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

LIBRARY BOARD ABSENT:
None

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; Kristi Saksvig, Communications Manager

OTHERS PRESENT:
Fred Schenk, Ramsey County Property Management; Michael Collins, Meyer, Scherer & Rockcastle, Ltd.; Sue Gehrz, Mary Anne Lindberg, Friends of the Suburban Ramsey County Libraries; Jan Parker, Ramsey County Commissioner

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

PUBLIC COMMENT:
No public comment.

APPROVAL OF AGENDA AND MINUTES:
Aplikowski made a motion to approve the agenda for August 20, 2008, and the minutes of June 18, 2008, as presented. Lamb seconded the motion, which was approved by unanimous vote.

OCLC CONTRACT RENEWAL:
Ramsey County Library uses the Online Computer Library Center, Inc. (OCLC) for cataloging and interlibrary loan purposes. Bibliographic records from OCLC are downloaded and revised, saving staff time that would otherwise be needed for original cataloging of every item in the Library’s catalog. OCLC also includes holdings data that shows which libraries across the country and around the world own copies of each publication. This information is used to facilitate the interlibrary loan process.

Libraries in Minnesota previously contracted with OCLC via the Minnesota Office of Higher Education (OHE) for the Minitex (U of M) Library Information Network. A few years ago, when a new contract was necessary for providing OCLC services in the three-state region, OHE requested that Minitex negotiate that contract directly with OCLC and this was accomplished.

The current OCLC member contract with OHE expired June 30, 2007. Because the contract between Minitex and OCLC was newly developed, it was necessary to develop a new contract between Minitex and Minitex/OCLC Member libraries. The new contract renews for five years, as did the previous contracts, effective from July 1, 2007 through June 30, 2012. The contract includes provisions for termination if necessary.

The administrative fee for participants has a cap of $1,600 per year (the current rate) in the new contract. Ramsey County Library spends approximately $50,000 annually on OCLC services.
Aplikowski made a motion to approve the Online Computer Library Center, Inc. Network User Agreement, subject to approval by the Ramsey County Attorney’s Office, and to authorize the Library Director and Library Board President to sign the agreement. Lamb seconded the motion, which was approved by unanimous vote.

LIBRARY MATERIALS CONTRACT:

Library staff prepared a request for proposals for the services of book vendors, with responses opened on July 8. Proposals were received from four vendors:
1. Baker & Taylor, Inc.
2. Book Wholesalers, Inc.
3. Brodart Books
4. Ingram Library Services, Inc.

An analysis completed by library staff included reviewing discounts, processing costs, inventory, customer service, online selection and ordering tools, and compatibility with our Horizon system. Based on the four proposals received and the library’s previous experience with the vendor, library staff recommends that the contract be awarded to Baker and Taylor, Inc., which offered the best discounts and processing costs, while meeting the other specifications of the RFP.

Aplikowski made a motion to award the contract of primary library materials vendor to Baker and Taylor, Inc. Contract term to be one year, with an option to renew on an annual basis up to two additional years, and with the provision that the terms and conditions of the contract remain the same. Motion subject to the approval of the Ramsey County Attorney’s Office. Lamb seconded the motion, which was approved by unanimous vote.

ROSEVILLE DESIGN PROCESS UPDATE:
The community meeting held on July 29, 2008 went well with nearly twenty-five patrons attending. Neighbors discussed the design and continue to be satisfied with the communications process. Concerns centered on placement of windows, power lines, landscaping, chiller noise and grounds keeping. Commissioner Jan Parker attended.

The City of Roseville Planning Commission met on August 6, 2008 to discuss the Library’s request for a comprehensive plan use amendment to change the designation of the vacant property from medium-density residential to civic use and approve a general concept planned unit development to expand the Library. City staff recommended approval. One neighbor attended the meeting. The Commission voted unanimously to support the project, which will be reviewed by the Roseville City Council on August 25, 2008.

The Roseville Design Team spent the last several weeks attempting to value engineer the conceptual design to match the construction budget. Some of the design changes that have been accepted relate to construction methods, material selection and design decisions and will have little or no impact on the building character or quality. Others will have a greater impact on the character and function of the project. Collins, Project Manager for Meyer, Scherer & Rockcastle (MS&R), described the proposed reductions, which included:

1. Reduce selected landscaping components and site plantings $125,900
2. Delete stainless steel screen on the West elevation $150,488
3. Delete metal walk canopy, North and South parking lots $50,300
4. Reduce West entry vestibule $80,450
5. Eliminate fence at coffee shop $5,000
6. Leave the existing pyramid roof in place $143,900
7. Reduce clerestory height by one foot and the second floor height by one foot $56,100
8. Delete meeting room expansion space and wall divider $132,500
9. Reduce northwest cantilever $35,400
10. Delete gas fireplace $8,000
11. Reduction to AMH and FF&E budget (Replace with MELSA Phase VI funds) $150,000

The Board members shared their concerns over some of the proposed cuts, including the covered walkways in the parking lot, the reduced scope of the entryway, and the deletion of the meeting room expansion. The timing of add
alternates was discussed. Many of the proposed cuts would be permanent due to the timing of the design process even if funding later became available. The construction budget escalation figure and contingency were also discussed. Both figures are based on County policy, and the fact that original construction estimates were developed several years ago.

