LIBRARY BOARD PRESENT:
Beverly Aplikowski, Jeff Johnson, Paula Mielke, Janice Rapheal, Kim Vanderwall, Roberta Weltzin

LIBRARY BOARD ABSENT:
Matthew Anderson

STAFF PRESENT:
Susan Nemitz, Library Director; Mary Larson, Library Board Coordinator; Sandy Walsh, Deputy Director; Lynn Wyman, Deputy Director; Julie Neville, Facilities Manager; Chuck Wettergren, Automation Services Manager; Jeff Eide, Roseville Library Manager; Meg Robertson, New Brighton Library Manager; Nicole Herold, Technical Services Manager; Marcus Lowry, Teen Librarian; Carrie Watts, North St. Paul Library Manager; Bill Michel, Maplewood Library Manager; Therese Sonnek, White Bear Lake Library Manager; Eilenne Boder, Shoreview Library Manager

OTHERS PRESENT:
Commissioner Janice Rettman; Ryan O’Connor, Ramsey County Policy Analysis & Planning Director; Bryan Olson, Falcon Heights resident

CALL TO ORDER:
Mielke 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:
No public comment.

APPROVAL OF AGENDA AND MINUTES:
Vanderwall made a motion to approve the agenda for November 20, 2013 and the minutes of October 16, 2013 as presented. Aplikowski seconded the motion, which was approved by unanimous vote.

BUILDING OUR FUTURE PRESENTATION:
In February 2013, the Ramsey County Board of Commissioners adopted a new goal within their strategic plan to “cultivate economic prosperity and combat concentrated areas of financial poverty.” Their first request was the development of a data-based framework for evaluating these issues in Ramsey County.

Ryan O’Connor, Ramsey County’s Director of Policy Analysis and Planning, reviewed his presentation, “Building our Future: Cultivating Economic Prosperity, Combating Concentrated Areas of Financial Poverty,” which was given to the County Board in a workshop on September 10. O’Connor has shared the presentation with 20 groups to date, and will be returning to the County Board on November 26 to further discuss the issues.

The presentation featured four key policy themes:
1. Our people are our future.
2. Intensity of land use matters.
3. New partnerships can drive change.
4. Build on the existing foundation.

TEEN SERVICES UPDATE:
Ramsey County Library strives to create connected learning experiences for young adults in our community. Libraries have the opportunity to be a third place outside of school and home that can provide a safe, welcoming environment where teens can explore areas of interest and develop a sense of ownership. 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:

- Teen Tech Camp in partnership with Equity Educational Alliance in District 622 that targets students who would benefit from innovative technology programs.
- Boys Totem Town tech day where the residents are introduced to creative tech.
- Teen Job Fair to help with job readiness in partnership with Job Connect and the Suburban Ramsey Family Collaborative.
- Teaching tech classes at Northeast Youth and Family Services who focus on serving homeless and at-risk teens.
- Teen Open House to celebrate the library in North St. Paul being co-located with an alternative high school.
- E-reader classes open to students, parents, and staff hosted at middle and high schools in St. Anthony, Mounds View, Shoreview, Maplewood and White Bear Lake.
- Home Schoolers Association Information Literacy class.
- Teaching free classes for community education in Roseville.
- First year hosting a History Day Hullabaloo sponsored by the History Center of MN.
- Ongoing relationship with Phoenix Recovery System to bring books to teens in inpatient chemical dependency recovery.

The Teen Summer Reading Program continues to be successful, with a record breaking 8,000 teen book reviews submitted in 2013. The Library offered a variety of classes including book clubs; anime clubs; video making workshops; video game creation; future fashion designers; and a Makerspace where the 3D printers could be used. There are programs year round, but efforts are heavily focused on out of school time.

RCL has been noted for its teen programs locally and nationally in the past year. Staff has been asked to speak at the Library Tech Conference at Macalester, the U of MN STEM Educational Institute, and the Minnesota Library Association conference. The Teen Tech Camp program is featured in the sixth edition of YALSA’s Excellence in Library Services to Young Adults. RCL was part of School Library Journal’s Jan ‘13 cover story on public and school library collaborations as well as a webinar for SLJ on creative collaboration called Being the Change. Amy Boese is a member of YALSA’s Makerspace task force and Marcus Lowry is the incoming chair of the Great Graphics for Young Adult committee for YALSA.

