LIBRARY BOARD PRESENT:
Matthew Anderson, Beverly Aplikowski, Paula Mielke, Janice Rapheal, Roberta Weltzin

LIBRARY BOARD ABSENT:
Kim Vanderwall, Lori-Anne Williams

STAFF PRESENT:
Susan Nemitz, Library Director; Mary Larson, Library Board Coordinator; Sandy Walsh, Deputy Director; Lynn Wyman, Deputy Director; Julie Neville, Property Manager; Bill Michel, Maplewood Library Manager; Jeff Eide, Roseville Library Manager; Meg Robertson, New Brighton Library Manager

OTHERS PRESENT:
Jan Parker, Ramsey County Commissioner

CALL TO ORDER:
Mielke called the meeting to order at 6:30 p.m. in Room 208 of the New Brighton Community Center, 400 – 10th Street N.W.

PUBLIC COMMENT:
No public comment.

APPROVAL OF AGENDA AND MINUTES:
Weltzin made a motion to approve the agenda for November 14, 2012 and the minutes of September 19, 2012, as presented. Aplikowski seconded the motion, which was approved by unanimous vote.

2012 THIRD QUARTER REPORTS:
Weltzin made a motion to accept the third quarter workplan, financial report, statistics, and incident reports as presented. Aplikowski seconded the motion, which was approved by unanimous vote.

2013 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 2013 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 and facilities-related projects such as painting or shifting the collection. 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 newsletter.

Aplikowski made a motion to approve the 2013 Holiday Calendar as proposed. Rapheal seconded the motion, which was approved by unanimous vote.
LIBRARY DIRECTOR’S PERFORMANCE APPRAISAL AND SALARY REVIEW PROCESS:
Mielke reported that she has contacted Ramsey County Human Resources to request their assistance in coordinating the annual review of the Library Director. Appraisal forms will be mailed to each Library Board member.

BENCHMARKING RCL TO OTHER COMPARABLE LIBRARIES:
Jeff Eide, Library Manager at the Ramsey County Library in Roseville, compiled a statistical report showing comparisons between RCL, MELSA libraries, and eleven other library systems across the United States with similar population sizes and total income.

Circulation statistics have increased by 38% over the last 10 years, and staff workload has increased by 41%. During the same time frame, the collection budget used to purchase books and other library materials has decreased by 15%. In 2011, Ramsey County Library was highest in circulation per capita, collection turnover, program attendance, circulation per FTE, circulation per square foot, circulation per hour open, and visits per hour open.

CHILDREN’S SERVICES UPDATE:
Jennifer Dietrich, Roseville Children’s Librarian, submitted a written report on children’s services at the Ramsey County Library in 2012. The Library Board discussed the abundance of programs and the high quality of children’s services available at RCL. Nemitz noted that the teen programs are skyrocketing as well.

FACILITIES PLANNING UPDATE:
Two public focus groups (one in each service area) were held the week of October 22. Ann Voda, lead architect from Bentz/Thompson/Rietow (BTR), led the discussions. Community leaders and members of the public were invited to discuss library service and the character and desires of each community served. Both meetings were well attended and discussions were lively. Board member Roberta Weltzin attended both meetings and Board member Kim Vanderwall attended the meeting in Shoreview.

After meeting with community leaders and examining options, the Library staff proposed that a set of assumptions around the scope of each project be affirmed by the Library Board.

Shoreview
City officials at the focus group meeting emphasized the need to think big. There was strong interest in a performing arts center attached to the library. Community members expressed an interest in seeing a stronger relationship between City and Library services. Several attendees suggest a new public entrance facing the Community Center. Several residents and City officials expressed an interest in having a greater presence on Highway 96 at Victoria.

- Ramsey County Library has determined that multi-use partners are advantageous to the long-term success of any branch. The Library would view the co-location of a performing arts center on its current site as a wonderful opportunity. The Library would not recommend this action without a financially viable partner. No partner has come forward at this time. For purposes of the feasibility study, the Library will assume an expansion without the performing arts center.

