LIBRARY BOARD PRESENT:
Matthew Anderson, Beverly Aplikowski, Paula Mielke, Roberta Weltzin, Lori-Anne Williams

LIBRARY BOARD ABSENT:
Janice Rapheal, Kim Vanderwall

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

OTHERS PRESENT:
Jan Parker, Ramsey County Commissioner; Ann Voda, Randy Moe, Bentz/Thompson/Rietow

CALL TO ORDER:
Mielke called the meeting to order at 6:30 p.m. in the Conference Room of the Library Administrative Offices, 4570 North Victoria Street in Shoreview.

PUBLIC COMMENT:
No public comment.

APPROVAL OF AGENDA AND MINUTES:
Anderson made a motion to approve the agenda for December 12, 2012 and the minutes of November 14, 2012, as presented. Aplikowski seconded the motion, which was approved by unanimous vote.

AWARD LIBRARY GOLD CARDS:
Ramsey County Library awards gold cards to volunteers and other individuals whose contributions have enhanced services to library patrons. Cards were proposed by staff for outgoing Library Board member Lori-Anne Williams; outgoing Ramsey County Commissioner Tony Bennett; Friends Executive Director Sue Gehrz; Friends Office Manager Bonnie Bassett; and library volunteer Nancy Hendrickson. Nemitz read aloud the certificate of appreciation that accompanied the gold card for Williams.

Anderson made a motion to award Library Gold Cards to Lori-Anne Williams, Tony Bennett, Sue Gehrz, Bonnie Bassett, and Nancy Hendrickson as a symbol of appreciation for their contributions to the Ramsey County Library. Aplikowski seconded the motion, which was approved by unanimous vote.

COFFEE SHOP LEASE FOR MAPLEWOOD:
The coffee shop space at the Ramsey County Library in Maplewood has been vacant since September 2012 after Cravings opted not to renew its five-year lease for an additional term. Library staff worked with Contract and Analysis Services to issue an RFP for a new vendor, but no bids were received. Following the unsuccessful RFP, Nemitz has been working with Ramsey County Property Management and the County Attorney’s Office to identify and contract with a tenant for the space. After several interested parties toured the facility, Gabe and Sandie Sherman of Lake Elmo, MN, began negotiations on a lease for the coffee shop space. Lease terms are nearly finalized, pending resolution of labor requirements for build out of the space.

Anderson made a motion to approve the proposed terms of the lease between Ramsey County Library and Art of Espresso LLC for the coffee shop space at the Ramsey County Library in Maplewood subject to resolution of build out labor issues, 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. Weltzin seconded the motion, which was approved by unanimous vote.

**FACILITIES PLANNING FOR SHOREVIEW AND WHITE BEAR LAKE:**
Ann Voda and Randy Moe of Bentz/Thompson/Rietow (BTR) were introduced to the Library Board. Voda, the owner and Principal Architect of BTR, is a native of White Bear Lake. BTR has been in business since 1971, specializing in higher education facilities, worship spaces, retail and libraries. Local projects designed by BTR include the Lake Harriet Bandshell, Metropolitan State University, and the Hennepin County Libraries in Plymouth and Eden Prairie.

The assumptions for each location, affirmed by the Library Board at the November meeting, were reviewed and the program needs were summarized. Two options were identified for each of the projects, along with estimated costs for each option:

- **Shoreview Option 1:** Remodel current facility into two story library; move Administration, Technical Services, and Friends offices currently housed in lower level of facility to alternate leased location.
- **Shoreview Option 2:** Addition to upper level of facility with all library operations on upper level; lower level remodeled to achieve operating efficiencies.

The Library Board discussed the two options. The two-story option does not provide sufficient footage to satisfy the program requirements, and separates the Administrative and Technical Services staff from the remainder of the system. It also has additional operating costs associated with new staff needed to manage a multi-level library, and lease costs for displaced Administrative and Technical Services staff.

- **White Bear Lake Option 1:** Remodel within existing footprint of facility.
- **White Bear Lake Option 2:** Addition and remodel of current facility.

Option 1 does not meet the program requirements. The Library Board favored option 2, which meets the program requirements, and recommended that the addition be increased to the maximum that could be accommodated on the site. Walsh concurred that the building program could include expanded community meeting space and additional study areas, which are perpetually in high demand.

