LIBRARY BOARD MEMBERS PRESENT:
Matthew Anderson, Victoria Cox, Bruce Kessel, David Norrgard, Burton Nygren

LIBRARY BOARD MEMBERS ABSENT:
Roberta Weltzin, Lori-Anne Williams

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

OTHERS PRESENT:
Jan Parker, Ramsey County Commissioner; Jolly Mangine, Jay Biedny, Ramsey County Property Management; Dory Lidinsky, Friends of the Suburban Ramsey County Libraries; Tim Carl, HGA Architects; Ken Seiler, McGough Construction; Jason Barry, Joe Bagnoli, Transtop Minnesota; Susan Wolfsfeld, White Bear Lake resident

CALL TO ORDER:
Norrgard 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:
Burton Nygren, newest member of the Library Board, was introduced.

APPROVAL OF AGENDA AND MINUTES:
Anderson made a motion to approve the 2-15-06 agenda and the Library Board minutes of 1-18-06 as presented. Cox seconded the motion, which was approved unanimously.

GOLD CARD PRESENTATION:
Cox made a motion to award a Ramsey County Library Gold Card to Susan Wolfsfeld as a symbol of appreciation for her volunteer efforts as a member of the Ramsey County Library Board from 2003-2006. Kessel seconded the motion, which was approved by unanimous vote.

Norrgard read aloud the certificate of appreciation, and presented it to Wolfsfeld, along with the Library Gold Card. Wolfsfeld stated that she enjoyed her tenure on the Library Board.

PURCHASE AGREEMENT FOR MAPLEWOOD LIBRARY:
Jolly Mangine, Director of Ramsey County Property Management, indicated that the purchase agreement for the library facility at 1670 Beam Avenue and the seller’s commission are still being negotiated. Once the purchase agreement is signed by both parties, the buyer, LA Fitness International, will have a 60-day due diligence period during which the agreement can be voided. The buyer is currently developing cost estimates for converting the facility, and negotiating a ground lease agreement with the adjoining land owner for additional parking. A zoning change will not be required.

Mangine noted that Ramsey County Environmental Health will be vacating their leased space in the lower level of the facility as early as July, causing an earlier-than-anticipated loss of rental revenue for the Library.
Nemitz thanked Mangine for his skill in finding the buyer and negotiating the purchase price. She noted that the Library currently located on Beam Avenue is scheduled to close in late November, with the new facility to open approximately 90 days later.

**DESIGN DEVELOPMENT AND GROSS MAXIMUM PRICE FOR NEW MAPLEWOOD LIBRARY:**
The Library design team has been working closely with HGA Architects to refine the schematic drawings and develop the gross maximum price for the project. The latest drawings have been approved by the Maplewood Design Review Board and the Maplewood City Council. After approval by the Library Board, the plans would go to the Ramsey County Board of Commissioners for final approval before groundbreaking.

Tim Karl, lead architect for the project, noted that the building has been sited to maximize the view of and access to the adjoining park and sculpture garden. Every effort has been made to preserve the trees on the site, with almost 100 trees saved, and plans for planting 44 new trees. Natural grasses are planned, to match those in the park area. Boulevards will be irrigated, as per Maplewood city requirement, but the remainder of the grounds will use natural irrigation.

The design of the facility is focused around the lobby area. Adjacent to the lobby will be the meeting room, which will hold up to 125 people. Space for a coffee shop is included in the same area, including a drive up window. Automated materials handling is planned for the new facility, as are separate HVAC systems for the Library and the coffee shop.

For the outside of the building, the design team favored an anodized zinc material, which was the preference of the Maplewood City Council as well. The material is comparable in price to brick, but will better match the sculpture garden. Mechanical systems are still being determined, but will stay within the gross maximum price submitted to the Library Board.

Anderson asked for clarification on the Library Board’s role regarding add and deduct alternates, and change orders. His concerns were echoed by Cox, who questioned the Library Board’s role in approving design elements. Nygren indicated that major facilities-related decisions should be made at the Board level, with the details determined by the architects and staff. Nemitz stated that timing is critical at this stage of the process. Any changes to the design must be made this evening or the construction timeline will be delayed. Schematic designs were presented to the Library Board in December, with opportunity for Library Board input. The schematic designs were substantially similar to the design development drawings currently in discussion. Nemitz suggested that she contact Anderson and Cox after the meeting to review procedures for Board involvement in the design phase of the Library’s capital projects.

