Minutes of the Ramsey County Library Board
December 14, 2016

LIBRARY BOARD PRESENT:
Marisol Chiclana-Ayala, John Hakes, Craig Klausing, Paula Mielke, Kim Vanderwall

LIBRARY BOARD ABSENT:
Jan Rapheal, 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; Julie Neville, Facilities Manager; Monica Stratton, Branch Manager/Children’s Services Coordinator

OTHERS PRESENT:
Peter Leatherman, Morris Leatherman Company; Les Sipkema, Shoreview Resident

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

PUBLIC COMMENT:
Les Sipkema, Shoreview resident, requested that the September 2016 Library Board minutes be amended to more accurately reflect his comments at the meeting. He also requested a response to previous policy questions and discussed his research into flight crashes and investigations.

APPROVAL OF AGENDA AND MINUTES:
Mielke made a motion to approve the agenda for December 14, 2016 and the minutes of November 16, 2016, as presented. Klausing seconded the motion, which was approved by unanimous vote.

AGREEMENT WITH MINNESOTA CHILDREN’S MUSEUM:
As part of its fundraising efforts for the new Ramsey County Library in Shoreview, the Friends’ Capital Campaign Committee raised money for several museum-quality interactive installations for the children’s area at the new library. The first of the three pieces will be installed prior to the Grand Opening in January 2017, with the last two pieces scheduled to be installed in August 2017. The three pieces will be a Tree, a Theater, and a Park Office, at a total cost of $30,000.

Mielke made a motion to approve the agreement with the Minnesota Children’s Museum for three interactive installations for the children’s area of the new Ramsey County Library in Shoreview, at a maximum not-to-exceed cost of $30,000, and to authorize the Library Director to sign the agreement. Klausing seconded the motion, which was approved unanimously.

DIRECTOR’S REPORT:
Library staff, Friends, volunteers, and contractors have completed a dizzying amount of work to prepare for and complete the Shoreview closing, surplus sale, and move of collections and more to the new library.

With a short turnaround between the final day of business (Nov. 23) at Shoreview and the surplus sale on December 1-3, a large team of staff, volunteers, and movers prepared for the sale and moved the collection to the new building. The Friends’ final sale dispersed items that could no longer be used, and at the same time, brought in proceeds for the Shoreview Capital Campaign.
There are so many people to thank for planning and achieving a successful transition on this major project. Thanks to all of the Library staff, Heidi Holland’s team of volunteers, and the Friends staff and all of their volunteers, for their hard physical and logistical work on the move and the sale. Across organizations and teams, there was great communication and cooperation. Within the Shoreview facility, the Administrative office staff, Technical Services staff, and branch staff did a great job sorting through and making decisions about decades of materials and how to keep business on track. Special kudos to Mary Larson, Nicole Herold, and Carol Jackson for leading their teams. Big thanks to all of the staff (Bill Michel, Julie Neville, Chuck Wettergren, Carol Jackson, Nicole Herold, and all of their crew) who steered the new Shoreview building project to substantial completion and got the staff up and running. Congratulations and thanks to all! This week, once phone and internet service are in place, Shoreview staff can begin working in the new library.

The Library and the Friends of the RCL hosted a retirement party for Sue Gehrz on December 9. Sue was feted for her impressive impact over eight years at the helm of the Friends. She leaves a legacy of successful capital campaigns, valuable library amenities and programs, and a robust community of Friends board members, volunteers, and supporters who were galvanized by Sue’s infectious enthusiasm and visionary leadership.

The new Friends Executive Director, Alison Schaub, suffered a serious back injury shortly after starting with the Friends and submitted her resignation on December 9. The Friends Executive Committee is developing an alternative recruitment plan. In the interim, Sue Gehrz has graciously agreed to continue working one day a week to maintain progress on the Shoreview Capital Campaign. Friends officers and board members will assist until a new Executive Director can be trained for the position.

The RCL teen team is growing. Shoreview has hired Paige Fuller as its new teen librarian. Paige has worked at RCL for three years and brings experience with reference, teen programming at Maplewood, and helping visitors with technology. In late December, he will start developing a Shoreview teen program and coordinating with fellow teen librarians Marcus Lowry and Amy Boese.

