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

LIBRARY BOARD ABSENT:
Marisol Chiclana-Ayala, Tou Xiong

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; Heidi Holland, Volunteer Coordinator; Marcus Lowry, Teen Librarian

OTHERS PRESENT:
Les Sipkema, Shoreview Resident

CALL TO ORDER:
Vanderwall called the meeting to order at 6:35 p.m. in the Community Program Room of the Ramsey County Library in Roseville, 2180 Hamline Avenue North.

PUBLIC COMMENT:
Les Sipkema, Shoreview resident, made suggestions for future projects and partners for the Library Board.

APPROVAL OF AGENDA AND MINUTES:
Rapheal made a motion to approve the agenda for November 16, 2016, and the minutes of October 19, 2016, as presented. Mielke seconded the motion, which was approved by unanimous vote.

APPROVAL OF 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. A separate chart was developed, clarifying responsibilities of the Library Director, Library Board, Friends of the Library and County Board. Revisions to the Library Board Policies are still in progress, and will be brought to the Library Board for approval at a future meeting.

Rapheal made a motion to approve the revised By-laws of the Ramsey County Library Board of Trustees and the Library Responsibilities chart as presented. Mielke seconded the motion, which was unanimously approved.

NAMING RIGHTS FOR THE RAMSEY COUNTY LIBRARY IN SHOREVIEW:
A fourth naming request has been received by the Friends of the Ramsey County Libraries Capital Campaign for the Shoreview Library based upon the amounts previously approved by the Library Board.

The Kiwanis Club of North Suburban Saint Paul has pledged $35,000 to the capital campaign for the new library in Shoreview. If approved by the Library Board, the group study room in the children’s area will be named as follows:

Kiwanis Club of North Suburban Saint Paul Study Room (Kiwanis Logo)
Rapheal made a motion to grant naming rights for the four-person group study room to the Kiwanis Club of North Suburban Saint Paul, based upon their donation of $35,000 to be received by December 31, 2016. Mielke seconded the motion, which was approved by unanimous vote.

**DIRECTOR’S REPORT:**

The Shoreview library’s last day of business is November 23. Collections will be moved to the new facility starting November 28. The Friends will host a sale of surplus furniture and books on December 1-3. Library staff will begin working at the new Shoreview in early or mid-December.

The Library hosted several high-profile events recently. On November 1, 230 people attended a program at Roseville (which was also broadcast on cable TV) with former Vice-President Walter Mondale and former Governor Arne Carlson. On October 20, 185 attendees at Roseville enjoyed meeting award-winning young adult authors Tahereh Mafi and Ransom Riggs, who discussed new books and answered audience questions. Hugo Award-winning author John Scalzi gave a reading to an audience of 60 at Roseville on October 13.

For the fourth consecutive year, RCL has been named a Star Library by Library Journal. This designation is given to libraries with a high index rating based on library visits, circulation, program attendance, public internet computer use, and circulation of electronic materials. RCL is one of three Minnesota Star Libraries in 2016. Edgerton Public Library and Grand Marais Public Library were also honored.

The Library Director gave a tour of the new Shoreview library to the Arden Hills-Shoreview Rotary Club at the request of Commissioner Blake Huffman. The group has pledged a $5,000 gift to the capital campaign to support children’s interactives in the new library.

The Library Director joined Carol Jackson, Shoreview Library Manager, and Sue Gehrz, Friends Executive Director, at the North Suburban Saint Paul Kiwanis Club. Based on Jackson and Gehrz’s great presentation, the Club subsequently pledged a $35,000 gift to the capital campaign to support children’s interactives and the children’s collection at Shoreview.

Library staff are pursuing ways to increase programming in the Maplewood Teen space. One possibility is to hire a youth worker, paid by Workforce Solutions through their Talent Lead program. The Library will also work with the Friends to seek funding to support and enhance Library After Dark, a successful bi-weekly program that draws a large group of teens and some parents.

The Library made the transition to cloudLibrary as the sole e-book provider on November 15.

The Library director met most of the City Managers in Ramsey County at a meeting convened by Ramsey County Manager Julie Kleinschmidt. Topics discussed included the Library facilities, strategic goals, and programs, as well as racial equity work occurring in each city.

Several Library staff took part in a Countywide Leadership Workshop for a half day on November 10 to advance the work on racial equity.

Work continues with Ramsey County Information Services (IS) to get network support and transition the Library to the County’s email platform. Library and County staff will work on broader IT alignment after the library in Shoreview is opened.

The Library Director received orientation on MELSA allocations, collaborative purchases and services, and the E-Rate and Regional Library Telecommunications Aid (RLTA) Programs.
The MELSA Trustees will consider a proposal to change the Regional Library Basis System Support (RLBSS) Formula, which is used to allocate state funding to regional library systems. If approved by the Trustees and adopted by the Legislature, we will see an increase to the MELSA RLBSS allocation and an increase in MELSA’s capacity to support library services and purchases.

