LIBRARY BOARD PRESENT:
Victoria Cox, David Norrgard, Burton Nygren, Lori Anne Williams

LIBRARY BOARD ABSENT:
Matthew Anderson, Roberta Weltzin

STAFF PRESENT:
Susan Nemitz, Library Director; Mary Larson, Library Board Coordinator; Lynn Wyman, Assistant Director – Human Resources; Sandy Walsh, Assistant Director - Operations; Chuck Wettergren, Automation Services Manager; Jeff Eide, Mounds View Library Manager

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

CALL TO ORDER:
Norrgard called the meeting to order at 6:45 p.m. in the Meeting Room of the Ramsey County Library in Mounds View, 2576 County Road 10.

PUBLIC COMMENT:
None.

MOUNDS VIEW LIBRARY BRANCH REPORT:
Jeff Eide, Library Manager at Mounds View since January 2005, gave a brief overview for the Library Board. Circulation at Mounds View has increased by 11% during 2006, including an increase of 20% during the month of July. The branch serves a diverse population, and many of its patrons arrive on foot or bicycle. Improvements underway include furniture ordered for a new teen area, and additional lighting in the parking lot for the safety of patrons and staff. The City of Mounds View has approved installation of a trail way along County Road 10 near the Library.

LIBRARY BOARD TRUSTEE UPDATES:
Norrgard reported that Bruce Kessel, a Library Board Trustee since 1999, submitted a letter of resignation following the July meeting. Kessel indicated that he was moving from suburban Ramsey County, making him ineligible to continue as a Board member. The Library Board directed staff to prepare a Certificate of Appreciation for Kessel for the Board’s October meeting.

Norrgard also noted that Roberta Weltzin is undergoing surgery, and will be absent from Board meetings until December. Weltzin shared her observations on several agenda topics with Norrgard, who will relate them in a timely manner during the discussion for each topic.

APPROVAL OF AGENDA AND MINUTES:
Cox made a motion to approve the agenda for September 20, 2006 and the minutes of July 19, 2006, as presented. Williams seconded the motion, which was approved by unanimous vote.

AWARD LIBRARY GOLD CARD:
Library staff from Mounds View nominated volunteer Kay Welsch to be the recipient of a Library Gold Card. Welsch has been a volunteer at the Ramsey County Libraries in Mounds View and Arden Hills for many years, and also recently served as a member of the Northwest Area Library Access Task Force. Library staff will present the Library Gold Card to her during a small reception in her honor to be held at the library in Mounds View.

Cox made the motion to award a Library Gold Card to Kay Welsch as a symbol of appreciation for her volunteer efforts on behalf of the Ramsey County Libraries. Williams seconded the motion, which was approved unanimously.

**RESOLUTION REGARDING THE RETIREMENT OF MARY FELDHAHN:**
Cox made the motion to approve the Resolution Regarding the Retirement of Mary Feldhahn, and to authorize the appropriate signatures on the document. Williams seconded the motion, which was approved unanimously.

**RESOLUTION REGARDING THE RETIREMENT OF NANCY SULLIVAN:**
Cox made the motion to approve the Resolution Regarding the Retirement of Nancy Sullivan, and to authorize the appropriate signatures on the document. Williams seconded the motion, which was approved unanimously.

**MELSA EQUIPMENT GRANT:**
Ramsey County Library was eligible for $112,443 in MELSA Phase VI Equipment Grant funding to enhance technology and access for our patrons. The funds will be applied to the following projects:

- Purchase of an automated material handling system for the new library in Maplewood (approved 7-19-06).
- Expand the existing print management system to all branches, to provide improved and centralized print services, including the option for color printouts.
- Purchase of equipment and infrastructure to update and increase the capacity of our network.

Cox made the motion to accept the MELSA Phase VI Equipment Grant in the amount of $112,443, to be used for funding automated material handling, print management, and network capacity for library patrons. Williams seconded the motion, which was unanimously approved.

