LIBRARY BOARD PRESENT:
Jim Berry, John Hakes, Craig Klausing, Paula Mielke, Jan Rapheal, Tou Xiong

LIBRARY BOARD ABSENT:
Kim Vanderwall

STAFF PRESENT:
Susan Nemitz, Library Director; Mary Larson, Library Board Coordinator; Sandy Walsh, Deputy Director; Julie Neville, Property Manager; Meg Robertson, New Brighton Library Manager

OTHERS PRESENT:
Mary Jo McGuire, Ramsey County Commissioner

CALL TO ORDER:
Rapheal 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:
No public comment.

APPROVAL OF AGENDA AND MINUTES:
Mielke made a motion to approve the agenda for January 21, 2015 and the minutes of December 17, 2014 as presented. Klausing 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 2015, the Library requested $70,000 for programming, technology literacy, the volunteer program, and staff development. The Friends’ Board approved the request.

Mielke made a motion to accept the annual gift of $70,000 from the Friends of the Ramsey County Libraries for 2015 program and service needs identified by the Library. Klausing seconded the motion, which was approved by unanimous vote.

DIRECTOR’S REPORT:
The Library will be closed January 19, 2015, for the Martin Luther King Jr. holiday.

The Friends Gatsby Gala is scheduled for the evening of February 7 at the library in Roseville; please consider attending.

Often, decisions that a governmental entity makes has a profound impact within the Library. Traditionally, tax forms become available to the populace through public libraries in January. Due to budget cuts, the IRS will not be sending out any 1040, 1040A, 1040EZ or many of the other forms and instructional booklets normally received. Library staff will try to assist patrons with locating and printing online tax forms at $.20 per page. Many patrons will not have the technical skills or financial resources to do this. The Library expects major frustration over the next four months.

Ramsey County Library will continue to partner with AARP to provide tax assistance at the library in Maplewood between February 2 and April 13. Sign up begins at 10 a.m. each day the service is available, with limits of 25 on Mondays and Wednesdays and 35 on Saturday.
The library in Roseville has a new installation-- a super-sized Light Bright. It has proven to be very popular. Roseville was also the site of a History Day Hullabaloo for junior and senior high school students on January 10. Sixty students attended.

The new coffee shop, Caféine, had its Grand Opening at the library in Maplewood on January 5. Owned by Navarat Poosansaard and her husband, Kumpon Boonwong, the coffee shop focuses on providing coffee and tea blends from local companies as well as other goodies. The café strives to provide a relaxing, friendly and delightful ambience for guests and patrons.

The Ramsey County Board selected Commissioner Jim McDonough as Board Chair for 2015. Commissioner Mary Jo McGuire has been selected as the Library Board Liaison. Commissioner Janice Rettman will remain the Library Board Alternate. Commissioner Rettman will also continue to serve on the MELSA Governing Board.

The executive director search committee interviewed all five applicants for the position on December 29, 2014. While several strong candidates emerged, the panel felt that with only five candidates, it would be in the best interest of MELSA to re-open the position and hire an Interim Executive Director. At the Board meeting, the Trustees approved the following:

1. Contract with an interim director to handle day-to-day business as well as upcoming regional and state responsibilities for the organization.
2. Meet with the Commissioner of Education to review the rule that requires a master’s degree in library science.
3. Hire a search firm and reopen the position.

**FRIENDS OF THE LIBRARY REPORT:**
No report submitted.

**ANNUAL MEETING:**
**Election of Officers:**
Klausing made a motion to elect Kim Vanderwall as President, Jan Rapheal as Vice President, and John Hakes as Secretary of the Library Board for 2015. Berry seconded the motion, which was unanimously approved.

**Library Board By-Laws:**
The Library Board by-laws were most recently amended by the Board in 2014 to reflect minor changes in the meeting time and place, and to remove the language regarding order of business. No changes were suggested by staff for 2015.

Klausing suggested an alternative format for the by-laws, which he will share with Nemitz for future discussion by the Library Board.

Xiong made a motion to approve the by-laws of the Ramsey County Library Board of Trustees as presented. Mielke seconded the motion, which was approved unanimously.

**Library Board Policies:**
The Library Board Policies were last amended in 2012 to revise the wording of the Attendance Policy, removing excused absences as a violation of the policy. No changes were recommended by staff for 2015.

