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

LIBRARY BOARD ABSENT:
Jan Rapheal

STAFF PRESENT:
Susan Nemitz, Library Director; Mary Larson, Library Board Coordinator; Jeff Eide, Policy & Planning Manager; Bill Michel, Facilities Planning Manager; Carrie Watts, Assistant Library Manager; Lynn Wyman, Deputy Director

OTHERS PRESENT:
Mary Jo McGuire, Ramsey County Commissioner; Carol Morphew, Ramsey County Property Management; 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 Roseville, 2180 Hamline Avenue North.

PUBLIC COMMENT:
None.

APPROVAL OF AGENDA AND MINUTES:
Klausing made a motion to approve the agenda for November 18, 2015 and the minutes of October 21, 2015 as presented. Xiong seconded the motion, which was approved by unanimous vote.

PC REPLACEMENTS:
Ramsey County Library has a five-year computer replacement cycle. This timeline is increased if systems are capable of reliable use.

The Library is currently scheduled to begin replacing older computers at Roseville where the approximately 180 computers have been in service for five or more years. Not all computers will be replaced at this time and the focus will be on public internet computers—shifting computers into back room functions where applicable. Systems being installed will be more energy efficient, include additional processing speed and memory, and have larger monitors to accommodate users.

MELSA funding of $100,000 has been designated for the annual maintenance and/or replacement of computers at Roseville. Computers will be purchased using the best pricing available through County/State contracts. The Library purchases business class workstations for durability and system management.

Klausing made a motion to authorize spending not to exceed $100,000 for PC replacements at Roseville utilizing existing County/State master contracts. Xiong seconded the motion, which was approved by unanimous vote.

DIRECTOR’S REPORT:
The Library will be closed on November 26 for the County holiday.

Ramsey County will hold its Truth in Taxation meeting on Monday, November 30 at 6:30 p.m. at the Library in Roseville. This will be the first time the meeting has been held at a public library.
Amy Boese, Maplewood Teen Librarian, has been elected President of the Minnesota Library Association for 2016. The Ramsey County Library staff would like to congratulate her for this much deserved recognition of her statewide leadership role.

Ramsey County Library has again been selected as a Star Library by Library Journal. The LJ Index is a measurement tool that compares U.S. public libraries with their spending peers based on four per capita output measures: circulation, library visits, program attendance, and public Internet computer use. Scores on the LJ Index are produced by measuring the relationships between each library’s statistics and the averages for its expenditure category. This year, there are 261 Star Libraries. In 2015, 7,663 U.S. public libraries were scored on the LJ Index of Public Library Service. Only three libraries in Minnesota were selected. Ramsey County was the only large library system in the State to be recognized.

Community counseling has been expanded from the library in Maplewood to New Brighton and North St. Paul. The Native American Community Clinic has agreed to provide assistance with clothing, food, housing, transportation, treatment programs, social security and health insurances.

The upgrade to the County’s Summit Payroll System went well.

Ramsey County plans to centralize fleet services in 2017. The Library owns a box truck for deliveries, a technology van and a pickup truck used by property management. Centralization will include the purchasing and servicing of vehicles. Information is being provided.

The County is examining all departments’ credit card PCI compliance. Information is being provided.

Marlene Moulton Janssen, Director of the Anoka County Library, has announced her retirement at the end of 2015.

FRIENDS OF THE RAMSEY COUNTY LIBRARIES REPORT:
Dedicated volunteers are working very hard to plan the Friends’ Spies, Lies and Literature Gala to be held from 6:30 to 9:30 on Saturday, February 6 at the library in Roseville. Reservations can be made at friends16.myab.co or by mailing a check to the Friends office. Tickets are $50 in advance and $60 at the door. The Gala will again be a costume ball with opportunities to get creative. Gala goers aiming for an “elegant espionage” feel can dress as secret agents from all kinds of authors’ work—from Ludlum and Larsson to LeCarre. Femme fatales and daring women can be found in fiction such as Cathy East Dubowski’s Mrs. Smith or nonfiction about the work of Julia Child, Josephine Baker, Mata Hari and Marlene Dietrich. Or, for a lighter twist, think Austin Powers, Harriet the Spy or even Boris and Natasha of cartoon fame. The genre is rich with heroes and villains.

The Friends are thrilled to welcome the Pioneer Press as the exclusive media sponsor of the Gala. Kerri Miller of MPR will emcee the program once again and be joined by authors William Kent Krueger and David Housewright. Festivities will include a Spy School, a Spy Hunt, live music, hors d’oeuvres, wine, costume contest, silent and live auctions, dancing, prizes and much more.

