BOARD MEMBERS PRESENT:
Matthew Anderson, Joan Bartell, Victoria Cox, Bruce Kessel, Bridget Murray, David Norrgard, Susan Wolsfeld

STAFF PRESENT:
Alice-Jo Carlson, Library Director; Mary Larson, Library Board Coordinator; Laura Johnson, Communication & Programming Manager; Chuck Wettergren, Automation Services Manager

OTHERS PRESENT:
Jan Wiessner, Ramsey County Commissioner; Jolly Mangine, Ramsey County Property Manager; Gary Davis, Assistant Ramsey County Attorney; Roberta Weltzin, Friends of the Suburban Ramsey County Libraries; Beverly Aplikowski, Arden Hills Mayor; Lois Rem, Arden Hills City Council; Michelle Wolfe, Arden Hills City Manager

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

PUBLIC COMMENT:
None.

APPROVAL OF MINUTES:
Cox made a motion to approve the Library Board Minutes of July 30, 2003, as presented. The motion was seconded by Wolsfeld, and approved unanimously by the Library Board.

RETIREMENT:
Anderson acknowledged the announcement of Library Director Alice-Jo Carlson’s pending retirement, effective March 1, 2004. He thanked her for her long and productive career at Ramsey County Library.

DIRECTOR’S REPORT:
Carlson’s written report for September 2003 was discussed. Carlson updated the Library Board on the new “ExpLORE Store” opening September 25, 2003 at the Ramsey County Library in Roseville. Painting of the former copy room is nearly completed, and merchandise set-up will be the final step. The Library Board also discussed the reductions in the Library’s periodicals budget. Significant cuts have been made, both as a result of the budget shortfall, and in an effort to streamline the periodicals collection.

MELSA REPORT:
Wiessner had no report. Carlson will attend the MELSA Advisory Board meeting on September 18, 2003, where a committee led by Ramsey County Library manager Lynn Wyman will present its report and recommendations on filtering the Internet to the Advisory Board.

FRIENDS OF THE SUBURBAN RAMSEY COUNTY LIBRARIES REPORT:
The Friends Executive Board met September 8, 2003. The Library’s request for funding, totaling $63,000, was discussed. The Friends’ Board approved partial funding, and will follow-up at the October meeting with decisions on the other projects. The Friends continue to search for a specific program that they could significantly support and be responsible for as well as identified with, similar to their successful support of Library programming. Preparations for the annual used book sale, which will be held September 25-27 at the Ramsey County Library in Roseville, are in full swing.
RAMSEY COUNTY LIBRARY FOUNDATION REPORT:
Planning is underway for the November 15 gala, "An International Taste for Books," with key restaurants already signed up and invitations at the printer. Dudley Voigt was hired by the Foundation Board to coordinate the event, which will again be held at the Ramsey County Library in Roseville, beginning at 7:00 p.m. There was much discussion about how the annual fundraising campaign comes on the heels of the gala, so the Board is considering moving the gala to spring instead of fall, and scheduling the next gala for either 6 months or 18 months out. Susan O'Neil will manage the annual campaign this year.

Peter Hilger, fundraising chair, has developed a plan to begin fundraising for the new library in North St. Paul. He is hoping that the ardent library supporters in that area will be willing to donate to a campaign.

The Board decided to contract with Susan O'Neil for development services and with Ling Becker for administrative services. Both are former Foundation Board members.

The Foundation has $21,000 in their budget, including $1,000 received from a charitable gambling organization in the Mounds View area.

SALE OF THE NORTH ST. PAUL FACILITY:
Jolly Mangine, Ramsey County Property Manager, was present to update the Library Board on the disposition of the former library facility in North St. Paul. On August 5, 2003, the Ramsey County Board of Commissioners voted to authorize sale of the facility. The appraisal is in process, and due on September 25, 2003. An auctioneer has also been contacted in the event that an auction is deemed the best method to sell the facility.

