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

STAFF PRESENT:
Susan Nemitz, Library Director; Mary Larson, Library Board Coordinator; Bill Michel, Maplewood Library Manager;
Sandy Walsh, Deputy Director; Lynn Wyman, Deputy Director

OTHERS PRESENT:
Randy Moe, Bentz/Thompson/Rietow Inc.

CALL TO ORDER:
Vanderwall called the meeting to order at 6:30 p.m. in the Community Program Room of the Ramsey County Library in Maplewood, 3025 Southlawn Drive.

PUBLIC COMMENT:
No public comment.

APPROVAL OF AGENDA AND MINUTES:
Xiong made a motion to approve the agenda for October 15, 2014 and the minutes of September 17, 2014, as presented. Mielke seconded the motion, which was approved by unanimous vote.

RESOLUTION REGARDING THE RETIREMENT OF PRISCILLA LABERGE:
Xiong made a motion to approve the Resolution Regarding the Retirement of Priscilla LaBerge, and to authorize the Library Board Chair to sign the document. Mielke seconded the motion, which was approved by unanimous vote.

2014 THIRD QUARTER REPORTS:
The Library Board reviewed the third quarter workplan, financial report, statistics, and incident reports.

2015 HOLIDAY CALENDAR:
Each year, Library staff prepares a holiday calendar for the upcoming year for Library Board approval. The calendar includes all the dates designated as paid holidays by Ramsey County, as well as other dates when the libraries are traditionally closed.

The proposed 2015 calendar was developed with the basic objective of providing public service hours at times when the public might reasonably be expected to use the libraries, while observing the holidays set forth by Ramsey County.

Since 1993, the Library’s calendar has included Staff Inservice Days. These days allow time for staff training as well as facilities-related projects such as painting or shifting the collection. The libraries may also close as needed for facility- or technology-related improvements. These closed days will be selected based on their branch needs, and publicized in advance in the Library’s newsletter and on the website.

Rapheal made a motion to approve the 2015 Holiday Calendar as presented. Mielke seconded the motion, which was approved unanimously.

FRIENDS CAPITAL CAMPAIGN FOR WHITE BEAR LAKE:
In October 2008, the Library Board adopted a Naming Policy to assist with private fundraising for capital campaigns organized by the Friends of the Ramsey County Libraries. Library Board approval is required before the specific naming right for a room or area is granted.
In May 2014, the Library Board authorized the Friends of the Ramsey County Libraries to offer naming rights for the following areas in the Ramsey County Library located in the White Bear area:

<table>
<thead>
<tr>
<th>Area</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Program Room</td>
<td>$50,000</td>
</tr>
<tr>
<td>Children’s Area</td>
<td>$40,000</td>
</tr>
<tr>
<td>Outdoor Patio</td>
<td>$25,000</td>
</tr>
<tr>
<td>Teen Room</td>
<td>$20,000</td>
</tr>
<tr>
<td>Large Study Room (10 person)</td>
<td>$10,000</td>
</tr>
<tr>
<td>Medium Study Rooms (6 person)</td>
<td>$7,000 ea.</td>
</tr>
<tr>
<td>Small Study Rooms (2 person)</td>
<td>$5,000 ea.</td>
</tr>
</tbody>
</table>

In September the project architects prepared a design for the outdoor patio that includes three distinct areas. The estimated cost exceeds $55,000 which is $30,000 higher than the original cost estimate of $25,000. Additional naming opportunities are a potential source for the additional revenue required to complete this project as designed.

Mielke made a motion to authorize the Friends of the Ramsey County Library to offer naming rights for the following areas in the outdoor patio, subject to the approval of the Library Board:

<table>
<thead>
<tr>
<th>Area</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Children’s Garden</td>
<td>$15,000</td>
</tr>
<tr>
<td>Paver Plaza</td>
<td>$10,000</td>
</tr>
<tr>
<td>Butterfly Garden</td>
<td>$5,000</td>
</tr>
<tr>
<td>Total</td>
<td>$30,000</td>
</tr>
</tbody>
</table>

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

WHITE BEAR LAKE PROJECT UPDATE:
The northern portion of the library has been demolished. Construction of that part of the building will begin in November when the steel delivery is expected. In the meantime, Knutson will concentrate on other areas of the building and on reconfiguring the parking lot. The neighboring house has been deconstructed. Sandy Walsh and Bill Michel will be attending regular construction meetings.