MAPLEWOOD COFFEE SHOP:
Nemitz reported that the vendor at the library in Maplewood, JaMocha’s Café and Bakery, is struggling financially. The owners are working with the Ramsey County Attorney’s Office to explore options for modifying the lease or other potential alternatives.

LIBRARY DIRECTOR’S PERFORMANCE APPRAISAL PROCESS:
Mielke noted that annual appraisal forms have been sent to all Library Board members. The forms should be returned to the Ramsey County Human Resources Department this week. The Library Board will go into Executive Session at the December meeting to discuss the results.

LIBRARY BOARD SELF EVALUATION:
Vanderwall indicated that the most recent self evaluation was conducted by the Library Board in March 2013, and suggested that the next evaluation be postponed to December 2014 and each December thereafter. The Board members concurred. Aplikowski noted that she would prefer to have an open discussion as part of the evaluation process rather than submitting comments in a survey form.

MASTER PLANNING FOR SHOREVIEW AND WHITE BEAR LAKE:
The City of Vadnais Heights selected a charter school to purchase the City’s sports complex, pending due diligence. This likely eliminates the hockey rink site as a possibility for the library in Shoreview. Other possible alternate sites continue to be investigated.
The residential property at the corner of Highway 96 and Victoria has become available. The executor of the estate is working with the Ramsey County Attorney’s office to determine the assessed value of the property. Purchase of that property was recommended in the Library’s Facilities Master Plan: “The Library should consider acquiring the property to the south of the library in Shoreview when it becomes available. This would provide opportunities for a more visible presence at the corner of Highway 96 and Victoria Street.” Purchase of the property also opens more possibilities for future partnerships. The purchase of property requires County Board approval, and the Library would like to ask the County Board for permission to purchase the property from Library Capital Fund balances. The purchase would be at a reasonable price as identified by the County.

An RFP for design/build services for the Ramsey County Library in White Bear Lake was approved by the County Board of Commissioners on November 5, and the RFP was issued on November 13. The schedule for the preliminary phase of the project has been revised as follows:

- Pre-Proposal Conference and Tour: 10:00 a.m. December 5, 2013
- Deadline for Written Questions: 4:00 p.m. December 9, 2013
- Response to Questions on/before: 4:00 p.m. December 12, 2013
- Proposals Due: 2:30 p.m. December 19, 2013
- Develop Shortlist of Finalists (if needed): December 30, 2013
- Oral Interviews (if needed): January 6, 2014
- Library Board Approval and Recommendation: January 2014
- County Board Decision: January 2014
- Project Phase I Start-up: February 2014

Members of the RFP evaluation team include Library Director Susan Nemitz, Ramsey County Property Management Director Bruce Thompson, White Bear Lake Mayor Jo Emerson, Library Board member Kim Vanderwall, Library Deputy Directors Sandy Walsh and Lynn Wyman, Maplewood Library Manager Bill Michel, and White Bear Lake Library Manager Therese Sonnek.

Raphael made a motion to authorize the Library Director to recommend the purchase of the property located at 805 Highway 96 West, at the corner of Highway 96 and Victoria Street, to the Ramsey County Board of Commissioners for approval. Vanderwall seconded the motion, which was approved by unanimous vote.

**DIRECTOR’S REPORT:**
A public hearing on Ramsey County’s 2014 and 2015 budgets will take place on November 25 at 6:30 p.m. at Central High School in St. Paul. The Friends of the Library plan to send a group to testify on the value of the Ramsey County Library.

There will be a short reception before the December Library Board meeting to honor the service of Roberta Weltzin and Bev Aplikowski. Everyone is welcome to attend.

Every year, *Library Journal* recognizes outstanding libraries across the nation. Ramsey County Library was recognized as a 2013 Star Library – one of five in Minnesota. *Library Journal* rates libraries based on circulation numbers, visits per capita, program attendance and public Internet usage, using annual data that is reported to state library agencies and compiled by the Institute of Museum and Library Services.

Ramsey County Library is participating in the Edge Assessment, a program that uses national benchmarks to assess and improve library technology services. The Edge Initiative was developed by a national coalition of leading library and local government organizations, funded by the Bill and Melinda Gates Foundation, and led by the Urban Libraries Council. It was created with the vision that all people should have opportunities to enrich and improve their lives through open access to information, communication, and technology services provided by public libraries. The Edge Assessment includes an Impact Survey to ask members of the community about their technology needs and to determine how they use public technology resources and services. Ramsey
County Library will have the Impact Survey available on its website for four weeks beginning November 18. The website will feature a banner highlighting the survey.

