LIBRARY BOARD PRESENT:
Marisol Chiclana-Ayala, John Hakes, Craig Klausing, Paula Mielke, Jan Rapheal, Kim Vanderwall

LIBRARY BOARD ABSENT:
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STAFF PRESENT:
Jill Boldenow, Library Director; Lynn Wyman, Deputy Director; Mary Larson, Library Board Coordinator; Jeff Eide, Policy & Planning Manager; Bill Michel, Facilities Planning Manager; Kristi Saksvig, Communications Manager; Heidi Holland, Volunteer Coordinator; Judy Woodward, History Programming Coordinator

OTHERS PRESENT:
Mary Jo McGuire, Ramsey County Commissioner; John Siqveland, Ramsey County Communications Director; Les Sipkema, Shoreview Resident

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:
Les Sipkema, Shoreview resident, shared his concerns about the new Ramsey County Library in Shoreview, and recommended a DVD for the library’s collection.

APPROVAL OF AGENDA AND MINUTES:
Klausing made a motion to approve the agenda for October 19, 2016 as amended to move the Naming Rights request to the Discussion Agenda, and the minutes of September 21, 2016, as presented. Chiclana-Ayala seconded the motion, which was approved by unanimous vote.

RESOLUTION REGARDING THE RETIREMENT OF SANDRA O’HEARN:
Klausing made a motion to approve the Resolution Regarding the Retirement of Sandra O’Hearn, and to authorize the Library Board Chair to sign the document. Chiclana-Ayala seconded the motion, which was approved unanimously.

RESOLUTION REGARDING THE RETIREMENT OF ROBERT RONNINGEN:
Klausing made a motion to approve the Resolution Regarding the Retirement of Robert Ronningen, and to authorize the Library Board Chair to sign the document. Chiclana-Ayala seconded the motion, which was approved unanimously.

2017 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 2017 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.

Klausing made a motion to approve the 2017 Holiday Calendar as proposed. Chiclana-Ayala seconded the motion, which was approved by unanimous vote.

DIRECTOR’S REPORT:
The Friends host a Used Book Sale at the library in Roseville October 19-23.

All Ramsey County Libraries will be closed November 11, Veterans Day. The library in Maplewood will remain closed through Veterans Day weekend, Nov. 11-13, while the flooring in the atrium is replaced.

On November 15, the Library will stop offering ebooks through OverDrive. Ebooks will then be available through cloudLibrary, formerly known as the 3M Cloud Library.

A group of 117 staff attended the library’s In-Service Day on October 10 at Maplewood. All staff attended sessions on the state of the library, security, and serving patrons with mental health issues. Staff attended additional breakout sessions on ergonomics, racial equity, serving teens, circulation policies, diversity in storytime, new employee orientation, workplan development, and cloudLibrary.


In September, the library marked the one-year anniversary of CROP at Maplewood. With this program, the library partners with several agencies to host advocates at the library each Tuesday. They provide referrals, emergency assistance, and long term help to library customers struggling with issues ranging from homelessness, unemployment, mental health, childcare, transportation, food, and more. Service is also picking up at Roseville CROP events on Thursdays, which began a few months ago.

The library installed a new staff desk in a central location at Maplewood to improve staff sightlines and responsiveness with customers. With an increase in attendance at the Teen space during hours that are not formally programmed, customer needs have increased. Staff use the new desk to have more direct contact to provide service and manage issues, such as noise.

The library continues to communicate with patrons about the migration of ebook content from OverDrive to cloudLibrary. A small number of complaints were received when the service change was announced. Consolidating collections to a single platform will reduce the duplication of materials and extra administrative costs and allow us to offer a broader collection of ebooks in a single source.

At the end of October, Ramsey County Library and Roseville in particular will say goodbye to retiring library page, Bob Ronningen. Bob’s 37-year career has touched five decades, two buildings, several renovations, and technological advances that could only have been dreamed of in 1979.

The library’s “Tuesday with a Scholar” series begins on November 1, 2016, at 12:30 p.m. at Roseville, with two distinguished Minnesotans: former Vice-President Walter Mondale and former Governor Arne Carlson. In this bipartisan discussion, Mondale and Carlson will reflect on the history of politics in our state and how history affects our current political climate. This event is cosponsored by the Osher Lifelong Learning Institute of the University of Minnesota.
The Roseville Teen room was closed October 6-13 to replace the old carpet and rubber flooring with a stained concrete floor.

The Library Director joined the Ramsey County Racial Equity Leadership Team. Working with the Government Alliance on Race and Equity, the Team has participated in three workshops. The most recent: “Communicating about Race and Building Organizational Commitment for Racial Equity,” on September 22. The Team will participate in four additional workshops. The library will also recommend staff to participate in a 6-month training as part of the next “Race, Racism, and Racial Equity Cohort” program offered by Ramsey County Human Resources.