Ramsey County has completed a purchase agreement with the neighbors at 2192 - 2nd Street to eliminate the driveway easement and allow the building of a screening fence on their property. The neighbors will pay $8,400 for the property in addition to any additional costs such as survey, recording fees, lot split, and closing costs. There will be no costs to the County for this transaction, other than staff time to coordinate the transaction. The purchase agreement will go before the County Board on October 21.

Parking arrangements continue to be discussed with the church.

The Friends are proceeding with the White Bear Lake capital campaign. Grant applications have been submitted to three local foundations; grants are expected to be announced in November. The Friends have raised about $60,000 so far.

A State Library Construction grant application for $200,000 has been submitted. The Library’s predesign documents were officially approved by the State Department of Administration.

Work is progressing on the interior design. Randy Moe from Bentz/Thompson/ Rietow was present to discuss and show interior finishes and furniture. He outlined the traditional/contemporary blend of the interior design concept, noting that the architects and designers were aiming for a ‘small town’ feeling.

Nemitz noted that the Library will need to obtain County Board approval to increase the Gross Maximum Price (GMP) for the White Bear Lake project to incorporate the proceeds from the Friends Capital Campaign, potential grant proceeds from the State Library Construction Grant, and Library facilities funding that will pay for roof replacement. She would like to make the approval language become standard policy for future Library projects, so that County Board approval will not be required to raise the GMP from fundraising or other outside sources.
MAPLEWOOD BRANCH UPDATE:
TRENDS IN THE SERVICE AREA:
• School District population is 41% students of color.
• 47% of student population eligible for reduced or free school lunches.
• 35 different languages spoken by school district families.
• Maplewood has a poverty rate for individuals of 11.2%, but the rate is 15.2% in the census tract in which the Library sits. Likewise, 18.9% of individuals under 18 in the city as a whole live in poverty, while 32.9% of those in the Library’s census tract do so.
• There are plans to convert the hotel across Southlawn Drive from the Library to an assisted living facility.

LIBRARY ISSUES AND SERVICE TRENDS:
• Circulation in the 3rd quarter is up 6.3%, after declining 7.5% in the first half of the year, reflecting the increased traffic while White Bear Lake is closed for construction.
• Demand for programming for children continues to grow—this summer Maplewood provided 121 programming events (an increase of 41 over 2013) to 4,161 attendees (a 17% increase).
• Staff continues to receive complaints about the noise level in the building.
• Public computer usage remains strong, increasing 5% in the 1st half of the year.
• Maplewood’s three bookable rooms average 2 non-library uses per day, and the three study rooms are in constant demand.
• Several interested parties have looked at the empty coffee shop space.
• Several racially-charged incidents have occurred recently.

INNOVATION:
• Investigating a variety of service models for roving reference.
• Looking for a portable device capable of using Horizon Integrated Library System for roving reference.
• Friend’s Bookstore moved to the lobby—sales up 17% over last year.
• New Board Room furnished and equipped in the old bookstore space.
• Along with Roseville branch, piloted eTot Storytime using the iPad Lab.

RAMSEY COUNTY BRANDING INITIATIVE UPDATE:
Following last month’s discussion with the Library Board, Nemitz met with Ramsey County Manager Julie Kleinschmidt and Deputy Manager Heather Worthington to discuss the Library’s concerns.

In order to comply with the County’s branding policy and to retain the Library’s distinct identity, Nemitz recommended that the Library Board consider adopting the official “Ramsey County” brand instead of the department-specific logo. Further information will be discussed at the November Library Board meeting.

SHOREVIEW FACILITIES PLANNING UPDATE:
The predesign process continues. Hammel, Green and Abrahamson (HGA) provided the Library with several options to consider. The top choice features a one-level building, or moving Administration to an upper floor.