**LIBRARY TELECOMMUNICATIONS PLANNING:**
Ramsey County Library currently uses Qwest Communications to provide the internal telecommunications network that connects the library branches and Internet access. The library has seen a steady increase in demand for computers, and in turn for the enriched content (images, sound and video) available on the Internet. In addition, the library is looking to take advantage of recent advances in technology that enable integration of telephone, security, and building management systems onto existing computer networks. To increase the library’s capacity to meet this growing demand, both its internal network and Internet access capacities will have to grow significantly to ensure the network remains viable.

To address these demands, Ramsey County Library has been developing relationships that could provide the library access to the Institutional Network (I-Net) and local city networks available throughout our service area. Access to the I-Net would be an alternative to often costly options to increase bandwidth through traditional telecommunications providers.

The I-Net is a high speed optical fiber “data” network developed through local cable franchise agreements with our suburban cities that interconnects these cities. Currently, Comcast Cable provides the I-Net while the cities decide who and how users connect to the network. Although the
cities can manage their own segments of the network, they have also established that existing cable commissions provide some coordinated oversight and management of I-Net use.

In addition to the I-Net, cities such as North St. Paul and Roseville have been aggressively planning for city-owned fiber that is connected to the I-Net. The City of North St. Paul approached the library to determine the interest in installing an extension of their city fiber to the new library in Maplewood, which would provide connectivity to the I-Net and possible alternative phone service.

To make the connection, the City of North St. Paul would lay fiber between the new Maplewood library building and the North St. Paul network at an estimated cost of $52,000 plus up to $10,000 for related equipment. These costs could be financed via the City of North St. Paul over five years, or paid in full up front with available funds. In addition, the City of North St. Paul has offered to waive all maintenance fees for five years and connect the North St. Paul Library to the I-Net for free. The existing Qwest fees associated with these two libraries would be eliminated.

Connecting these two libraries alone would not benefit the library system. A connection would also have to be made at Shoreview. The Shoreview connection has an estimated cost of $15,000 and would run fiber between the library and the Shoreview City Hall. Shoreview City Hall has a spare connection to the I-Net and is willing to let the library make use of it for no charge. The only charge that may apply to this project would be nominal fees that I-Net users pay to support basic maintenance costs, and even these fees may be deferred or reduced to allow us to recover our initial investment more quickly. With Shoreview connected, the library will be in a position to start bringing the other libraries onto the I-Net as needed, resulting in higher bandwidth and ultimately lower costs. MELSA funding was applied for and received to support upgrading our networks. The application included a project to connect Shoreview to the I-Net.

Potential benefits to installing fiber and connecting to the I-Net include:
- Lower long-term costs
- Increased band width
- Potential collaborations
- Potential for future shared costs
- Non-profit venture
- Add other libraries as opportunities arise

Potential risks include:
- Passage of COPE bill giving telecommunications companies a national franchise for fiber networks, voiding agreements with cities and forcing renegotiated agreements for potential higher costs
- High cost for initial Maplewood hook-up
- Multiple agreements needed

Because timing is crucial to take advantage of the North St. Paul offer, Cox made a motion to authorize the Library Board Chair to approve any contract(s) and agreements with parties involved in connecting the new library in Maplewood to the I-Net. These agreements would be presented to the Library Board for ratification at the earliest opportunity. Williams seconded the motion, which was approved unanimously.

MAPLEWOOD PROJECT – ADD ALTERNATES:
In August, the design team met to discuss add alternates and project issues. The following decisions were made:
- An additional $65,000 was allocated to complete the deck
- $5,000 in lockers and $4,000 in appliances were shifted back to the FF&E budget at this time to fund the additional costs of the deck
• $40,000 in graphics were removed at this time in order to complete the deck
• $12,650 in irrigation was removed at this time in order to complete the deck
• Deferred the decision on commissioning to a later date ($50,000)
• Added additional electrical boxes to allow future expansion of computer workstations ($15,500)
• Added additional occupancy sensors to save energy ($2,125)

In addition, Nemitz approved the following changes:
• Added parking lot lighting upgrades ($15,870)
• Added powered relief on rooftop unit #4 ($7,750)

Norrgard stated that he was unhappy with the decision to postpone commissioning of the HVAC system. Nemitz explained that commissioning is a very high priority, and would likely be reinstated once the project contingency funds have been released.

