LIBRARY BOARD PRESENT:
Matthew Anderson, Beverly Aplikowski, Paula Mielke, Janice Rapheal, Kim Vanderwall, Roberta Weltzin

STAFF PRESENT:
Susan Nemitz, Library Director; Mary Larson, Library Board Coordinator; Sandy Walsh, Deputy Director; Lynn Wyman, Deputy Director; Julie Neville, Property Manager; Bill Michel, Maplewood Library Manager; Therese Sonnek, White Bear Lake Library Manager

OTHERS PRESENT:
Janice Rettman, Mary Jo McGuire, Ramsey County Commissioners; John Hakes, Shoreview resident

CALL TO ORDER:
Mielke called the meeting to order at 6:30 p.m. in the Conference Room of the Library Administrative Offices, 4570 North Victoria Street in Shoreview.

PUBLIC COMMENT:
No public comment.

APPROVAL OF AGENDA AND MINUTES:
Anderson made a motion to approve the agenda for January 16, 2013 and the minutes of December 12, 2012, as presented. Aplikowski seconded the motion, which was approved by unanimous vote.

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 2013, the Library requested $70,000 for programming, technology literacy, the volunteer program, and staff development. The Friends’ Board agreed to fund this annual donation.

Anderson made a motion to accept the annual gift of $70,000 from the Friends of the Ramsey County Libraries for 2013 program and service needs identified by the Library. The motion was seconded by Aplikowski, and approved by unanimous vote.

REVISED HOLIDAY CALENDAR:
In November 2012, the Library Board approved the 2013 holiday calendar. Since that approval, the Inservice Day for staff has been rescheduled from Thursday, March 14, to Monday, March 18, in order to accommodate a desired guest speaker.

Anderson made a motion to approve the revised 2013 holiday calendar. Aplikowski seconded the motion, which was approved by unanimous vote.

2012 FOURTH QUARTER REPORTS:
Anderson made a motion to accept the fourth quarter workplan, financial report, statistics, and incident reports as presented. Aplikowski seconded the motion, which was approved by unanimous vote.

ANNUAL MEETING:
Election of Officers: Weltzin nominated the 2012 officers of the Library Board to serve a second year in their positions, and moved Mielke’s election as Chair, Aplikowski’s election as Vice Chair, and Rapheal’s election as Secretary of the Ramsey County Library Board for 2013. Anderson seconded the motion, which was approved by unanimous vote.
Library Board By-Laws: Aplikowski made a motion to approve the By-Laws of the Ramsey County Library Board as presented. Anderson seconded the motion, which was unanimously approved.

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

Liaison and Library Board Committee Appointments: Anderson made a motion to appoint Rapheal to serve as liaison to the Friends of the Ramsey County Libraries for 2013, and for the officers of the Library Board to serve as the Personnel Subcommittee. Aplikowski seconded the motion, which was unanimously approved.

Annual Schedule of Meetings: The Ramsey County 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.

Weltzin made a motion to approve the 2013 Annual Schedule of Meetings as proposed. Anderson seconded the motion, which was approved by unanimous vote.

Responsible Authority Designation: Anderson 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. Aplikowski seconded the motion, which was approved unanimously.

FACILITIES PLANNING FOR SHOREVIEW AND WHITE BEAR LAKE:
Sandy Walsh, Deputy Director, reviewed the history of the feasibility study conducted by Bentz/Thompson/ Rietow (BTR) for improving the Ramsey County Libraries in Shoreview and White Bear Lake. She noted that the square foot calculation for the proposed expansion at White Bear Lake would bring the facility to a total of 16,500 square feet, rather than the 14,700 square feet previously quoted. The White Bear Lake project will also include a funding request for additional property and parking lot, thoroughfare and book drop improvements.

The Shoreview remodeling and expansion would bring the facility to regional size, and would require additional funding to increase hours to those offered at the other regional libraries. The funding requests to the Ramsey County CIPAC committee will include requests for funding to purchase the two residential properties south of the facility when they become available.

Vanderwall made a motion authorizing Library staff to submit four CIP funding requests to Ramsey County:

- Shoreview Library renovation and expansion
  - $9.9 million
  - Renovation of 28,000 sq. ft.
  - Addition of 13,500 sq. ft.
  - Phase I design to begin July 2014
  - Phase II construction to begin July 2015

- Shoreview property acquisition
  - Purchase property at 805 Highway 96, Shoreview, when it becomes available

- White Bear Lake Library renovation and expansion
  - $3.5 million
  - Renovation of 12,772 sq. ft.
  - Addition of 3,728 sq. ft.
  - Phase I design to begin January 2014
  - Phase II construction to begin July 2014
• White Bear Lake property acquisition
  • Purchase property at 4676 Clark Avenue, White Bear Lake, when it becomes available

Rapheal seconded the motion, which was approved by unanimous vote.

2013 WORKPLAN:
The Library Board reviewed the goals in the 2013 workplan, and outlined the staff initiatives that will comprise this year’s major goals and activities. Quarterly progress reports will be provided to the Library Board.

LIBRARY BOARD SELF EVALUATION:
Nemitz indicated that she would like to know if the Board members were satisfied, feel they are making a difference, etc. She also wondered if there were areas for improvement, and suggested using the online survey tool SurveyMonkey to conduct an annual Board Satisfaction Survey. Vanderwall and Mielke volunteered to develop and send the first survey to Library Board members.

TRUSTEE RECRUITMENT:
The Library Board currently has a vacancy left by Lori-Anne Williams, who completed her third consecutive term in December. Weltzin will complete her final term in December 2013. Applications for the current vacancy have already been received by the County Manager’s Office, and the interview process is being scheduled.

To ensure that the Library Board continues to get highly qualified applicants from a variety of backgrounds, Vanderwall, Mielke and Rapheal volunteered to serve on an ad hoc committee for recruiting applicants for the 2014 vacancy on the Board.

DIRECTOR’S REPORT:
Nemitz’s January 2013 report to the Library Board was sent prior to the meeting. (Available upon request.) She noted that Ramsey County Library is beginning to receive national recognition. Teen librarian Marcus Lowry was featured on the cover of the January issue of School Library Journal, and teen librarian Amy Boese was also pictured in the accompanying story on collaborations between public libraries and schools. Nemitz also indicated that the Library will introduce Zinio starting in February. Zinio offers free access for library cardholders to more than 100 magazines.

MELSA REPORT:
Commissioner Rettman is the Library’s new representative to the MELSA Governing Board of Trustees. The next meeting will be held January 17, 2013.

FRIENDS OF THE LIBRARY REPORT:

The following three sponsors are making it possible for every child to take home two easy reader books from the Kindergarten Library Card Party to start their very own library:
  • Gold Level Sponsor – St. Paul Family Dentistry
  • Silver Level Sponsor – Central Pediatrics
  • Bronze Level Sponsor – Metropolitan State University

Volunteers are still needed to help with this event on Saturday, January 26 at the Roseville Library.

Friends members can sign up for “Chats with the Library Director” scheduled for January and February in four of the libraries.
Save the Dates:

- April 27, Friends Annual Luncheon at North Oaks Golf Club. Speaker will be popular mystery writer, William Kent Krueger.
- May 18, Fourth Annual BookIt 5K Walk/Run at the Roseville Library.

NEXT MEETING: February 20, 2013, RCL-Mounds View, 2576 County Road 10, 6:30 p.m.

MEETING ADJOURNED: 8:40 p.m.

Respectfully Submitted,

Mary Larson
Library Board Coordinator