LIBRARY BOARD MEMBERS PRESENT:
Matthew Anderson, Victoria Cox, Bruce Kessel, David Norrgard, Roberta Weltzin, Lori-Anne Williams, Susan Wolsfeld

STAFF MEMBERS PRESENT:
Susan Nemitz, Library Director; Mary Larson, Library Board Coordinator; Julie Neville, Building Services Manager; Lynn Wyman, Sandy Walsh, Jeff Eide, Library Managers

OTHERS PRESENT:
Jan Parker, Ramsey County Commissioner; Arnold and Mary Anne Lindberg, Friends of the Suburban Ramsey County Libraries; Barb Crassweller, Arden Hills Library Task Force

CALL TO ORDER:
Norrgard called the meeting to order at 7:03 p.m. in the Conference Room of the Ramsey County Library Administrative Offices, 4570 North Victoria Street.

PUBLIC COMMENT/INTRODUCTION OF VISITORS:
No public comments were received. Introductions were given for all in attendance.

APPROVAL OF AGENDA AND MINUTES:
Cox asked that Northwest Area Library Access Task Force be added to the agenda for action. Anderson made a motion to approve the agenda as amended and the Library Board minutes of 7-20-05 as presented. Weltzin seconded the motion, which was approved unanimously.

DONATION FROM FRIENDS OF THE SUBURBAN RAMSEY COUNTY LIBRARIES:
In 2003, planning began for a new branch of the Ramsey County Library in North St. Paul, and the Friends of the Suburban Ramsey County Libraries spearheaded a fundraising campaign for amenities not included in the construction budget. They led their first-ever capital campaign to great success, raising over $70,000 in cash and in-kind donations. They have presented the Library with a check for $52,814.00, the balance of funds they raised for North St. Paul. With this funding, the Library plans to purchase a monument sign, additional shelving for the facility, with the bulk of the funding to be used to enhance the collection.

Anderson made a motion to accept the gift of $52,814 from the Friends of the Suburban Ramsey County Libraries to be used for the Ramsey County Library in North St. Paul. Williams seconded the motion, which was approved by unanimous vote.

The Friends capital campaign was nominated for a Minnesota Library Association Evy Nordley Award, for best Friends’ project of the year. The award will be made on September 22.

RESOLUTION REGARDING THE RETIREMENT OF CAROLYN HEIM:
Cox made a motion to approve the Resolution Regarding the Retirement of Carolyn Heim, and to authorize the appropriate signatures on the document. Wolsfeld seconded the motion, which was unanimously approved.

AGREEMENT FOR TRANSTOP BUS SHELTER AT ROSEVILLE:
Transtop, a Minneapolis firm under contract with the City of Roseville, has approached the Library regarding the construction of a bus shelter at the corner of County Road B and Hamline Avenue.

The shelter would be constructed, installed, operated, and maintained by Transtop at its own expense. The Library would receive one dollar as rent for the premises, plus reimbursement for out-of-pocket electrical expenses incurred by the Library. This reimbursement would be a minimum of $14.40 per month based on current electrical costs, and would increase according to actual costs incurred. If the shelter is removed at a future date, this cost would also be paid by Transtop.
Permits have already been granted by the City of Roseville and Ramsey County. Term of the agreements would be ten years, and would automatically renew for additional ten year terms at the conclusion of each previous term. The agreements may be terminated at the conclusion of each previous term by either party in writing. The site lease agreement would require not less than 90 days’ prior written notice, and the private electrical agreement would require not less than 60 days’ prior written notice.

Anderson made a motion to approve the Advertising Bus Shelter Site Lease Agreement with Transtop Minnesota, Inc., for a term of ten (10) years, effective September 21, 2005, and subject to the approval of the Ramsey County Attorney's Office, and to approve the Private Electric Agreement with Transtop Minnesota, Inc., for a term of ten (10) years, effective September 21, 2005, and subject to the approval of the Ramsey County Attorney's Office. Cox seconded the motion.

Both Anderson and Cox shared their concerns about the bus shelter agreement, particularly the lack of oversight allowed for the Library Board concerning content of the advertisements in the bus shelter. They also questioned whether the authority to contract with Transtop lies with the Library Board, or with the County Board. Kessel also suggested that an additional clause be added, making Transtop responsible for any moving costs that might be necessary in the future, up to a certain dollar limit. He suggested either $5,000 or $10,000 as possible amounts, with the Library responsible for any costs above the limit specifically mentioned in the agreement.

Anderson withdrew his motion, and made a motion to table the issue until the October 5 Library Board meeting, pending investigation into the issues raised by the Board members.

NORTHWEST AREA LIBRARY ACCESS TASK FORCE:
One member of the Northwest Area Library Access Task Force, who applied in response to the Library’s advertisement and was appointed by the Library Board, has not attended any of the Task Force meetings to date. It was suggested by other Task Force members that this member be replaced.

The Library Board noted that many factors were considered in making the appointments of each member to the Task Force. Another member, representing a different city, will be missing several meetings toward the end of the year. The subcommittee, which met prior to the Library Board meeting to discuss the issue, recommended against making any new appointments midway through the process, especially when no specific guidelines regarding attendance were issued. Also, each city has multiple representatives, so having one member miss one or more meetings will not result in the city's interests being unrepresented.

Kessel made a motion to accept the recommendation of the Task Force subcommittee, to maintain the current membership of the Northwest Area Library Access Task Force. Williams seconded the motion, which was approved by unanimous vote of the Library Board.

