LIBRARY BOARD PRESENT:
Jim Berry, John Hakes, Craig Klausing, Paula Mielke, Jan Rapheal, Kim Vanderwall, 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; Julie Neville, Property Manager; Eileen Boder, Shoreview Library Manager; Monica Stratton, Children’s Services Coordinator

OTHERS PRESENT:
Blake Huffman, Mary Jo McGuire, Ramsey County Commissioners; Bruce Thompson, Ramsey County Property Management Director; Jennifer McMasters, Victor Pechaty, Hammel, Green & Abrahamson

CALL TO ORDER:
Vanderwall called the meeting to order at 6:35 p.m. in the Administrative Conference Room of the Ramsey County Library in Shoreview, 4570 North Victoria Street.

PUBLIC COMMENT:
No public comment.

APPROVAL OF AGENDA AND MINUTES:
Rapheal made a motion to approve the agenda for December 17, 2014 with the addition of the topic Pavers with Religious Messages under Discussion Items and the minutes of November 19, 2014 as presented. Berry seconded the motion, which was approved by unanimous vote.

ACCEPTANCE OF STATE LIBRARY CONSTRUCTION GRANT:
The State of Minnesota offered the opportunity to compete for over $1.1 million dollars in Library Construction Grants for projects that renovate or expand an existing building or that construct a new building. After receiving authorization from the Library Board in September 2014, Ramsey County Library submitted an application for a $200,000 grant for the White Bear Lake library project.

The Library was notified in November that the application for the Library Construction Grant program was approved in the amount of $200,000. The grant funding will be used for additions and enhancements to the project such as the reading patio infrastructure, window coverings, upgraded millwork, furniture and signage, makerspace technology, and hearing assistive technology in the library community program room.

A dollar for dollar local match from non-state funds is required. The current approved project funding qualifies as the County’s match. Grant funds cannot be spent before January 15, 2015. The State will not reimburse any costs incurred prior to the execution of the grant agreement, which is expected to occur in late January 2015. Projects must be completed by June 30, 2019. If the Library is sold, the State may claim up to the grant amount from the proceeds of the sale.

The Ramsey County Board of Commissioners approved an increase to the Gross Maximum Price of the White Bear Lake Building Project of up to $500,000 at its meeting on November 25, 2014. This amount includes the $200,000 Library Construction Grant, $100,000 from the Library General Building Fund, and all contributions up to $200,000 from the Friends of the Library’s Capital Campaign.

Rapheal made a motion to accept the Minnesota Department of Education Library Construction Grant in the amount of $200,000 for the White Bear Lake project, and to authorize the Library Board Chair and Library Director to execute the Grant Agreement. Berry seconded the agreement, which was approved unanimously.
RESOLUTION REGARDING THE RETIREMENT OF DOT ASHLEY:
Rapheal made a motion to approve the Resolution Regarding the Retirement of Dot Ashley, and to authorize the Library Board Chair to sign the document. Berry seconded the motion, which was unanimously approved.

RESOLUTION REGARDING THE RETIREMENT OF TOM SCHAFER:
Rapheal made a motion to approve the Resolution Regarding the Retirement of Tom Schafer, and to authorize the Library Board Chair to sign the document. Berry seconded the motion, which was unanimously approved.

WHITE BEAR LAKE PROJECT UPDATE:
The new addition portion of the library is fully framed and it is now possible to see the lines of the new facility taking shape. Library and Property Management staff met with Knutson Construction at the White Bear Lake site to check on wiring and cabling locations before the sheet rock is installed. Minor changes were agreed upon to accommodate two lighted display cases which will be donated by the Friends. The display cases will flank a wall unit that will provide face-out display for new books, creating a unified display area that will be more attractive than scattered displays. In order to free up the north wall for displays, the self checkout stations will be relocated closer to the service desk and will be free-standing like the units in the Roseville library.

Library staff took a field trip to an indoor playground in Eagan to observe interactive projection technology in action. They will pursue options for installing some version in the children’s area.

The Library was notified that it was awarded a grant in the amount of $200,000 for the White Bear Lake project. Before the grant can be executed, the project must receive a Legislative recommendation. Letters and packets of supporting materials have been sent to the six legislators who will review the project.

