. The RFP for the automated materials handling system was issued this week. Other updates reported by Wyman via written report include:

♦ Business at Arthur Street has been steadily increasing since the facility opened in May. Patron traffic grew from an average of 92 people an hour in the first full week of service to 161 people an hour in the last week of June.

♦ During the 1st quarter of 2009, checkouts at the Hamline Roseville averaged 4,925 items per day. During the first seven days of service in July, checkouts at the Arthur Street Roseville averaged 4,257 items per day.

♦ Demolition and site work continues, with recycling of demolition materials running at 99%.

♦ The building permit was received on June 15.

♦ Bids received in late May were favorable enough that some of the electrical and mechanical add alternates have been returned to the project.

♦ Staff met with the landscape designer to review the Children’s Garden plans.

♦ Staff met with interior designers from MS&R to review the plans for custom millwork pieces, including easy book bins, media bins, and book display units.

♦ A committee including Library and Property Management staff, MS&R designers, Lori-Anne Williams, and Jan Parker has met with Brad Kaspari, the terrazzo artist, to discuss concepts for the terrazzo floor design. On July 29, Brad will bring preliminary design options to the group.

♦ Dan Joyce, Roseville Library staff, is working on a collaborative Library/County recycling project, related to public participation in the “green” aspects of the RV building program.
Lamb suggested that the Library prepare a press release regarding the recycled demolition materials and the favorable bids received on the project. He also requested that a list of potential add alternates for the project is shared with the Library Board at the August meeting.

**BUDGET UPDATE:**

**2009 Budget:** The Library has reduced its 2009 book budget by $300,000 to reach targets set by the County following the unallotment made by the Governor. RCL remains on track to hit these targets.

Based on the statistical report from the first half of 2009, the Library is likely to set new circulation records in 2009 even with the closure of Roseville for a month and the use of a temporary facility. Other branches have been particularly hit hard by increases in business.

In an attempt to avoid layoffs, the library administration has held staff vacancies open. Currently, 5.36 FTE staff positions are unfilled. This represents 5% of the Library’s total FTE. In addition, the Library has greatly reduced the use of substitutes for staff illness and vacation. Regional benchmarking has shown that RCL’s staffing is tight given our programs and services. These additional hardships will require a change in the scope of our work.

In order to accommodate changes in workload across branches, technical services staff and Roseville staff have been redeployed to other branches. Deputy directors Walsh and Wyman are also subbing at branches when needed.

Because of the reduction to the book budget, the technical services department has experienced a reduction in book processing. Volunteers in technical services have been asked to volunteer in other places or take the summer off.

The Library is participating in Workforce Development’s Youth Corp which provides teens meaningful work experiences in the community.

**2010-2011 Budget:** The Library will be informed of the County Manager’s budget recommendation on July 27, with budget documents due to Budget and Accounting on August 3.

Nemitz reported that the County’s spending growth is limited to 0.8% despite the 3.9% levy cap. The State is relying heavily on stimulus funding and funding shifts, leading to the likelihood of deeper cuts in 2012-2013, while reductions in 2010-2011 may be less severe. Nemitz requested that the Library Board reserve the evening of Wednesday, August 5, in case it is needed to approve a change in budget strategy.

**DIRECTOR’S REPORT:**
The Library Board discussed the written report submitted by Nemitz for July 2009.

**MELSA REPORT:**
Norrgard reported that the State budget unallotments do not affect the MELSA budget, although the funding shifts will delay receipt of revenues.

**FRIENDS OF THE RAMSEY COUNTY LIBRARIES REPORT:**
Gehrz reported that the Friends are celebrating their 30th anniversary this year. A series of posters have been commissioned for the libraries, featuring kids, adults, and teens. Two fundraising training sessions were held for Friends and staff, led by the Executive Director of the American Red Cross. The Roseville capital campaign was outlined, and Gehrz asked the Library Board members to send fundraising brochures to their contacts with a personal note.

**NEXT MEETING:**
Depending on the budget recommendation of the County Manager, the Library Board may hold a meeting on August 5, 2009 to review budget strategy. The regular August meeting will be held August 19, 2009, at the Library’s Administrative Offices, beginning at 6:30 p.m.

**MEETING ADJOURNED 7:56 p.m.**
Respectfully Submitted,
Mary Larson,
Library Board Coordinator