Minutes of the Ramsey County Library Board
September 16, 2009

LIBRARY BOARD PRESENT:
Beverly Aplikowski, Robert Lamb, David Norrgard, Burton Nygren, Janice Rapheal, Lori-Anne Williams, Roberta Weltzin

STAFF PRESENT:
Mary Larson, Library Board Coordinator; Sandy Walsh, Deputy Director; Lynn Wyman, Deputy Director; Julie Neville, Library Facilities Manager; Bill Michel, Roseville Library Manager; Chuck Wettergren, Automation Services Manager; Kristi Saksvig, Communications Manager; Carrie Watts, Mounds View Library Manager

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

CALL TO ORDER:
Williams called the meeting to order at 6:30 p.m. in the Meeting Room of the Ramsey County Library in Mounds View, 2576 County Road 10, followed by introductions of those present.

PUBLIC COMMENT:
None.

APPROVAL OF AGENDA AND MINUTES:
Weltzin made a motion to approve the agenda for 9-16-09, and the minutes of 8-19-09 as presented. Aplikowski seconded the motion, which was approved by unanimous vote.

AUTOMATED MATERIALS HANDLING SYSTEM:
In July 2009, Ramsey County authorized the issuance of a Request for Proposals (RFP) to secure product and services for an automated materials handling (AMH) system, to be installed in the expanded and renovated Roseville Library. The RFP was issued on July 13, 2009, by the City-County Division of Contract & Analysis Services. Written questions from interested vendors were answered to all bidders in an addendum issued July 30, 2009. On August 6, 2009, the following four vendors submitted proposal responses:

1. Envision Ware, Duluth, Georgia  Decision not to submit proposal
2. Libramation, Edmonton, AB Canada  Detailed proposal submitted
3. Tech Logic, White Bear Lake, MN  Detailed proposal submitted
4. 3M for FKI Logistics, Maplewood, MN  Detailed proposal submitted

An Evaluation Team was formed and each member agreed to participate throughout the selection process. The Evaluation Team included Lynn Wyman, Deputy Director; John Bergeron, Bill Michel, Roseville staff; Chuck Wettergren, Automation Manager; and Carol Morphew, Ramsey County Property Management. Team members individually reviewed each vendor’s proposal, and at a meeting on August 10, 2009, short-listed AMH proposals by:

- 3M, an authorized dealer of FKI Logistex Systems
- Tech Logic, an AMH manufacturer dealing directly with Library customers

The third proposal, by Libramation, did not meet the basic system requirements for the Roseville Library project. Specifically, the Libramation proposal did not include a conveyance system connecting the book return location in the building lobby with the sorting location in the circulation workroom. The proposal did not respond to the floor plan.
included in the RFP, which schematically defined the path of travel that materials need to follow from the lobby to the circ workroom. The Team judged the proposal to be non-responsive, and set the proposal aside.

The Evaluation Team has reviewed all information provided by the two short-listed vendors in their proposals, as well as information gathered from the subsequent vendor interviews, references, and the site visits. It was determined that system costs as submitted are not directly comparable because the prices do not represent the same functionality. For example, the Tech Logic proposal includes loader/unloaders, de-shingling conveyance, and smart bins, none of which are included in the 3M/FKI proposal. The 3M/FKI proposal does not include the price of the second internal Library Mate and additional conveyance recommended by FKI for a Library with a circulation of 2,000,000+ items.

Team members individually completed proposal evaluation forms based on the system requirements outlined by the RFP and information gathered during the evaluation process. The Team is unanimous in recommending to the Library Board that contract negotiations should commence with Tech Logic of White Bear Lake, Minnesota. Their AMH system best meets Roseville Library’s materials handling needs given the Library’s staffing limitations, patron patterns, and the configuration of the renovated Library building.

The Library Board discussed the two short-listed proposals, and the findings of the Evaluation Team. Wettergren noted that the Ramsey County Library in Maplewood utilizes an AMH system by Tech Logic, which was installed in 2007. The platform for the Roseville system would be the same, with upgraded mechanics. Both proposals are within the funding allotted for the project.

Lamb made a motion to direct staff to commence negotiations with Tech Logic of White Bear Lake, Minnesota, for an automated materials handling system for the Ramsey County Library in Roseville. If negotiations with Tech Logic fall through, the staff should return to the Library Board for discussion. Nygren seconded the motion, which was approved by unanimous vote.

**ROSEVILLE UPDATE:**

**Arthur Street**
- Circulation continues to grow. August circulation at Arthur Street was 14% less than August of 2008 circulation (the library was open one day less this year with the Service Improvement Day closure).

**Roseville Construction**
- The project continues to be on schedule and within budget.
- The FF&E design contract with MS&R was signed. Staff will have a series of three meetings with MS&R interior designers in September and October to finalize the public area furniture selections.
- The parking lot site work is nearing completion and should be done before the first snowfall. The final steps are laying crushed rock, installing concrete curb and gutters, and paving the lots.
- Demolition work is done. 98.9% of materials were recycled.
- Work is proceeding on the footings and foundation for the new Teen Room.
- Steel and bar joists are going up and walls are being framed on the second floor.
- Work is being completed on the underground conduit and lighting pole bases are being prepared for paving. The contractor is working on underground plumbing and roof drains.
- The new transformer pad has been roughed in. Xcel should be bringing the new transformer soon. When the transformer is installed, the portable generator will no longer be needed on the site.
- Over the next eight weeks the main focus of work will be completing site and exterior work and getting the walls and roof up so that more of the work can shift indoors.
- Responses to the Coffee Shop RFP were received on September 9 and will be evaluated.
- The Terrazzo Design Committee will meet with artist Brad Kaspari on September 23 and present the final design to the Library Board in October.