The MELSA Advisory Board (made up of library directors) will soon examine the MELSA Formula Funding allocation, which annually distributes $1,000,000 to member libraries based on various factors (population, interlibrary loan activity, and crossover lending to non-residents). In 2015, RCL received $200,832 in Formula funds. Of this, $105,003 was calculated on the basis of our high crossover lending activity. Any change to the formula or weighting that diminishes the value of crossover lending would reduce the RCL allocation. RCL staff have collected data on our crossover activity and its impact.

The MELSA Advisory Board will also examine the Phase Formula (which supports technology), which is allocated based on the same factors as the Formula Fund. In this case as well, any change to the formula or weighting that diminishes the value of crossover lending would reduce the RCL allocation.

FRIENDS OF THE RAMSEY COUNTY LIBRARIES REPORT:
After serving as the Friends Executive Director for eight years, Sue Gehrz will be retiring in December but will continue to be active as a Friends volunteer. Alison Schaub will begin training for the position on November 14. She brings great experience and enthusiasm to the organization. Her prior nonprofit management experience includes serving as Executive Director of the Minnesota Library Association, Literacy Minnesota, and the St. Paul Transportation Management Organization and as Administrative Manager of the Minnesota Corrections Association. Alison earned a Master of Arts Degree in Public Communication and Arts Management from American University in Washington D.C.

To date the Friends have received donations and pledges for the Shoreview Capital Campaign that total $136,200. This includes a pledge of $35,000 from the Kiwanis Club of North Suburban St. Paul. This gift will be used to fund two of the large interactive installations, the tree and the park office, created by the Minnesota Children’s Museum plus $10,000 worth of books for the children’s collection. The third interactive piece, the Theater, has been funded by an individual donor.

Proceeds from the sale of used books and furnishments will be added to the capital campaign revenue. Volunteers are needed to help with this sale at the Shoreview Library from 10 to 8 on Dec. 1 & 2 and from 10 to 4 on Dec. 3.

Mark your calendars for the Friends’ Gala Kids at Heart, a Night to Support the Ramsey County Libraries and Celebrate Children’s Literature to be held at 6:30 to 9:30 on Saturday, April 1st at the library in Roseville. Please help us find sponsors and auction item donors for this event that is held to raise funds for the library lending collection. Learn more at rclfriends.org/gala2017.

Volunteers are needed to help stock the shelves with books, DVDs, and CDs in the Friends Bookstore at the Maplewood Library. Training is provided and the schedule is flexible. Please call 651-486-2213 for more information.

RAMSEY COUNTY COMMUNICATIONS ALIGNMENT:
At the October Library Board meeting, John Sjqveland, Ramsey County Public Communications Director, gave a presentation on consolidation of County communications. Ramsey County will consolidate communications staff across departments to report to the County’s Communications department, with implementation to be completed by December 2017. Existing Library communications staff will remain embedded in the Library with a solid reporting line to Communications and a dotted line to the Library.
Library staff has worked with County staff for several months on details of the alignment, sharing departmental needs and concerns related to current staff members in the Library’s Communications Department, logistical details of the proposal, and the Library’s role under the new alignment. A resolution was drafted outlining the conditions established during those discussions.

Klausing made a motion to approve the proposed resolution regarding alignment of communications services and staffing for Ramsey County Library within the Economic Growth and Community Investment service team of Ramsey County. Rapheal seconded the motion, which was approved by unanimous vote.

**LIBRARY BOARD RESOLUTION**

**WHEREAS**, the Ramsey County Library Board is committed to utilizing professional communications to engage all residents of Ramsey County and to meet mission-critical goals;

**WHEREAS**, the Library currently employs two FTE in communications roles to meet these goals;

**WHEREAS**, Ramsey County is leading a process to improve County communications and present a consistent and valued brand to all County customers;

**WHEREAS**, the Ramsey County Board of Commissioners has approved a plan to align County departmental communications staff within a central Communications division (see attached);

**WHEREAS**, the Communications alignment plan calls for transferring the Library’s two communications staff to the centralized County Communications division within the Information and Public Records Service Team with responsibility to continue to meet the Library’s communications needs;

**WHEREAS**, the Ramsey County Library Board and Ramsey County Communications agree to the following Communications alignment plan conditions:

