LIBRARY BOARD MEMBERS PRESENT:
Matthew Anderson, Victoria Cox, Bruce Kessel, David Norrgard, Roberta Weltzin, Lori-Anne Williams, Susan Wolsfeld

STAFF MEMBERS PRESENT:
Susan Nemitz, Library Director; Mary Larson, Library Board Coordinator; Kristi Saksvig, Interim Public Relations Manager; Chuck Wettergren, Automation Services Manager; Julie Neville, Building Services Manager; Lynn Wyman, Library Manager

OTHERS PRESENT:
Jan Parker, Ramsey County Commissioner; Dory Lidinsky, Friends of the Suburban Ramsey County Libraries

CALL TO ORDER:
Norrgard called the meeting to order at 7:05 p.m. at the Ramsey County Library in White Bear Lake, 4698 Clark Ave.

PUBLIC COMMENT/INTRODUCTION OF VISITORS:
Norrgard welcomed Mary Larson back from her maternity leave, and acknowledged Jennifer Dietrich and Lee Ann Lause for their excellent work filling in during her absence. Dory Lidinsky, President of the Friends, was also introduced to the Library Board. No public comments were made.

APPROVAL OF AGENDA AND MINUTES:
Kessel made a motion to approve the July 20 agenda and July 6 Library Board minutes as presented, and the June 15, 2005 Library Board minutes as amended. Under “Next Steps for the Maplewood Library,” the motion was made by Anderson and seconded by Wolsfeld. Williams seconded Kessel’s motion, which was approved unanimously.

DIRECTOR’S WORK PLAN:
Nemitz noted that new projects are identified by red font in the second quarter update to the work plan. The Library staff is no longer pursuing projects that are crossed off the work plan.

New projects include testing of filtering software by the Library’s reference staff, to determine how much good information is erroneously blocked. Filtering software is much improved in the last few years, with increased functionality and lower software costs.

FINANCIAL REPORT:
The Library Board briefly discussed the financial report prepared by Mary Larson, including the growing revenue from DVD and book rentals. This revenue supports the purchase of new rental materials, and the DVD revenue also supports the circulating DVD collection. Disbursement of grant funds was also discussed.

STATISTICAL REPORT:
A summary of statistical trends was included for the Board’s review, including a statistical analysis of the new library in North St. Paul. Circulation and customers entering the building are at levels higher than May 2003, the last full month of operation at the previous facility. On a square foot basis, North St. Paul’s circulation compares favorably with the other branches, falling in the middle of the pack. Summer reading program turnout has also been good, with over 100 kids at each performance. Customers from Washington County account for 16% of circulation, compared to more than 40% at the former library. Based on the number of customers and the amount of items being checked out, the new Library in North St. Paul needs a minimum of two people to operate.

2006-2007 BUDGET UPDATE:
Nemitz reported that preliminary information has been received from the County Manager regarding the Library’s 2006-2007 Budget. The County Manager’s proposed budget will be presented to the County Commissioners in early September, and will be official at that time.
MAPLEWOOD PURCHASE AGREEMENT/RFP UPDATE:
A new draft of the purchase agreement was received by the Library earlier that day. Nemitz will meet with the County Board to determine if the existing facility should be sold on the open market or transferred to Ramsey County Public Health. The County is also considering whether the new facility should be a multi-use facility. If this option is chosen, a second story may need to be added to the new facility, as constructing a basement is not feasible. The Ramsey County Attorney’s Office is studying the title to the current land and facility, to determine if restrictions exist that would limit future use. Presently, approximately 20% of the facility sits on designated open space land.

WIRELESS ACCESS UPDATE:
Ramsey County Library officially joined the growing list of Wi-Fi hotspots in June. Wi-Fi, short for wireless fidelity, is used to describe high-speed access to networks using wireless devices such as laptop computers, handheld PDAs, and cell phones. Library customers can bring wireless-enabled devices into Ramsey County Library buildings and have direct access to online resources. They can search for books, access premium databases, support a business, work on school assignments, or just cruise the Internet. Since users provide their own equipment, the time limits and restrictions enforced on Library computers do not currently apply to wireless users.