Wyman noted that a site walk-through was held 9-15-09. The project is still on track for Gold LEED Certification.

**NAMING OF THE NEW RAMSEY COUNTY LIBRARY IN ROSEVILLE:**
The Ramsey County Library’s Facilities Master Plan recommends, “As libraries are redeveloped, they are given names that connect them to the library system and not to a particular community.”
Based upon the discussion of the naming of the expanded library in Roseville at the August Board meeting, several board members suggested the following naming convention.

The three large libraries would drop the Ramsey County designation and add the word “regional.”

- Roseville Regional Library
- Maplewood Regional Library
- Shoreview Regional Library

Staff suggests that monument signs might also include a tag line that said “A Ramsey County Service.” The changes would be implemented slowly to manage costs.

The strength of this proposal is that the naming convention begins to articulate the broader role of these three libraries as defined by the master plan. The name change is not significant enough to cause major uproar with local constituencies. The weakness is that it does not move away from community names and reduces the visibility of the Ramsey County connection.

The Library Board discussed the proposal, including the need to keep “Ramsey County” in the official name. The discussion will be postponed, and will include the smaller libraries.

2010-2011 BUDGET UPDATE:
Ramsey County Manager Julie Kleinschmidt presented her recommendations for the 2010-2011 Budget to the Board of Commissioners on Tuesday, September 8. For the Library’s budget, recommended changes include:

- Reduced funding for collections
- Reduced funding for substitute and permanent staff
- Transfer of technology innovation funding to the operating budget to cover maintenance costs for automated handling and RFID
- Additional property management funds to cover increased square footage at Roseville
- One-time funds to sustain operations in 2010 while an alternative to the current Arden Hills library facility is developed

Despite the reductions to the book budget and staffing, the library plans no staff layoffs as vacancies held open for the past year will be utilized.

The Library’s budget hearing with the County Board will be held Thursday, October 1 at 8 a.m. The County Board will formally approve the 2010-2011 Budget in December.

Nemitz reported that she has begun communications with local officials regarding the Arden Hills facility.

MINNESOTA LEGACY ARTS AND CULTURAL HERITAGE FUNDS:
In FY2010, MELSA will receive $1.36 million from the Minnesota Arts & Cultural Heritage Fund, approved by the Minnesota voters in November 2008. During the summer of 2009, the MELSA Library Directors met on a weekly basis to discuss the use of these dollars within the regional system. The group recommended the following goals for the program:

- Highlight the unique role/position of public libraries in the cultural life and heritage of our communities, region and state.
- Develop sustainable partnerships between public libraries and other arts, cultural and educational organizations throughout the state.
- Utilize the local talent within arts and cultural organizations throughout the state.
- Develop innovative and exciting programs that our patrons want and use.
- Create cultural opportunities to serve the diverse demographics of our residents.
- Be good stewards of a limited financial resource.

Ramsey County Library’s share of the Cultural Heritage Funds will be $54,450 for FY2010, ending June 30, 2010. The funds will be held by MELSA, and coordinated by a Project Manager hired to oversee the program during the two years of the grant.
MOUNDS VIEW LIBRARY UPDATE:
Carrie Watts, Library Manager, reported that the number of people visiting the Ramsey County Library in Mounds View continues to increase. In July, visits increased by nearly 12%. The Summer Reading Program was also popular, with 55 programs held and over 1,400 attendees. Programs for teens included cartoon drawing, book clubs, and writing workshops. Over 800 volunteer hours were worked during the summer months, supervised by the Mounds View Circulation Supervisor, Fay Cushman. Otis, a bull-mastiff dog, returned to Mounds View this fall for the Paws to Read program, in which emergent readers sit with a very attentive dog and demonstrate their reading skills. A new service model has been implemented at Mounds View with the combining of the circulation and reference desks. A book depository was installed in the wall by the circulation desk, the back room was reconfigured to handle much of the book delivery and check-in of returned items, and the reference desk was removed and is being replaced with eight new computer workstations, tripling public access to the Internet.

DIRECTOR'S REPORT:
The Library Board discussed Nemitz’s written report for September 2009.

MELSA REPORT:
Norrgard was not able to attend the most recent meeting of the MELSA Governing Board, which discussed the MN Legacy Arts Funding.

FRIENDS OF THE RAMSEY COUNTY LIBRARIES REPORT:
The public phase of the Roseville Capital Campaign is going well. As of September 10, total cash donated was $31,091, funds raised from the surplus furniture sale were $5,479, and an in-kind donation from the Pioneer Press was $4,320, bringing the grand total of cash raised to $40,890. This amount does not include grants received or pending.

NEXT MEETING: October 21, 2009, RCL-Maplewood, 3025 Southlawn Drive, 6:30 p.m.

MEETING ADJOURNED 8:30 p.m.

Respectfully Submitted,

Mary Larson,
Library Board Coordinator