The construction site has experienced two thefts, one involving a significant loss in tools and materials. Knutson has increased site security and is working with the White Bear Lake police. The building will be completely enclosed in the next week or so, which should help deter theft.

The Grand Opening has been scheduled for April 11.

CHILDREN’S SERVICES UPDATE:
Monica Stratton, Children’s Services Coordinator, submitted a written report on children’s services at the Ramsey County Library in 2014, and shared a PowerPoint presentation featuring pictures from various events during the past year. She noted that funding from the Minnesota Arts & Cultural Heritage Fund has been vital to providing the variety of children’s programming at the Library, along with support from the Friends of the Ramsey County Libraries. While services to toddlers and preschoolers have been the backbone of children’s programming for many years, baby storytimes were added several years ago and STEM (science, technology, engineering and math) programs for school-age kids were added in 2014.

SHOREVIEW PRE-DESIGN APPROVAL:
After the preliminary cost estimates were presented in November, the planning committee comprised of Library and Property Management staff cut $2.2 million dollars from the estimate by reducing the square footage of the proposed facility, and changing the plan from a two-story facility to a one-story facility. Part of the square footage lost in the latest plan was space designated for County services.

Bruce Thompson, Property Management Director, indicated that the County is looking at different financing options to move the project forward. The Mounds View School District has indicated an interest in purchasing the facility, or Ramsey County may use the building to house Public Health staff. Commissioners Huffman and McGuire were very interested in having the County space restored to provide services in the suburban area.

Nemitz recommended that the Library Board approve the revised pre-design and cost estimates as submitted, while the financing plan is developed by the County.
Hakes made a motion to approve the revised pre-design and cost estimates for the proposed new Ramsey County Library in Shoreview as submitted. Mielke seconded the motion, which was approved unanimously.

Berry made a motion to authorize the Library Director to engage in conversations about expanding the building program to provide a satellite location for County services, with County financial resources. Hakes seconded the motion, which was approved by unanimous vote.

SHOREVIEW BRANCH UPDATE:
TRENDS IN THE SERVICE AREA:
- More than two-thirds of the community’s households are older than 45 years of age.
- Two new senior facilities are currently completed or under construction near Hodgson and Tanglewood/Cumberland.
- Over 98% of the land in Shoreview has been developed leaving limited opportunities for new housing.
- Two new single dwelling housing plans are under construction—one in northern Shoreview near Lexington and Bucher and one north of Chippewa Middle School (1.2 miles from the library).
- A new upscale apartment 104 unit complex is located at Victoria and County Road E.
- Shoreview is in the midst of significant economic growth bringing new retail services and tax base.
- The Lexington Avenue/694 corridor has seen retail development and renovations.
- City of Shoreview Demographic Profile – 95.8% of the labor force that lives in Shoreview is employed.

LIBRARY ISSUES AND SERVICE TRENDS:
- Increase in incidents with mentally and physically challenged adults and children.
- Attendance at children’s programs exceeded the amount of space available.
- First time checkouts increased 7% in July and 3.6% in August.
- World Conversation Circle attendance is steadily growing.
- Increase in patrons asking for e-resource hardware assistance.
- Patrons looking for a quiet place to study.

INNOVATION:
- The majority of the White Bear Lake staff relocated to Shoreview.
- Acquired furniture from White Bear Lake to give Shoreview a more contemporary look.
- The Shoreview building program was to be the focus for innovation. With the slight delay in the project, the staff is continuing to fine tune the collection in anticipation of the project moving forward.

RACIAL EQUITY PLANNING:
Discussion was postponed to the January meeting.

DIRECTOR’S REPORT:
The Library will be closed December 24 and 25 as well as January 1 for the winter holidays.

Please note the Friends Gatsby Gala is scheduled for the evening of February 7 at the library in Roseville.

The County Board approved the Library’s request to raise the gross maximum price of the White Bear Lake project to recognize Friends and grant funded enhancements. The building turned green this week as the vapor barrier was installed.

Last week, the Library had the opportunity to present the alternatives being explored at the library in Shoreview to the Ramsey County Capital Improvement Committee. The committee seemed receptive.

