LIBRARY BOARD PRESENT:
Matthew Anderson, Victoria Cox (arrived at 6:55), Bruce Kessel, David Norrgard, Burton Nygren, Lori Anne Williams, Roberta Weltzin

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

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

CALL TO ORDER:
Norrgard called the meeting to order at 6:35 p.m. in the Meeting Room of the Ramsey County Library in Roseville, 2180 North Hamline Avenue.

PUBLIC COMMENT:
None.

ROSEVILLE LIBRARY BRANCH REPORT:
Lynn Wyman, Library Manager at Roseville, gave an overview of the branch’s collaboration with Roseville Schools. For six weeks during June and July, busloads of summer school children from the Roseville district were bused to the Library weekday mornings for tours and activities. Older students receive training on use of the library catalog and databases, while younger students have story times and scavenger hunts. All students receive a library card application and participate in the Summer Reading Program. Those students who returned their library card application received a new book, funded by the Roseville Rotary Club.

APPROVAL OF AGENDA AND MINUTES:
Williams made a motion to approve the agenda for July 19, 2006 and the minutes of June 21, 2006, as presented. Kessel seconded the motion, which was approved by unanimous vote.

AUDIO-VISUAL MATERIALS CONTRACT:
Ramsey County Library does not currently have a contracted vendor for audio-visual materials (primarily DVDs and compact discs). With purchases totaling up to $200,000 per year, it is advantageous for the library to contract with a reliable audio-visual materials vendor.

Library staff prepared a request for proposals for the services of audio-visual materials vendors, with responses opened on Thursday, June 29. The proposal documents were sent to seven vendors:

1. Baker & Taylor, Inc.
2. Book Wholesalers, Inc.
3. Brodart Books
4. The Compact Disc Source~A/V Source
5. Distribution Video & Audio
6. Ingram Library Services, Inc.
7. Midwest Tape

Proposals were received from Baker & Taylor, Book Wholesalers, Ingram, and Midwest Tape. An analysis completed by library staff included reviewing discounts, costs (direct and indirect), inventory, customer service, online selection and ordering tools, compatibility with the Library’s Horizon system, and responses from the vendors’ references. Midwest Tape met or exceeded all of the specifications in the request for proposal. They offer exceptional services including:

- 25% discount on most CDs and DVDs
- a user-friendly, versatile website
- a deep inventory and high initial fill rate
- electronic invoicing
- timely delivery of new releases before “street date”
- flexible and responsive customer service

Based on the four proposals, responses from customers of the competing vendors and the library’s previous experience with the vendors, library staff recommended that the contract be awarded to Midwest Tape.

Williams made a motion to award the contract of primary audio-visual materials vendor to Midwest Tape of Holland, Ohio. Contract term to be one year, with an option to renew on an annual basis up to two additional years, and 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. Kessel seconded the motion, which was approved unanimously.

NOISE POLICY:
The Library Board discussed the draft policy revised by Nemitz following the Board’s June meeting. Kessgren made a motion to approve the policy as presented, with a second by Williams.

Nygren suggested minor changes to the wording, replacing “should” with “will,” and “should be” with “are to be,” and amending another sentence to read “Patrons should respect others by keeping conversations as brief and quiet as possible.”

Kesslern made a motion to approve the amended policy reflecting Nygren’s suggestions. Weltzin seconded the motion, which was approved by unanimous vote.

MAPLEWOOD COFFEE SHOP LEASE:
In March 2006, a request for proposals was issued for a coffee shop vendor for the new Ramsey County Library in Maplewood. Cravings, LLC of Gem Lake, Minnesota was the successful bidder.

Library staff worked with the owners of Cravings, Property Management Director Jolly Mangine, and Assistant County Attorneys Gary Davis and David MacMillan, the County’s land use specialist to develop the lease document. Highlights of the lease include:

- Five (5) year lease, with option to renew for a second five (5) year term
- Lease rate of $36,000 per year ($26 per sq. ft.) plus a percentage of gross profits
- 1,400 sq. ft. leased space, plus access to common areas of Library
- Tenant to pay gas, electric, and rubbish removal costs
- Library to pay property taxes, water and sewer costs
Nemitz noted that a minimum of $18 per sq. ft. lease rate was necessary to offset the construction costs for the coffee shop space. The vendor is responsible for build-out costs to finish and equip the space.

The Library Board discussed the shared use of the Library’s meeting room. Nemitz noted that the Library will always get top priority for use of the space, and that the coffee shop will have to follow Library policy regarding use of the meeting room. If necessary, a policy may be developed at a later date.

Anderson made a motion, which was seconded by Kessel, to approve the lease as presented with Cravings, LLC of Gem Lake, Minnesota, for a coffee shop in the Ramsey County Library in Maplewood, 3025 Southlawn Drive, subject to approval of the Ramsey County Attorney’s Office, and to authorize the signatures of the Library Board Chair and Library Director on the lease document. The motion was approved unanimously.

**SALE OF MAPLEWOOD BUILDING:**
The purchase agreement with LA Fitness International, LLC of Irvine, California, for Maplewood facility on Beam Avenue was terminated on June 19, 2006.

Following that termination, Ramsey County has negotiated a purchase agreement with DRF Holdings, LLC, in the amount of $4,200,000. DRF Holdings was an original bidder on the facility, and submitted an offer to purchase subsequent to termination of the agreement with LA Fitness. The purchase agreement is scheduled for approval by the Ramsey County Board of Commissioners on July 18, 2006. The buyers will have a 120-day due diligence period, during which the purchase agreement can be terminated for any reason. If the purchase agreement is terminated, Ramsey County has agreed to cash-flow the new construction until a sale of the facility can be made.