Maplewood Library hosted an informative program, “Talking with Young Children about Race” on November 21. Panelists provided an overview of child development and age-appropriate opportunities to engage children on race, and they responded to many audience questions. On December 1, RV Library hosted a companion program, “Racially Diverse Books for Youth.”

The library director joined the board of the Suburban Ramsey Family Collaborative (SRFC) as the RCL representative. SRFC is a partnership of schools, County, public health, corrections, nonprofit agencies, mental health service providers, faith communities and youth organizations. SRFC works on behalf of children and families to improve formal and informal support systems with a focus on wellness, learning, safety, and security.

The library director received an orientation to the County budget process. Work on the 2018-19 budget will begin in early 2017.

The MELSA Advisory Board (made up of library directors) met this week to discuss MELSA Formula Funding and Phase Funding. The agenda was to examine the validity of formulas used to determine allocations for both funds. A written report will be provided at the next library board meeting.

The MELSA Trustees and their statewide colleagues voted to bring a new proposal to the Legislature for Regional Library Basis System Support (RLBSS) funds. The proposal seeks an increase in statewide funding, which would increase MELSA’s capacity to support library services and purchases.
FRIENDS OF THE RAMSEY COUNTY LIBRARIES REPORT:
Alison Schaub, who was hired as the new Executive Director on November 14, will not be able to serve in that capacity. Alison suffered a serious injury that made it necessary for her to resign. The Friends Executive Committee will develop an alternative recruitment plan. Sue Gehrz was scheduled to retire on December 9 and attended a lovely retirement party. Due to the unusual circumstances of the new Executive Director being unable to serve, it was decided that Sue will continue working one day a week to maintain the progress of the Shoreview Library Capital Campaign. Friends officers and board members will also assist until a new employee can be trained for this position.

Proceeds from the huge book and furniture sale added nearly $14,000 to the Shoreview Library Capital Campaign revenues bringing the total to $154,832. Fundraising efforts continue.

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 from 6:30 to 9:30 on Saturday, April 1st at the library in Roseville. Please help the Friends 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.

RESIDENT SURVEY RESULTS:
The results of the 2016 Morris Leatherman Company telephone survey of 600 suburban Ramsey County residents were reviewed for the Library Board by Peter Leatherman, Chief Executive Officer.

Highlights of the survey methodology included:
- 600 households were selected using random digit dialing.
- 42% were cell phone only households, and 58% were landline households.
- Respondents were contacted between August 15-31, 2016.
- Typical respondent took 21 minutes to complete the survey.
- 40% of surveys were completed by appointment.
- Non-response rate of 4.5%.
- Projectable to the population within +/- 4.1% in 95 out of 100 cases.

Data points discussed with the Library Board included:
- Percentage of cardholders
- Household library use
- Comparisons of users versus sample in several categories
- Library visited most often
- Rating of library characteristics
- Is library meeting the needs of diverse communities
- Sources of information about library events and services
- Usage of e-reader devices

The Library Board discussed the favorable results of the survey, and the importance of being a data-driven organization. One take-away from the results is the need to educate non-library users on the relevance of libraries in the community.
CHILDREN’S SERVICES OVERVIEW:
Monica Stratton, Children’s Services Coordinator, highlighted the variety of services and programming offered by RCL for children, including:

PROGRAMMING
• EARLY LITERACY
  o Storytime statistics remain steady from 2015 (average 49 per RCL storytime)
  o Second (and final) “Once Upon a Reader” program offered in September highlighting Derek Anderson’s *Ten Pigs: an epic bath adventure*
  o Partnered with Ramsey County Parks & Recreation to host three Story Walks at three Ramsey County Regional Parks in May, July and September
  o Plans discussed with communications to promote early literacy using social media tools

• STEAM
  o Roseville’s STEAM Ahead After School program continues to grow (current average = 23 per program, and rising)
  o Friends funds for STEAM programming resulted in additional summer offerings at other branches
  o RCL hiring outside for STEAM/STEM but also developing a list of staff-led programs that can be replicated around the system
  o University of MN Extension Department hosted programs at SV as part of their 4-H outreach efforts
  o Summer Reading Program Kickoff Celebration hosted STEM-focused programs

• NEUROLOGICAL DIVERSITY
  o After a slow start, the Roseville Sensory Mornings (on Fridays from 9-10) have picked up attendance. This program will continue on Fridays in 2017 with plans to consider moving to Sundays later in the year.

