LIBRARY BOARD PRESENT:
John Hakes, Craig Klausing, Paula Mielke, Jan Rapheal, Kim Vanderwall, Tou Xiong

STAFF PRESENT:
Susan Nemitz, Library Director; Mary Larson, Library Board Coordinator; Lynn Wyman, Deputy Director, Jeff Eide, Policy & Planning Manager; Bill Michel, Facilities Planning Manager

OTHERS PRESENT:
Les Sipkema, Shoreview Resident

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

PUBLIC COMMENT:
None.

APPROVAL OF AGENDA AND MINUTES:
Klausing made a motion to approve the agenda for January 20, 2016, and the minutes of December 16, 2015, as presented. Mielke seconded the motion, which was approved by unanimous vote.

ANNUAL 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 2016, the Library requested $70,000 for programming, technology literacy, the volunteer program, and staff development. The Friends’ Board approved the request.

Klausing made a motion to accept the annual gift of $70,000 from the Friends of the Ramsey County Libraries for 2016 program and service needs identified by the Library. Mielke seconded the motion, which was approved by unanimous vote.

RESOLUTION REGARDING THE RETIREMENT OF MADELYN MATHERN:
Klausing made a motion to approve the Resolution Regarding the Retirement of Madelyn Mathern, and to authorize the Library Board Chair to sign the document. Mielke seconded the motion, which was approved by unanimous vote.

DIRECTOR’S REPORT:
All Ramsey County Library locations will be closed on January 18, 2016, for the Martin Luther King Jr. holiday.

Nemitz urged Library Board members to stop by the library in Roseville on Saturday, January 30 to see the amazing Annual Kindergarten Card Party sponsored by the Friends. Children’s librarians visited every kindergarten class in suburban Ramsey County to encourage kids to sign up for a Library card. Presentations will take place at 10:30, 1:00 and 2:30.

Nemitz recommended Board members buy tickets for the Friends Gala, Spies Lies & Literature, which will be held on Saturday, February 6 from 6:30-9:30 pm at RCL-Roseville. Last year’s gala raised over $30,000 for additional collections at all seven libraries.
Nemitz acknowledged the accomplishments of Ramsey County Commissioner Mary Jo McGuire, who led an effort to expand hours at the library in New Brighton. In late December, the County Board voted to add Monday hours from 10 a.m. - 5 p.m. starting April 1, 2016. The New Brighton branch will be open 45 hours a week.

The appointment of an additional Library Board trustee has been delayed due to scheduling conflicts.

This year’s History Day Hullabaloo was a huge success with more than 185 students representing 23 different schools. Participants worked with History Day mentors and learned about library resources during staff-lead workshops.

Ramsey County Library is working with Minitex to apply for an Institute of Museum and Library Services grant for SimplyE for Consortia, which will create a single web portal for e-content.

Library Lobby Day at the Minnesota Legislature will take place on April 13. Please inform staff if you are interested in attending.

Nemitz was invited to the White House as part of the ConnectED Library Challenge, along with Ramsey County Commissioner Mary Jo McGuire and White Bear Lake School Superintendent Michael Lovett. More than 30 library systems across the country were represented. The partnership is a digital access initiative which gave a library card to all middle school students along with the Chromebook issued by the district.

FRIENDS OF THE RAMSEY COUNTY LIBRARIES REPORT:
Thanks to the hard work of our Gala Planning Committee, Friends Board and Development Committee, the Friends have obtained amazing items for both the live and silent auctions at the Spies, Lies and Literature Gala to be held from 6:30 to 9:30 on February 6th at the library in Roseville. Students and faculty from Metro State University are organizing games and a Spy Hunt to add to the live music, food, dancing, raffle and other fun activities. So far, sponsorship commitments have been received from the following:

**Platinum Level Sponsor ($2,500)**
Metro State University

**Gold Level Sponsors ($1,000)**
Falcon Heights-Lauderdale Lions Club
Lakeside Homes Inc
Wenck Associates
Maguire Agency
United Properties – Applewood Pointe
Carl Bolander & Sons
Northeast Bank

**Pioneer Press – Exclusive Media Sponsor**

BMO Harris Bank
Anderson Corporation
Pamela M. Harris
Bill and Bonnie Frels
Frank and Jayne Harris
John Harris
Cathy Croghan & Kathy Robbins
Fairview Wine & Spirits

ANNUAL MEETING:

**Election of Officers**
Mielke made a motion to re-elect Kim Vanderwall as President, Jan Rapheal as Vice President, and John Hakes as Secretary of the Library Board for 2016. Klausing seconded the motion, which was unanimously approved.

**Library Board By-laws and Policies**
The Library Board By-laws were most recently amended by the Board of Trustees in 2014 to reflect minor changes in the meeting time and place, and to remove language regarding the order of business. The Library Board Policies were last amended in 2012, to revise the wording of the Attendance Policy.
Because they haven’t been reviewed comprehensively for several years, Vanderwall suggested that the Board form a subcommittee to review the by-laws and policies and make recommendations for approval. Klausing agreed to chair the subcommittee, and Vanderwall, Mielke, and Hakes volunteered as members.

**Liaison and Library Board Committee Appointments**

Each year, the Library Board appoints members to serve on the Board’s sole standing committee, the Personnel Subcommittee, and also appoints liaisons to the Friends of the Ramsey County Libraries and the Friends’ Advocacy Committee. The Board discussed appointing an official liaison to the Shoreview Capital Campaign Committee.

