LIBRARY BOARD PRESENT:
Matthew Anderson, Paula Mielke, David Norrgard, Janice Rapheal, Roberta Weltzin, Lori-Anne Williams

LIBRARY BOARD ABSENT:
Beverly Aplikowski

STAFF PRESENT:
Susan Nemitz, Library Director; Mary Larson, Library Board Coordinator; Lynn Wyman, Deputy Director; Meg Robertson, New Brighton Library Manager; Jeff Eide, Maplewood Library Manager

CALL TO ORDER:
Norrgard called the meeting to order at 6:40 p.m. in the Community Program Room of the Ramsey County Library in Roseville, 2180 Hamline Avenue North.

The Benchmarking report was moved to the beginning of the agenda since a quorum of trustees was not present. Rapheal, Mielke and Anderson arrived during the presentation.

PUBLIC COMMENT:
No public comment.

BENCHMARKING RCL AGAINST OTHER COMPARABLE LIBRARIES:
Jeff Eide, Library Manager at the Ramsey County Library in Maplewood, compiled a statistical report showing comparisons between RCL, MELSA libraries, and nine other library systems with similar populations served and total income, based on 2010 data.

The library in Roseville was closed for part of 2010, and reopened with an additional 30,000 square feet. Despite these changes, RCL continued to top the rankings for circulation per hour, per FTE, and per square foot of library space. RCL also led the rankings on visits per hour open, an indicator that public service hours are lacking compared to other local and peer library systems. Eide noted that Ramsey County Library staff is significantly more productive on virtually every measure relative to its peer libraries and has been for many years.

APPROVAL OF AGENDA AND MINUTES:
Weltzin made a motion to approve the agenda for October 19, 2011, and the minutes of September 21, 2011 as presented. Rapheal seconded the motion, which was approved by unanimous vote.

GIFT ACCEPTANCE:
The Friends of the Ramsey County Library launched a capital campaign for the Ramsey County Library in New Brighton, with the goal of raising $100,000 for amenities not included in the project budget. The Capital Campaign committee has been very successful, raising $78,000 to date toward their goal. Several gifts exceed the $5,000 threshold and require Library Board approval. These gifts include:

- Beverly Aplikowski $15,000 donation for the fireplace
- Bell Poll & Lumber $8,000 for art
- Miscellaneous Donors $12,000 for amenities

Weltzin made a motion to accept the New Brighton Capital Campaign donations of $15,000 for the fireplace, $8,000 for artwork, and $12,000 for library amenities. Rapheal seconded the motion, which was approved by unanimous vote.
2011 THIRD QUARTER REPORTS:
The Library Board reviewed the third quarter workplan, financial report, statistics, and incident reports as submitted.

HOLIDAY CALENDAR:
Each year, the 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 2012 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 2009, the Library’s calendar has included Service Improvement Days. These days allowed time for staff training, facilities-related projects such as painting or shifting the collection, and time for staff to catch up on shelving backlogs. In 2011, the Library reduced the number of Service Improvement Days from four per year to two, with the four largest libraries (Maplewood, Roseville, Shoreview and White Bear Lake) closing one additional day 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 quarterly newsletter.

Williams made a motion to approve the 2012 Holiday Calendar as proposed. Mielke seconded the motion, which was approved by unanimous vote.

OVERDUE ITEM THRESHOLD:
Ramsey County Library’s circulation policies, approved by the Library Board in April 2008, state that when an individual has more than $10 in overdue charges or more than 10 items still out and overdue, borrowing privileges are suspended until charges or items out have been brought under the threshold.

The 10-item limit frequently creates difficulties for customers, who cannot renew their items once they are past the due date even if they are under the fine threshold. During business hours, staff can override this policy, and renew items that are not requested by other customers. However, customers trying to renew their items online or after hours are stymied. Based on the number of complaints received, and the Library’s desire to offer convenient services to our customers, staff is proposing to increase the 10-item limit to 25 items.

Norrgard noted that the Library gives patrons several methods for monitoring their account status and due dates on items checked out. Weltzin spoke in favor of the change, while Anderson asked whether the 25-item overdue limit could apply to renewals, but not new checkouts. Nemitz indicated that the Horizon system does not differentiate between the two, so the limit would apply to both.

Weltzin made a motion to increase the overdue item threshold to 25 items effective immediately. Mielke seconded the motion, which was approved unanimously.

ARDEN HILLS/NEW BRIGHTON UPDATE:
Ramsey County Library, the City of New Brighton and the New Brighton Community Center (NBCC) are preparing for the October 29 grand opening date. Library staff and New Brighton Parks and Recreation staff met on Tuesday, October 4 and exchanged tours to acquaint each other with the building. Both staffs are looking forward to a potluck on October 18 to continue exploring cooperative opportunities.

As staff and volunteers continue set-up work, the excitement from passers-by is very apparent. NBCC visitors stick their heads in the door, expressing their enthusiasm for the opening. Council members, donors, library manager and others who have toured the space express their delight in the light, warmth, and the quality of the public spaces.

The Friends Capital Campaign has raised a remarkable 75% towards its $100,000 goal and donors to the new library have been touring regularly.
The RCL New Brighton staff was joined by staff from Technical Services and White Bear Lake on the service improvement day, shelving much of the juvenile book collection. The following afternoon thirty two members of the New Brighton Rotary Club gave their time to help the library set up. After lunch and a quick tour, hundreds of DVDs were unboxed and sorted.

