LIBRARY BOARD PRESENT:
Jim Berry, John Hakes, Craig Klausing, Jan Rapheal, Kim Vanderwall

LIBRARY BOARD ABSENT:
Paula Mielke, Tou Xiong

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

OTHERS PRESENT:
Blake Huffman, Ramsey County Commissioner; Bruce Thompson, Ramsey County Property Management Director; Jennifer McMasters, Kate Lohrenz, Victor Pechaty, Hammel, Green & Abrahamson

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, and introduced new Library Board Trustees James Berry and Craig Klausing.

PUBLIC COMMENT:
No public comment.

APPROVAL OF AGENDA:
Klausing made a motion to approve the agenda for November 19, 2014 as presented. Rapheal seconded the motion, which was approved by unanimous vote.

NAMING RIGHTS FOR WHITE BEAR LAKE:
Two naming requests have been received by the Friends of the Ramsey County Libraries Capital Campaign for White Bear Lake, based on the amounts approved by the Library Board in May 2014 and October 2014.

The White Bear Lake Lions Club has pledged $10,000 for the naming rights to the Large Study Room at the newly remodeled and expanded Ramsey County Library in White Bear Lake. The pledge would be fulfilled by December 31, 2014. In recognition of this gift, the room would be named the White Bear Lake Lions Club Study Room and marked with an appropriate plaque.

Nancy Hendrickson donated $5,000 on November 3, 2014, for the naming rights to the Butterfly Garden, which will be located on the west side of the building, between the Library and Clark Avenue. In recognition of this gift, the area would be named the N.J. Hendrickson Butterfly Garden and marked with an appropriate plaque.

Klausing made a motion to approve the naming of the Large Study Room in the Ramsey County Library in White Bear Lake for the White Bear Lake Lions Club based upon their donation of $10,000 to be received by December 31, 2014; and to approve the naming of the Butterfly Garden of the Ramsey County Library in White Bear Lake for Nancy J. Hendrickson based upon her donation of $5,000 received on November 3, 2014. Rapheal seconded the motion, which was unanimously approved.

REVISED 2015 HOLIDAY CALENDAR:
In October 2014, the Library Board approved the 2015 Holiday Calendar. Since that approval, the Staff Inservice Day has been rescheduled from Thursday, April 23, to Monday, April 20, in order to accommodate the Friends’ Spring Book Sale, which was scheduled the same day.
Klausing made a motion to approve the revised 2015 Holiday Calendar. Raphael seconded the motion, which was approved by unanimous vote.

**AMH MAINTENANCE CONTRACT:**
The warranty period for the automated materials handling (AMH) system at Roseville ended October 31, 2014. To ensure that the Library’s investment is protected and service is not interrupted, a service agreement needs to be renewed.

Because AMH technology is unique, maintenance is typically purchased directly from the manufacturer at a percentage of the purchase price. Tech Logic is offering a three-year Full Service Agreement option at a 5% discounted rate. The Library is recommending renewal of the three-year agreement to take advantage of the discount that provides maintenance through the 2016 budget, and does not limit the Library’s ability to negotiate lower rates or alternative maintenance for the following budget cycle.

The three-year Full Service Agreement is $51,585 per year and the 5% discount will also be applied to the annual software licensing fee of $3,700. This agreement includes labor for mechanical repair, discounted parts, preventative maintenance visits, and software support. This pricing represents an annual decrease of $3,642.33 from the previous cost for maintenance and software licensing. Assistant Ramsey County Attorney Jeff Stephenson worked with Library staff on the development of the proposed maintenance agreement.

Klausing made a motion to approve the AMH Full Service Agreement with Tech Logic for a three (3) year term at a cost not to exceed $51,585 per year (excluding annual software licensing fees), and authorize the Library Board Chair to sign the Agreement; subject to the approval of the Ramsey County Attorney’s Office. Raphael seconded the motion, which was approved unanimously.

**COFFEE SHOP LEASE AT MAPLEWOOD:**
The coffee shop space at the Ramsey County Library in Maplewood has been vacant since January 2014 after JaMocha’s terminated its five-year lease on the space. Library staff worked with a commercial real estate company, Essence Real Estate of New Brighton, MN, to identify and contract with a tenant for the space. After several interested parties toured the facility, Kumpon Boonwong and Navarat Poosansaard began negotiations on a lease for the coffee shop space.