ROSEVILLE EXPANSION PLANNING:
Based upon Board suggestions, the Library staff has begun networking within the community to generate interest in the addition to the Ramsey County Library in Roseville. Planned activities thus far have included:

June 12, 2006 Community Input Meeting at the Library in Roseville
June 21, 2006 North Suburban Cable Commission discussion of facilities
June 26, 2006 Letter sent to City of Roseville Consultant, Anne Carroll, requesting participation in the Roseville Visioning process
July 18, 2006 Tour of Roseville Library for City staff and Mayor
July 27, 2006 City of Roseville Meeting
August 2006 Phone discussion with Roseville School District
August 1, 2006 Roseville Library staff meeting to discuss capital planning and the Roseville addition
August 9, 2006 Patron-led committee to support Roseville Library outdoor spaces/reading garden created
September 7, 2006 Pre-proposal meeting and site tour
September 13, 2006 Patron committee on outdoor spaces/reading garden meets to discuss funding opportunities
September 13, 2006 City of Roseville meeting on multi-use opportunities
September 16, 2006 Library Board tour of libraries/Commissioners invited
October 2, 2006 Roseville neighborhood meeting
October 11, 2006 Requests for Proposals due
Ongoing Paper survey of Roseville patrons’ ideas and concerns
On August 28th, the Ramsey County Library published a Request for Proposals to develop a plan for the remodeling and expansion of the Ramsey County Library in Roseville. It is expected that the project will evaluate the existing building, create a space use program and a preliminary design, provide cost estimates and develop supporting materials to secure funding from the Ramsey County Board and support from the community. Proposals are due October 11, 2006.

The next step is to create a Roseville Design Team to be led by Lynn Wyman. The Library asked for a Board member to serve on the team, which will likely require weekly meetings over the next 3-4 months. Norrgard and Williams both volunteered to serve as the Board representative.

Cox made a motion to appoint Williams as the Board representative to the Roseville Design Team, with Norrgard as the alternate. Nygren seconded the motion, which was unanimously approved.

CAPITAL PLANNING—WHAT IS THE LIBRARY WILLING TO GIVE UP IN ORDER TO ACCOMPLISH ITS GOALS?
The discussion was postponed to October.

LIBRARY DIRECTOR’S PERFORMANCE REVIEW PROCESS:
Norrgard indicated that Nemitz’s annual appraisal is due in December, and recommended that the Library Board once again utilize the services of the Ramsey County Human Resources Department to assist with the process. The Library Board’s Personnel Subcommittee, consisting of the chair, vice chair and secretary, will coordinate the appraisal process and make a formal recommendation to the full Board.

DIRECTOR’S REPORT:
Nemitz’s September report to the Library Board was mailed prior to the meeting. Following a budget hearing with the County Board of Commissioners on September 7, she noted that the Library is unlikely to receive a budget increase for 2007. The Museum Adventure Pass program kicked off September 6, and is proving to be a boon for the Library.

FRIENDS OF THE SUBURBAN RAMSEY COUNTY LIBRARIES REPORT:
Mary Anne Lindberg reported that the Friends voted to form a search committee for a ½-time contracted fundraiser. The Friends’ Annual Book Sale will be held September 28-October 1 at the library in Maplewood. Volunteers are needed. The fundraising campaign for the new Maplewood branch is being led by Nancy Guerino, who also headed the campaign for North St. Paul. Lindberg noted that Maplewood has fewer community-owned businesses and more chain stores, which is hampering the success of the drive. She reported that the Knights of Columbus may be hosting a fundraising dinner, and has pledged $500. Williams complimented the Friends on the new membership brochures.

MELSA REPORT:
No report.

NEXT MEETING: October 18, 2006, Administrative Office, 4570 North Victoria Street, 7:00 p.m.

MEETING ADJOURNED 8:45 p.m.

Respectfully Submitted,

Mary Larson
Library Board Coordinator