LIBRARY BOARD PRESENT:
John Hakes, Jeff Johnson, Paula Mielke, Janice Rapheal, Kim Vanderwall

LIBRARY BOARD ABSENT:
Matthew Anderson

STAFF PRESENT:
Susan Nemitz, Library Director; Mary Larson, Library Board Coordinator; Bill Michel, Maplewood Library Manager

OTHERS PRESENT:
Commissioner Mary Jo McGuire; Carol Morphew, Ramsey County Property Management

CALL TO ORDER:
Mielke called the meeting to order at 6:30 p.m. in the Conference Room of the Library Administrative Offices, 4570 Victoria Street North. New Library Board Trustee John Hakes was introduced.

PUBLIC COMMENT:
No public comment.

APPROVAL OF AGENDA AND MINUTES:
Johnson made a motion to approve the agenda for January 15, 2014, and the minutes of December 18, 2013 as presented. Vanderwall seconded the motion, which was approved by unanimous vote.

AWARD LIBRARY GOLD CARD:
In December 2013, two long-term Trustees left the Library Board. Beverly Aplikowski served on the Board from 2008-2013, and is proposed for a Library Gold Card. Roberta Weltzin served from 2004-2013, and was previously awarded a Library Gold Card in 2003 for her tenure as president of the Friends of the Ramsey County Libraries.

Johnson made a motion to award a Library Gold Card to Beverly Aplikowski as a symbol of appreciation for her contributions to the Ramsey County Library. Vanderwall seconded the motion, which was approved unanimously.

GIFT ACCEPTANCE:
Each year, the Friends of the Ramsey County Libraries give a gift to the Library for a variety of program needs identified by Library staff. For 2014, the Library requested $70,000 for programming, technology literacy, the volunteer program, and staff development. The Friends’ Board approved the request.

Johnson made a motion to accept the annual gift of $70,000 from the Friends of the Ramsey County Libraries for 2014 program and service needs identified by the Library. Vanderwall seconded the motion, which was approved by unanimous vote.

2014 WORKPLAN:
Nemitz shared the Library’s preliminary 2014 workplan, indicating the initiatives that have been identified for this year’s major goals and activities. Quarterly progress reports will be provided to the Library Board. Mielke asked Nemitz to include increasing public hours as an initiative for 2014. Johnson made a motion to accept the 2014 workplan as amended. Vanderwall seconded the motion, which was approved unanimously.
2013 FOURTH QUARTER REPORTS:
Johnson made a motion to accept the fourth quarter workplan, financial report, statistics, and incident reports as presented. Vanderwall seconded the motion, which was approved by unanimous vote.

ANNUAL MEETING:
Election of Chair: Johnson nominated Anderson, and moved his election as Chair of the Ramsey County Library Board. Rapheal seconded the motion. Anderson was unanimously elected as Chair for 2014.

Election of Vice-Chair: Johnson nominated Vanderwall, and moved her election as Vice-Chair of the Ramsey County Library Board. Mielke seconded the motion. Mielke was unanimously elected as Vice-Chair for 2014.

Election of Secretary: Johnson nominated Rapheal, and moved her election as Secretary of the Ramsey County Library Board. Hakes seconded the motion. Rapheal was unanimously elected as Secretary for 2014.

Library Board By-Laws: Vanderwall made a motion to approve the Library Board By-Laws with two revisions. She suggested that the By-Laws be amended to remove specific meeting dates, and instead state “The Library Board shall meet monthly as needed.” She also recommended that the Order of Business section be removed. Anderson seconded the motion, which was unanimously approved.

Library Board Policies: Rapheal made a motion to approve the Policies of the Ramsey County Library Board as presented. Vanderwall seconded the motion, which was approved unanimously.

Liaison and Library Board Committee Appointments: In addition to the annual appointments to the Personnel Subcommittee and Friends’ Liaison, a liaison to the Friends’ Advocacy Committee was suggested. Johnson made a motion to appoint Rapheal to serve as liaison to the Friends of the Ramsey County Libraries, to appoint Hakes to serve as liaison to the Friends’ Advocacy Committee, and for the officers of the Library Board to serve as the Personnel Subcommittee. Vanderwall seconded the motion, which was unanimously approved.