**Tenant:** Sanook, LLC (Kumpon Boonwong and Navarat Poosansaard)
**Use:** Café
**Term:** 12/1/14 through 1/31/20 (5 Years)
**Extension Term:** 3 Years
**Security Deposit:** $20,000
**Annual Rent:** $30,000 with 3% increases annually
**Tenant Other:** Property taxes, janitorial, trash, natural gas, electricity
**Landlord Other:** Water/sewer, common area maintenance

Klausing made a motion to approve the proposed lease between the Ramsey County Library and Sanook LLC for the coffee shop space at the Ramsey County Library in Maplewood, and to authorize the Library Board Chair and Library Director to execute the lease; subject to the approval of the Ramsey County Attorney’s Office. Raphael seconded the motion, which was approved by unanimous vote.

**INCREASE WHITE BEAR LAKE PROJECT GMP:**
Nemitz indicated that the project budget for the renovation of the library in White Bear Lake is fixed, but additional funds have become available.

- The Library was notified that it has been awarded a $200,000 State Library Construction Grant.
- The Friends are fundraising and have already raised a large portion of their goal of $200,000.
- Property Management has capital improvement dollars available in the amount of $100,000 to pay for an entirely new roof on the renovated building.
In order to expend these funds on the project, the gross maximum price (GMP) must be increased. Property Management would like to bring a request to the County Board of Commissioners to increase the GMP by up to $500,000, depending on how much money is raised by the Friends. On previous projects, fundraising dollars could be leveraged against the construction contingency and formally increasing the GMP was not necessary. However, construction costs have increased since the project budget was developed, and the contingency will be used to fund the higher project costs. The increased GMP will go to the County Board for approval on November 25, 2014.

Berry made a motion to approve the request to the County Board of Commissioners that allows the Gross Maximum Price for the project in White Bear Lake to be increased by up to $500,000 by the use of State Library Construction Grant funds, Capital Campaign fund, and capital improvement dollars held in the Library's Property Management fund. Rapheal seconded the motion, which was approved unanimously.

APPROVAL OF MINUTES:
Hakes made a motion to approve the minutes of 10-15-14 as presented. Rapheal seconded the motion, which was unanimously approved.

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

Circulation statistics have increased by 24% over the last 10 years, and staff workload has increased by 31%. In 2012, Ramsey County Library was highest in circulation per capita, per FTE and per hour open; in collection turnover; and in visits per capita and per hour open. RCL lags behind St. Paul and Hennepin County in revenue per capita.

ROSEVILLE BRANCH UPDATE:
TRENDS IN THE SERVICE AREA:
• Median household income in Roseville is $59,400 which is very near the state-wide average, but above the Ramsey County average ($53,200).
• 10% of the population of Roseville is below the federal poverty level.
• According to the school district, ethnic diversity in the district has gone up one or two percent every year for the past 20 years. Currently, 47.2% are people of color. Karen people from Myanmar (formerly Burma) are one of the more-recent immigrant populations. 14.9% of the district’s students are English language learners. 46% are on Free/Reduced Lunch.
• Community News: City of Roseville is undergoing a park renovation project; a new Wal-Mart Supercenter opened in the spring.

LIBRARY ISSUES AND SERVICE TRENDS:
• Circulation of materials is on pace to be down 5.7% this year.
• Visits to the library are down 0.7%
• Bookings of the Community Program Room and Board Room are up 1.3% and average 2.3 bookings per day by outside groups.
• Public computer logins are down 9.7%, but wireless use is up 24.9%.
• There is increasing demand for study space with electricity and Wi-Fi – private rooms, in particular.
• Attendance at library programs is up 7.3% this year.
• More than 100 incidents have been reported thus far this year. Some of them are of a more serious nature – e.g., thefts, indecent exposure, and one serious fall.

INNOVATION:
• Offered “STEM Saturday” weekly since June.
• Attendance through September was 270; averaging 22.5 per session.
• Currently developing programming content through February.
SHOREVIEW PRE-DESIGN UPDATE:
The Library's Facilities Master Plan recommends creating a third regional library to serve patrons in the northern portion of suburban Ramsey County. To further this goal, the Library has acquired the residential property on the corner of Highway 96 and Victoria Street in Shoreview, and is in the process of acquiring the remaining residential property south of the library in Shoreview. The building program was also revised to accommodate shared space for Ramsey County services.

Representatives from Hammel, Green and Abrahamson (HGA) were present to discuss the pre-design report and cost estimates that were developed after working with staff on several options for the past few months.

Staff will review the cost estimates in detail and determine possible areas of reduction in the building program. The Mounds View School District continues to pursue the potential lease to purchase of the current Shoreview facility. Revenue from the sale of the facility could offset some of the cost increase that would result from building a new library on the corner. Further information will be shared with the Library Board in December.

LIBRARY DIRECTOR'S PERFORMANCE APPRAISAL AND SALARY REVIEW PROCESS:
Each year at the Library Board’s annual Meeting, a Personnel Subcommittee is appointed. Members of the Personnel Subcommittee coordinate the Library Director’s annual performance appraisal, and may meet occasionally to discuss staff personnel issues. For the past several years, the Personnel Subcommittee has been comprised of the Library Board Chair, Vice Chair, and Secretary.