The Library Director met with Jim Hall, Ramsey County CIO, in Information Services (IS), to discuss IT alignment at the County. Based on previous analyses by Library and IS staff, we have agreed to pursue two opportunities: transitioning support for the library network to the County; and transitioning library email (management and platform) to the County. A survey will be conducted with participation by library, IS, HR, and others to inform further alignment decisions.

MELSA has negotiated discounted pricing from BiblioCommons for their catalog discovery product, and for a customizable website platform. Some MELSA libraries already use these products. Ramsey County Library is interested in these products, but will evaluate other options as well. MELSA will subsidize some of the costs for the catalog discovery product if all MELSA libraries participate.

**FRIENDS OF THE RAMSEY COUNTY LIBRARIES REPORT:**
More than 150 donations or pledges have been received so far for the Shoreview Library Capital Campaign, and the committee is on track to reach the goal of raising $100,000 during 2016. Fundraising will continue to be very active throughout 2017 with the hope of reaching the $250,000 total goal by December 31, 2017. Requests for naming rights to three rooms have been submitted. In addition, some major donations will be recognized on plaques on the fireplace, flagpole, three outdoor benches, the children’s theater and lots of garden pavers.

Volunteers are needed to help with the book and furniture sale being held at the library in Shoreview on December 1 through 3.

Please join the Friends for the huge book sale being held at the library in Roseville from October 19 through 23.

**2016 THIRD QUARTER REPORTS:**
The Library Board reviewed the third quarter workplan, financial report, statistics, and incident reports.

**NAMING RIGHTS FOR THE RAMSEY COUNTY LIBRARY IN SHOREVIEW:**
The second and third naming requests have been received by the Friends of the Ramsey County Libraries Capital Campaign for the library in Shoreview based upon the amounts previously approved by the Library Board.

Dr. Mark Hagstrom, a North Oaks resident, has pledged $5,000 for naming rights for a small Study Room in the new library in Shoreview in memory of his deceased wife. If approved by the Library Board, one of the four small study rooms will be named as follows: Tami J. Hagstrom Study Room

The FIGS of North Oaks Golf Club has pledged $8,000 for naming rights for the six-person conference room in the new library in Shoreview. The donors are members of the “Formerly Important Guys (FIGS) of North Oaks Golf Club.” If approved by the Library Board, the six-person conference room will be named as follows: The FIGS of North Oaks Golf Club Conference Room
Hakes asked how the donors learned about the naming opportunities, and whether conferring naming rights to a room also gave the donors other preferential treatment. The agreements for naming rights spell out exactly what is bestowed upon the donor, and does not include any other benefits besides the naming rights and appropriate plaque.

Klausing made a motion to grant naming rights for a small Study Room in the Ramsey County Library in Shoreview in memory of Tami J. Hagstrom based upon his donation of $5,000 to be received by December 31, 2016; and to grant Dr. Mark Hagstrom first choice of which small Study Room will be so named; and to grant naming rights for the six-person conference room in the Ramsey County Library in Shoreview to the FIGS of North Oaks Golf Club based upon their donation of $8,000 to be received by December 31, 2016. Mielke seconded the motion, which was approved by unanimous vote.

LIBRARY BOARD BY-LAWS AND RESPONSIBILITIES:
A subcommittee comprised of Klausing, Vanderwall, Hakes and Mielke has met several times in 2016 with the Library Director to revise the current Library Board By-laws and Policies, which have not undergone a comprehensive review in many years.

Changes to reflect current practices and update language were made, and a Conflict of Interest clause was added to the by-laws. A separate chart was developed, clarifying responsibilities of the Library Director, Library Board, and Friends of the Library.

Board members discussed the changes, and will vote on the clean copy at the November meeting.

RAMSEY COUNTY COMMUNICATIONS UPDATE:
John Siqveland, Ramsey County Communications Director, was present to update the Library Board on the County’s communications realignment. He reviewed milestones from the past two years of the initiative, including the County’s new branding, website, and staff intranet. Current initiatives include aligning staff resources within the service teams to apply resources to match demand. The County Board will consider a proposal on October 25, 2016 to transfer several positions within the teams, with implementation to take place by December 31, 2017.

The Library currently has two communications positions, which would be part of the realignment. Once the implementation is completed, all communications staff would report to Ramsey County Communications. The Library’s service team, Economic Growth and Community Investment (EGCI), would also have an additional communications associate. Current Library communication staff would remain embedded at the Library and integrated into Library operations. The additional communication associate on the EGCI team would also be housed at the Library and report to Kristi Saksvig, the Library’s Communications & Programming Manager. Siqveland stressed that the County’s priority on the realignment is that no one loses; departments will meet or exceed current service levels, and communication staff will maintain their current titles and salaries. With communication staff for each team housed together, additional resources could also be available during high volume times or for special events.