BENCHMARKING RCL TO OTHER COMPARABLE LIBRARIES:
Jeff Eide, Library Manager at the Ramsey County Library in Mounds View, is also the Measurement and Evaluation Coordinator for RCL. Each year he compiles a report showing comparisons between RCL and other library systems within 10% of RCL for population served and total income. The information for this comparison is gathered from the Public Library Data Service Report. He also compares RCL to the other libraries in the Twin Cities metro area.

In his written report and the PowerPoint presentation at the meeting, Eide noted that RCL compares favorably in almost every single category noted. The one category with room for improvement is the dollars spent on collections. In the metro area, RCL is below average in budget for books, with spending per capita less than half that of St. Paul Public Library. Eide also reported that the most recent HAPLR (Hennen’s American Public Library Ratings) issued in 2004 ranked RCL as 5th out of 329 libraries in its population group.

The Board members thanked Eide for his hard work in preparing the report and presentation.

STAFF DIVERSITY PILOT PROJECT—COLLABORATIVE APPLICATION PROCESS:
Lynn Wyman worked with Ramsey County Human Resources, St. Paul Public Library, and St. Paul Human Resources, to develop a pilot project to develop a joint application process and encourage diversity in the applicant pool. The Library Page position at Ramsey County and the Library Clerk position at St. Paul were quite similar, and became the focus of the pilot project. In July 2004, the Library Page/Library Clerk positions were posted jointly for the first time. There have been two subsequent job postings, with the most recent in June 2005. In May 2005, the pilot project committee agreed to continue the project for a second year.
Applicants complete a single application form for both jobs, with RCL and SPPL. They complete a location preference form, which includes all the libraries in both systems where they are available to work. Completed applications can be turned in to any RCL or SPPL library during the application period. Staff administers a brief supplemental exam at the time the application is received. The Human Resources departments share applicant data and develop a certified list of job candidates, which is available on a CD-ROM as a spreadsheet.

SPPL uses Library Clerks to staff their circulation desks and to shelve books. Prior to the pilot project, RCL hired Library Clerks to staff the circulation desks, and Library Pages to shelve books and assist as needed at the circulation desk. With repetitive motion injuries among the circulation staff a growing concern, Ramsey County Human Resources worked with the Library to adopt a model similar to SPPL where pages split their time between shelving and the circulation desk. By introducing a greater variety of physical activity into the work day, RCL hopes to reduce the instances of repetitive motion injury.

Significant outcomes of the project include:
- Increased cooperation with St. Paul Public Library,
- A much-needed change in the RCL staffing model,
- Greater diversity among library page applicants.

FACILITIES UPDATE:
Nemitz reported that the County Board has approved an exit plan for the library in Maplewood. The building is listed for sale on the open market. If not sold by the end of the year, an alternative process has been identified. Property Management has begun working with the City of Maplewood to obtain the necessary permits for the new site on Southlawn Drive.

Williams updated the Library Board on the process of selecting a design/build team. Ten proposals have been received, which were narrowed to four finalists who will be interviewed on September 29. A recommendation will come to the October 5 Library Board meeting for approval.

CAPITAL ASSET MANAGEMENT PROGRAM:
Neville worked with Ramsey County Property Management to identify priorities for both deferred maintenance, and projects that should be considered or completed within the next five years. She noted that the costs are estimates for right now, and would likely change over time. Individual project costs could be reduced by bidding work for multiple buildings together. She also indicated that the Maplewood projects identified would not be necessary if the building is sold, as it is currently listed for sale "as is.” Some projects for Arden Hills and Roseville could be incorporated into the remodel or new facility, dependent on timing.

Neville displayed photos of problem areas for the Library Board members. Urgent needs were identified, including increased security features in staff entryways and the children's areas. Nemitz asked the Board for three volunteers to serve as an advisory group on library safety planning.

EVALUATE NUMBER OF LIBRARY BOARD TRUSTEES:
Early in 2005, Wolsfeld suggested that the Library Board consider increasing its size from seven to nine members. Doing so would allow for more opinions to be heard on each issue, bring greater diversity to the Library Board, and potentially make it easier to ensure that a quorum of members is present for each meeting.

The Board members discussed the legal ramifications of increasing the Board's size. The current board would have to be abolished before the new, larger board could be established. Board meetings could potentially run longer, with additional members resulting in lengthier discussions.

Wolsfeld indicated that if other Board members favored the idea, they could further pursue the option in the future. At the present time, no other Board members spoke in support of increasing the Board’s size.

DIRECTOR’S REPORT:
The Library Board discussed Nemitz’s report for September 2005. Nemitz noted that two of the three scheduled town hall meetings have been held, with a good turnout and participation at both. The final meeting will be held September 28 in New Brighton.

MELSA REPORT:
Chris Olson, currently director of Cooperating Libraries in Consortium (CLIC), has been hired as MELSA’s Executive Director. He will begin his position with MELSA on October 3.
FRIENDS OF THE SUBURBAN RAMSEY COUNTY LIBRARIES REPORT:
Weltzin reported that the annual used book sale will be held September 29, 30 and October 1 at the library in Maplewood during library hours.

The new Friends’ Board met for the first time since the merger of the Friends and Foundation became official.

Donations for the damaged libraries in Louisiana and Mississippi were discussed. Nemitz reported that at the current time, those states do not have any way to store or sort through donations of books. Monetary donations are preferred.

MEETING ADJOURNED: 9:08 p.m.

Next meeting: October 5, 2005, Administrative Office.

Respectfully Submitted,

Mary Larson
Library Board Coordinator