A group of library science students from St. Catherine’s University completed a study for the Ramsey County Correctional library on materials selection. A group of public policy students from the Humphrey Institute completed a study of gathering racial and economic data from library customers.
The Ramsey County Board of Commissioners held an Open House and Public Hearing on the proposed 2015 County Budget on December 1 at 6 p.m. in the Roseville Area High School. Several residents were seeing double digit increases in their property tax statements.

Ramsey County has formally requested a small portion of the Library’s Automation Services Manager’s time (Chuck Wettergren) to advise them on the development of the County internet and intranet pages.

The County is undergoing a major reassessment of its Strategic Plan, Strategic Goals and Critical Success Indicators.

The MELSA Advisory Team reviewed the MELSA Shared eBook program data and decided to allocate an additional $500,000 toward sharing 3M eBook content in 2015.

The state economic forecast was released online by Minnesota Management and Budget last month. A surplus of $1.037 billion is projected for the next biennium (FY 2016-17). The current biennium is now forecasted to end on June 30, 2015 with a surplus of $556 million. Under a new state law, one-third of any surplus remaining at the end of the biennium will be deposited in the state’s budget reserve. The rest rolls forward into the next biennium, contributing to the total projected surplus of $1.037 billion.

Nemitz noted that the fourth quarter reports for 2014 will be postponed from the January meeting to the February meeting, to provide more accurate and comprehensive data to the Library Board.

**FRIENDS OF THE LIBRARY REPORT:**
To date the Friends have received $106,964 in donations, $37,500 in pledges, and $13,187 in-kind for a total of $157,651 toward their goal of raising $200,000 for the White Bear Lake Library. They continue to submit foundation grant applications and encourage donations from individuals, businesses, book clubs, and service organizations.

Members of the Gala Planning Committee and the Friends Development Committee are working very hard to obtain donations of items for the Silent and Live Auctions. They are also seeking individuals, businesses, and civic organizations to provide financial sponsorships for this fundraiser that will add materials to the lending collection. So far sponsorship commitments have been received from the following:

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<th>Platinum Level Sponsor ($2,500)</th>
<th>Gold Level Sponsors ($1,000)</th>
<th>Pamela M. Harris</th>
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<td>Metro State University</td>
<td>Falcon Heights-Lauderdale Lions Club</td>
<td>Bill and Bonnie Frels</td>
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<td>Andersen Corporation</td>
<td>Susan Nemitz and John Curry</td>
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<td>BMO Harris Bank</td>
<td>Fairview Wine &amp; Spirits</td>
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Reservations for the February 7th Gala can be made at [http://friends15.myab.co](http://friends15.myab.co). The Friends appreciate help in obtaining auction items and inviting friends to the event. Flapper headbands are available for purchase before and during the Gala.

The Kindergarten Library Card Celebration will be held Saturday, January 24 from 10 to 3 at the Roseville Library. Volunteers are needed.

The Friends Quarterly Board Meeting will take place on Monday, January 26 at the Maplewood Library.

**PAVERS WITH RELIGIOUS MESSAGES:**
The Friends of the Ramsey County Libraries are selling engraved patio pavers as a fundraiser for the new reading garden at the library in White Bear Lake. Most pavers are purchased in memory of or in honor of a loved one, or feature famous quote. One donor has purchased a paver for the garden and selected a religious message to be engraved on it.
Other libraries across the country have used engraved patio pavers for their fundraisers, and controversy has arisen in many libraries over the messages donors choose to engrave upon them. The issue is not currently addressed in Friends or Library policy, and Nemitz asked the Board members for their perspectives.

The Library Board asked for examples of policies adopted by other libraries on this issue, as well as information on issues that have arisen. Further discussion will take place at the next meeting.

**EXECUTIVE SESSION:**
The Library Board went into Executive Session to discuss the 2014 performance appraisal and salary review for Library Director Susan Nemitz. Following the conclusion of the Executive Session, Mielke made a motion to award Nemitz a merit increase of 2% added to her base salary, plus a one-time 1.5% compensation supplement, based upon her performance evaluation and the recommendation of the Ramsey County Human Resources Department, effective January 1, 2015. Rapheal seconded the motion, which was approved unanimously.

**NEXT MEETING:** January 21, 2015 – RCL-Shoreview, 4570 North Victoria Street, 6:30 p.m.

**MEETING ADJOURNED:** 8:45 p.m.

Respectfully Submitted,

Mary Larson
Library Board Coordinator