- Transfer of two Library communications positions will occur within the first half of 2017;
- Transferred positions will be: “Communications and Programming Specialist” and “Communications Associate”;
- The Communications and Programming Specialist will supervise the Communications Associate and a second Communications Associate currently reporting to the Parks and Recreation department;
- The Communications and Programming Specialist and Communications Associate will work in Shoreview Library offices, serve as the Library’s primary communications providers, and support relevant Library teams and initiatives;
- The second Communications Associate will have access to a hoteling space in the Shoreview Library;
- There will be no loss of Library communications capacity;
- Communication produced to serve the Library will continue to meet mission-critical goals and provide an excellent user experience for Library customers;
- The plan will not require a change to the Library levy;
- The Library will pay for staffing dedicated to Library communications, not to exceed the Library’s budgeted level (2 FTE currently);
- The accounting for Library communications will be kept separate from other County accounts;
- The Library and Communications department directors will regularly confer to ensure that practices and outcomes are agreeable and meet department and customer needs;
- In the case of a vacancy in a Communications position serving the Library, Library staff will have input in the hiring process to fill the vacancy.
NOW, THEREFORE, the Ramsey County Library Board approves the plan to transfer two Library communications staff to the centralized County Communications division with responsibility to continue to meet the Library’s communications needs.

VOLUNTEER SERVICES OVERVIEW:
Heidi Holland, Volunteer Services Librarian, was present to give the Library Board an overview of the volunteer program at Ramsey County Library.

Who are RCL volunteers? Why are they here?
- Teens, seniors, adults, service learners, and interns
- Computer class helpers
- Appointed and community officials
- Anybody who wants to be behind the scenes in the libraries

The Library has the wonderful fortune that people who volunteer here, want to be here. They want to be associated with a service with RCL’s reputation. The Library is fortunate also to have great community partners who seek opportunities to give their time. The Library offers flexible times to work as well as an easy-going pace with a variety of tasks. All the library’s volunteers are great advocates for RCL.

What do they do?
- Shelve media and requests
- Maintain gardens
- Put carts of returned items in order
- Help in our technology classes
- Photography
- Read to children living in low income housing
- Support library events
- Bring in monarch caterpillars
- Homework tutoring

Issues and Service Trends
Minnesota ranks #3 in the nation for volunteer service. But even in Minnesota, many volunteer program managers report difficulty finding volunteer help. Many more people want to volunteer in the libraries than can be accommodated.

According to Independent Sector, the 2015 national average value of volunteers is $23.56. The value of volunteers in Minnesota is $25.20. In 2015, Ramsey County library volunteers and Friends provided 25,688 hours, or $647,337.60.

New Partnerships
- Minnesota Math and Reading Corps
- Target
- Northeast Bank in New Brighton

Volunteer Recognition
- Pots of assorted annuals
- Monthly newsletter
- Verbal appreciation and recognition
- Annual local luncheons

Volunteer Training
- Training during orientation and over time
- Invitation to library’s In-Service training days

Friends
Sometimes the work of volunteers is hidden. Friends of the Library host the annual Bookawocky 5K family walk/run to raise funds to defray costs for the Summer Reading Program. Together the Library and Friends recruit about 40 volunteers to make sure all participants are safely guided on the course after smoothly navigating the registration stations.
Volunteers also help at the finish line and refreshment stations as well as before and after the event. Friends dollars supplement the library collections and provide startup funding for new initiatives. They pay to support the computer classes, children’s summer reading, the kindergarten card party, and the volunteer program.

The Summer Reading Program kickoff is a huge family-friendly event that welcomes participants to begin their formal summer reading. An estimated 3,000 extra people came through Roseville’s doors and were greeted by County Commissioners, children’s librarians, volunteers, and staff. Volunteers helped children make takeaway crafts and direct people to locations where activities were taking place.

**Volunteer show on the road**

On the third Saturday each February, Ramsey County has the opportunity to showcase its volunteer programs at the Volunteer Expo hosted by Hands On Twin Cities at the Mall of America. In 2016, Ramsey County volunteer program managers connected with over 100 people who learned about places to volunteer throughout Ramsey County government.

Holland noted that 57 volunteers have signed up to pack the collection at Shoreview starting November 28, in preparation for the move to the new facility.

**TEEN SERVICES OVERVIEW:**

Marcus Lowry, Teen Services Librarian, was present to give the Library Board an overview of teen services.

Ramsey County Library Teen Services strives to create connected learning experiences for young adults in the community. As a community “third space,” beyond school and home, the Library provides a safe, welcoming, environment where teens can explore areas of interest and develop a sense of ownership of their surroundings. RCL has a particular interest in outreach and collaboration with groups that serve diverse, new immigrant, and low income teens.