One Book/One Community plans continue to develop. Gary Paulsen, author of the chosen read, Winterdance, is not available for a library program. Staff is pursuing other winter-themed programs.

New materials arrive daily to be shelved and displayed. Computer services staff is busy installing technology, and furniture and fixtures continue to be delivered. Shelving and custom millwork are being installed the week of October 17th, while shade installation will occur the week following the opening. The literacy kiosk is designed and will be installed soon after the library opens. Literacy toys and storytime room enhancements have been purchased, and 25 programs have been scheduled at New Brighton during the fourth quarter of the year. The DVD machine RFP process is nearing completion. The committee made its recommendation to the Library Director, who authorized staff to begin negotiations with the vendor. The construction budget and financing plan have not changed since the August update. The project is within budget.

The parking lot addition is almost complete and will add 51 additional spots to the facility. The City of New Brighton has contributed substantially to the parking lot project, providing city engineering at no cost ($32,000), funding ADA sidewalk access ($3,000), and committing to refurbishment of the pedestrian bridge linking the overflow lot and the NBCC ($10,000-40,000).

The closing for the sale of the Arden Hills facility took place on October 14. There were no changes in the terms or conditions of the sale. The facility was sold for $500,000 less closing expenses.

The Grand Opening celebration will take place on Saturday, October 29, from 10 a.m. - 5 p.m., and refreshments will be served. There will be prize drawings for passes to Brightwood Hills Golf Course, Eagles Nest and the New Brighton Fitness Center, courtesy of New Brighton Parks and Recreation.

PLANNING PROPOSAL:
At the September meeting, the Library Board reviewed the planning proposal, and authorized staff to contract with Decision Resources Limited (DRL). The contract has been drafted and reviewed by Gary Davis, Assistant County Attorney, and is in the process of routing for signatures.

Deputy Director Sandy Walsh has been working with DRL to develop the random survey of 600 suburban Ramsey County residents which will include approximately 75 questions. A first draft has been created, eliminating questions that are no longer relevant, and new questions have been added focusing on the customer experience. The draft survey is being reviewed and amended by staff. A final draft will be presented to the Library Board for review and approval in November.

LIBRARY DIRECTOR’S PERFORMANCE APPRAISAL AND SALARY REVIEW:
Norrgard indicated that the annual appraisal process for the Library Director has begun. Ramsey County Human Resources will be coordinating the process. Appraisal forms will be sent to the trustees November 14. The forms must be returned to Human Resources Director Gail Blackstone by December 2. Blackstone will have a summary of the information prepared for the Library Board’s December 14 meeting for formal action.

DIRECTOR’S REPORT:
Nemitz’s October 2011 report to the Library Board was mailed prior to the meeting. (Available upon request.)

MELSA REPORT:
Norrgard noted that his last meeting as MELSA Governing Board Trustee will be November 8. The Library Board briefly discussed MELSA’s Regional Library Basic System Support Accomplishments and Expenditures Report distributed for the October meeting.
**FRIENDS OF THE LIBRARY REPORT:**

The Friends hosted the Roseville Rotary for their lunch meeting on October 3. Rotarians were given a tour of the children’s area, a presentation about how the libraries help build literacy skills, and an update on their $50,000 pledge. Their pledge balance of $9,806 will be paid by November 30, 2011. Additional interactive equipment for the children’s area has been ordered. The Rotarians were very pleased to see the large amount of literacy-building equipment that was purchased with their gift.

The Friends are working with a donor for a piece of art to be hung over the fireplace in the Children’s Area.

The Roseville Capital Campaign will be closed on December 31, 2011. Any future donations to Roseville will be considered “restricted gifts” and not included in the capital campaign.

The New Brighton Capital Campaign is going very well with $78,000 raised so far. In spite of the tough economy, businesses and individuals are making generous donations. Major gifts so far include Beverly Aplikowski ($15,000), Bell Pole and Lumber ($8,000), HealthPartners ($5,000), and Business Data Record Services ($5,000).

The semi-annual book sale was held at Roseville October 12-16 and included over 12,000 items.

The Friends of the Ramsey County Libraries invites you to The Fundamentals and Principles of Genealogy, a free program being held from 10 a.m. to 12:30 p.m. on Saturday, October 22 in the Maplewood Library conference room. The speaker, Tom Rice, describes this presentation as an introduction to the best practices of modern genealogy.

More volunteers are needed in New Brighton and in White Bear Lake to read to groups of preschool children in ECFE and Headstart Programs or to work with elementary school students in an after school program in New Brighton. Training is provided. For more information, contact the Friends office at 651-486-2213.

Weltzin reported that the Friends have received certification from the Charities Review Council. The Friends’ executive board is asking its members to sign a commitment form outlining minimum levels of support expected from board members. Comcast will be sponsoring the computer literacy classes at the library via a donation to the Friends.

**NEXT MEETING:** November 16, 2011, RCL-Maplewood, 3025 Southlawn Drive, 6:30 p.m.

**MEETING ADJOURNED:** 8:00 p.m.

Respectfully Submitted,

Mary Larson,
Library Board Coordinator