CALL TO ORDER:
Anderson 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:
No public comment.

APPROVAL OF AGENDA AND MINUTES:
Nemitz requested that Downloadable Audio Books be added to the agenda as an action item. Williams made
a motion to approve the agenda for April 16, 2008, as amended and the minutes of March 19, 2008, as
presented. Lamb seconded the motion, which was approved by unanimous vote.

2007 ANNUAL REPORT TO STATE:
Williams made a motion to authorize the Library Board Chair and Library Director to sign and submit the 2007
Annual Minnesota Public Library Statistical Report to the Office of State Library Services and School
Technology as mandated. Lamb seconded the motion, which was approved by unanimous vote.

AGREEMENT FOR AUTOMATED MATERIALS HANDLING SYSTEM MAINTENANCE:
The warranty period for the Automated Materials Handling (AMH) system at the new Ramsey County
Library in Maplewood has ended. In order to ensure the Library’s investment is protected and service is not
interrupted, a service agreement needs to be purchased.

Because AMH technology is unique, maintenance is typically purchased directly from the manufacturer at a
percentage of the purchase price. Tech Logic offers one, three, and five-year Full Service Agreements. The
Ramsey County Attorney’s Office recommends against agreements extending beyond three years so that the
Library has the ability to negotiate rates and services on a more frequent basis.

The three-year Full Service Agreement is $13,600 per year and initially will be funded using the current
technology budget until a permanent operational budget is requested. This agreement includes labor for
mechanical repair, discounted parts, preventative maintenance visits, and software support.
Williams made a motion to approve and sign the AMH Full Service Agreement for a three (3) year term, subject to the approval of the Ramsey County Attorney’s Office. Lamb seconded the motion, which was approved by unanimous vote.

LIBRARY POLICIES:
Over time, the Library’s policies and procedures have been found in various combinations in staff notebooks, on the Intranet, in emails, and in printed updates. They became fragmented, complicated, outdated, and difficult to track down, and needed to be consolidated and simplified into a coherent structure and a consistent format.

Ultimately, the public policies will be published on the Library’s website in a format that allows linking to specific policies and related topics. The full set of policies and staff procedures will be published and regularly updated on the staff Intranet.

Policies require Library Board approval; they will be brought before the Board on a regular schedule for updating or reconfirmation. Policies will also be added or modified as needed. Any changes in policy will be brought to the Board. Procedures are more flexible; staff will have the authority to make changes and adjustments as the need arises or better methods become available.

The Board members discussed the changes to the policies as proposed by Library staff. The policy on staff borrowing privileges was discussed, as well as the procedures for handling protested materials. Supervision guidelines for children were also reviewed, with Norrgard recommending that Library staff obtain additional information from the Ramsey County Human Services department. The Board also recommended that consistent use of ‘will’ and ‘shall’ be adopted throughout the policies.

Nygren made a motion to abolish the former public policies of the Ramsey County Library, and to approve the new policies as revised. Weltzin seconded the motion, which was approved by unanimous vote.

DOWNLOADABLE AUDIO BOOKS:
Many library systems are now offering downloadable audio books as an alternative format for their patrons. The books can be downloaded and played on any desktop, laptop or portable MP3 device that supports Windows Media Player.

After comparing different vendors for this service, Library staff recommend that a one-year subscription to OCLC’s NetLibrary be purchased at a cost of $25,000. For this price, more than 1,200 titles will be available for patrons to download from within the Library or remotely via the website. Additional titles are added on a monthly basis. The Library Board budgeted funds for this pilot project through the 2007 year end reserve fund.

Nemitz noted that no downloadable programs designed for libraries are iPod compatible, although this may change in a few years. Ramsey County is the last library system in MELSA to offer a downloadable program for patrons. If approved, the service would begin June 1.

Williams made a motion to approve the one-year subscription to OCLC NetLibrary for downloadable audio books at a cost of $25,000. Norrgard seconded the motion, which was unanimously approved.