The Library Board discussed zoning issues with Mangine. With the closing of the library, the site reverts back to residential zoning, so the property will need to be rezoned for commercial use. Zoning on two sides of the facility is B-2 (business), and residential on the other two sides. The County will ask the City of North St. Paul to develop a list of desired types of business for the site, which will increase the likelihood of approval for rezoning.

Once the existing facility has been sold, with proceeds sufficient to fund the new library in the North St. Paul Community Center, a joint powers agreement will be drafted. This agreement would spell out the ownership rights, and financial and operational responsibilities of the City of North St. Paul, Ramsey County, and the Library, for the new library space in the Community Center.

Mangine stated that this project is still proceeding according to schedule. Sale of the existing facility could potentially be finalized by the end of 2003. The City of North St. Paul is still in the planning stages for the proposed expansion of the Community Center, so there would be no economies of scale achieved by rushing the project.

CAPITAL PROJECTS UPDATE:
Wiessner reported that although the County Board has not voted to support the entire proposed $37 million dollar capital projects, it is willing to consider smaller projects, within the existing tax levy. The County Board voted to use the proceeds from sale of the former library in North St. Paul to finance the new library within the Community Center.

The County Board also considered using any additional funds remaining from the sale of the North St. Paul facility to fund operations at the library in Arden Hills for 2004, but ultimately decided against using one-time capital funds for operational costs. The County Board will consider increasing the tax levy to fund operations at Arden Hills as part of the departmental budget hearings this fall, in an effort to keep the existing facility open until a new facility can be constructed.

The property tax levy for the Library currently includes $1.2 million dollars for debt service to pay off the construction costs from the last capital projects. This debt will be paid off with the 2003 levy, but the
County Board will consider keeping the levy amount in place as funding for some of the proposed capital projects, or for other options. The Library Board will consider this opportunity at its upcoming Strategic Plan workshop.

**MERCHANDISE PLAN:**
Laura Johnson, Communication and Programming Manager, was present to discuss the merchandise plan she developed based on Strategic Plan goals. She distributed samples of the newest merchandise available, children’s activity books and journals featuring either the Booker™ mascot or the Library’s logo.

The Booker™ mascot is a key component of the Library’s merchandise plan. Funds donated by the Friends of the Library were used to purchase the mascot costume, and to pay the salary of the intern who appears as Booker™ and assists with library programming. However, the Friends have decided that funding a staff position is not in their mission, and will not fund the program beyond 2003. The mascot, which makes many appearances at library programs and local schools, may need to be discontinued if alternative funding cannot be found.

The Library Board discussed the Booker™ project, which has been very successful in the marketing of the Ramsey County Library. However, it is difficult to find volunteers to wear the costume, and without the addition of programming intern duties, the hours for the mascot are too few and too sporadic to interest any paid candidates. The Board members voiced strong support for continuing the project, and discussed alternative funding sources.

**E-RATE FUNDING:**
E-rate is the popular name for an extension of funding authorized by Congress in the Telecommunications Act of 1996. This Federal initiative provides discounts to public libraries and to public and private K-12 schools on telecommunications services, Internet access and some closely related costs, such as wiring. The discounts range from 20%-90%, with the deepest discounts going to those communities with the greatest need based on the local eligibility levels for participation in the National School Lunch Program.

Earlier this summer, the Supreme Court upheld the Children’s Internet Protection Act (CIPA), which requires any library receiving e-rate funding to filter both staff and public Internet terminals. In the past, MELSA has applied for e-rate funding for the member libraries. This year, as a result of CIPA, Ramsey County Library must indicate to MELSA whether or not the library will be CIPA-compliant by July 1, 2004.

For the 2003 budget year, RCL has been approved to receive a reimbursement of $13,009.75 in e-rate funding. For 2004, with the closing of North St. Paul and potentially Arden Hills, the reimbursement will decrease. However, since e-rate guidelines require applicant agencies to budget for these expenses without planning for the reimbursement, the e-rate money becomes duplicate funding.

