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; Sandy Walsh, Maplewood Library Manager; Lynn Wyman, Roseville Library Manager; Chuck Wettergren, Automation Services Manager

OTHERS PRESENT:
Mary Anne and Arnold Lindberg, Friends of the Suburban Ramsey County Libraries; Carol Morphew, Jolly Mangine, Ramsey County Property Management; Gail Blackstone, Ramsey County Human Resources; Paul Hagen AIA, Karl Ermanis AIA, Parker Durrant Architects; Jan Parker Wiessner, Ramsey County Commissioner

CALL TO ORDER:
Cox called the meeting to order at 7:05 p.m. in the Meeting Room of the Ramsey County Library in Maplewood, 1670 Beam Avenue.

PUBLIC COMMENT/INTRODUCTION OF VISITORS:
First time visitors to the Ramsey County Library Board were introduced. No public comment was received.

APPROVAL OF AGENDA:
Norrgard made a motion to approve the Library Board Agenda for September 15, 2004. Wolsfeld seconded the motion, which was approved unanimously.

APPROVAL OF LIBRARY BOARD MINUTES:
Norrgard made a motion, which was seconded by Wolsfeld, to approve the Library Board meeting minutes of August 18, 2004 as amended to state “Dr. Morris noted that a number of Twin Cities’ libraries conduct their surveys at 3-year intervals.” The motion was approved unanimously by the Library Board.

LIBRARY DIRECTOR SEARCH PROCESS:
Gail Blackstone, Director of Ramsey County Human Resources, was present at the request of the Library Board with a proposal to coordinate the upcoming library director search process. Since Blackstone joined the County, several department head searches have been conducted, including two County Manager searches. Blackstone recommended a national search, indicating that a 90-day timeline is feasible, but additional time would be needed if a management assessment for interview finalists is desired. For advertising, a combination of print and website resources would be utilized, along with recruitment letters and informational brochures for potential candidates. Initial screening of candidates could be conducted via telephone to save on travel expenses.

The Library Board discussed the advantages of having Ramsey County Human Resources conduct the library director search, as opposed to an outside search firm. Cox noted that the search would be delayed at least six weeks while an RFP for consulting services goes out, and potential search firms are interviewed. Wolsfeld and Anderson also spoke in favor of using RC Human Resources. Anderson asked if any search firms are currently under contract to Ramsey County, but Blackstone indicated that there are not. The use of a professional management assessment was considered, with Blackstone recommending that, at most, the top three finalists for the position be evaluated.
Norrgard made a motion to use the Ramsey County Human Resources Department for the library
director search process. Anderson seconded the motion, which was approved unanimously by the
Library Board.

Norrgard made a motion that the Library Board’s Personnel Subcommittee, consisting of Cox, Norrgard,
and Anderson, act on behalf of the Library Board on an ad hoc basis, with timely periodic reporting to the
Library Board of the whole. Anderson seconded the motion, which was approved unanimously.

Blackstone noted that currently there is no designated salary range for the Library Director position.
State law limits governmental salaries to $114,288, based on the Governor’s salary. No waivers to this
limit have been granted in recent years. Wolsfeld made a motion, which was seconded by Anderson, to
advertise the library director’s salary as up to the state maximum of $114,288 based on qualifications
and experience. The motion was approved unanimously by the Library Board.

The Library Board also discussed the minimum qualifications for the library director position. Kessel
favored a bachelor’s degree at the minimum, with a master’s degree desired. Norrgard stated his
preference for a strong public administration or business administration background.

The advertisement for the position will need to be finalized by September 27 in order to stay on schedule.
The Personnel Subcommittee will review the draft advertisement, and forward it via e-mail to the full
Library Board for comments.