Annual Schedule of Meetings: The Library Board currently meets at 6:30 p.m. on the third Wednesday of each month at locations throughout the library system. Additional meetings may be scheduled on the first Wednesday of a month or any other date as necessary. Vanderwall made a motion to approve the 2014 Annual Schedule of Meetings as proposed. Johnson seconded the motion, which was approved by unanimous vote.

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

APPROVE CONTRACT FOR DESIGN/BUILD SERVICES FOR WHITE BEAR LAKE:
In fall of 2013, the Library Board and County Board authorized the issuance of a Request for Proposals (RFP) for design/build services to renovate and expand the library in White Bear Lake. Staff was directed to return to the Library Board and County Board with a recommendation for selection of a design/build team, and approval of a project plan, schedule, budget and financing plan.

On November 13, 2013, the RFP was issued. Proposals were due December 19, with six firms submitting proposals. The evaluation team met on December 30 to consider the written proposals. Two firms were invited to oral interviews.

After considering the written proposals and the oral interviews, using the evaluation criteria outlined in the RFP, and following completion of reference checks, the evaluation team unanimously recommended the selection of Knutson Construction with Bentz/Thompson/Rietow Architects as the design/build team for the White Bear Lake Library Project.
The Library worked closely with the Finance Department to identify funding for this project, which is included in the 2014-15 Capital Improvement Program approved by the County Board.

Ramsey County will be piloting the State of Minnesota Sustainable Building 2030 (SB 2030) energy standards process in this project. The goal of this pilot project will be to set specific performance targets (energy standards) for the renovated building, and to evaluate this process for possible adoption by the County on future projects.

The project schedule identifies a late December 2014 completion date, with a proposed grand opening of the Ramsey County Library in White Bear Lake in January 2015. The schedule includes additional time in the planning phase to seek community input on the building plan.

Johnson made a motion to approve the selection of Knutson Construction and Bentz/Thompson/Rietow Architects for design/build services for the Ramsey County Library in White Bear Lake at a total project cost not to exceed $3,540,585; subject to approval by the Ramsey County Attorney’s Office, Ramsey County Property Management, Ramsey County Finance Department and the Ramsey County Board of Commissioners. Vanderwall seconded the motion, which was approved by unanimous vote.

**CHANGES TO LIBRARY SERVICES AT NORTH ST. PAUL:**
There has been a library in the City of North St. Paul since 1923. In the 1970s that library joined the Ramsey County Library system. In 2003, after significant budget reductions, the Library Board voted to close the North St. Paul facility. The building and collections were sold. Commissioner Victoria Reinhardt and several North St. Paul Community leaders worked tirelessly to find a solution.

They proposed that Ramsey County use the proceeds from the sale of the old library facility ($750,000) to remodel and add on to the North St. Paul Community Center to create a new library space. In exchange, the Library system would pay one dollar annually for twenty years. The City would pay for janitorial services and utilities. The new Library opened in March of 2005, a cost-effective partnership between the City of North St. Paul and Ramsey County Library.

The Library just completed its ninth year in the Community Center. Since the last full year the old library was open (2002) through 2012:
- Circulation grew 23%
- Children’s circulation is up 14% (35% of total circulation)
- Visits have grown by 17%
- Reference services have grown by 29%
- Kids programming attendance up 177%
- Provided over 12,500 hours of public computing by maintaining some stations is the lobby area of the facility in 2012
- Provided 4,500 users wireless access in 2012

At the same time as the increase in use, the library was able to reduce staffing costs by over 50%, eliminate most facility operating costs and eliminate capital expenditures. The partnership provided a path for making small community libraries more cost effective. This model was replicated in New Brighton and other St. Paul Public Libraries.

Over the last few years, it became apparent that the fitness center within the community center was requiring subsidies from the City. The City began to look for an alternative tenant. The School District examined putting an EBD school within the building. An analysis found the retrofit needed would be cost prohibitive. The School District proposed using the site for an alternative school. The District and the City signed a lease in February 2013 thru June 30, 2015. The City maintains public spaces including the lobby and bathrooms.
The City subsequently created a Board Resolution, which was the vision that was shared with the Library in 2013. In part, it says, “the District will continue to operate the health Club, re-open the Polar Den, make meeting rooms available for public use and support hours of operation that will be supportive for the library and its program. The district is also considering various partnerships with the Library which would enhance services and programs such as internet computer access.” The Superintendent said that this vision was not shared with school leadership and they were unaware of it.