MELSA also funds our Internet access at an annual cost of $12,900, using RLTA (Regional Library Technology Act) funding. An agency cannot receive RLTA funding if it is not eligible for e-rate. At the current time, MELSA’s Director Marlene Moulten Janssen has budgeted for MELSA to continue paying this expense for member libraries, pending Governing Board approval. If the Governing Board does not approve this expense, it will be passed down to the member libraries.

Cox made a motion to authorize Library staff to forgo the upcoming round of e-rate applications, in keeping with the decision not to install Internet filters. Norrgard seconded the motion, which was approved unanimously by the Library Board.

**STRATEGIC PLAN WORKSHOP:**
The Library Board’s current Strategic Plan covers January 2002-December 2005. In order to have a timely plan, in light of the current budget reductions and County Board feedback on our capital plans, Carlson recommended that the Library Board set aside some workshop time in the next few months with
key Library staff to update and refresh the plan. The Board members considered several potential dates for the workshop, which was scheduled for Wednesday, October 22, from 5-7 p.m.

LIBRARY DIRECTOR’S PERFORMANCE REVIEW PROCESS:
Each year in September, the Library Board begins the Library Director’s performance review process. In light of Carlson’s upcoming retirement, Norrgard questioned whether the Board needed to conduct the performance review. Carlson indicated that she would like to have the performance feedback for the past year. She noted that the Board could finalize the review in February, rather than December, and consider it an exit evaluation. Kessel suggested that the process be finalized this year, with the current Library Board members.

Anderson proposed that the staff evaluation form be modified to include a comments section, and that the form be available electronically for staff. Mary Larson, Library Board Coordinator, will make the proposed changes.

Norrgard made a motion to approve the Performance Evaluation Form, Performance Discussion Guide, and revised 360° Director Evaluation form for staff; to be completed by the December meeting. Cox seconded the motion, which was approved unanimously by the Library Board.

LIBRARY DIRECTOR SEARCH:
In order to fill the position of Library Director by March 1, 2004, the Library Board will need to begin the director search process immediately. In light of the Library Board’s previous experience using search firms, and the lack of available funding to hire an outside firm, the staff is recommending that the Library Board conduct the search process, with assistance from staff. Once the finalists for the position are named, it is highly recommended that each undergo the full-day Management Assessment offered by Personnel Decisions International.

Norrgard recommended hiring a search firm to facilitate the process. Kessel suggested that the expertise of the Ramsey County Human Resources could be utilized for the search process. The Library Board discussed both scenarios, and also discussed the minimum qualifications for the Library Director position. Carlson recommended that the educational requirements not be limited to candidates with a Master’s Degree in Library Science, but be opened to candidates with a Master’s Degree in Business Administration, Public Administration, or related field.

Norrgard made a motion to delegate the search process to the Library Board’s Personnel Committee, comprised of Anderson, Cox, and Kessel, to develop a comprehensive plan, and to determine the role of Ramsey County Human Resources in the search process; and to authorize the Library Director and staff to begin preparing a draft position description and informational brochure for candidates, and to obtain cost estimates for advertising in state and national media, library professional literature, and other appropriate media. Kessel seconded the motion, which was approved unanimously by the Library Board.

NEXT MEETING:
The next meeting of the Library Board will be Wednesday, October 15, 2003, in the Meeting Room of the Ramsey County Library in Roseville, 2180 North Hamline Avenue, beginning at 7:00 p.m. The Library Board will also hold a Strategic Plan workshop on Wednesday, October 22, 2003, in the Conference Room of the Library’s Administrative Offices, 4570 North Victoria Street, from 5:00-7:00 p.m.

ADJOURNMENT:
Kessel made a motion to adjourn the meeting, seconded by Murray. The meeting adjourned at 9:25 p.m.

Respectfully submitted,
Mary Larson
Library Board Coordinator