On November 9 the Friends welcomed new part time Office Manager, Shayne Miller, who will be replacing Bonnie Bassett in December. Bonnie has contributed so much to the growth and success of the Friends and will be missed. Fortunately she will continue working as a sub in the libraries and volunteering with the Friends.

The Friends netted nearly $6,000 in sales and another $600 in membership donations at the October sale.

Volunteers are needed to help stock the shelves with books, DVDs, and CDs in the Friends Bookstore at the library in Maplewood. Training is provided and the schedule is flexible.
STATE LIBRARY CONSTRUCTION GRANT:
The State of Minnesota offers the opportunity to compete for Library Construction Grants. The 2014 Minnesota Legislature allocated a total of $2,000,000 to the program, with $570,000 for the city of Jackson, $257,000 for the city of Perham, $50,000 for the city of Bagley, and remaining funds for competitive grant awards. An estimated $1,123,000 in state funding was available to award approximately five grants. The State made only two additional grants in 2014—$200,000 for the Ramsey County Library in White Bear Lake, and $75,000 to the City of Waseca, leaving $848,000 in unreserved funds. The State Department of Education announced this past August that they were opening a second round of grants to be awarded at the end of 2015.

Ramsey County Library would apply for an Improvement Grant. These grants are available for projects that renovate or expand an existing building or to construct a new building. Renovation may include projects that remediate conditions that are hazardous to health or safety. The maximum grant award in this round is $848,000, or 50% of approved costs for the entire project, whichever is less.

Library Construction Grants require a dollar for dollar local match from non-state funds. Projects may not have started prior to the enactment of the 2014 bonding bill. The Minnesota Department of Education will not reimburse any costs incurred prior to execution of the grant agreement, which is expected to occur in late January 2016. If the Library ever sells the building in Shoreview the State may claim up to the grant amount of the proceeds.

Minnesota Statutes 16B.335 requires projects with a construction cost of $1,500,000 or more to submit a pre-design package to the Minnesota Department of Administration, which will review and make a recommendation within ten business days. Ramsey County Library submitted a pre-design package on October 27, 2015.

The grant period is anticipated to start February 2016, and projects must be completed by June 30, 2019.

Klausing made a motion ratifying the submission of an application for a State Library Construction Grant in the amount of $848,000 for the Ramsey County Library in Shoreview project. Mielke seconded the motion, which was approved unanimously.

STRATEGIC PLAN GUIDING PRINCIPLES:
The Library Board approved the mission statement and strategic priorities at its October meeting. The proposed guiding principles were also reviewed by the Library Board in October, and by the Library’s Management Team in November. The proposed 2016-2018 Strategic Plan is recommended for Library Board approval.

Mission:
CONNECT community, INSPIRE curiosity, CULTIVATE learning

Strategic Priorities:
- Strengthen connections to community efforts and partners
- Foster literacy and student achievement
- Create vibrant learning spaces that engage the broad diversity of our community
- Promote economic prosperity and racial justice
- Ensure stewardship of public resources

Guiding Principles:
Free Access
Offer collections and programs with no cost to use.
Available to All
Provide services to the whole spectrum of the community.

Relevant
Adapt services and programs to serve the changing needs of our community.

Bold & Fun
Foster creativity and innovation in providing engaging opportunities for our users.

User Focused
Develop processes that are convenient, welcoming, and customer centered.

Mielke made a motion to approve the 2016-2018 Strategic Plan as proposed. Hakes seconded the motion, which was unanimously approved.

SHOREVIEW FACILITIES PLANNING UPDATE:
The groundbreaking ceremony took place on October 22 with Vanderwall serving as emcee, and speeches from Hakes, Commissioner Blake Huffman, Shoreview Mayor Sandy Martin, and Friends Executive Director Sue Gehrz.

Trees on the site were taken down, with many of the logs taken to storage in Hugo at Forest Product Supplies, with whom Ramsey County is contracting to store, dry and cut the logs into lumber. The lumber will be used in benches to be designed by HGA Architects for the exterior of the new building. Site grading continues, and foundation work has started. Structural steel has been ordered, and will be delivered in January.

Work continues on the building’s design with the development of Construction Documents and Bid Package II, which was issued on November 18. Bids will be due December 16, with subcontracts signed by the end of December. The design team is starting to create an add/deduct alternate list to adjust the budget as needed after the bids come in. The selection of furniture, fixture & equipment (FF&E) items will begin in December, with choices made and orders placed by mid-2016.

On December 7, the Shoreview City Council will vote on final approval of the Plat and Planned Use Development (PUD) application. Property Management has been working with the City’s staff on an agreement for an easement for the eastern end of the parking lot, which will lie on city property, as well as an agreement between Ramsey County, the City of Shoreview, and the Mounds View School District for the use of each other’s parking lots for overflow parking. Both of these agreements need to be completed prior to the final PUD approval.