Mielke made a motion to approve the Policies of the Ramsey County Library Board of Trustees as presented. Hakes seconded the motion, which was approved unanimously.

**Liaison and Library Board Committee Appointments:**
Each year, the Library Board appoints members to serve on the Personnel Subcommittee, and also appoints liaisons to the Friends of the Ramsey County Libraries and the Friends’ Advocacy Committee.
Members of the Personnel Subcommittee, the Library Board’s sole standing committee, coordinate the Library Director’s annual performance review, and may meet occasionally to discuss staff personnel issues. In 2014, 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, such as facility project liaison, etc.

Following discussion on the various committee and liaison duties, Klausing made a motion to appoint Library Board members to the following positions and subcommittees:

1. Friends of the Ramsey County Libraries Liaison: Rapheal, Mielke (alternate)
2. Friends Advocacy Committee Liaison: Berry
3. Personnel Subcommittee: Vanderwall, Rapheal, Hakes
4. Shoreview Facility Project Liaison: Hakes

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

**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.

Mielke made a motion to approve the 2015 Annual Schedule of Meetings as proposed. Klausing 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.

Klausing 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. Berry seconded the motion, which was approved by unanimous vote.

**LIBRARY BOARD THREE-YEAR AGENDA:**
To ensure that the Library Board is kept informed of key library services, special projects, and business-related matters, staff has created an annual list of topics to be considered by the Board at its meeting. The list is meant as a guideline to help plan agendas and balance workload throughout the year. Agenda items may be shifted during the year to accommodate time-sensitive issues or other needs as determined by the Library Board and staff.

The Library Board discussed the draft three-year agenda, and made suggestions regarding timing and additional topics for consideration. Staff will incorporate the suggestions and return in February for Library Board approval.

**SHOREVIEW PRE-DESIGN APPROVAL:**
The architectural firm Hammel, Green and Abrahamson submitted the final version of the Library Feasibility Study for the proposed new Ramsey County Library in Shoreview. The construction cost estimate is $12,285,000 plus approximately $3,000,000 in other costs for a total project cost of just over $15 million.

The Ramsey County Board of Commissioners has authorized $10 million in bonds for the project, to be sold over two years. The County Board has scheduled a public hearing for the first bond sale for February 3, 2015 at 9:00 a.m.
As part of the financing plan, Bruce Thompson, Director of Ramsey County Property Management, is working with the Mounds View School District to negotiate a purchase price for the sale of the existing building. A letter of intent regarding the purchase of the facility is expected soon.

Hakes made a motion to approve the Shoreview Library Feasibility Study conducted by Hammel, Green, and Abrahamson, and upon completion of the financing plan, forward it to the Ramsey County Board for approval and permission to issue a Request for Proposal for Construction Manager/Design Team Services. Xiong seconded the motion, which was approved by unanimous vote.

2015 WORKPLAN:
The Library Board reviewed the major goals and activities outlined in the 2015 workplan. Quarterly progress reports will be provided to the Library Board. Nemitz reported that the Library’s senior managers spent the last quarter of the year developing the workplan.

RACIAL EQUITY PLANNING:
Nemitz reviewed the Library’s Workforce Statistics provided by Ramsey County Human Resources. For full and part-time employees, the Library lags far behind other Ramsey County departments in staff from communities of color. Intermittent employment (the Library’s substitute pool) provides a gateway to permanent full and part-time employment in the library. Diversity within the Library’s intermittent staff is comparable to County-wide employees.

The Library Board discussed the Racial Equity strategies outlined by staff, and the ways that issues of race are being discussed at the Library both in its hiring practices and in the manner that services provided to the general public. The Library’s Management Team participated in a racial equity training series last year, which will be repeated in 2015 for circulation supervisors, children’s librarians, and other key staff. Vanderwall attended the training in 2014, and the Library Board members were invited to participate in the upcoming series.

NEW BRIGHTON HOURS OF SERVICES:
The Library is implementing a pilot project for 2015 that adds three hours a week to the library in New Brighton by opening on Tuesday mornings from 10 a.m. to 1 p.m.

The Library has attempted to increase public hours of operation through the Ramsey County budget process, but has had no success in recent years in getting funding for additional hours. By adding hours to New Brighton, staff hopes to show the value of additional public hours.