School District 622 opened the new North St. Paul Community School in the North St. Paul Community Center in September. The Community School is an alternative program for grades 11-12 that was previously located at the Harmony Learning Center. The school district undertook a cost benefit analysis of the Fitness Center operation at the Community Center and determined that they would need an additional $83,000 in annual revenue to continue operating the city-run Fitness Center after the end of 2013. Library staff continues to meet with school district and City officials to discuss the long term impact on the Library. The Library Director has met with the Director of Community Education and alternative school staff, will be meeting with the Superintendent and City Manager next week. The Library has requested the opportunity to give a status report to the City Council in December.

Ramsey County Library has partnered with Health Access MN to provide health insurance enrollment assistance and education to Minnesotans throughout Ramsey County and beyond. They are an official MNsure partner, and their navigators specialize in helping hard-to-reach Minnesotans. Navigators are available by appointment or walk-ins on the second floor of the library in Roseville through March during the following hours:

- Sunday: Closed
- Monday: 10 am - 6 pm
- Tuesday: 1 pm - 9 pm
- Wednesday: 10 am - 6 pm
- Thursday: 1 pm - 9 pm
- Friday: 10 am - 5 pm
- Saturday: 10 am - 5 pm

In 2010, Ramsey County hired Pacific Technologies, Incorporated (PTI) to complete an organizational study to improve the efficiency and effectiveness of Information Technology (IT) within the County. They made a series of foundational recommendations that will be complete by the end of 2013. These recommendations includes hiring a Chief Technology Officer, establishing a project management office, redesigning the funding model, building a fiber infrastructure, creating an application portfolio and completing a security audit.

The next phase will transition fragmented support structures to a federated model by consolidating functions such as help desks, desktop support, server administration, and network support. The existing IT support structures for the Ramsey County Sheriff’s Office, County Attorney’s Office and Ramsey County Library are out of scope of this initial project. The consolidation initiative will include all Departments reporting to the County Manager and will encompass 3 phases:

- Phase 1: High Level Planning November 2013 – April 2014
- Phase 2: Detailed Planning April 2014 – September 2014
- Phase 3: Implementation September 2014 – June 2015

The pilot to share e-books between MELSA libraries has begun. On October 8, Ramsey County and Washington County library users began to check out each other’s available e-books. Anoka, Dakota, and Saint Paul Public Libraries were added soon after. Carver will be added the first or second week of December and Scott will be added in late December. A subcommittee will continue to work on future collection development, MARC records, statistics and common policies.

Nemitz also reported that Anoka County Library and Dakota County Library are considering pursuing legislation to abolish their library board, which would leave Ramsey County’s Library Board as the last independent library board in the Twin Cities.
FRIENDS OF THE LIBRARY REPORT:
The Friends had a very successful Spooktacular Book Sale which raised almost $6,500. Thanks to everyone who donated books, volunteered, or shopped! The next huge sale will be April 23 through April 27 at the library in Roseville.

Due to the crash of the website for five hours, the Friends only received $700 during Give to the Max Day on November 14.

Excitement is building for the upcoming Great Gatsby Gala on February 1. The Friends' goal is to net $20,000 to enable the library to purchase 1,000 additional items for the collection. So far we have ten $1,000 event sponsorships from businesses, organizations, and individuals, and have sold 42 unique flapper headbands created by Friends volunteers. They are seeking additional sponsorships and donations of items for the silent and live auctions.

Kerri Miller from MPR will emcee this event which includes live music, food, games, photo booth and much more. Costumes are encouraged and prices will be given for the best 1920's costumes for men and women. Tickets are $50 in advance and $60 at the door, with $25 of the ticket cost a tax deductible donation. The Gala will be held at the Ramsey County Library in Roseville.

NEXT MEETING: December 18, 2013, Administrative Offices, 4570 North Victoria Street
- 5:30 p.m. – Reception Honoring Beverly Aplikowski and Roberta Weltzin
- 6:30 p.m. – Business Meeting Begins

MEETING ADJOURNED: 8:30 p.m.

Respectfully Submitted,

Mary Larson
Library Board Coordinator