LIBRARY BOARD PRESENT:
Matthew Anderson, Robert Lamb, David Norrgard, Burton Nygren, Roberta Weltzin, Lori-Anne Williams

LIBRARY BOARD ABSENT:
Beverly Aplikowski

STAFF PRESENT:
Susan Nemitz, Library Director; Mary Larson, Library Board Coordinator; Lynn Wyman, Assistant Director; Sandy Walsh, Assistant Director; Bill Michel, Roseville Library Manager; Chuck Wettergren, Automation Services Manager; Julie Neville, Library Facilities Manager

OTHERS PRESENT:
Tony Feffer, Jim Schottmuller, John Goedeke, Joyce Goedeke, Ramsey County residents; Fred Schenk, Ramsey County Property Management; Jack Poling, Meyer, Scherer & Rockcastle, Ltd.

CALL TO ORDER:
Williams called the meeting to order at 7:00 p.m. in the Meeting Room of the Ramsey County Library in Roseville, 2180 Hamline Avenue North.

PUBLIC COMMENT:
No public comment.

APPROVAL OF AGENDA AND MINUTES:
Norrgard made a motion to approve the agenda for June 18, 2008, and the minutes of May 21, 2008, as presented. Williams seconded the motion, which was approved by unanimous vote.

ROSEVILLE DESIGN PROCESS UPDATE:
Williams reported that the design committee has been busy working on three issues: updating the schematic drawings from the pre-design, developing cost estimates for a potential Ramsey County disaster recovery site as part of the project, and determining the viability of pursuing LEED (Leadership in Energy and Environmental Design) certification for the project.

Jack Poling of Meyer, Scherer & Rockcastle, Ltd., was present to review the updated schematic design drawings for the Ramsey County Library in Roseville. The design committee affirmed the earlier decision to expand upward, adding a second story to the existing facility. Poling noted that the proposed design has not changed significantly since the pre-design drawings were presented. Notable changes include moving the teen area from the northeast corner to the southwest side of the building over the coffee shop, to reduce costs and improve the views, visibility and accessibility of the area. A second elevator was added to the design, providing separate elevators for patrons and staff, a redundancy that ensures accessibility of the upper floor even if one elevator experiences mechanical problems. Plans for the exterior design were discussed, including potential materials that could be used. Poling stated that the architects are planning a balance of glass and solid walls, to provide both privacy to neighboring houses, and open views for library patrons. Natural light will be utilized wherever possible over fluorescent.

Public concerns about a flat roof design were addressed, with Poling providing assurance that a pitched slope for drainage and good construction methods would ensure a quality product for the Library.
Circulation capacity was also discussed. The Library’s business has grown more than 50% in the last 10 years, and growth continues to be projected for the next several years. The current facility was not designed for the amount of business it currently handles, and needs to be expanded to create space for more public computers, automated materials handling systems, and to build in flexibility for the future business needs of the Library.

**2009-2011 STRATEGIC PLANNING PROCESS:**
Several factors make it an opportune time to redo the Library’s strategic plan. These factors include:
- The most recent plan extended through 2007.
- A great deal of data and community input has been gathered for master facilities planning; much of it is equally relevant to strategic planning.
- It is almost time to redo the Library’s technology plan, allowing the Board to fully align master facilities planning, strategic planning, and technology planning.
- Four new Board members have been appointed and a new Library Director is in place since the last strategic plan was completed.

Walsh reviewed the proposed strategic planning process for the Library Board. A retreat is proposed for August, with a review of the draft plan scheduled for September, and final approval in October. A new technology plan is scheduled for approval in November.

**2005-2008 TECHNOLOGY PLAN ACCOMPLISHMENTS:**
Ramsey County Library maintains a technology plan in order to provide a framework for supporting organizational strategic initiatives, and to qualify the Library in seeking state and federal technology funding tied to E-rate. The current version, updated to support the Ramsey County Library Strategic Plan 2005-2007, was reviewed by the Ramsey County Library Board in November 2004, and submitted to the Minnesota Department of Education in December 2004.

Wettergren displayed a PowerPoint presentation that highlighted the improvements in Ramsey County Library technology since 2005, which include:
- Wireless access
- Print management
- Internet filtering
- Automated materials handling at Maplewood
- Additional self checkouts
- VoIP telephone systems at North St. Paul and Maplewood, with funding secured for central phone system in 2008
- Increased bandwidth

Changes in progress include:
- E-commerce – credit card support
- RFID selection
- New web page design

**FACILITIES MASTER PLANNING:**
Nemitz reported that comments and suggestions from previous discussions have been incorporated into the latest draft of the Facilities Master Plan, and asked the Board members to share any final concerns before the plan is adopted. She stressed that flexibility is built into the plan, to allow the Library Board to pursue opportunities that may arise in the future.

Tony Feffer, a White Bear Lake resident, asked the Board to include the information that ownership of the land and building of the current library facility in White Bear Lake may revert to the City of White Bear Lake if no longer used as a library in the Facilities Master Plan. Anderson noted that the plan is intended to address location of facilities at a higher level, not tied to specific cities or sites. However, the Board agreed it would be appropriate to update the legal ownership status on page 85 to reflect the City’s interest in the property.
Nygren made a motion to approve the Facilities Master Plan as amended to reflect the legal status of the library facility in White Bear Lake and contingent upon review by the Ramsey County Attorney’s Office. Norrgard seconded the motion, which was approved by unanimous vote.

DIRECTOR’S REPORT:
Nemitz’s June report to the Library Board was mailed prior to the meeting. Nemitz and Sue Gehrz, Executive Director of the Friends of the Suburban Ramsey County Libraries, met with the Best Buy Foundation to discuss grant funding. She noted that the Library has 278 programs scheduled over the summer, and thanked the Friends for their generous support of library programming. Schematic design drawings will be presented to the Library Board for review in July, and completed by late September. Construction documents will be prepared prior to bidding in January, with groundbreaking tentatively planned for April 1, 2009. A public meeting will be held July 2 from 6-10 p.m. as part of the conditional use permit process, followed by a neighborhood meeting on July 28. The County Board will decide on the potential disaster recovery site at Roseville, LEED certification, and temporary location during construction at the same time. Nemitz agreed to provide a written timeline for the project at Lamb’s request.

MELSA REPORT:
Norrgard reported that the finance committee is continuing its discussions regarding dispersal of the funding received from the State. The next meeting will be July 11, 2008.

FRIENDS OF THE SUBURBAN RAMSEY COUNTY LIBRARIES:
Gehrz reported on the meeting she and Nemitz attended with the Best Buy Foundation, regarding grant funding for Tutor.com and the Library’s proposal to have them partner with the Library for a high-tech teen room at the new Ramsey County Library in Roseville. The Friends will be putting together a capital proposal for grant consideration. Gehrz also reported that the Friends are undergoing internal restructuring, with a new mission and new committees.

NEXT MEETING: July 16, 2008, CANCELLED
August 20, 2008, Administrative Office, 6-9 p.m. Strategic Planning Retreat

MEETING ADJOURNED 9:08 p.m.

Respectfully Submitted,

Mary Larson
Library Board Coordinator