Members of the Personnel Subcommittee coordinate the Library Director’s annual performance review, and may meet occasionally to discuss staff personnel issues. In 2015, the Personnel Subcommittee was comprised of the Library Board Chair, Vice Chair, and Secretary. Other committees and appointments may be made throughout the year as needed.

Klausing made a motion to appoint the Library Board members to the following positions and subcommittees:

1. Personnel Subcommittee – Vanderwall, Rapheal, Hakes
2. Friends of the Ramsey County Libraries Liaison – Rapheal
3. Friends Advocacy Committee Liaison - Xiong
4. Friends Capital Campaign Committee for Shoreview - Hakes

**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.

Xiong made a motion to approve the 2016 Annual Schedule of Meetings as amended, with the December meeting moved to the new library in Shoreview. Hakes seconded the motion, which was unanimously approved.

**Responsible Authority Designation**

The Ramsey County Attorney’s Office has advised that the Library Board should appoint the Library Director each year as the Responsible Authority and Compliance Officer under Data Practices. As the ‘Responsible Authority,’ Nemitz will be accountable for the collection, use and dissemination of data covered by the Government Data Practices Act, Minnesota Statutes, Chapter 13.

Hakes 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. Xiong seconded the motion, which was approved by unanimous vote.

**PRIORITIES FOR YEAR END BALANCES:**

At the end of each budget year, all Ramsey County departments are required to submit a list of unpaid obligations and planned expenditures. Although final reports on 2015 revenues and expenditures will not be available until early February, staff has begun preparing lists of potential projects for remaining balances. Balances also remain from 2014 and 2013 reserves approved last year. Reserve lists must be finalized by February 12, 2016.
Rapheal made a motion to approve the proposed priorities for the 2015, 2014 and 2013 year end balances. Klausing seconded the motion, which was unanimously approved.

**SHOREVIEW PROJECT UPDATE:**
The State Department of Education notified Ramsey County Library that it has been awarded a Library Construction Grant in the amount of $806,500 for the Shoreview project. The Friends Capital Campaign is underway, with a goal of $200,000. On February 16, Ramsey County Property Management will ask the County Board to accept the grant and to increase the guaranteed maximum price (GMP) for the Shoreview project by up to $1,006,500 to account for the grant plus the proceeds from the Friends’ Capital Campaign. Once the grant has been accepted and the increased GMP is approved, the County and the Department of Education can negotiate a final Grant Agreement. Until that Agreement is in place, the Library cannot purchase anything with those funds. The Library plans to split the grant funds between the Technology and Furniture, Fixtures and Equipment budgets.

The second set of construction bids, representing the majority of the construction, was received December 16. Adolfson and Peterson (A&P) has reported that the project is within budget. Several potential add-alternates have been identified.

Foundation work will soon be complete, and structural steel should begin arriving this week, with the start of steel erection planned shortly thereafter.

Xcel was not able to complete the move of the existing building’s transformer on December 22 as originally planned, so the library closure was cancelled. The move is now scheduled for Tuesday, January 26. Work required prior to the move has been completed. Staff will be transferred to alternate worksites for the day.

The furniture selection process has begun, with orders to be placed mid-year for delivery after the building is complete. Once fabric choices have been made, presentation boards will be available for viewing by the Library Board, Library staff and the general public.

Mielke made a motion to accept the State Library Construction Grant in the amount of $806,500, and recommend that the County Board of Commissioners accept the grant and increase the Guaranteed Maximum Price for the Shoreview project by up to $1,006,500 by the use of State Library Construction Grant and Capital Campaign funds. Hakes seconded the motion, which was approved by unanimous vote.

**2016 WORKPLAN:**
The Library Board discussed the 2016 Workplan, which includes initiatives for the year’s major goals and objectives. Quarterly progress reports will be provided to the Library Board. The current organization chart and list of 2016 committees were also reviewed.

**LIBRARY BOARD SELF EVALUATION:**
As part of the Library Board’s annual schedule, a self evaluation is planned for the end of each year. The Library Board discussed the findings from a survey of Board members conducted in December 2015, and suggested that the questions be included in the orientation materials provided to new Board members.

*Board Survey Findings*
Most members have been on the Board between 1-5 years.

Board members generally serve on the Board because of a love of books and libraries and a desire to serve the community. RCL Board members bring a broad set of skills to the table.

Members currently are involved in the Board in a variety of ways but participation in, giving to and promoting the Friends of the Library show the lowest participation by individual Library Board members.
The Library Board and Library Director should spend more time looking at where the Library is headed, digging into performance of programs, understanding the budget, and ensuring robust discussion of policy issues.

Board members identified the need for more and better orientation and training activities. Several members raised questions about the role of the Library Board vis a vis the County and in relationship to staff. A question was also raised about appropriate compensation and acknowledgement of board service.

When asked why they like serving on the Library Board, members uniformly said they enjoyed contributing to their community.

**FEBRUARY MEETING DATE:**
Both Vanderwall and Rapheal will be out of town on the scheduled date of the February Library Board meeting. The Board discussed whether to change the date or cancel the meeting. Nemitz will work with Vanderwall to determine if the meeting can be canceled closer to the meeting date.

Hakes also noted that he will be out of town in April, and asked that the new Technology Plan discussion be postponed until the May meeting. Nemitz proposed that the plan be presented in April as scheduled, with further discussion and official acceptance by the Library Board in May.

**NEXT MEETING:**
February 17, 2016, RCL-Mounds View, 2576 County Road 10, 6:30 p.m.

**ADJOURNMENT:**
The meeting adjourned at 8:00 p.m.

Respectfully Submitted,

Mary Larson
Library Board Coordinator