MAPLEWOOD LIBRARY-expansion & renovation – architect selection process:
On June 16, 2004, The Ramsey County Library Board authorized the issuance of a Request for
Proposals (RFP) to secure complete architectural and engineering services for the expansion and
renovation of the Maplewood Library. The RFP was issued on July 2nd by the City-County Division of
Contract & Analysis Services. A Pre-Proposal Conference and facility walkthrough were conducted on
July 20th, with 33 consultant firms in attendance. On August 6th, the following 13 firms submitted
proposals:

Architectural Alliance   Meyer, Scherer & Rockcastle, Ltd.
Ankeny Kell Architects    Parker Durrant
B. Aaron Parker & Associates  Perkins & Will
Bentz/Thompson/Rietow, Inc.  Richard Fischer Architects
BKV Group                   Thorbeck Architects, Ltd.
Collaborative Design Group Inc.  Wold Architects & Engineers
KKE Architects, Inc.

An Evaluation Team of representatives from the agencies involved in this project was selected and each
member agreed their agency would participate throughout the selection process. The Evaluation Team
included:

David Norrgard    RCL Board
Alice Jo Carlson   RCL Director
Sandy Walsh       RCL Maplewood Manager
Jolly Mangine     Ramsey County Property Management
Zack Hansen/Debbie Hosch  St. Paul-Ramsey County Department of Public
                          Health/Environmental Health Section

Each Team member was provided with a copy of the RFP and Addenda prior to the submission of the
proposals. To ensure a common rating system among the Evaluation Team members, a Proposal
Evaluation Rating Form was utilized. The form included criteria important to evaluating each proposer’s
qualifications. On August 6th, the Evaluation Team received the evaluation form and the 13 submittals.
Team members then individually reviewed and rated each firm’s proposal.
On August 11th, the evaluators met and, following considerable discussion, selected four firms to interview:

- BKV Group
- Perkins & Will
- Parker Durrant
- Wold Architects & Engineers

All four firms were notified of the Evaluation Team’s selection of finalists and one hour interviews were scheduled for August 18th, 2004. Each of the four interviews followed a prescribed format with fifteen-minute summary presentations by the finalist team followed by a forty-five minute question-and-answer period. Each interview included a discussion of the proposer’s understanding of significant issues relating to this project: site master planning, contemporary library facility design, provisions for an existing office tenant and new retail space, and particular challenges associated with expansion and renovation of a high-use public building.

Following the interview, the Evaluation Team rated each of the four firms and unanimously selected Parker Durrant as their top choice. The composition of the entire Parker Durrant Project Team includes:

- Parker Durrant: Architectural Lead Firm
- Ericksen Ellison & Associates, Inc.: Mechanical & Electrical Engineers
- Meyer, Borgman and Johnson: Structural Engineers
- Sunde Engineering: Civil Engineers
- Damon Farber & Associates: Landscape Architects
- Professional Project Management, Inc.: Cost Estimators

Parker Durrant is a Minnesota architectural group comprised of the recently merged Minneapolis firm of The Leonard Parker Associates (Minneapolis) with the Iowa-based Durrant Group. Parker Durrant’s library experience includes over 30 public, academic and specialty libraries, including expansion and/or renovation projects at the Linden Hills and Washburn Libraries (MPL), as well as at the Inver Glen and Heritage Libraries (DCL). Seven of the thirteen Parker Durrant Project Team members were present at the interview to discuss architectural, engineering, interior design, and landscape design issues.

In their Proposal, Parker Durrant quotes a not-to-exceed fee of $382,000 for basic architectural/engineering services related to a construction budget (estimated for proposal purposes) at $5,000,000. Their reimbursable expenses are estimated not-to-exceed $8,000 and will be billed as out-of-pocket expenses.

Ramsey County Board Resolution 2004-114: Maplewood and Roseville Capital Improvement Projects calls for the Library Board to execute the contract for design services subject to approval by the County Attorney, County Budgeting & Accounting Department and County Property Management Department. It is anticipated that contract negotiations with Parker Durrant and County department reviews will be completed by September 24, 2004. County Board ratification of the design services contract with Parker Durrant will be considered on September 28th. A Project Start-Up/Building Program Review Meeting is tentatively scheduled for October 14th.