The house on the corner of Highway 96 and Victoria Street has been demolished.

The Mounds View School District held a workshop to discuss potential purchase/lease of the current library building. Staff was instructed to continue to evaluate the idea.

The City of Shoreview has begun to express concerns about providing the second piece of property to the County without compensation. Discussions are underway. The City has expressed willingness to allow a new library to encroach slightly onto the property on which the City’s well house sits.

DIRECTOR’S REPORT:
The staff In-Service Day will be held Monday, October 13, 2014. The libraries will be closed.
Several staff members from Ramsey County Library presented at the Minnesota Library Association Conference last week in Mankato. A colleague from a metro county wrote, “I just wanted to mention how impressed I am with your staff. I attended 2 programs by RCL librarians and was blown away by all the innovative programming that you offer.” Nemitz thanked Marcus Lowry, Anna Krueger, Carol Jackson, Amy Boese, Meg Robertson, Therese Sonnek, Monica Stratton and Jennifer Dietrich for their efforts.

Ramsey County leadership staff was invited to a County Convening on economic prosperity on September 30. Nemitz had the opportunity to address the group on leading racial equity initiatives in County departments. Ramsey County Library leaders are currently undergoing racial equity training. Kim Vanderwall has been participating. A discussion of the next steps will take place at the November Library Board meeting.

Ramsey County Library and Goodwill/Easter Seals have been sponsoring “Industry Panels” for job seekers looking for insights into business sectors’ hiring practices. The facilitated programs have been offered monthly at the library in Roseville and are proving to be wildly popular. The September 30th medical office event attracted 105 job seekers and career counselors, filling the community program room. Special thanks to Patrick Ley, Lisa Gallant and Carrie Watts.

Chris Olson, the Executive Director of Metropolitan Library Service Agency (MELSA) passed away on September 28, 2014 of complications due to diabetes. He had been the director of MELSA since 2005. Chris served on the board of the MN Association of Library Friends for 15 years. He was a former President of the MN Library Association as well as a member of the Adjunct Faculty at the St. Catherine University School of Library and Information Science. Chris was a good friend of metro area libraries and will be missed.

MELSA and Metronet are sponsoring a program on “The Nuts & Bolts of Minnesota Libraries” on Wednesday, November 5 from 8:30 a.m.-12:30 p.m. at the library in Roseville. The program will explain the structure of Minnesota libraries, how different types of libraries are organized and funded, how libraries work together, what other organizations are part of libraries’ infrastructure, issues facing libraries, and more. All are welcome.

FRIENDS OF THE LIBRARY REPORT:
To date the Friends have received $50,568 in donations and $16,500 in pledges toward their goal of raising $200,000 for the library in White Bear Lake. The Capital Campaign invites you to a celebration of the White Bear Lake Library’s 100th Birthday to be held from 5:30 to 8:30 pm on Thursday, November 13 at the Best Western White Bear Country Inn, 4940 Highway 61 North. The library has been located at 2nd Street and Clark Avenue since the Carnegie building opened in November 1914. The event will include opening of the time capsule that was placed in the cornerstone of the library building in 1973.

The next semi-annual “Spooktacular” book sale will run from October 22 through 26 at the library in Roseville.

On October 9th, the Friends received a $250 best project finalist award for the Great Gatsby Gala. The award was presented at the Minnesota Association of Library Friends conference in Mankato.

The quarterly board of directors meeting will be from 6:15 to 8:30 on Monday, October 27 in the large program room at the library in Maplewood. From 6:15 to 7:00, Ryan O’Connor, Director of Policy Analysis & Planning for Ramsey County, will be presenting a training on “Economic Disparities in Ramsey County.” The public is welcome.

NEXT MEETING: November 19, 2014 – RCL-Roseville, 2180 Hamline Avenue North, 6:30 p.m.

MEETING ADJOURNED: 8:05 p.m.

Respectfully Submitted,

Mary Larson
Library Board Coordinator