Highlights of the past year collaborations include:

- Facilitated the research of 185 History Day Hullabaloo students from 24 different schools.
- Partnered with U LEAD, Conservation Corp, and Bruegger’s Bagels in hosting a teen job fair which lead to summer student worker positions for RCL.
- **Facilitated** Makerspaces are now offered three times a week at various branches.
- Instructed formal technology classes throughout the year across the system.
- Hosted “Our Stories: A Lao American teen art exhibit.”
- Partnered with Heritage Academy, a Somali school in Minneapolis, to teach library research skills.
- Provided library cards and e-resource training to all 7th and 8th graders in the White Bear Lake district as a member of the residential ConnectED initiative.
- Toured every student in the WBL Alternative Learning Center through Maplewood library, provided them with library cards.
- Created a bi-monthly after-hours teen program for Maplewood in partnership with the Human Rights Commission of Maplewood and youth advocates.
- Provided five week-long, half-day teen camps instructing on topics of STEAM, film making, using comic book creation to amplify diverse voices, and empowering girls in technology fields.
- Partnered with the White Bear Lake YMCA to host Village Trail YMCA teen members at Maplewood library Mondays and Wednesdays for after school check in.
- Showcased The Brain Box makerspace activities at Youth Science Day at the Science Museum of MN.
- Hosted Tahereh Mafi and Ransom Riggs, two national Young Adult authors, for a reading.
- Received nearly 5,000 book reviews from 940 teens who participated in Teen SRP, the highest participation in all of MELSA.
Library staff continue to promote teen voices by participating in county wide committees. Amy Boese serves on the Ramsey County Violence Prevention Action Team, with a focus on sharing resources, youth development and community education. Marcus Lowry is part of the Ramsey County Continuum of Care for Youth and their Families committee to help align county departments in working to define wellbeing and how to measure outcomes for success for youth. Boese is the incoming Minnesota Library Association president for 2017. The Library will be adding an additional teen librarian position for Shoreview in 2017 which will greatly increase capacity to serve teens throughout RCL.

SHOREVIEW PROJECT UPDATE:
The building is abuzz with activity. The Administrative suite, the walnut paneling, the carpeting, and the decorative lighting are all being installed. Commissioning of the mechanical systems has begun. Adolfson & Peterson (A&P) will be turning the building over to the Library on November 23. A punch list for the interior spaces will be created on November 21, and A&P will work with its subcontractors to ensure that all the issues identified are resolved.

The Library and book drop will be closed at the end of the day on Wednesday, November 23. Preparations for the Furniture and Book Sale will begin on Friday, November 25, and preparations for the move of the collection and shelving will begin the following Monday.

The oak to be used in the laptop bar has been removed from the kiln by Forest Products Supply, and they are currently fabricating the top.

The project team has been working with Samantha Mendiola, the graphic designer from Hammel, Green & Abrahamson Architects on the project, to gain permission from children’s book illustrators Betsy Bowen, Debra Frazier, and Beth Krommes to use their artwork in the Children’s Room and on the Donor Wall. Samantha is also designing the wall between the teen area and the adult computing area.

The Minnesota Children’s Museum has reported that one of the three installations being purchased for the Children’s area will be delivered to the Library in December, but the other two will not be available until next summer.

The Library has chosen to take advantage of a program administered by Ramsey County Workforce Solutions through which displaced workers with professional skills can update their resumes by working on short-term projects. The Library has hired Lois Hippen to help organize and supervise the move from the existing Library to the new one. This program is paid for with federal dollars, and allows the employees to work at the prevailing wage for their profession for up to $6,000. In this case, Hippen will be able to work at RCL for about 6-8 weeks.

ROSEVILLE BRANCH UPDATE:
Trends in the Service Area
- Roseville population has increased about 5.7% since the 2010 Census.
- According to the 2010 Census, more than 20% of Roseville residents are 65 years old and older, compared with 10.7% in the metro area, and there is a high percentage of people living alone in Roseville—more than 35% compared to 27.5% in the metro area.
- Student ethnicity in the Roseville School District (ISD 623) is 50% white, 21% Asian, 16% Black, 11% Hispanic, 1% American Indian. 28% of students have languages other than English spoken at home. (Spanish, Karen, and Hmong are the most prevalent languages.)
- Highway 36 Road Construction—The current structurally deficient Hwy 36 bridge is being replaced with two new bridges, resulting in a noticeable increase in traffic and congestion around the library at times.
Rosedale mall began a major renovation, which will include an exterior and interior renovation and expansion. The mall will remain open and renovation should be complete in time for holiday shopping in 2017.

**Library Issues and Service Trends**
- Circulation of materials has gone down 8.6% over one year.
- Visits are down 1.4%
- Wireless use has gone up 42.9% from 2014-2015.

**NEXT MEETING:** December 14, 2016, RCL-Shoreview, 4570 North Victoria Street, 6:30 p.m.

**ADJOURNMENT:**
The meeting adjourned at 7:45 p.m.

Respectfully Submitted,

Mary Larson
Library Board Coordinator