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

LIBRARY BOARD ABSENT:
Jim Berry

STAFF PRESENT:
Susan Nemitz, Library Director; Mary Larson, Library Board Coordinator; Kristi Saksvig, Communications Manager; Jeff Eide, Policy & Planning Manager; Bill Michel, Facilities Planning Manager; Chuck Wettergren, Automation Services Manager; Julie Neville, Property Manager

OTHERS PRESENT:
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 spoke to the Library Board regarding the Shoreview library construction project, and distributed copies of a letter outlining his concerns.

APPROVAL OF AGENDA AND MINUTES:
Klausing made a motion to approve the agenda for October 21, 2015 and the minutes of September 16, 2015 as presented. Rapheal seconded the motion, which was approved by unanimous vote.

DIRECTOR’S REPORT:
The Shoreview groundbreaking ceremony will be Thursday, October 22 at 2 p.m. Guests should park in the east lot, between the Library and the Community Center.

The annual Friends book sale was held at Roseville from October 21-25.

The Library was closed on Monday, October 12 for an all day, all staff training program. Over 100 individuals attended. Staff participated in strategic planning exercises in the morning and had options to attend programs in the afternoon on:

- Racial equity (book club)
- Micro aggressions
- Serving patrons with mental illness
- Customer service
- The intranet
- The Shoreview project
- New employee orientation
- Librarian performance factors

All branches and divisions held staff meetings. Thank you to the Friends of the Library for their continued support for staff development.

The Library in Maplewood, in conjunction with People Incorporated, District 622, the Salvation Army, and Keystone Community Services, began a pilot program in September. One hour per week a social worker has been present in the Board Room to assist library patrons in navigating the social service system. Based on a successful program at the St. Paul Public Central Library, the Community Resource Outreach Partnership (CROP) assists people needing housing, food assistance, health care, etc. Sixteen people were served in the first month.
The one-to-one computer help in the libraries remains popular. A recent patron wrote:

“I want to let whoever is in charge of setting up patron classes [know] how much I appreciate the drop-in computer help that is offered at the Shoreview Library. The two men who are in charge have given me so much valuable help. They are courteous, knowledgeable and downright pleasant to work with. Thank you for the wonderful, worthwhile service.”

Patrick Rothfuss, fantasy author, did an author talk on October 8 in the atrium of the library in Roseville. Three hundred and sixty people attended. Thank you to Marcus Lowry for booking the event and special thanks to the Roseville staff for accommodating the Library’s largest author event to date.

Bibliotheca announced October 6 that its shareholder company, One Equity Partners (OEP), has acquired 3M Library Systems’ North American business. The new Bibliotheca Group will incorporate 3M Library Systems—including its security, productivity, and cloud solutions divisions—into a single Bibliotheca brand. The terms of the transaction were not disclosed. The remaining sale of 3M Library Systems assets is expected to take place in the fourth quarter of 2015. About 100 3M employees are expected to join OEP after the transaction closes; some based in Maplewood, MN, the business’s home base for the past 40 years.

Ramsey County is in the process of completing a major upgrade to its payroll system. The old system has been shut down, and staff will revert to paper time sheets during the next pay period. The new system will go live on October 26. Mary Larson has been leading the transition and training library staff for the change.

Jane Eastwood has been chosen as the Director of the St. Paul Public Library. Ken Behringer, current Director of the Dakota County Library has been selected to be the Director of MELSA.

FRIENDS OF THE RAMSEY COUNTY LIBRARIES REPORT:
This month volunteers from the Friends Membership Committee began giving guided tours of the renovated White Bear Lake Library to Friends members and their guests. Participants and patrons alike have been very impressed by all the wonderful new features. The Capital Campaign for this library runs through December 31, 2015 and donations are still encouraged.

The Shoreview Library Capital Campaign was officially kicked off on October 1st at the first meeting of enthusiastic volunteers who are eager to support the new library. The campaign theme will be The New Regional Library in Shoreview—creating pathways for intergenerational innovation.

More than 15,000 used books and media materials will be available for purchase at the Spooktacular Book Sale, held at the Roseville Library from 6:00 pm on October 21 through 4:30 on October 25.

2015 THIRD QUARTER REPORTS:
The Library Board reviewed the third quarter workplan, financial report, statistics, and incident reports.

2016 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 2016 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 2016 Holiday Calendar as presented. Hakes seconded the motion, which was approved unanimously.