- An entrance on the east side of the building (facing the Community Center) is logistically difficult and would create parking issues. The Library would like to see that safe pedestrian connection between the two facilities be developed and that the relationship between the City and the Library be strengthened.

- The Library also recommends that the County and/or City purchase properties along the corner of Victoria and Highway 96 if they become available. Although it would be difficult to design a library addition that would reach Highway 96, purchase of the property would increase visibility and expand options for partnering with other groups.
• The one-story library option would require an addition. For purposes of this study, the most cost-effective addition would be built on the west side of the building; all other directions have severe changes in elevation that would add to the cost.

White Bear Lake
The White Bear Lake community emphasized the importance of the downtown and strongly preferred keeping the library where it is. They were interested in a larger facility that is not a portal model.

• After operating for a year with two portal libraries, staff has concluded that the Library needs a third type of library in our system. The Library administration believes that two sites (North St. Paul and New Brighton) may be the limit for non-requestable collections. A framework for describing the service levels by type is being developed. The White Bear Lake branch’s space program is being developed using this third service model.

• The Library has been actively looking for potential partners since 2008, but so far no viable partnerships have emerged. The Lakeshore Players are exploring options at this time. For the purposes of the feasibility study, the Library will assume that this branch will stay on its current site.

• Because of site restrictions, the Library had been assuming that staying on the current site meant that the building could not be expanded. This is not the case. A small addition is possible. The current building’s foundation would not support a second story so that option has been ruled out.

Walsh reviewed a spreadsheet developed by staff that outlines the collections and services offered at the current regional and portal libraries, and collections and services that would be offered at the third model being proposed, a community library. The Library Board discussed and affirmed the assumptions and third model concept proposed by staff.

NEW BRIGHTON LIBRARY UPDATE AND TOUR:
In its first full year of operation, the Ramsey County Library in New Brighton has established itself as a vibrant library with accessible computing, engaging children’s programming, pleasant spaces for reading and literacy play, and strong browsing appeal for regular visitors and chance users alike. There is both statistical and anecdotal evidence indicating the success of the gateway model chosen for this newest branch.

During the Roseville library building project, the library in Arden Hills experienced a spike in use as Roseville patrons shifted their business to alternate locations. Circulation at New Brighton in its first year surpassed even those elevated numbers by 2.7 percent.

The Community Center has been busier as well. As of October 29, the anniversary date of the Library, the New Brighton Community Center had seen more visitors in 2012 (398,859) than in all of 2011 (385,818). Comparing 2012 attendance to 2011 attendance from January 1 to October 29, Community Center visits increased by 85,876.

The partnership with the New Brighton Community Center has provided opportunities for the Library to broaden its service reach. The meeting rooms in the Community Center are heavily used for social, cultural, and business-related events; seniors gather for regular events; families and social groups meet at the Eagle’s Nest; and community members come for the fitness facilities and classes. A wide variety of people using the Center amenities discover the library while visiting the Center for other reasons.
The Community Center location has allowed the Library to offer a greater number of programs for both children and adults, including popular computer classes. The Library and Community Center are beginning to partner on programming. For instance, the two groups are joining resources to present a history program on November 15 to a daytime crowd of adults who regularly attend Lunch and Learn programs at the Center.

Sharing Community Center rooms for programming has proven difficult during high-demand times such as holiday breaks and weekends, and has limited the Library’s ability to plan programming during prime times. New Brighton Parks and Recreation staff has been generous in going beyond the terms of the contract in sharing meeting room space. Room availability is limited, however, and the City relies on room rentals for revenue.

Parking issues at the Community Center have been non-existent with the exception of one event. The Annual Health and Wellness Fair, held on a Saturday in January, resulted in a few cars circling the parking lot. At times, the lots are nearly full, but parking can always be found at the ends of each lot. The additional parking spots added during the library’s construction have helped allay potential parking shortages.