Tuesday mornings at New Brighton were selected for this pilot because they are needed and are the most cost-effective hours the library can add. Since the library in New Brighton is closed on Sundays, Mondays, and Tuesday mornings, the staff faces exceptionally large volumes of material in the book drop and delivery on Tuesdays. To cope with this volume, the library already schedules two staff members to work on Tuesday mornings.

With the addition of one other Library Page, New Brighton will be able to open to the public from 10-1 on Tuesdays. The new hours would become effective in April (on Tuesday, April 7) and would be in place through the end of the year. The pilot project will be evaluated at the end of the year and a recommendation brought to the Library Board.

STATISTICAL REPORT FORMAT:
The Library files annual reports with state and federal agencies and includes performance measures in its budget requests to Ramsey County. Over the years, data reporting requirements have evolved, and the Library has revised its data gathering to reflect those changes and to gather all statistical data into one comprehensive reporting instrument, with the most recent revamp occurring in 2009.

The comprehensive data spreadsheets will continue to be available on the staff Intranet. It is planned that the Library Board will receive a streamlined version of the spreadsheets each quarter. One hundred and forty-five pages of detail have been condensed into seven pages for the Board report.
With the start of the new year, and the statistical reporting duties transitioning from Sandy Walsh to Jeff Eide, a review of the current statistical report format is appropriate.

The fourth quarter reports for 2014 will be on the February agenda. Library Board members are asked to review the format and bring any comments or suggestions to the February meeting for discussion.

**WHITE BEAR LAKE PROJECT UPDATE:**
Construction is on track to achieve substantial completion by February 27. Current projects include roofing, exterior masonry, window and door installations, drywall installation, ceiling installation, and painting. All of the furniture has been ordered with the exception of a few items that are being pursued outside of existing contracts.

The Library and Property Management have requested a proposal from project architects Bentz/Thompson/Rietow to design the reading patio and monument sign.

Library Manager Therese Sonnek is working with the White Bear Lake Historical Society to fill the time capsule. Several items from the 1973 capsule will be included as well as items representative of 2015. The capsule will be placed behind the Carnegie stone above the fireplace in the adult reading area.

The Library has received the required letters of recommendation from the Legislature. The State Library Construction Grant Agreement has been signed by the County Manager and will be delivered to the Department of Education next week.

Library Manager Therese Sonnek and Children's Librarian Anna Krueger applied for and received a $4,975 Playful Learning in Libraries grant from the Institute of Museum and Library Services through the Minnesota Department of Education. This grant will fund interactive panels in the White Bear Lake children’s area.

An Art Committee has been formed for the project. Friends and staff are meeting with the Children’s Museum to discuss an installation for the children’s area similar to the one in Maplewood but geared to the White Bear Lake community.

As a result of transfers, there are several openings on the White Bear Lake staff. These have been held as vacancies while the building was closed but will be filled in anticipation of the April opening.

The Grand Opening has been scheduled for Saturday, April 11.

**FUNDRAISING PAVER POLICIES:**
The Friends of the Library are selling engraved patio pavers at the libraries in Roseville and White Bear Lake as a fundraising activity. Recently a question has arisen about the nature of messages on pavers, and whether the Library should have a policy specifying paver content.

In conducting a search on the subject, it became clear that public institutions across the country have faced community discord over paver content. The general consensus is that it is prudent for public institutions to formulate a policy regarding the acceptable content on pavers.

Ramsey County Library has no such policy and the Library Board may want to consider adding one. The closest existing policy is the RCL Public Bulletin Board Policy which states, in part:

The library will remove expired materials. Materials not to be posted include:
- Sales brochures
- Business advertising
- Private want ads (for sale, for rent, garage sales, etc.)
- Political publications of a partisan nature or for a particular candidate
- Religious and church publications
The Library Board discussed the need for a policy covering all types of donor recognition, not just patio pavers. The general consensus of the Board on pavers purchased by businesses was that business names and logos are acceptable. Under the new policy, the Library would reserve the right to determine which messages are permitted on pavers based on approved guidelines.

Nemitz will incorporate the Library Board suggestions into a new draft policy, and bring it to the Board in February for final approval.

**NEXT MEETING:** February 18, 2015 – RCL Mounds View, 2576 County Road 10, 6:30 p.m.

**MEETING ADJOURNED:** 8:40 p.m.

Respectfully Submitted,

Mary Larson
Library Board Coordinator