The committee typically works with Ramsey County Human Resources (HR) to coordinate the performance review and salary appraisal of the Library Director. Appraisal forms are sent to each Library Board member. Responses are sent directly to HR, 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.

RACIAL EQUITY PLANNING:
Library staff is beginning to develop the 2015 Workplan, including the area of racial equity. Steps underway in 2014 and goals for 2015 will be shared with the Library Board at a future meeting.

DIRECTOR'S REPORT:
The Ramsey County Board of Commissioners will hold an Open House and Public Hearing on the proposed 2015 County Budget on December 1 at 6 p.m. at the Roseville Area High School.

The Commissioners have selected Jim Berry of White Bear Lake and Craig Klausing of Roseville to serve on the Ramsey County Library Board. Both new members have been active in community boards. They will begin serving at the November meeting.

RCL has been recognized as a Star Library by Library Journal (LJ). The LJ Index is a measurement tool that compares U.S. public libraries with their spending peers based on four types of output measures of their per capita use: library visits, circulation, public access computer use, and program attendance. Four libraries in Minnesota received this recognition: Ramsey County, Hennepin County, Edgerton, and Grand Marais. RCL was also a Star Library in 2013.

The Library will begin conducting the Impact Survey this month. The Impact Survey is an online tool designed by the University of Washington specifically for public libraries that want to better understand their communities and how people use their public technology resources and services. It takes 10-15 minutes to complete and is anonymous. Library patrons took the survey in the fall of 2013 as well. Results will be available in a few months.

The White Bear Lake Library is progressing nicely. Steel arrived on the site a week early which allowed Knutson to get a jump on the weather. The bones of the building addition have been put in place and it is now
possible to get an idea of the library’s eventual size. Parking lot and other site work has been completed for the fall. Millwork has been ordered and other furniture orders will be placed in the next couple of weeks. The project is still on track for a late March 2015 opening.

The Library was just notified that it will receive a State Library Construction Grant in the amount of $200,000 for the White Bear Lake project. The funds will be used to improve the quality of infrastructure including the reading patio, window coverings, signage, millwork and furniture. It will improve accessibility through the provision of hearing assistive technology and enhance technology within the building. Nemitz thanked Sandy Walsh for her work on the grant application.

The following language was included in the County’s legislative package: *Preserve Grants to Libraries, Including Legacy Grants for Cultural Heritage Programming and Projects and Department of Education Construction Grants.* In Minnesota, local government provides most of the funding for the libraries in their communities. However, Legacy Art and Cultural Heritage Fund grants and Department of Education Construction Grants offer alternative sources for specific projects or programs. Support Item with Minnesota Library Association (MLA) as the lead. This language allows Ramsey County Library to utilize the resources of governmental relations staff to work on statewide library issues that benefit the County.

**MELSA is seeking an Executive Director following the loss of Chris Olsen.** Washington County Library Director Pat Conley has announced her retirement, and the County has begun a search process.

**FRIENDS OF THE LIBRARY REPORT:**

To date, the Friends have received $59,208 in donations and $36,500 in pledges for a total of $95,708 (excluding in-kind donations) toward the goal of raising $200,000 for the White Bear Library. A celebration of the Library’s 100th Birthday was held from on Thursday, November 13 at the Best Western White Bear Country Inn. The event included opening of the time capsule that was placed in the cornerstone of the library building in 1973. Naming rights have been requested for the N. J. Hendrickson Butterfly Garden ($5,000 gift) and the White Bear Lake Lions Club Large Study Room ($10,000 gift).

The Friends are working very hard to plan the second annual Great Gatsby Gala to be held from 6:30 to 9:30 on February 7, 2015 at the library in Roseville. Auction items, small or large, and event sponsors are needed! Please contact the Friends if you can help or have an idea.

Every three years the Friends needs to apply for recertification as meeting all 27 standards set by the Minnesota Charities Review Council for good governance, finance, fundraising practices, and public communication. The Friends satisfactorily completed this intense process in September so continue to be included in the list of “strong and trusted nonprofits. The Meets Standards seal is a visual marker of nonprofit strength, and a great way for nonprofits to differentiate themselves, communicating their strength and impact to funders, donors, and the public.” (Quote from Charities Review Council Accountability Standards)

**NEXT MEETING:** December 17, 2014 – RCL-Shoreview, 4570 North Victoria Street, 6:30 p.m.

**MEETING ADJOURNED:** 8:35 p.m.

Respectfully Submitted,

Mary Larson
Library Board Coordinator