The Library worked with the City and School District over the summer to prepare for the opening of the alternative school. The City paid for signage, security and room upgrades. The Library installed wireless throughout the building. The Library and the school agreed to share a connecting program room. The Library spent $10,000 on furniture, fixtures and an expanded teen collection. The School uses it during class time and the Library uses it as a teen library after hours. The Library also added 12 hours a week of teen librarian hours. The School added furnishing and offices. The Library held a celebration in September and many attended.

In the fall, the School District did a study of the fitness center and determined it would require a subsidy of over $80,000 annually from the City to continue the operation. A decision was made to allow the fitness program to close. It was also clear that the School District’s vision for the facility was different than previously assumed. The Library Director began to grow concerned about the consequence of these changes to the Library and met with the City and School District six times in the last quarter of 2013.

On December 17, at one of these meetings, the Library Director was informed by School District officials that after January 1, the facility would have greatly reduced hours. The building would be open from 7:30 a.m.–5:00 p.m. on Mondays, Wednesdays, and Fridays and from 7:30 a.m.–8:00 p.m. on Tuesdays and Thursdays. The Library is open from 10:00 a.m.–5:00 p.m. on Mondays, Wednesdays, and Saturdays and 1:00 p.m.–8 p.m. on Tuesdays and Thursdays. The School District informed the City and Library that they had significant safety concerns with the public being in the building.

Chair Paul Mielke and Nemitz attended a City Council meeting on January 7. Nemitz noted that the situation at North St. Paul continues to unfold, and recommended that the Library Board postpone making any changes to library services at North St. Paul until more information is known. The Library is working with the City and the School District to determine the public hours for the facility, and who is responsible for monitoring and securing the facility.

Johnson recommended that the Library Board seek ways to increase services in North St. Paul, to better serve the low income population in the surrounding areas.

**DIRECTOR’S REPORT:**

Nemitz will have tickets available for purchase for the Great Gatsby Gala, which will be held on February 1, 2014, at 6:30 p.m. Funds raised will go toward library collections.

The History Day Hullabaloo will take place Saturday, January 11 at the library in Roseville from 11:00-3:00. Last year over 100 students and their families attended.

The Kindergarten Library Card celebration will take place on Saturday, January 25 from 10:30-4:00 at Roseville. Last year over 900 kindergartners and their families attended. Watching five year olds get their first library card is a sight worth seeing. Presentations of cards are at 11:00, 1:30 and 3:00.

A note from the owner of Jamocha’s Café on Facebook:

*First I would like to say how much I have appreciated each and every one of you who have been such loyal customers and followers of ours. We, at Jamocha’s Cafe & Bakery, have truly been blessed by all of you. It is with great sadness that I must let you know that on Saturday, January 25, 2014, 5pm, Jamocha’s Cafe & Bakery will be closing its doors...going out*
of business. We have made so many great friends through this experience...my dream. How many can say they have been able to live their dream? God has blessed us beyond measure through all of you. It has been a blast!!!! I guess God needs me somewhere else. Just know that I have appreciated and have so enjoyed my time at JaMocha's and the Ramsey County Library-Maplewood. May God Bless You as He has Me!!! Love to you All!!!

~~Sandie & JaMocha's Staff~~

The used bookstore in the library in Maplewood has moved to the lobby area to increase visibility. The former bookstore will be repurposed into a meeting room. Traffic and sales are up.

Ramsey County expects to complete the sale on the Shoreview home on the corner of Highway 96 and Victoria Street in mid-February.

Ramsey County Library has partnered with Health Access MN to provide health insurance enrollment assistance and education. Appointments with the navigator at Roseville have been popular. Informational workshops will begin in January at Maplewood, Mounds View, New Brighton and Shoreview.

Winter school break programs were wildly popular, including the gingerbread house-making programs at Maplewood and Shoreview.

Libraries remained open during the recent cold snap.

A subcommittee of the County Board has recommended John Hakes for the Library Board. Approval is expected on January 14. John will join the Board on January 15. One vacancy remains open, with more interviews taking place later this month.

Greg Mack, Director of Ramsey County Parks and Recreation, and Monty Martin, Director of Ramsey County Human Services, have announced their retirements.