FACILITIES MASTER PLANNING:
The Library held three meetings in early April to share information regarding the proposed facilities master plan with local government officials and the public. The meetings were held in Arden Hills, Shoreview, and White Bear Lake, and each began with a 45-minute presentation by Library Director Susan Nemitz. Following the presentations, attendees could ask questions and offer comments.
The Library Board has received a formal request from the City of Vadnais Heights, for a new library in the Vadnais Heights City Center. An acknowledgement letter will be sent to the mayor and city council members.

Nemitz asked the Board members to formally approve the plan, which is flexible enough to consider many different options in the future, but allows the Library to move forward with facility and strategic planning.

The Board members discussed whether the language in the proposed plan precludes other cities from approaching the Library Board with offers. Commissioner Parker suggested that the language not limit such offers, which may be very advantageous to the Library. The Library Board agreed that regional access, i.e. a third regional library in the northern area of suburban Ramsey County, is a top priority. Williams noted that cities currently hosting Ramsey County Library facilities also need to consider ways to enhance the partnerships between the Library and the cities.

Commissioner Parker recommended that the Library notify cities that any planning to develop new or remodeled facilities or sites will not commence until 2010 at the earliest, to diffuse the urgency that recent publicity about the plan is inciting. She also recommended that, when planning is ready to begin, the Library issue a request for proposals (RFP) to all cities in suburban Ramsey County, to allow equal opportunity for all. The RFP could potentially be issued in late 2009, unless extraordinary circumstances arise prior to that time. The Library Board suggested that Nemitz send letters to stakeholders informing them of the time frame regarding the RFP process.

Budget considerations were also discussed. A third regional library will require additional operating dollars, which may be difficult to acquire in the current budget climate. The Board discussed developing different budget scenarios, with the libraries at status quo, with fewer facilities, with more facilities, and with potential partnerships.

Williams suggested that the strategic planning process be postponed for three months to allow the Library Board and staff to finalize the facilities master plan. Nemitz had raised concerns over completing the master plan, Roseville construction planning, and strategic planning in such a short time frame. Also, the facilities plan includes many components that will be essential to the next strategic plan, and should be completed before strategic planning begins. The Board members agreed that strategic planning would be postponed until July or August.

**ROSEVILLE UPDATE:**
The design team and project team are beginning their work. Options regarding whether to close the Roseville facility during construction, remain open and complete the construction in stages, or open a temporary facility, will be discussed at the Library Board meeting in May.

**2009 SUPPLEMENTAL BUDGET:**
On December 18, 2007, the Ramsey County Board of Commissioners approved the 2008-2009 Budget. This year, departmental budget hearings with the County Board will focus on critical success indicators and performance measures. The County Manager will also submit a supplemental budget, which will only include changes to the previously approved 2009 Budget.

The County Manager and the Director of Budgeting and Accounting will meet with departments in June about their performance measures and discussion about critical and/or significant issues on the horizon over the next 1-3 years. The Library’s meeting is scheduled for June 12, from 1-2 p.m. The County Manager will present the 2009 Critical Success Indicators & Performance Measures and Supplemental Budget to the County Board on July 15th. County Board budget hearings are planned in late July and early August.

The Library Board discussed the proposed budget addenda for 2009, which correct omissions from the approved 2008-2009 budget. The budget addenda and performance measure will be on the Library Board’s May agenda for approval.
2008 FIRST QUARTER REPORTS:
The Library Board reviewed the first quarter workplan, financial report, and statistics as submitted. Nemitz noted that this report is the Board’s first look at the details of the 2008 workplan.

DIRECTOR’S REPORT:
Nemitz’s April report to the Library Board was mailed prior to the meeting.

MELSA REPORT:
No report.

FRIENDS OF THE SUBURBAN RAMSEY COUNTY LIBRARIES:
Weltzin noted that the Friends held a membership drive recently to broaden their membership base. The basic membership is now available at no cost, with several enhanced membership levels to suit any donor.

NEXT MEETING: May 7, 2008, Administrative Offices, 4570 N. Victoria Street, 7:00 PM (TENTATIVE)
May 21, 2008, RCL - Maplewood, 3025 Southlawn Drive, 7:00 PM

MEETING ADJOURNED 9:00 p.m.

Respectfully Submitted,

Mary Larson
Library Board Coordinator