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

OTHERS PRESENT:
Mary Anne and Arnold Lindberg, Friends of the Suburban Ramsey County Libraries; Carol Morphew, Bruce Thompson, Ramsey County Property Management; Dr. William Morris, Decision Resources Ltd.

CALL TO ORDER:
Cox called the meeting to order at 7:05 p.m. in the Conference Room of the Ramsey County Library Administrative Office, 4570 North Victoria Street in Shoreview.

PUBLIC COMMENT/INTRODUCTION OF VISITORS:
Bruce Thompson, Ramsey County Property Management, was introduced as the project manager for the new library in the North St. Paul Community Center. Carol Morphew, project manager for the library expansion and remodeling in Maplewood, was present. Dr. William Morris of Decision Resources Limited was also introduced.

APPROVAL OF AGENDA:
Anderson made a motion to approve the Library Board Agenda for August 18, 2004. Norrgard seconded the motion, which was approved unanimously. The Decision Resources Telephone Survey and Facilities Planning Update were moved up to accommodate the visiting presenters, and an executive session on Personnel Issues was added to the end of the agenda.

APPROVAL OF LIBRARY BOARD MINUTES:
Anderson made a motion, which was seconded by Norrgard, to approve the Library Board meeting minutes of July 21, 2004 as presented. The motion was approved unanimously by the Library Board.

DECISION RESOURCES TELEPHONE SURVEY:
Dr. William Morris of Decision Resources Ltd. (DRL) was present to discuss the 2004 telephone survey with the Library Board. DRL has been conducting market research since 1983, with libraries being a special niche. The demographics of the suburban Ramsey County area are familiar to DRL, which has worked with all the local school districts and nine local communities in this area. DRL conducted previous telephone surveys for Ramsey County Library in 1995, 1998, and 2001. Because of their earlier work with RCL and with other library systems in the Twin Cities, they are able to provide extensive comparative information. Once the survey has been completed, RCL will be provided with a written report containing the responses to each question, extensive analysis of the data collected, an executive summary and cross-tabs.

Dr. Morris indicated that random telephone surveys are preferable, as they have a smaller non-response rate than mailed surveys. DRL’s staff calls each randomly selected phone number and requests a convenient appointment time to conduct the survey. Because of their experienced and persuasive staff, the number of people who decline to be surveyed is quite low.

He also noted that the advantages of conducting surveys at 3-year intervals make that time span preferable, as it allows sufficient time for trend data, users, and demographic changes to impact survey
results. More frequent surveys will not reflect adequate population changes, while less frequent surveys make comparative information less accurate. Dr. Morris noted that the majority of Twin Cities’ libraries conduct their surveys at 3-year intervals. Non-metro area surveys tend to be more sporadic and issue-based.

Dr. Morris reported that only 4% of households in suburban Ramsey County do not have telephones, while 3% have only cellular phones. At the current time, these numbers are low enough that they do not statistically impact the results of the survey.

The Library Board questioned Dr. Morris about the preferred quantity and dollar amount that should be specified in the survey question on property taxes for library services. Dr. Morris suggested that three price points be included, and recommended that home values of $150,000, $200,000 and $300,000 be used for comparative purposes in the survey.

**FACILITIES PLANNING PROCESS:**

**North St. Paul**—Bruce Thompson reported that the current project budget and library drawings for the new library in the North St. Paul Community Center were mailed to the Library Board prior to the meeting. Kraus Anderson is the general contractor for the project. Beginning the week of August 23, a water main east of the Community Center will be relocated, followed by soil corrections and preparations for footings and foundations. Remodeling of the interior of the Community Center will also commence, with construction on the library space to begin in mid-September. The targeted date for occupancy is January 1, 2005. When completed, the new library space will complement the Community Center, yet have a unique presence. Thompson noted that standard materials for energy efficiency were incorporated into the project.

