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

STAFF MEMBERS PRESENT:
Alice-Jo Carlson, Library Director; Mary Larson, Library Board Coordinator; Laura Johnson, Communication and Programming Manager; Therese Sonnek, Library Manager

OTHERS PRESENT:
Jan Parker Wiessner, Ramsey County Commissioner; Mary Anne and Arnold Lindberg, Friends of the Suburban Ramsey County Libraries; Carol Morphew, Ramsey County Property Management

CALL TO ORDER:
Cox called the meeting to order at 7:00 p.m. in the Meeting Room of the Ramsey County Library in White Bear Lake, 4698 Clark Avenue.

PUBLIC COMMENT/INTRODUCTION OF VISITORS:
Carol Morphew, Ramsey County Property Management, was introduced to Anderson and Kessel, who were not present at the June meeting.

APPROVAL OF AGENDA:
Norrgard made a motion to approve the Library Board Agenda for July 21, 2004. Kessel seconded the motion, which was approved unanimously.

APPROVAL OF LIBRARY BOARD MINUTES:
Wolsfeld made a motion, which was seconded by Weltzin, to approve the Library Board meeting minutes of May 19, 2004 as presented. The motion was approved unanimously by the Library Board.

FACILITIES PLANNING UPDATE:
Carol Morphew, Maplewood Project Manager, reported that 33 firms participated in a walkthrough at the Ramsey County Library in Maplewood on July 20. Many of the firms have previous experience with library construction. Each firm has until July 22 to submit questions, with written answers sent to all the firms by July 26. Proposals for design services will be due on August 6, with copies for each member of the review committee, who will develop a short-list of recommended firms. Interviews of the short-listed firms will be held the week of August 16. Morphew also noted that the project funding will become available on August 17.

The Request for Proposals for the coffee shop will be sent out soon, allowing the successful proposer to work with the architects to design their space in the remodeled and expanded library. An updated survey of the Maplewood site will be also necessary.

Anderson questioned how the successful design firm will be held to the approved project budget. Morphew noted that the project budget will be included in the contract with the firm, and the Library Board must approve each stage of the design process, including project cost estimates and budgets.

FRIENDS’ RESOLUTION ON FUNDRAISING FOR LIBRARY IN NORTH ST. PAUL:
A task force comprised of members from the Friends of the Suburban Ramsey County Libraries and the Ramsey County Library Foundation has been working to develop an integrated organization and create a fundraising component of the current Friends’ organization. On May 10, 2004, under the guidance of
Peter Pearson, Executive Director of the Friends of Saint Paul Public Library, the Friends approved a resolution to work toward this goal.

Library staff have identified key elements of the North St. Paul building project that would lend themselves well to a coordinated fundraising initiative. These elements include an Express Checkout unit, the fireplace, the circulation desk, a monument sign, and visual appeal essentials such as reading nook furniture, display shelving, or children’s room elements.

On June 28, 2004, the Friends voted to approve a resolution committing to a fundraising effort for enhancements to the construction of the library in North Saint Paul. The Friends’ fundraising committee has had the opportunity to review these potential fundraising projects, and is supportive.

In response to Wolsfeld’s question regarding estimated costs for each potential fundraising project, staff indicated that cost estimates are currently being developed. Pros and cons for prioritizing the list of fundraising elements were discussed, with Kessel suggesting that the list not be prioritized for potential donors.

Wolsfeld made a motion to accept the resolution by the Friends of the Suburban Ramsey County Libraries to engage in fundraising efforts on behalf of the new Ramsey County Library in North St. Paul. Anderson seconded the motion, which was unanimously approved.

**DECISION RESOURCES 2004 TELEPHONE SURVEY:**
Since 1995, the Library has contracted at three-year intervals with Decision Resources Limited (DRL), a market research firm, to conduct random telephone surveys of 600-800 suburban Ramsey County residents regarding library services. DRL has served clients across the nation in the private, public, and political sectors. The firm’s main offices are located in Minneapolis. The principals of the firm, Dr. William Morris, and Diane Traxler, possess extensive backgrounds in marketing, public affairs, survey research, and statistical methods.

A committee of library staff worked with Decision Resources to develop the draft survey questionnaire, which will be administered via telephone to 600 random suburban Ramsey County residents. Library Board members offered suggested revisions to questions regarding traffic patterns during the time that Ramsey County Library has not had a facility in North St. Paul, and average home values in suburban Ramsey County. Kessel also questioned whether cellular phone customers would be contacted during the survey, but Carlson indicated that only residential numbers will be called. Wolsfeld and Kessel questioned whether the surveys could be conducted less frequently, possible four or five years apart. Since the current survey was already approved by the Library Board, and an agreement has been signed with DRL, this issue will be considered prior to the next survey.

Carlson suggested inviting Bill Morris of Decision Resources to attend the August Library Board meeting and answer any questions the Board members may have. The Library Board agreed with this suggestion.