The Library Board discussed the proposal, and supported the “No One Loses” principle. Mielke asked how funding of the positions would occur, with Siqveland noting that funding will remain with the Library. The Board also discussed the Library’s website, which has curated content, marketing content, and is integrated into the Library’s online catalog. Siqveland stated that the realignment plan does not include any plans to change or eliminate the Library’s website, noting that he would like to feature more Library programs on the County’s website to reach a larger audience.

The Library Board will continue the discussion and vote on the proposal at the November meeting.
BENCHMARKING RCL TO OTHER, COMPARABLE LIBRARIES:
Jeff Eide compiled a statistical report showing comparisons between RCL, MELSA libraries, and eight other library systems across the United States with similar population size and total revenues.

Ramsey County Library remains highest in the MELSA region in circulation per capita, per FTE, per square foot and per hour open; in visits per hour open; and in collection turnover. RCL lags behind other MELSA systems in revenue per capita, program attendance per capita, and collections expenditures per capita.

Ramsey County Library was named a Star Library by the Library Journal Index in 2015. The Index rates library visits, circulation, program attendance, and public Internet computer use to determine its ratings.

SHOREVIEW PROJECT UPDATE:
Bill Michel, Library Project Manager, gave a photo presentation on progress at the new Shoreview library facility.

Punch lists have been created for the area under the raised floor, the area above the drop ceiling (both dealing mostly with mechanical and electrical systems), and for the exterior of the building. Many minor issues have been identified, which A&P and their subcontractors will resolve over the next several weeks.

The order for the DIRTt demountable walls in the Administrative suite has been placed, as has the order for the furniture for that area of the building.

Landscaping has begun—many trees have been planted on the site. As soon as that work is far enough along, the second lift of asphalt will be laid for the parking lot, and the lot will be striped.

Start-up and commissioning of mechanical systems will begin next week, as will carpeting of the back of house areas.

Most of the site fencing has been taken down.

At the end of October, Automation Services will remove the security gates from the existing Library and install them in the new building.

The Library has chosen a moving company to move the collection and shelving from the existing Library to the new Library. Bester Brothers has worked with us during prior moves. The first phase of the move will take place during the week of Nov 28, prior to the furniture sale, which is scheduled for December 1-3.

MAPLEWOOD BRANCH UPDATE:
Trends in the Service Area
- Students of color constitute 41% of District 622’s student population, with 47% eligible for free or reduced price lunches.
- 35 different languages are spoken in the homes of district students.

Library Issues and Service Trends
- Continuing noise and behavior issues in the teen area. The Library purchased a portable desk that is placed near the teen area to better monitor the space. Staff have also increased programming in the space to increase staff presence and create relationships with the teen population.
- Younger patrons are considerably more diverse than older patrons
- Wireless use is up another 10% for the first half of 2016, while most other statistical indicators are down.
- Adult program attendance for the 1st half of 2016 surpassed the total for all of 2015.
HISTORY PROJECT OVERVIEW:
Judy Woodward, History Programming Coordinator, gave the Library Board an overview of history programs offered at Ramsey County Libraries in 2016. During the first three quarters of 2016, 39 programs were offered, with total attendance of 2,588. Another 12 programs are scheduled for the fourth quarter of the year.

Highlights:
- Black Lives Matter series with Duchess Harris was an outstanding success, attracting overflow audiences and many favorable comments. (And a few unfavorable reactions, too.)
- Several programs were tied to the upcoming Presidential Election, including Janet Workman’s popular series on Political Realignment and a scheduled joint appearance by Walter Mondale and Arne Carlson.
- A new History Book Club at the Roseville Library—the first book club at RV in several years.

Coming in 2017:
- Duchess Harris returns! An evening series for people who were not able to attend the afternoon programs last year. She’ll offer an updated presentation on her Black Lives Matter history as well as a talk on the subject of her latest book—the African-American women mathematicians who helped win World War II.
- New series on Islam and the West; on the Asian-American experience; and more segments of the Tuesdays with a Scholar programs that bring in diverse viewpoints on a broad variety of topics that range from citizen/police conflict to conservative thought in the Trump Era.
- More programs on military history, local history and (if the right speaker can be found) maybe even a program on Hamilton: The Man behind the Musical.

Partners:
For audience development and program assistance, the Library depends on institutional partners too numerous to name. Special thanks go to the Osher Lifelong Learning Institute (OLLI), local area historical societies, the Minnesota History Theatre and to independent scholar J.B. Andersen, who has a most impressive personal following.

NEXT MEETING: November 16, 2016, RCL-Roseville, 2180 Hamline Avenue North, 6:30 p.m.

ADJOURNMENT:
The meeting adjourned at 8:40 p.m.

Respectfully Submitted,

Mary Larson
Library Board Coordinator