STRATEGIC PLANNING PROCESS:
Walsh asked the Library Board and staff members present to consider several library service responses, and rank various potential roles for the Library. Everyone was asked to select their top six roles for the Library, and to designate their top priority. The rankings of library services based on total votes are listed below:

- Early literacy (18 votes)
- Lifelong learning (17 votes)
- Physical/virtual spaces (15 spaces)
- Public Internet access (14 spaces)
- Adult/teen/family literacy (11 votes)
- Local, national, world affairs (9 votes)
- Information literacy (9 votes)
- Reading, viewing, & listening for pleasure (7 votes)
- Health, wealth, & lifestyle choices (4 votes)
- Homework help (3 votes)
- Ready reference (2 votes)
- Services for new immigrants (2 votes)
- Genealogy & local history (1 vote)
- Create & share content (1 vote)
- Job & career development (1 vote)
- Community resources & services (1 vote)

The services ranked as priority were ranked as following:

- Lifelong learning (5 votes)
- Early literacy (4 votes)
- Adult/teen/family literacy (3 votes)
- Local, national & world affairs (2 votes)
- Physical & virtual spaces (2 votes)
- Public Internet access (1 vote)

The Library Board discussed the draft values document and made several suggestions including:

- Reduce emphasis on buildings & structures, more on generic “library services”
- Under fundraising, change “supplement” to “augment” and “advocacy” to “revenue”
- Combine bullet points for partnerships & fundraising
- In current values statement, “We make it easy” has been a guiding principle for staff, resolving many service and policy issues

Mission statements from other library systems were considered, as well as whether RCL needs to have separate mission, vision and values statements, or whether the concepts overlap to the extent that they become repetitive.

The Board members extensively debated exactly who RCL serves, whether it is only the residents of suburban Ramsey County, or whether it is all library customers regardless of where they reside. Weltzin noted that facilities planning would be dramatically different if we only provided service to suburban Ramsey County residents. Library customers also choose their libraries based on where they work, shop, etc., and library facilities are typically located near major retail centers and large employers draw customers outside the taxing district. Nemitz noted that RCL’s reputation for excellence is based on providing service to all customers, and having Roseville as the busiest library in the State helps obtain funding, both from Ramsey County and from private donors. Strategic competencies are a factor in determining whether libraries draw customers from outside their tax-supported service area. RCL’s strategic competencies include convenience, customer service, collections, locations, and hours.

Walsh asked the Library Board members to articulate their vision for RCL in the next 3-5 years. Visions included:

- The Library supports the expectations we’ve built in the community
• Libraries are integral in the community, and part of the solution to community issues

When asked to identify their top priorities in a new strategic plan, the goals were:
• Libraries transform lives (Norrgard)
• Eliminate duplication of services (Nygren)
• Lifelong learning (Lamb)
• Funding (Williams)
• Roseville project/maintaining service levels (Anderson)
• Marketing/advocacy (Aplikowski)
• Flexibility to meet needs (Weltzin)
• Initiate and develop new partnerships (Parker)

DIRECTOR’S REPORT:
Nemitz’s August report to the Library Board was mailed prior to the meeting. The 2009 budget addenda were approved by the County Board of Commissioners for inclusion in the certified maximum levy. Final budget approval will take place in December. Nemitz also reported that credit cards are now being accepted as a payment method at the libraries.

MELSA REPORT:
No report.

FRIENDS OF THE SUBURBAN RAMSEY COUNTY LIBRARIES:
Gehrz reported that the Friends have adopted a new mission statement. The Book-A-Palooza book sale has been set for September 26-28 at the Ramsey County Library in Roseville. The Friends’ Used Bookstore at Maplewood is increasing its hours, to be open during all the hours the Library is open.

NEXT MEETING: September 17, 2008, RCL-Mounds View, 2576 County Road 10, 7 p.m.

MEETING ADJOURNED 9:05 p.m.

Respectfully Submitted,

Mary Larson
Library Board Coordinator