Paul Hagen and Karl Ermanis of Parker Durrant spoke briefly of their enthusiasm for the project. They reviewed other library projects that their firm has worked on in the last few years, including the Inver Glen, Heritage, Washburn, Linden Hills and Walker libraries, along with the law library at the U of M. They were also intrigued by the idea of potentially incorporating a coffee shop into the expansion.

Norrgard made a motion to approve the Evaluation Team’s recommendation of Parker Durrant for the Ramsey County Library in Maplewood expansion and renovation; to direct staff to develop an owner-consultant agreement between the Ramsey County Library and Parker Durrant; and to authorize the Library Board President to sign the contract on behalf of the Library Board. Wolsfeld seconded the motion, which was approved unanimously by the Library Board. Schematics and final design are scheduled to be completed by the end of the year.
MAPLEWOOD LIBRARY BUILDING PROGRAM:
In April 2004, the staff building program task force was established to begin developing the building program for the expanded and remodeled library in Maplewood. Task force members include library staff members John Bergeron, Jennifer Dietrich, Jeff Eide, Faye Herold, Tami Lee, Bill Michel, Mary Sokolik, Monica Stratton, Sandy Walsh (chair), Chuck Wettergren, and Lynn Wyman. During the five months since they began, the task force has undertaken the following activities:

- Researched public library building programs via the Internet
- Studied the Perkins & Will pre-design documents
- Toured, analyzed, measured and evaluated the library in Maplewood
- Met with Maplewood staff for input on what works and doesn’t work in the current building
- Toured recently constructed or renovated libraries in the metro area
- Developed a table of the current book collection and desired future trends
- Wrote a summary of functional areas with desired size, adjacencies and orientation

The Library Board members discussed various details of the proposed building program, including number of computer terminals planned for, window seats, meeting rooms, rest rooms, and space for the Friends and tenants Ramsey County Environmental Health.

Jolly Mangine, Ramsey County Property Management, indicated that details regarding a potential coffee shop need to be considered before the architects can complete their final designs. Carlson noted that the Library is contracting with Mike Scott of United Properties to conduct a feasibility study and market research on the viability of a coffee shop in the area of the library in Maplewood. A summary of issues for consideration will be presented to the Library Board in October.

Anderson made a motion to accept the draft building program for the expanded and renovated Ramsey County Library in Maplewood as prepared by library staff. Kessel seconded the motion, which was approved unanimously.

SALE OF FORMER NORTH ST. PAUL LIBRARY FACILITY:
Mangine reported that the National Association of Letter Carriers has formally withdrawn its offer to purchase the former library facility in North St. Paul, based on the inability to obtain a necessary zoning change from the City. Because the group attempted in good faith to obtain the necessary approvals, the earnest money was returned.

Two other interested parties have come forward as potential buyers for the facility. If the building is not sold soon, it is recommended that a commercial realtor be retained to handle the sale of the facility.

ACCEPTANCE OF GIFT FROM FRIENDS OF THE LIBRARY:
At their meeting on August 30, the Friends approved a funding request from the Library in the amount of $48,000 to purchase three additional self checkout machines. The new machines will be installed at the new library in North St. Paul, at the library in Maplewood, and in the children’s area of the library in Roseville. Mary Anne and Arnold Lindberg of the Friends were present, and they noted that the portability of the machines was a strong factor in the Friends’ decision to provide this funding, as they would like to see at least one self checkout machine at each library in the future.

Although the request was just recently approved by the Friends and the check is pending, the Library staff would like to obtain approval from the Library Board promptly to expedite the ordering process and make them available to the public as quickly as possible. The self checkout machines take 6-8 weeks to arrive after ordering, and additional time is needed for set-up and configuration.

Weltzin made a motion to accept the gift of $48,000 from the Friends of the Suburban Ramsey County Libraries three new self checkout machines, to be installed at the new library in North St. Paul, at the library in Maplewood, and in the children’s area of the library in Roseville. Wolsfeld seconded the motion, which was unanimously approved.
ART EXHIBIT POLICY:
In July, the Library Board reviewed a draft Art Exhibit Policy and Committee Guidelines developed by staff. Gary Davis, Assistant Ramsey County Attorney, worked with library staff in developing the criteria regarding liability issues, insurance requirements, and the contract template used for authorized exhibits.