The fund-raising committee for North St. Paul, comprised of library staff and Friends’ members, is scheduled to meet August 25. The City of North St. Paul has agreed to pay for soil corrections, a contribution valued at $16,000.

The National Association of Letter Carriers remains interested in acquiring the former library facility in North St. Paul, despite neighborhood opposition. The group may consider purchasing the facility without the zoning change that would allow it to be used as a banquet hall. After establishing itself as good neighbors, a zoning change could be requested at a later date.

**Maplewood**—Carol Morphew reported that a shortlist of four architectural firms was interviewed that day following a successful response of 13 proposals received. An evaluation team comprised of David Norrgard; Alice-Jo Carlson and Sandy Walsh, library staff; Jolly Mangine, Ramsey County Property Management; and Debbie Hosch, Ramsey County Environmental Health, interviewed each group, with Morphew acting as a non-voting moderator. Each group had one hour to make their presentation and respond to questions from the evaluation team, which made its selection after extensive discussion. Once references are checked, the Library Board will be notified of the team’s selection, and the contract award will be on the agenda at the September Library Board meeting. After the contract is awarded on September 15, the selection will be ratified by the Ramsey County Board of Commissioners on September 28, with the first design meeting scheduled for October 14.

During each presentation, the groups addressed issues including potential phasing of the Maplewood project, giving scenarios in which the library was closed and another with it open to the public during remodeling. The leased space in the lower level will also be remodeled and expanded, which may temporarily displace the tenants. All of the groups shared their ideas for bringing the library closer to Beam Avenue, at least visually, with a separate entrance for Environmental Health.

Sustainable materials were also covered during the presentations, including possibilities for features including cork or bamboo floors, and other innovative materials. The final design presented by the chosen firm will have a range of prices for various features, with the ultimate determination made by the Library Board.
Norrgard noted that he was very impressed with the selected firm. He felt that the group functioned well as a team, not simply as a collection of individuals who happened to work together. Carlson added that the expertise of Morphew and Mangine from Ramsey County Property Management was invaluable during the process.

ART EXHIBIT POLICY AND GUIDELINES:
In July, the Library Board reviewed a draft Art Exhibit Policy and Committee Guidelines developed by staff in response to the growing connections between the library and the art community. Anderson suggested several revisions to the draft policy, which were incorporated into the policy and presented to the Library Board for discussion.

Norrgard indicated that he has further proposed revisions to the policy, and suggested tabling the issue until September when the third draft can be considered. The Library Board was unanimously in favor of tabling the issue for one month.

CARPET REPLACEMENT PROJECT AND AWARD OF CONTRACT:
In November 2003, the Library Board approved the 2004 Maintenance/Capital Improvement Spending Plan, which included replacing the carpet in the library in Shoreview. Since that time, staff has selected the carpet for the main sections of the library, and gym flooring to give added support and durability to the areas behind the circulation and reference desks. A crew of library staff has developed a process to keep the project moving along efficiently. The crew will remove and replace shelving and books to prepare the space for the new carpet.

Hiller Commercial Floors, a vendor under state contract, was selected to tear out the old carpeting and install the new flooring, at a cost of $82,443.87. Hiller has indicated that the project should take 3-4 weeks to complete the project, which is scheduled to begin on Tuesday, September 7 and be completed by October 7, 2004.

Library staff is recommending that limited service be provided beginning on September 7. Limited service would mean patrons could return items to the library and pick up requested items during this time frame. Once the project is completed, a grand re-opening event will be held to showcase the library, and the building will re-open prior to October 7 if the project is completed earlier than anticipated.

Cox asked whether alternative flooring materials, such as bamboo or cork, were considered for the flooring project at Shoreview. Carlson indicated that the use of gym flooring behind the circulation and reference desks is a small experiment in alternative materials. Further investigation into other materials was not possible due to staff turnover. Norrgard noted that the upcoming expansion and remodeling at the library in Maplewood will provide the opportunity to explore other options in flooring materials. Weltzin also noted that carpeting enhances the welcoming feeling for the public and helps keep noise levels down.