Norrgard made a motion to approve the design development drawings and gross maximum price as presented, plus the separate budget for furniture, fixtures and equipment. Kessel seconded the motion, which was approved unanimously by the Library Board. Anderson suggested that Library staff work with the Ramsey County Attorney’s Office and other County staff as appropriate to determine whether the Library can be compensated from sale proceeds for the early departure of the Environmental Health Department. Nygren asked that the Board be informed of major changes in the construction phase. Norrgard concurred, and volunteered to work with Nemitz to develop a procedure for timely notification of the Library Board.

**JANITORIAL SERVICES CONTRACT:**
Janitorial contracts in place for several libraries have expired, and a new contract was put out for bids via the Ramsey County Property Management Department. By combining all of the contracts, a 10% savings was realized over the previous year. This savings will be used to provide an afternoon janitor for the Ramsey County Library in Roseville, which currently has no janitorial service between the hours of 12:30 and 9 p.m. Before implementing the afternoon janitorial service at Roseville, the new janitorial team will be monitored to ensure they are performing well within the parameters of the contract.
Kessel made a motion to ratify the contract with 5 Star, a targeted vendor, via the Property Management Department, in the amount of $97,078 for contracted janitorial services during the time period February 2006 through December 2007; subject to review and approval by the Ramsey County Attorney’s Office. Cox seconded the motion, which was approved by unanimous vote.

BUS SHELTER PROPOSAL FROM TRANSTOP MINNESOTA:
Jason Barry of Transtop Minnesota was present to discuss their proposal for a bus shelter at the Ramsey County Library in Roseville. Transtop is the exclusive bus shelter advertising company in Minneapolis and St. Paul, and is contracted with the City of Roseville as well. They have been in business for 25 years, and currently operate 350 shelters.

Transtop would like to install a lighted bus shelter on the northeast corner of Hamline Avenue and County Road B, but would need an easement from Ramsey County to do so. They pay for installation, maintenance, and operational costs, including snow and rubbish removal. Electricity is usually provided via connection to a city street light, but in this case would come from a parking lot light, with reimbursement by Transtop.

All advertisements featured in the shelters are professionally designed. Roseville ordinance prohibits any ads featuring alcohol, tobacco, pornography, religion, contraception, or politics, and also allows the city to bar any ads they deem inappropriate.

The Library Board thanked the Transtop representatives for the presentation and indicated that they will consider the information at a future date.

YEAR END RESERVE LIST:
At the end of each budget year, all Ramsey County departments are required to submit a list of unpaid obligations and planned expenditures. The Library’s list of proposed encumbrances totals $170,174.39, which includes pending invoices, along with unspent balances in technology funding, book cart revenues, and a discretionary fund set up for furniture and fixtures, which are not included in the Library’s operating budget.

In addition to the requested reserve amounts, the Library is recommending that $178,842.15 in surplus revenues and unspent appropriations fall into fund balance. As the Library’s operating budget increases, we need to continue increasing the fund balance, to cover expenditures until the first tax collections each year in May, and to cover liabilities. As of December 31, 2004, the Library’s undesignated fund balance was $424,833, or approximately 5% of the operating budget. Preliminary figures on the Library’s fund balance as of 12-31-05 should be available within 60-90 days.

Anderson made a motion to approve the 2005, 2003, and 2002 encumbrances as proposed by Library staff. The motion was seconded by Cox, and approved by unanimous vote.

LIAISON AND LIBRARY BOARD APPOINTMENTS:
Norrgard suggested that this discussion be postponed until Weltzin is present. Cox made a motion, seconded by Anderson, to table this issue until the March 15 meeting. Motion approved unanimously.

DIRECTOR’S REPORT:
Nemitz reported that there is significant media interest in the upcoming Library Board retreat, and whether or not the Board will take action on the recommendations of the Northwest Area Library Access Task Force. Based on the potential attendance of the media, the Library Board decided to convene the meeting at 6:00 p.m., with dinner provided at 5:30 p.m. in the staff break room.

Nemitz noted that a worker’s compensation settlement has been reached with a Library employee. The settlement will be paid from the County’s workers’ compensation fund, and repaid by the Library over the next several years.
MELSA REPORT:
There was no MELSA report.

FRIENDS OF THE SUBURBAN RAMSEY COUNTY LIBRARIES REPORT:
Norrgard reported that he attended the Peter Brown author talk on February 7. More than 50 people attended.

MEETING ADJOURNED

Next meetings:  March 1, 2006, Administrative Office, 6:00 p.m.
March 15, 2006, RCL – North St. Paul, 7:00 p.m.

Respectfully Submitted,

Mary Larson
Library Board Coordinator