Nemitz also noted that Ramsey County Environmental Health will be vacating the lower level of the building in the fall of 2006. The move was anticipated, and included in the 2006 revenue projections prepared by staff last year.

**MAPLEWOOD PROJECT – ADD ALTERNATES:**
The Maplewood Design Team met and approved the following additions to the construction budget:

- **Deck design refinement:** changed two-level wood deck to single level due to the high cost and consumption of space of handicapped accessibility requirements and added stairs to park required by the City of Maplewood.
- **UHL control system:** added $10,000 to upgrade to UHL control systems allowing an enterprise solution to system-wide controls (HVAC, security, door locks, etc.).
- **South facing window:** adds $9,000 to add a floor-to-ceiling south-facing window overlooking a grove of pine trees.
- **Zone booster coils:** adds $23,000 to create more HVAC zones for more individualized heating and cooling.

The add alternate tracking sheet was included with the Library Board documentation. More work needs to be done in timing, prioritizing, and costing alternatives. At the current time, no resources are available for additional add alternates. The overall project is within the contingency budget, and additional add alternates may be approved at a later date when contingency funds are released.

**2006 SECOND QUARTER REPORTS:**
The Library Board reviewed the second quarter work plan, financial report, and statistics as submitted. Nemitz noted that circulation statistics may dip during the fourth quarter of 2006 and first quarter of 2007, when the current library facility in Maplewood closes for its move to the new location.
on Southlawn Drive. Staff is currently working on a plan to deploy staff and collections to other branches during the transition.

**CAPITAL PLANNING—WHAT DO WE WANT TO ACCOMPLISH?**

Nemitz reported that staff is developing the RFP to hire a consultant for capital planning. Funding for this consultant will be 2005 year-end reserves, originally earmarked for technology, with Roseville’s portion charged to the capital budget design funding.

The Library Board members identified their personal goals for the Library over the next five to ten years:

- Develop a Foundation group within the Friends organization to provide enhanced funding (Weltzin)
- Increase staff in the children’s and teen areas (Weltzin)
- Provide technology help for seniors (Weltzin)
- Create a 7-day/24-hour location (Nygren)
- Create a virtual “8th” library location (Nygren)
- Organized after-school programming (Anderson)
- Partnerships/presence at nursing homes and assisted living facilities (Anderson)
- Offer e-book rentals (Anderson)
- Advocate for county-wide wireless access (Anderson)
- Strong advocacy group (Anderson, Williams)
- Common hours at RCL branches (Anderson)
- Partnerships with schools, nursing homes, not-for-profits (Kessel)
- Northwest area service issue resolved (Kessel, Commissioner Parker)
- Mixed-use buildings (Kessel)
- Additional administrative staff for outreach/advocacy (Cox)
- Sunday hours at all branches (Cox)
- Futuristic service delivery system (Cox)
- Pursue independent tax district authority (Commissioner Parker)
- Bold, innovative ideas (Commissioner Parker)
- Fundraising to full capacity (Williams)
- Deferred maintenance addressed (Williams)
- Visionary capital plan in northwest area (Williams)
- Operating costs (Norrgard)
- Technology advances (RFID) (Norrgard)
- Re-allocate resources to better serve community (Norrgard)
- Expand Roseville Library, use opportunity for partnerships (Nemitz)
- Increase use and access to technology (Nemitz)
- Develop reliable and diversified funding sources (Nemitz)

Nemitz noted that she has met with Roseville city officials to discuss the future expansion. Partnerships with City groups were discussed, and a walk-through of the property was conducted.

**DIRECTOR’S REPORT:**

Nemitz’s July report to the Library Board was mailed prior to the meeting.

**MELSA REPORT:**

No report.

**FRIENDS OF THE SUBURBAN RAMSEY COUNTY LIBRARIES REPORT:**

Mary Anne Lindberg reported that the Friends are considering a proposal to hire a part-time fundraiser, plus clerical help. Further discussion is needed to finalize the job descriptions before a
formal vote will be held. Weltzin noted that the Foundation’s experience with hiring a fund-raiser needed to be addressed as the Friends move toward the major culture shift of paid staff. Williams noted that supervision of the paid staff will be important to ensure that the Friends’ goals remain focused.

CAPITAL PLANNING TOUR:
Staff will be organizing a tour for the Library Board of new libraries in the Twin Cities to observe advances in technology, automated materials handling, security, and other innovative ideas. The tour will take place in September, with date and time to be determined.

MINNESOTA LIBRARY ASSOCIATION CONFERENCE:
The Minnesota Library Association (MLA) Conference will be held September 27-29 in St. Cloud. Nemitz invited Library Board members to attend the conference, which has a Trustee day on September 28. Several staff members will also be attending. Norrgard and Williams indicated their interest in attending the conference.

NEXT MEETING:
Kessel made a motion to cancel the August 16 meeting. Cox seconded the motion, which was approved unanimously. The Library Board’s next meeting will be September 20, 2006, at the Ramsey County Library in Mounds View, beginning at 6:30 p.m.

MEETING ADJOURNED 8:55 p.m.

Respectfully Submitted,

Mary Larson
Library Board Coordinator