At the July meeting, Library Board Trustee Matt Anderson, also a member of the Minnesota State Arts Board, suggested several revisions, which were incorporated into the draft policy and guidelines. Gary Davis reviewed and approved the revised draft. At the August meeting, Library Board Trustee David Norrgard suggested further revisions, which have also been incorporated into the draft policy and guidelines.

The Library Board discussed the second revised draft of the Art Exhibit Policy and Guidelines. Item #8 of the policy was amended, and item #9 will be moved from the policy to the contract document. The Board also discussed the phrase “…as determined by the Library,” and its interpretation in this document.

Norrgard made a motion to approve the Art Exhibit Policy and Exhibit Committee Guidelines as amended by the Library Board. Anderson seconded the motion, which was approved unanimously.

CITY OF ARDEN HILLS TASK FORCE REPORT:
In addition to the partnership between the City of Arden Hills and Ramsey County Library for grounds maintenance at the library in Arden Hills, the City began looking for other ways they could help the Library during tight budget times. As a result, the City invited residents to join a city task force to work with the Library.

The first meeting was held on July 29 at Arden Hills City Hall, with representation from five community members, Mayor Aplikowski and City Administrator Michelle Wolfe. Laura Johnson represented the Library.

The group of residents indicated their desire to be formally appointed as a City task force, with discussion on the role of the group slated for a subsequent meeting. The task force asked Ms. Johnson to provide a “wish list” of projects that could be accomplished by the task force and additional volunteers. The task force also discussed publicizing the “wish list” to encourage public involvement and support of its local library.

Mary Moran, manager at the library in Arden Hills, prepared a comprehensive list of potential facility and equipment needs. The task force asked Johnson to present this list at their meeting on September 29.

Weltzin made a motion to accept the support from the City of Arden Hills task force and direct staff to prioritize which projects are the most crucial and could be undertaken by volunteers. Anderson seconded the motion, which was approved unanimously by the Library Board.

STRATEGIC PLAN ROLL-OUT TO STAFF:
Carlson asked Library Board members attend the Staff Inservice Day on November 11 to present the new Strategic Plan. Cox, Weltzin and Norrgard volunteered to attend, with Anderson also expressing interest. The group will determine via e-mail how the roll-out will take place.

DIRECTOR’S REPORT:
Carlson’s written report for September 2004 was mailed to the Library Board prior to the meeting. The Board discussed the lack of applicants for the vacant Library Trustee position. With only one applicant, the County Board decided to re-advertise the vacancy this fall along with the two incumbent positions, in hopes of getting a larger applicant pool.

Carlson also reported that she asked Ramsey County Property Management to prepare a cost benefit analysis for having that department provide our property management services, versus having it managed by a Library staff member. This issue will be on the Board’s October agenda for consideration.
Excavation for library space at the North St. Paul Community Center has been completed, with footings to be poured in coming weeks. Construction should proceed at a rapid pace from that point on.

Installation of the bench donated by Dr. Kent Gulden to the library in White Bear Lake was also discussed. The City of White Bear Lake installed the bench for us during the recent road construction project.

**MELSA REPORT:**
Carlson noted that a joint meeting of the Executive and Advisory Boards will be held September 29.

**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. Volunteers to help out at the sale, or with set-up or clean-up, are welcomed.

**RETIREMENT OF LIBRARY DIRECTOR:**
Anderson acknowledged Carlson’s intention to retire in January 2005. He commended her for her 38 years of service to the Library and her positive impact during her tenure as Director. Wolsfeld praised her for establishing good working relationships with other County departments.

Carlson thanked the Board, and indicated her desire for new adventures, with time to volunteer and work with the public in some capacity. She also looks forward to the ability to take longer vacations with her husband and spend more time with family.

**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.

**ADJOURNMENT:**
Kessel made a motion to adjourn, seconded by Wolsfeld. Cox adjourned the meeting at 9:30 p.m.

Respectfully submitted,

Mary Larson
Library Board Coordinator