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

LIBRARY BOARD MEMBERS ABSENT:
Victoria Cox, Roberta Weltzin

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; Joan Brandwein, Kay Welsch, Linda Jessen, Lisa Harreld, Northwest Area Library Access Task Force; Emily Gurnon, Pioneer Press; Vaughn Dierks, Wold Architects & Engineers; John D. Peterson, North St. Paul resident; Ruth Fingerson, Jim Crassweller, Barbara Crassweller, Nancy Kneeland, Arden Hills residents; Louis Lange, Roseville resident

CALL TO ORDER:
Norrgard called the meeting to order at 7:00 p.m. in the Conference Room of the Ramsey County Library Administrative Offices, 4570 North Victoria Street.

PUBLIC COMMENT/INTRODUCTION OF VISITORS:
John Peterson, North St. Paul resident, shared his concerns about the noise level at the Ramsey County Library in Maplewood, and cell phones in particular. Mr. Peterson indicated that he had written letters to Nemitz and Norrgard about noise issues at Maplewood, and was not satisfied with the responses he received. Norrgard thanked Mr. Peterson for his comments.

ROSEVILLE LAND ACQUISITION UPDATE:
Nemitz indicated that the property north of the Ramsey County Library in Roseville was acquired by Ramsey County on June 30, 2005. The price to be paid for the property is in the process of being determined. A court hearing was held January 18 and 19, with a decision from the land commissioners expected within 60 days. The commissioners’ decision may be accepted or appealed to the court. A separate decision regarding division of the sale proceeds between the property owner and the Land Trust will also follow the price determination.

APPROVAL OF AGENDA AND MINUTES:
Kessel made a motion to approve the 1-18-06 agenda and the Library Board minutes of 12-14-05 as presented. Williams seconded the motion, which was approved unanimously.

2006 ANNUAL MEETING:
Election of President: Wolsfeld nominated Norrgard, and moved his re-election as President of the Ramsey County Library Board for 2006. Williams seconded the nomination. Kessel made a motion to close the nominations and re-elect Norrgard as President. Wolsfeld seconded the motion, which was approved unanimously.
**Election of Vice-President:** Kessel made a motion to re-elect Weltzin as Vice President of the Ramsey County Library Board for 2006 and to close the nominations. Wolsfeld seconded the motion, which was approved by unanimous vote.

**Election of Secretary:** Kessel made a motion to elect Williams as Secretary of the Ramsey County Library Board for 2006 and to close the nominations. Wolsfeld seconded the motion, which was unanimously approved.

**Library Board By-Laws:** Anderson suggested that the titles President and Vice President for Library Board officers be changed to Chair and Vice Chair. This change would more accurately reflect the duties of those positions on a policy-oriented governing board. Anderson noted, and several Board members agreed, that the current titles of President and Vice President typically signify that the officials are involved in the daily operations of an organization.

Norrgard made a motion to approve the Library Board By-Laws as amended, with the inclusion of North St. Paul in Article I. Williams seconded the motion, which was approved subject to legal review of the title changes by the Ramsey County Attorney’s Office.

**Library Board Policies:** Anderson made a motion to approve the Library Board Policies as amended to change the officer titles to Chair and Vice Chair. Williams seconded the motion, which was approved subject to legal review of the title changes by the Ramsey County Attorney’s Office.

**Liaison and Committee Appointments:** Williams moved to table the liaison and committee appointments until February, when Weltzin and the new Library Board member could be present. The motion was unanimously approved.

**Annual Schedule of Meetings:** Kessel made a motion, seconded by Wolsfeld, to approve the annual schedule of Library Board meetings for 2006. Anderson made a motion to amend the schedule to meet at North St. Paul in March, rather than May as indicated. Williams seconded the motion, which was approved by unanimous vote.

**Responsible Authority Designation:** Anderson made a motion to appoint Susan Nemitz, Library Director, as the ‘Responsible Authority and Compliance Officer’ for the collection, use and dissemination of data on individuals for the Ramsey County Library, as required by the Government Data Practices Act, Minnesota Statutes, Chapter 13. Wolsfeld seconded the motion, which was approved unanimously by the Library Board.

**NORTHWEST AREA LIBRARY ACCESS TASK FORCE REPORT:**
Nemitz indicated that Joan Brandwein and Kay Welsch would be speaking on behalf of the Northwest Area Library Task Force, to present the final report and recommendations of the task force. Brandwein, a former library staff member, resides in New Brighton, while Welsch, an active library volunteer, resides in Mounds View. Other task force members, Lisa Harreld and Linda Jessen, were also present.

The task force members distributed a brief outline to accompany the report and recommendations. The outline included key points on the background of the current facilities planning cycle, the process used by the task force, and the criteria it identified.