Due to the short turnaround time until the project will begin, signs have been posted in the library in Shoreview for weeks notifying the public of limited service during the month of September. Once the project is officially approved as proposed, press releases will be issued.

Wolsfeld made a motion to authorize the Library Director to sign the contract with Hiller Commercial Floors in the amount of $82,443.87 subject to approval of the Ramsey County Attorney’s Office and approve the recommendation to provide service limited to patrons returning items and picking up requested materials. Weltzin seconded the motion, which was approved unanimously by the Library Board.

EBSCO SUBSCRIPTION AGREEMENT ADDENDUM:
The Ramsey County Library obtains the majority of its periodicals through a subscription service agency. Last year, Gary Davis, Assistant County Attorney, advised Library staff that service contracts less than $50,000 do not require a formal Request for Proposals in Ramsey County. Upon receiving this advice,
staff contracted with Ebsco Subscription Services, the largest responsive vendor among several who were contacted for price quotes, with the electronic claiming and invoicing capabilities desired by RCL.

Staff received a price quote from Ebsco for 2005 periodical subscriptions in the amount of $43,015.89, which is within the Library’s periodicals budget for 2005. The Library proposes to extend the agreement with Ebsco Subscription Services for one year, with the option to extend for two additional one-year terms. Gary Davis, Assistant County Attorney, has already reviewed and approved the addendum.

The Library Board discussed the proposed term of the addendum, and the price increase included. Wolsfeld made a motion to approve the First Addendum to Agreement for periodical subscriptions for Ramsey County Library to Ebsco Subscription Services of Cary, Illinois, at the one-year bid price of $43,015.89, and to authorize the Library Director to sign the contract. Revisions to the Library’s subscription order or publisher price increases may result in additional payments to vendor. The contract period shall be for one year, with the option to extend for two additional one-year terms. Weltzin seconded the motion, which was approved by majority vote, with Kessel dissenting.

RAMSEY COUNTY LIBRARY SOLICITATION POLICY:
Over the past year, it has become apparent that the Ramsey County Library parking lots and grounds are being used to solicit business and political contributions from library customers. Customer complaints about this solicitation have increased. Library staff worked with Gary Davis from the Ramsey County Attorney’s Office on a draft policy that would prohibit solicitation of library customers by vendors, political parties, etc. The policy was written in such a way so that the Friends and other support groups may continue to have a presence on library premises, and Ramsey County’s Combined Charitable Campaign for employees will not be prohibited.

Anderson made a motion to approve the Ramsey County Library Solicitation Policy as presented. Norrgard seconded the motion, which was approved unanimously.

DIRECTOR’S REPORT:
Carlson’s written report for August 2004 was mailed to the Library Board prior to the meeting.

FRIENDS OF THE SUBURBAN RAMSEY COUNTY LIBRARIES REPORT:
Weltzin reported that the Friends’ annual used book sale will be held at the library in Roseville September 24-25. There will also be a pre-sale on Thursday, September 23, from 5-9 p.m., with admission of $5 per person. The Lupus Foundation has agreed to take any books remaining after the sale, which are always an issue. Weltzin asked whether a member of the Library Board should attend the merger committee meetings held by the Friends and Foundation. The Board members agreed to send a representative if invited. Weltzin also noted that the Friends’ next Annual Luncheon will be held April 30, 2005, with author Shannon Olson as keynote speaker.

NEXT MEETING:
The Library Board’s next meeting will be held Wednesday, September 15, 2004, in the Meeting Room of the Ramsey County Library in Maplewood, 1670 Beam Avenue, beginning at 7:00 p.m.

EXECUTIVE SESSION:
The Library Board went into Executive Session to discuss the upcoming performance review process of the Library Director.

ADJOURNMENT:
Cox adjourned the meeting at 10:10 p.m.

Respectfully submitted,

Mary Larson
Library Board Coordinator