Now available at the libraries in Maplewood and Shoreview, this service will be expanded to other locations throughout the summer, with the goal to have wireless access system-wide by September. As of July 13, 2005, statistics at the two initial locations have shown that wireless is something Library customers can and will take advantage of, with more than 350 devices using RCL’s wireless network for almost 270 hours.

Wettergren demonstrated how the wireless access works, with laptops from the Library’s training lab available for Board members to use. He noted that wireless usage affects the Library’s bandwidth, which is already scheduled for expansion. Staff time is also a factor, along with the cost of the wireless router(s) for each location, which cost about $900 each.

Currently, the Library is operating an open access network. Eavesdropping between users is secured, as well as the staff network and staff machines. In the future, the Library can add a library card requirement, or limit connection time if the impact on bandwidth is too severe. Filtering software can also be implemented via the network management system if necessary.

NORTHWEST AREA LIBRARY ACCESS TASK FORCE:
The Library Board appointed Anderson, Cox and Weltzin to review applications for the Northwest Area Library Access Task Force and recommend a slate of candidates. The task force is charged with examining the provision of library services to cities of Arden Hills, Mounds View, New Brighton and St. Anthony.

The slate of candidates was presented for approval at the meeting. Representatives from the City of Mounds View have yet to be appointed. One representative from St. Anthony was included in the recommended slate. Nemitz will contact the St. Anthony city manager to update him on this inclusion and ask for two representatives to be appointed by the Village of St. Anthony no later than August 10. Weltzin indicated her willingness to represent the Library Board on the task force.

Kessel made a motion to approve the slate of candidates as presented, including Weltzin as representative from the Library Board. Wolsfeld seconded the motion, which was approved unanimously. Parker recommended that Commissioner Bennett be invited to serve as her alternate on the task force, which the Board agreed was a good idea.

LIBRARY MATERIALS VENDOR:
Ramsey County Library obtains the bulk of its materials through a primary book vendor, currently Ingram Library Services, Inc. The term of Ingram’s current contract expires August 31, 2005, prompting a review of book vendor services. Library staff prepared a request for proposal for the services of book vendors, with responses opened on Monday, June 13. The proposal documents were sent to four book vendors: Baker and Taylor, Inc.; Brodart Company; Ingram Library Services, Inc.; and Book Wholesalers, Inc.

Proposals were received from each of the four vendors. An analysis completed by library staff included reviewing of discounts, costs (direct and indirect), inventory, customer service, online ordering tools, and compatibility with our Horizon system. Baker & Taylor overall had the best discounts as well as meeting all of the specifications in the request for proposal.
Anderson made a motion to award the contract of primary book vendor for materials to Baker & Taylor, Inc. of Charlotte, North Carolina, which overall has the best discounts as well as meeting all of the specifications in the request for proposal. Contract term to be three (3) years, with an option to renew on an annual basis up to two (2) 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. Williams seconded the motion, which was approved unanimously by the Library Board.

**DIRECTOR'S REPORT:**
The Library Board discussed Nemitz's report for July 2005, including the legislation which allows the library levy to be listed separately on the Ramsey County property tax statements. Nemitz will be filmed for an interview segment to be aired on CNN Headline News.

Anderson suggested that the Library Board give Nemitz a 6-month performance review. Gail Blackstone, Director of Ramsey County Human Resources, has agreed to assist the Board with this process.

**MELSA REPORT:**
The search process for a new Executive Director for MELSA is underway. MELSA has contracted with Dakota County Human Resources to assist with this process.

**FRIENDS OF THE SUBURBAN RAMSEY COUNTY LIBRARIES REPORT:**
Weltzin reported that the annual used book sale will be held September 29, 30 and October 1 at the library in Maplewood. The change in location from Roseville to Maplewood will be much easier for the Friends, as transporting all the materials was a huge undertaking.

Dory Lidinsky, Friends’ President, noted that the Friends emphasis has changed from book sales to fundraising, now that the merger of the Friends and Foundation is complete.

**MEETING ADJOURNED: 9:00pm**

**Next meeting: August 17, 2005, Administrative Office.**

Respectfully Submitted,

Mary Larson
Library Board Coordinator