COMMUNICATIONS/PROGRAMMING UPDATE:
Saksvig gave an overview of the services provided by the Library’s communications department, which consists of two staff members and no advertising budget. Communication department responsibilities include program coordination, planning special events, maintaining the Library’s website, publishing print and e-newsletters, managing the Library’s social media presence, coordinating signage and e-boards at the seven Ramsey County Library locations, and internal communication via the staff web page.

The Library held more than 3,000 programs last year, an average of 59 programs per week, with more than 84,000 participants. She noted that marketing of programs, special events, and other library information is distributed in a variety of formats to satisfy public preferences, including the Library’s website, e-mail, the Library’s newsletter, social media, fliers or e-boards at the Libraries, and word of mouth.

STRATEGIC PLANNING UPDATE:
The proposed mission statement was discussed by the Library Board in September, along with the draft strategic priorities and guiding principles. Feedback from the Library Board was incorporated following that discussion. Staff began developing a list of potential activities to support the strategic goals at the staff Inservice day on October 12, which was shared with the Library Board. Guiding principles are still being finalized, and will be presented for approval at the November Library Board meeting.

Klausing made a motion to approve the mission statement and strategic priorities for 2016-2018 as amended. Rapheal seconded the motion, which was approved by unanimous vote.

MAPLEWOOD BRANCH UPDATE:
Trends in the Service Area
- Maple Hill Senior Living, an assisted living facility located in the former Days Inn across Southlawn Drive from the Library, opens on October 15th.
- School District population is 49.6% students of color, up from 41% last year.
- 51% of District 622 students are eligible for free/reduced lunch.
- 10.2% of District students are English Language Learners, with 50 different first languages other than English spoken in homes in the District.

Library Issues and Service Trends
- Teen Brain Box Makerspace is open for business.
- Noise continues to be an issue in both the teen area and the children’s area.
- Transitions in staffing in both Circulation and Reference Departments.
- As of September 1, circulation is down 9.7% from last year’s total for the same period.
- Increase in videogame theft.

Key Partnerships
- AARP (Tax aide)
- City of Maplewood (Primary and general election polling place)
- AmeriCorps (CTEP program)
Michel also led the Library Board members on a tour of the Maplewood facility.

**SHOREVIEW FACILITIES PLANNING UPDATE:**
Construction on the Shoreview project is slated to begin in mid-October, including installation of a construction fence. Trees were taken down on October 16. Staff is in discussions with Forest Products Supply of Maplewood about having them take the logs from the trees, storing and drying them over the winter, and then using the wood to create outdoor furniture or other products for the site.

The Groundbreaking Ceremony is scheduled for 2 p.m. on Thursday, October 22. Vanderwall will welcome guests, and the event will include speeches from Hakes, Commissioner Huffman, Shoreview Mayor Sandy Martin, and Friends Executive Director Sue Gehrz.

Nemitz and Commissioner Huffman gave presentations on the project to the Vadnais Heights and North Oaks City Councils in early October.

The Shoreview City Council gave their approval to the preliminary plat for the lot split between the School District’s property and the Library property. Final Plat approval is tentatively scheduled for November 2, along with the final PUD approval.

The Ramsey Washington Metro Watershed District gave its approval to the Storm-water Management Plan on October 7.

The Friends of the Library kicked off their Shoreview Library Capital Campaign on October 1, with a goal of raising $200,000.

The Library contracted with Sandy Walsh to write an application for a State Library Construction Grant. The Library is asking for a total of $848,000. The grant is due to the State Department of Education by November 11, with the results to be announced in mid-December.

**LIBRARY BOARD ATTENDANCE:**
At the September meeting, the Library Board discussed a clarification of what an “excused” absence means, and the potential addition of language requiring advance notification of absences. Meeting attendance has declined during 2015, causing concerns that a quorum would not be present at some meetings.

Vanderwall contacted both Library Board members who have three or more unexcused absences for the year. Xiong reaffirmed his interest in and commitment to the Library Board. Berry indicated that he will be out of state for at least two more months. He volunteered to forfeit his position, but expressed interest in continuing to serve on the Library Board.

Mielke made a motion recognizing that James Berry has forfeited his position due to attendance, and recommended that the Ramsey County Board of Commissioners appointment a replacement. Klausing seconded the motion, which was approved by majority vote with Hakes dissenting.
NEXT MEETING:
November 18, 2015, 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