The County Manager invited departmental leaders on January 9 to discuss the Economic Prosperity work the County has been developing. Four library staff members attended.

MELSA is recommending $226,140 for collaborative projects. The Board will review the following request next week:

**Additional Zinio Titles**

Cost: $60,000

Zinio provides a quick and easy way for library customers to read digital copies of some of their favorite magazines on any internet-enabled device. There are an unlimited number of accesses to each title. In 2013, MELSA began to subscribe to the product and a region-wide purchase with MELSA funds provided a 15% price discount for the price that library systems would pay if subscribed individually. The MELSA subscription includes the annual platform fee for all eight systems and access to the top 50 magazine titles offered by the company. Local libraries have the option of adding additional titles to their local collections at their own cost. This proposal doubles the number of magazine titles available in each system from 50 to 100.

**BookFlix**

Cost: $79,900

Scholastic's BookFlix is a new online literacy resource that pairs classic video storybooks from Weston Woods with related nonfiction eBooks from Scholastic to build a love of reading and learning. The engaging way to link fact and fiction, BookFlix reinforces early reading skills and introduces children to a world of knowledge and exploration.

Currently four library systems subscribe to this database (Hennepin, Ramsey, Saint Paul and Washington). The proposal's cost includes reimbursing (prorated) each of these libraries for the funds they have already paid the vendor. The remaining four member library systems will begin their access in early-February.
**STEM Programming**

Cost: $25,000

STEM (Science, Technology, Engineering and Mathematics) content for library programming has been identified by the library directors as a weakness in many of the systems. While funds from the Legacy Amendment provides great support for programming dealing with history, arts and culture, it does limit the access to programs that deal directly with the natural sciences and technology. Staff need to often turn away opportunities to work with organizations, such as the Science Museum, Como Zoo, the Minnesota Zoo or the University of Minnesota to provide partnership programming in STEM-content.

**Cultural Pass Program**

Cost: $50,000

In the year since the Museum Adventure Pass ended, MELSA has reviewed newer models for public library partnerships with arts venues – organizations with the strong common goals of 1) promoting lifelong learning and 2) eliminating barriers to cultural experiences – and noted that many of the “culture pass” programs offered by public libraries across the nation are now web-based. In particular, the Discover and Go culture pass system at the Contra Costa County Library (in California) looks like one that could be implemented successfully here.

During the past several months, staff continued to refine this concept. MELSA members had conversations with the software developers (Quipu) to discuss concerns about patron authentication. Staff has met with numerous cultural partners to gauge interest. Feedback from these visits proves that there is interest in the Twin Cities to continue. Quipu has provided MELSA with a statement of work and a contract for our consideration.

**Additional Funding for Technology Classes**

Cost: $10,000

Due to pricing increases from vendors, we are requesting a $10,000 increase for the public technology training classes and workshops offered by all MELSA libraries. Twin Cities Media Alliance raised their class fees for 2014 by $50 per class ($250 to $300) and the Science Museum of Minnesota Computer Training Center is raising class fees starting in September 2014 to $345 per class (currently $295 and $335). Part of the price increase is due to travel costs for instructors to cover libraries in the entire metro area. The classes are extremely popular with high attendance and good results.

Commissioner McGuire asked about the Library’s Legislative Platform for 2014. Nemitz will share with the Library Board at the February meeting, and asked for volunteers to attend Library Lobby Day on March 5.

**FRIENDS OF THE LIBRARY REPORT:**

The Friends have received donations of many exciting items for the silent and live auctions and are looking forward to a very successful fundraiser for the library collection. Please tell everyone you can about this event and encourage them to attend.

Tickets may be purchased either online or by mail. Tickets are $50 per person in advance, or $60 at the door, with $25 of each ticket tax deductible as a donation. To order or learn more, click on the Gatsby Gala banner at the top of the library home page.

For additional information, contact Sue Gehrz, Executive Director, at 651-486-2213 or sgehrz@rclreads.org.

**NEXT MEETING:** February 19, 2014, RCL – Mounds View, 2576 County Road 10, 6:30 p.m.

**MEETING ADJOURNED:** 8:30 p.m.

Respectfully Submitted,

Mary Larson
Library Board Coordinator