Timing of the two projects was discussed. Planning of the second project can begin once construction of the first project is underway. Staff recommended that White Bear Lake be first; this expanded facility could service patrons displaced from Shoreview during its construction period. As the smaller of the two facilities, White Bear Lake would have fewer patrons displaced.

Anderson made a motion to approve Shoreview addition option and the White Bear Lake addition option, and directed staff to re-examine the White Bear Lake building program for potential expansion; to plan the White Bear Lake project first and the Shoreview project second. Aplikowski seconded the motion, which was approved by unanimous vote.

**FRIENDS’ ADOPT-A-SHELF PROGRAM:**
The Friends of the Ramsey County Libraries are considering launching a targeted campaign in 2013 for the purpose of increasing funds available for additions to the library collection. Although the Friends are currently able to add over $100,000 worth of donated materials to the library collection each year, reductions in county tax levy funding for the collection since 2007 result in substantial decreases in resources available to patrons.

The Adopt-A-Shelf Campaign being proposed would encourage individuals, families, businesses, civic organizations, book clubs and others to “Adopt a Shelf” in one of the seven libraries by making a tax deductible donation of $100 to the Friends of the Library. A small plaque with the donor’s name or the name of a person
the donor wishes to honor would be temporarily affixed to a library shelf in the section of the library selected by the donor. Plaques would be removed after three years unless renewed by the donor.

The Library Board considered the impact on staff workload to monitor and maintain the program, along with other issues. Nemitz will share the Board’s concerns with the Friends.

LIBRARY BOARD SELF EVALUATION:
Nemitz noted that the Library Board has not evaluated itself since she started at RCL in January 2005. The discussion was postponed until the January meeting when Vanderwall could be present.

DIRECTOR’S REPORT:
Nemitz’s December 2012 report to the Library Board was sent prior to the meeting. (Available upon request.) She also noted that the North St. Paul Community Center sale to the school district has been canceled. Library computers will remain available in the center’s lobby for the next several months until the resolution of the facility is determined. Nemitz indicated that she received a subpoena for library records regarding the suspect arrested for theft of library materials from several Ramsey County Library locations.

MELSA REPORT:
No meeting was held.

FRIENDS OF THE LIBRARY REPORT:
Twenty-six people donated $1,998 to the Friends on Give to the Max Day, November 15th.

The November 29th reception and dedication of two major pieces of commissioned art was a very successful event. The program was videotaped for the New Brighton Now cable show and a reporter from the Sun Focus covered the event. The other speakers represented the effective partnerships forged with community leaders, businesses, volunteers, RCL staff, elected officials, and the Friends that make it possible to add so much vitality to the Ramsey County Library in New Brighton. Thanks to the offer from an anonymous donor to match up to $700 in additional donations to the New Brighton Library Capital Campaign, the Friends were able raise $715 at the reception, which the anonymous donor has agreed to match. A commissioned memorial art piece will be installed this month and a small private reception will be scheduled.

The public is invited to the Grand Opening of the Smart Play Spot at 9:00 a.m. on Saturday, January 5th. Commissioner Victoria Reinhardt will emcee this event at the Maplewood library.

The Friends are seeking additional sponsors for the Kindergarten Library Card Sign Up Celebration scheduled for January 26, 2013. Metropolitan State University and Central Pediatrics have agreed to be sponsors.

The Annual Campaign appeal letter was mailed to members in November and donations to help fund the Summer Reading Program are arriving in the mail.

Volunteers from the Membership Committee took 34 members on “Behind-the-Scenes Tours” of the Roseville Library in October and November. These tours were lots of fun and most people found the Children’s Outdoor Reading Garden and the automated materials handling machine to be the most interesting features. Friends members have the opportunity to sign up for “Chats with the Library Director” scheduled for January and February in four of the libraries.

LIBRARY DIRECTOR’S ANNUAL PERFORMANCE APPRAISAL AND SALARY REVIEW:
The Library Board went into Executive Session to discuss the 2012 performance appraisal and salary review for Library Director Susan Nemitz. Following the conclusion of the Executive Session, Williams made a motion to award Nemitz a base salary increase of 2%, plus a 1% merit lump sum award, effective January 1, 2013. Aplikowski seconded the motion, which was approved unanimously.
NEXT MEETING: January 16, 2013, Administrative Offices, 4570 North Victoria Street, 6:30 p.m.

MEETING ADJOURNED: 8:35 p.m.

Respectfully Submitted,

Mary Larson
Library Board Coordinator