• PASSIVE
  o Great success this past summer with our Monarchs in the Library program
  o Branch locations beginning to offer passive programming year-round, switching out programs each month
  o Initial discussions started towards offering passive programs for older children

• SUMMER
  o Stats for school-aged readers
  o First summer with new format (reader’s choice)
  o Funding from Friends allowed for extended outreach efforts
  o Fall brainstorming on how to improve summer programming

• OTHER
  o Two racial equity programs offered
    -- *Talking with Young Children About Race*
    -- *Diverse Book Showcase*
  o Partnered with Ramsey County Department of Emergency Management and Homeland Security to educate families about severe weather (April)

OUTREACH
• SCHOOL VISITS
  o All second grade classrooms in county visited to promote SRP (May-June)
  o All kindergarten classrooms in county visited to promote the library card program (November)
  o Summer school classrooms at all four county school districts visited as part of SRP outreach efforts
Librarians continue to participate in local school’s Literacy Night events as schedules allow.
Library participated in St. Paul elementary school Benjamin Mays “Read Together” celebration at the MN Judicial Department (March)

**LIBRARY CARDS**
- White Bear Lake received an LSTA grant targeting three schools in ISD624 to promote the library by offering card registration off-site
- Kindergarten Card Program (January) issued over 1400 library cards to kindergartners in the county with over 300 attending annual event
- New technologies have made it possible to issue library cards off-site at school events/back-to-school nights

**AT-RISK/VULNERABLE POPULATIONS**
- Continue to partner with the WIC program at New Brighton
- Staff hosted Battle Creek Head Start and visited the same Head Start as part of a library/Head Start partnership
- Summer outreach efforts to target at-risk children beyond summer school enrollment were initiated

**PARTNERSHIPS**
- Ramsey County Parks & Recreation
- Ramsey County Department of Emergency Management & Homeland Security
- MN Section of the American Chemical Society
- Open Arms Minnesota
- MN Department of Natural Resources
- Z Puppets Rosenschnoz
- Ramsey County Extension Department
- Institute for Museum and Library Services

**LOOKING AHEAD**
- Kindergarten Card Party – January 21 with author/illustrator Grace Lin
- More changes in summer reading program for 2017, notably preschool participation (based on 1,000 Books Before Kindergarten)
- Nationally known children’s musician Ralph Covert will present two concerts at RV and WB in June
- Shoreview opening in January with new possibilities for children’s programming

**SHOREVIEW PROJECT UPDATE:**
Ramsey County Library took possession of the new building at substantial completion on November 23, and with the help of a large number of dedicated volunteers, moved the collection from the old building to the new over the next two weeks. Staff is spending time getting the collection shifted and organized.

Punch lists are being worked on, and new furniture is arriving on an almost daily basis.

The City of Shoreview is poised to issue a Certificate of Occupancy, which will allow the Library to move staff permanently into the building to work. Automation Services has begun its work to set up network equipment and individual staff workstations.

The Library is on track to turn the old building over to the Mounds View School District on January 2.

There have been many visitors to the new Library over the past couple of weeks, and their reactions have been uniformly glowing.
The Library Board is invited to tour the new building prior to the Board meeting on December 14.

LIBRARY BOARD SELF EVALUATION:
Vanderwall indicated that a survey was sent to each of the Board members via email. She noted that it was a pared down version of the survey sent in 2015, and asked the Board members to complete and return the survey promptly.

OTHER:
Boldenow noted that Tou Xiong’s term expires at the end of 2016, and he did not apply for a second term on the Library Board due to the time constraints of his position on the Maplewood City Council.

NEXT MEETING: January 18, 2017, Location TBD, 6:30 p.m.

ADJOURNMENT:
The meeting adjourned at 8:10 p.m.

Respectfully Submitted,

Mary Larson
Library Board Coordinator