Anderson made a motion to approve the 2004 Decision Resources telephone survey as amended and discussed, and authorizing staff to make changes as recommended by Decision Resources. Norrgard seconded the motion, which was approved unanimously by the Library Board.

**ART EXHIBIT POLICY AND GUIDELINES:**
The Ramsey County Library system has forged connections in the art community, with the library in Shoreview regularly hosting exhibits by Gallery 96, and the library in Roseville hosting individual art exhibits on two occasions. The libraries are receiving approximately 2-4 offers per year for art exhibits.

A staff committee developed a draft Art Exhibit Policy and Committee Guidelines, based on the criteria that were used for previous exhibits. Gary Davis, Assistant Ramsey County Attorney, worked with library
staff to develop the criteria regarding liability issues, insurance requirements, and the contract template used for authorized exhibits.

The Library Board discussed the proposed policy and guidelines. It was suggested that a local citizen be included in the membership of the exhibit committee, with Cox noting that many communities have arts councils that would be happy to participate. Anderson was concerned about this suggestion, noting that citizen members would have no liability for their participation on the committee, unlike Library staff. Anderson also had several suggestions on wording of the policy.

Wolsfeld made a motion to table the art exhibit policy and committee guidelines until the August meeting, at which time the revised documents, incorporating Anderson’s suggestions, will come to the Library Board for approval. Norrgard seconded the motion, which was unanimously approved.

**ACCEPT GIFT FROM RAMSEY COUNTY LIBRARY FOUNDATION:**

In August 2003, the Ramsey County Library Foundation received a donation from the Mayors’ Commission Against Drugs (MCAD) for parenting and teen resources at the library in Roseville. MCAD was a commission forged by the mayors of Falcon Heights, Roseville, Lauderdale and Little Canada, and was funded for thirteen years via grants from the Minnesota Department of Human Services Chemical Health Division. The commission was terminated December 31, 2002, and the MCAD Board determined that any funds left at the termination of the commission should be donated to area public libraries in order to use the funds in ways consistent with the donors’ intents.

Working with community experts, Roseville manager Lynn Wyman and Communication/Programming Manager Laura Johnson developed a plan to utilize this donation, which totals $8,547.28. This plan was shared with the Library Board on May 19, 2004, and includes three main components:

1. Expanding the Library’s collection of books and materials.
2. Providing dialogue sessions for staff who work with teens.
3. Developing information sessions to involve teens, parents, and the community at large.

Anderson made a motion to accept the gift totaling $8,547.28 from the Ramsey County Library Foundation for the acquisition of library materials related to the prevention of alcohol, tobacco, and other drug use, including but not limited to development of parenting skills. Norrgard seconded the motion, which was unanimously approved by the Library Board.

**DIRECTOR’S REPORT:**

Carlson’s written report for July 2004 was mailed to the Library Board prior to the meeting. Carlson noted that she has scheduled a meeting on August 5 to kickoff the land acquisition process for the Roseville building project. The Ramsey County Attorney’s Office is currently doing research on the title for the land. The attorney handling the eminent domain proceedings will be David MacMillan, who came to the Library Board last year with Jolly Mangine, Ramsey County Property Management, to answer questions from the Library Board members. Bond funding will be available August 17.

**MELSA REPORT:**

Wiessner noted that the reimbursement formula for member libraries continues to be discussed by the MELSA Governing Board. The current formula will be continued until the 2006 fiscal year, as changing the formula at the present time could have a negative impact for libraries that have included the projected revenue into their operating budgets. MELSA is also working on a plan to draw down on the budget reserves, which exceed recommended guidelines. Archival databases are currently being considered, with updates that could be purchases on an annual basis thereafter with ongoing database funding.

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

Weltzin reported that the Friends discussed routine issues including new members and finances, and also approve the Resolution on Fundraising. The Friends received a donation of Good Housekeeping magazines dating from 1933 and 1934. They are currently researching the value on these items.
RAMSEY COUNTY LIBRARY FOUNDATION REPORT:
With the continuing progress being made toward merging the Foundation into the Friends’ organization, Kessel recommended that the Ramsey County Library Foundation report be dropped from the Library Board’s monthly agenda.

MONTHLY STATISTICAL REPORT:
The Library Board discussed the monthly statistical report, in particular the statistics on number of customers entering the buildings. Carlson advised that the numbers gathered by the people counters merely provide estimated customer counts. Circulation statistics are extremely accurate, and are therefore a much better gauge of the level of library business.

NEXT MEETING:
The Library Board’s next meeting will be held Wednesday, August 18, 2004, in the Lower Level Conference Room of the Ramsey County Library in Shoreview, 4570 North Victoria Street, beginning at 7:00 p.m.

ADJOURNMENT:
Following a motion by Kessel and a second by Anderson, Cox adjourned the meeting at 8:35 p.m.

Respectfully submitted,

Mary Larson
Library Board Coordinator