Brandwein and Welsch thanked the Library Board for the opportunity to serve on the task force. They noted that the task force members heard data, opinions, and personal feelings on the library, along with statistics on library usage and descriptions of other library models. They noted that, among the task force members, most preferred smaller libraries, or a mix of large and small libraries. Easy access was considered very important, along with large community rooms. The task force brainstormed potential partners, and considered future growth if the TCAAP site is developed for residential use.
Four proposals were identified by the task force:

1. Consolidate staff and resources from the libraries in Arden Hills and Mounds View to build one larger library (up to 40,000 sq. ft.) somewhere in the northwest area.
2. Maintain two smaller libraries to serve the northwest area by constructing a new facility (20,000 sq. ft.) on the current Arden Hills site and maintaining the current library in Mounds View.
3. Build a new library (up to 20,000 sq. ft.) on the current Arden Hills site, maintain the current library in Mounds View, and expand the library (up to 30,000 sq. ft.) in Shoreview to meet future growth.
4. Building a new library on the current Arden Hills site, maintain the current library in Mounds View, and add a new library (20,000 – 40,000 sq. ft.) in the Silver Lake Village area of St. Anthony as part of a tri-county (Ramsey, Hennepin & Anoka) initiative.

The task force indicated that some of its members were initially in favor of renovating the current Arden Hills facility. However, once they received copies of the deferred maintenance report, the task force members agreed that renovating the current facility would not be cost effective.

The Library Board members were pleased that the counties are now thinking and planning together for future growth. Commissioner Parker was impressed with the task force, noting that the differing opinions of the members were a good reflection of the general community.

Williams moved that the Northwest Area Library Access Task Force Report be accepted with gratitude by the Ramsey County Library Board, and that the members be sent a thank you letter, inviting them to continue their association with the Library via volunteerism, joining the Friends, etc. Anderson seconded the motion, which was approved by unanimous vote of the Library Board. The Library Board will meet in a retreat by the end of March to vote on the Task Force’s recommendations.

Jim Crassweller, a member of the Arden Hills Parks, Trails and Recreation Board, reported that his Board is working to develop the Tony Schmidt Park site adjacent to the current library in Arden Hills. He urged the Library Board to work with the Parks, Trails and Recreation Board to learn of future plans in that area, which would enhance a library on that site.

2005 FOURTH QUARTER REPORTS:
The Library Board reviewed the fourth quarter workplan, financial report, and statistics as submitted. Nemitz reported that, although our population is not growing, library circulation continues to grow. Statistics were strong, reflecting a 3.3% increase over 2004. Financially, expenditures were within the approved budget for the year. Nemitz noted that the Library’s maintenance truck was totaled in a single-vehicle accident earlier in the week.

Kessel made a motion, seconded by Wolsfeld, to accept the 2005 fourth quarter reports as presented. Motion unanimously approved.

DIRECTOR’S REPORT:
The Library Board discussed the January Director’s Report, which was mailed prior to the meeting.

Nemitz suggested that delegates from the Library Boards in Ramsey, Hennepin and Anoka County meet to discuss the idea of a tri-county library. The Library Board agreed with this suggestion.

Kessel mentioned the idea of a Saint Paul/Ramsey County Library merger, which has been suggested in the past. Nemitz noted that St. Paul spend a higher percentage of its budget on facilities and related costs, while Ramsey County spends more on books and services.

Nemitz indicated that three for-profit entities are interested in purchasing the current library facility in Maplewood, and are preparing to submit letters of intent. Design development drawings for the new library facility will be presented to the Maplewood Design Review Board on January 24.
2006 WORKPLAN:
The 2006 workplan was distributed to the Library Board at the beginning of the meeting. Nemitz noted that many of the projects continue from 2005. Organizational climate issues, including diversity, performance appraisals, orientation process, and a volunteer program, are major initiatives. Trustees can contact Nemitz with questions or concerns about the workplan.

MELSA REPORT:
Parker distributed a list of upcoming MELSA/library related events, including discounted tickets to the Timberwolves, the museum passes program, and 2006 legislative initiatives.

Parker reported that St. Paul Public Library is donating their old bookmobile to Mexico. It will be driven down by library staff, and Parker will be attending the ceremony in Mexico.

The Roseville Rotary Club is considering a donation to the library and school district in Roseville, to support their literacy theme.

FRIENDS OF THE SUBURBAN RAMSEY COUNTY LIBRARIES REPORT:
No Friends’ report was presented.

LIBRARY DIRECTOR’S PERFORMANCE APPRAISAL AND SALARY REVIEW:
The Library Board went into Executive Session to discuss the 2005 performance appraisal and salary review for Library Director Susan Nemitz.

Upon returning from Executive Session, the Library Board reported that Nemitz was awarded a salary increase retroactive to January 1, 2006, totaling $4,300 for the year, equivalent to a 4.6% increase. This increase was given in acknowledgement of a solid first year with the Library, in recognition for her overall performance and the budget increase approved for the Library by the County Board of Commissioners.

MEETING ADJOURNED

Next meetings: February 15, 2006, Ramsey County Library in Maplewood, 7:00 p.m.
March 1, 2006, Administrative Office, 5:30 p.m.

Respectfully Submitted,

Mary Larson
Library Board Coordinator