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

LIBRARY BOARD MEMBERS ABSENT:
Victoria Cox, Susan Wolsfeld

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

OTHERS PRESENT:
Jan Parker, Ramsey County Commissioner; Arnold and Mary Anne Lindberg, Friends of the Suburban Ramsey County Libraries; Jolly Mangine, Jay Biedny, Ramsey County Property Management; Tim Carl, HGA Architects

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:
Mary Anne Lindberg, Arden Hills resident and member of the Friends of the Suburban Ramsey County Libraries, thanked the Library Board for the opportunity to serve as a member of the Northwest Area Library Access Task Force. The recommendations of the task force will be presented to the Library Board in January.

APPROVAL OF AGENDA AND MINUTES:
Williams made a motion to approve the 12-14-05 agenda and the Library Board minutes of 11-16-05 as presented. Anderson seconded the motion, which was approved unanimously.

MAPLEWOOD SCHEMATIC DESIGN:
Tim Carl, lead architect from HGA for the new Ramsey County Library in Maplewood, was present to review the schematic design drawings for the Library Board. A design team comprised of architects, Library and property management staff has been working on the schematics since October.

The design team was looking to create a “wow” factor, with many unique features in the new facility. A key goal of the team was to incorporate the outdoors into the building, blending the Library facility and site with the adjacent parkland.

The schematic design features 185 parking spots, a coffee shop with drive-thru window in the northeast corner of the facility, and a sweeping entryway with a clear view to the park behind the Library. The circulation desk will be immediately past the entryway, and will have a good view of the meeting room, coffee shop, outdoor patio and parking lot. The children’s area will be close to the entry, inducing a family-friendly atmosphere, and minimizing the disruptions that would occur if children had to pass through other areas of the Library to get to their area. The children’s program space will define the border between the children’s and adult areas, and teens will have a separate area at the far end of the building. Architectural cues and signage will be used to make navigating the facility an intuitive process.
The Board members discussed several elements of the schematic design drawings, including security in the children’s area, building materials, rooflines, and concessions made for space. These concessions include a smaller space for the Friends, and a smaller staff lounge. Carl noted that the facility will make efficient use of its space, with few hallways to lessen the efficiency.

Williams made a motion to approve the schematic design drawings as presented, with comments and suggestions of the Library Board to be incorporated in the design development phase. Roberta seconded the motion, which was approved by unanimous vote of the Library Board.

**SIRSI/DYNIX MAINTENANCE & SUPPORT AGREEMENT:**
Since 1985, Ramsey County Library has contracted with Dynix Corporation (dba SirsiDynix) for equipment, software licenses, maintenance and related services for the online patron catalog and materials acquisitions system.

The most recent Maintenance Agreement expired in 2004, and a one-year agreement was utilized for 2005. Chuck Wettergren, Automation Services Manager, has worked closely with SirsiDynix to develop a new Maintenance and Support Agreement. The new Agreement would become effective January 1, 2006, and automatically renew each year unless 90 days’ prior notice of intent not to renew is given by either party.

In 2005, maintenance for the Library software, server, and peripherals is just under $65,000 per year. Annual costs are submitted each year by SirsiDynix via a pre-invoicing audit. Funds for the Maintenance and Support Agreement are included in the Library’s operating budget.

Kessel made a motion to approve the Maintenance and Support Agreement with SirsiDynix effective January 1, 2006, and continuing year-to-year until canceled by either party with 90 day’s notice; to authorize the Library Director to sign the contract on behalf of the Library Board; subject to the approval of the Ramsey County Attorney’s Office. Anderson seconded the motion, which was unanimously approved.

**BOOK BUDGET:**
Nemitz reported that the Library has changed its accounting practices and will be closing out the book budget at the end of 2005. Previously, unspent funds were rolled over into the next budget year in the acquisitions system. During the course of this close-out, staff discovered a discrepancy between actual available funds and the balance shown in the acquisitions system, which is separate from the County’s financial system. Nemitz indicated that the shortage will be covered by unrestricted funds from staff vacancies in the Library’s 2005 operating budget.

Parker suggested that the Library contact other MELSA libraries to learn how they reconcile their financial systems with their separate acquisition systems. Anderson suggested that the Library hire a private auditor to help with this process, but Parker noted that Ramsey County is required by law to use the Minnesota State Auditor’s Office. Nemitz will return to the Library Board with a detailed report outlining the new procedures being developed by staff to prevent future discrepancies.

**2006 WORKPLAN INITIATIVES:**
A rough outline of Nemitz’s 2006 workplan was included for Library Board consideration. Staff will continue to develop initiatives and implementation details, with the final workplan for 2006 to be presented at the Library Board’s January meeting.

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

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

NORTHWEST AREA LIBRARY ACCESS TASK FORCE:
Nemitz reported that two members of the task force will be present at the Library Board’s January meeting to present their recommendations, with formal action expected in February.

MEETING ADJOURNED: 9:00 p.m.

Next meetings:  January 18, 2006 (Annual Meeting), Administrative Office

Respectfully Submitted,

Mary Larson
Library Board Coordinator