In December, the current building will need to close for approximately one day to allow Adolfson & Peterson to move the existing transformer out of the construction zone. They are working with Xcel Energy to finalize the date to allow the Library to notify customers and staff of the temporary construction closure.

Michel reported that storm water tanks are being installed under the future parking lot of the new facility. He reviewed interior finishes selected by the design team.

Les Sipkema provided a follow-up letter to each of the Library Board members with further questions about the projects. Mr. Sipkema was present at the meeting, and expressed his concerns that the print collection would be decreasing in favor of e-books. The Library Board discussed his concerns, and suggested that Mr. Sipkema meet with Nemitz at a later date to review the Library’s collection development policy. They also asked to have the policy added to a future Library Board agenda for information and discussion.
BENCHMARKING RAMSEY COUNTY LIBRARY TO COMPARABLE LIBRARIES:
Jeff Eide compiled a statistical report showing comparisons between RCL, MELSA libraries, and six 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 collection turnover; and in visits per capita and per hour open. RCL lags behind other MELSA systems in revenue per capita and collections expenditures per capita.

LIBRARY DIRECTOR’S PERFORMANCE REVIEW PROCESS:
Members of the Personnel Subcommittee, appointed at the Library Board’s annual meeting in January, coordinate the Library Director’s annual performance appraisal. For the past several years, the Personnel Subcommittee has been comprised of the Library Board Chair, Vice Chair, and Secretary.

The committee will work with Ramsey County Human Resources to coordinate the performance review and salary appraisal of the Library Director. Appraisal forms will be sent to each Library Board member. Responses are sent directly to Human Resources, where the information is collated and provided to the Personnel Subcommittee along with information on current salary, potential merit increases and performance incentives. The Library Board will discuss the appraisal and salary data in Executive Session at the December meeting.

2016-2017 BUDGET UPDATE:
Commissioner Mary Jo McGuire has continued to pursue expanded hours at the Ramsey County Library in New Brighton, consistent with the Library Board's unfunded budget request last spring.

The County Manager and the Finance Office are recommending an expansion of the Library's staffing complement by 0.85 FTE with the expectation that the New Brighton branch increase its hours in 2016. No funding is provided as the Maximum Library Levy was set in September.

BOARD EVALUATION AND OFFICERS:
Vanderwall noted that the current Library Board officers have served in their current positions for just one full year, and are therefore eligible to continue for a second year under current practices. Elections will take place in January as part of the annual meeting.

An evaluation form will be sent to each Board member via e-mail. Vanderwall will share the results at the December meeting.

LIBRARY BOARD VACANCY:
Jim Berry submitted a letter of resignation from the Ramsey County Library Board effective October 21, 2015. The Library forwarded his resignation to the County Manager's Office, and asked to have the deadline for Library Board applications extended through November 30. Mielke’s term also expires in 2015, and she is eligible to be appointed for a third term.

ROSEVILLE BRANCH UPDATE:
Trends in the service area
- The Roseville City Council is expected to adopt the final budget, tax levy and utility rates at their December 7 meeting. The city council authorized a preliminary tax levy increase of 3.65 percent for property owners.
- After 15 months, the Roseville Parks Renewal program is nearing completion. In addition to improvements made at the Skating Center and the Alexander Nature Center, there are 6 new park buildings and 3 refurbished shelters.
• According to the school district, student ethnicity in the district is 50% white, 21% Asian, 16% Black, 11% Hispanic, 1% American Indian and 28% of students have languages other than English spoken at home (Spanish, Karen, and Hmong are the most prevalent languages.)
• 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.

Library issues and service trends
• Circulation of materials is on pace to be down 8.8% this year.
• Visits to the library are down 2.1%.
• Bookings of the Community Program Room and Board Room average 2.3 bookings per day by outside groups.
• Public computer logins are down 3.4%, but wireless use is up 41% in just one year.
• There is increasing demand for study space with electricity and wi-fi – private rooms, in particular.
• Roseville has had over 60 incidents thus far this year. Some of them are of a more serious nature – e.g., thefts, indecent exposure.

TRUTH IN TAXATION HEARING:
The Ramsey County Truth in Taxation hearing was held at the Ramsey County Library in Roseville for the first time on November 30.

NEXT MEETING:
December 16, 2015, RCL-Shoreview, 4570 North Victoria Street, 6:30 p.m.

ADJOURNMENT:
Xiong made a motion to adjourn the meeting, which was seconded by Mielke. The meeting adjourned at 8:25 p.m.

Respectfully Submitted,

Mary Larson
Library Board Coordinator