The Library’s new location has attracted much interest from area organizations. The New Brighton library staff has conducted tours and programs for English Language Learning groups (ELL) from the Mounds View school district, for Head Start preschool groups, for children and volunteers from Community Partners with Youth, and for local preschool and elementary school classes.

The increased access to computers (from six computers available thirty-five hours a week at the Arden Hills location to twenty computers available for thirty-five hours a week and six available for one hundred and ten hours a week at New Brighton) has allowed many more individuals an opportunity to use the internet for a variety of purposes. The computers located in the Community Center with after-hours access are almost always in use.

The response to the popular non-requestable collection has been positive. Many library visitors claim that New Brighton is their new favorite library because they find so many of the books they are waiting to read. “The Wall,” where the newest and most popular titles are displayed, is gaining fame among locals as a place to find a book they have been hearing about or a movie they want to see.

Moving forward, the Library’s continued success will depend on its ability to sustain a popular collection with a limited materials budget. Another challenge is intertwined with the success of the Community Center. As a co-occupant of a busy Center with a diverse population of users, the Library could best maximize its effectiveness by opening its doors as often as possible during the operating hours of the Community Center. The current thirty-five open hours per week leave library users without access on Sundays and Mondays. The disparity in hours between the Library and the Community Center has been a frustration to the public.

The partnership between the Library and the City of New Brighton has been a successful one. Both organizations have benefited from the collaboration and both have seen increases in business. The New Brighton Parks and Recreation staff has been welcoming, attentive, and has demonstrated a strong commitment to the Library’s success. Most importantly, area residents have had access to a variety of popular services in one convenient location.

Robertson led the Library Board on a tour of the library, highlighting artwork acquired after the grand opening, and the recent addition of the 3M Discovery Station. Nemitz thanked Robertson and her staff, the Library Board, and Commissioner Parker for their hard work in making the library in New Brighton a success.

DIRECTOR’S REPORT:
Nemitz’s November 2012 report to the Library Board was sent prior to the meeting. She noted that the North St. Paul Community Center issue is still up in the air. The facility may be used to house community education staff and programs. More information will be shared as it becomes available.
**MELSA REPORT:**
No meeting was held.

**FRIENDS OF THE LIBRARY REPORT:**
Major donors to the New Brighton Library Capital Campaign are invited to a Dedication on November 29th for two new commissioned works of art. Artists Harriet Bart and Caprice Glaser will talk about the pieces they created which were funded by Bell Lumber and Pole Company and Health Partners. An anonymous donor is offering to match up to $700 for donations to that library received by December 31st.

Another successful book sale brought in $5,238 from the sale of books and another $530 from new Friends memberships. The Friends welcomed 22 new members and many new volunteers during this sale.

The Friends’ “Help Make Someone the Next Andrew Carnegie” project was selected as the 2012 Best Project from the Minnesota Association of Library Friends. They received a plaque and a check for $1,000.

On December 10th, the Minnesota Children’s Museum will begin installing $40,000 worth of equipment for a hands-on learning environment in the preschool area. The Friends were able to raise the $20,000 matching funds necessary for this project. To date they have donations or pledges from the following businesses and organizations:

- City of Maplewood
- Friends of RCL
- Maplewood North Lions
- Family of Joan & Vince Bartell
- Maplewood Toyota
- Metropolitan State University

The Grand Opening will be held in January.

The Friends are seeking additional sponsors for the Kindergarten Library Card Sign Up Celebration scheduled for January 26, 2013. So far they have sponsorship commitments from Metropolitan State University and Central Pediatrics.

In November, Friends’ members will receive a request for donations to help support the 2013 Summer Reading Program. People can donate on-line or by mail. They will also encourage people to include the Friends in their Give to the Max Day donations on Nov. 15th.

**NEXT MEETING:** December 12, 2012, Administrative Offices, 4570 North Victoria Street
5:30 p.m. - Reception for Lori-Anne Williams and Jan Parker
6:30 p.m. - Business Meeting

**MEETING ADJOURNED:** 8:20 p.m.

Respectfully Submitted,

Mary Larson,
Library Board Coordinator