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

STAFF PRESENT:
Susan Nemitz, Library Director; Mary Larson, Library Board Coordinator; Sandy Walsh, Deputy Director; Lynn Wyman, Deputy Director; Julie Neville, Facilities Manager

OTHERS PRESENT:
Commissioner Mary Jo McGuire; Chris Olson, MELSA Executive Director

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

PUBLIC COMMENT:
No public comment.

APPROVAL OF AGENDA AND MINUTES:
Johnson made a motion to approve the agenda for December 18, 2013 and the minutes of November 20, 2013 as presented. Aplikowski seconded the motion, which was approved by unanimous vote.

JAMOCHA’S COFFEE SHOP LEASE:
The Art of Espresso, LLC, d/b/a/ JaMocha’s Café & Bakery has notified the Library that it would like to terminate the lease agreement dated December 18, 2012 for the coffee shop at Maplewood effective January 31, 2014, in exchange for equipment and fixtures.

Nemitz indicated that she worked with the Ramsey County Attorney’s Office to determine legal options for terminating the lease, which has four years remaining. The termination agreement drafted by the Attorney’s Office will allow JaMocha’s to avoid filing for bankruptcy, and leave the furniture and fixtures in place to help the Library attract a new tenant for the space.

The Library will be exploring a variety of options for tenants, including the hiring of a commercial real estate agent. Anderson suggested a student-run coffee shop, which Nemitz indicated could be considered if a rent-paying tenant cannot be found.

Vanderwall made a motion to approve the termination of the lease agreement between Ramsey County Library and The Art of Espresso, LLC, d/b/a/ JaMocha’s Café & Bakery, effective January 31, 2014; subject to the approval of the Ramsey County Attorney’s Office. Weltzin seconded the motion, which was approved by unanimous vote. Nemitz will notify the Library Board of the estimated value of the furniture and fixtures being surrendered once the value has been determined.

MELSA OVERVIEW:
Chris Olson, Executive Director of the Metropolitan Library Service Agency (MELSA), was present to give the Library Board an overview of MELSA. Founded in 1969, MELSA is one of twelve regional library systems in Minnesota, and the only one that serves as a cooperative system in the State. MELSA represents 2.9 million people in the Twin Cities, and is funded solely by State revenue.

MELSA is governed by a Governing Board of appointed representatives, an Advisory Board comprised of library directors, and 6.5FTE staff. It also features teams, interest groups and task forces made up of representatives from the seven metro county libraries and the St. Paul Public Library.
Current focus areas include:
- Workforce development
- Lifelong learning
- Ready to read and Kindergarten
- Digital literacy and eGovernment resources
- Student success

MELSA’s budget is allocated as follows:
- Cooperative services – 51%
- Formula funding payments – 15%
- Phase technology funding – 8%
- Legacy programming funds – 14%
- Administration – 12%

Olson discussed the issue of non-resident cards, and the recent withdrawal of the Lake Elmo Library from the Washington County Library system, making it ineligible for MELSA resources.

ADVANCING RACIAL EQUITY:
Nearly two years ago, the County Manager, Mayor of St. Paul, and St. Paul School Superintendent met to discuss research showing significant racial disparities in educational and economic outcomes. In April 2012, the School District requested that the senior leadership teams from Ramsey County and City of St. Paul attend a two-day workshop on Racial Equity led by the Pacific Institute. As the Director of the Library, Nemitz was invited to attend. She noted that the training provided a fundamentally different framework for thinking about the problem. It outlined the magnitude of the issue, and the moral responsibility we share to address these inequities.

At the same time, the County Commissioners began to explore the role Ramsey County needs to play in the economic prosperity of the region. Last month, the Library Board had the opportunity to hear Ramsey County’s Cultivating Economic Prosperity – Combating Concentrated Areas of Financial Poverty presentation. The presentation notes that Ramsey County is and will continue to be the most racially diverse county in the state (33% in 2010). The County also projects that racial diversity will grow dramatically in the next few decades, reaching 48% by 2035. It is clearly in our economic interest to ensure that disparities in access to and outcomes of county services for diverse populations are eliminated. This goal is part of the County’s strategic plan.

In 2012, Nemitz was asked to be a member of the Ramsey County Racial Equity Leadership Team. The County has provided significant opportunities for training through the Hackman Consulting Group.

Racial equity means that all resident have full participation and access to the benefits and institutions of society – including quality health care and education, safe and affordable neighborhoods, viable employment, and the right to vote – and are free from discrimination, hate and harassment. Racial equity is when one’s race and ethnicity does not act as the most powerful predictor of how one fares in obtaining county services or achieving positive outcomes.

In 2014, Nemitz will begin working on Racial Equity within the Library system. Specifically, the Library must begin to:
1. Train the leadership team on Racial Equity;
2. Create a steering committee consisting of staff at many levels to organize the work;
3. Write a Why Statement to describe the organization’s motives, data and definitions;
4. Examine recruitment, hiring and retention of staff;
5. Examine library collections and services from a racial equity lens;
6. Find ways to including diverse perspectives in decision making;
7. Develop metrics on results.
MASTER PLANNING FOR SHOREVIEW AND WHITE BEAR LAKE:
An RFP for design/build services was approved by the County Board of Commissioners on November 5. The RFP was issued on November 13. The schedule for the preliminary phase of the project remains as follows:

<table>
<thead>
<tr>
<th>Proposals Due</th>
<th>2:30 p.m.</th>
<th>December 19, 2013</th>
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<tbody>
<tr>
<td>Oral Interviews (if needed)</td>
<td>January 6, 2014</td>
<td></td>
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<tr>
<td>Library Board Approval and Recommendation</td>
<td>January 2014</td>
<td></td>
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<tr>
<td>County Board Decision</td>
<td>January 2014</td>
<td></td>
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<tr>
<td>Project Phase I Start-up</td>
<td>February 2014</td>
<td></td>
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Sandy Walsh, Therese Sonnek, Bill Michel, and Kyle Vaaler from Ramsey County Procurement conducted a pre-proposal information session and tour of the library in White Bear Lake on December 5. There was a good turnout on a very cold day.

Members of the RFP evaluation team include Library Director Susan Nemitz, Director of County Property Management 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.

A closed session with the Ramsey County Board of Commissioners was held on November 26 to assess the County’s interest in purchasing the property at the corner of Highway 96 and Victoria Street. The County is currently working on a purchase agreement with the property owner’s representative. The purchase agreement will go before the County Board for approval on December 17. The Library hopes to close on the property soon thereafter.

DIRECTOR’S REPORT:

Conversations with School District 622 and the City of North St. Paul on the future of the Community Center continue. A City Council workshop was scheduled for December 17 but has been moved to January 7. Staff will meet to discuss the status of Community Center computing upon the closure of the fitness program on December 31.

The Friends bookstore at the library in Maplewood will move over the holiday break to the lobby to increase visibility and sales. The current space will be used for additional programming and meeting space.

Ramsey County Library has partnered with Health Access MN to provide health insurance enrollment assistance and education. Appointments with the navigator at Roseville have been popular. Informational workshops will begin in January at Maplewood, Roseville and Shoreview.

The Library has been experiencing some difficulties with its filtering software. Google recently started forcing all searches from Google.com to be encrypted. The result of forcing encrypted search is that content filters cannot prevent users from turning off SafeSearch. SafeSearch prevents display of adult images and videos cached by Google. To address this issue in the short run, RCL is preventing redirection to encrypted search.

Wireless printing is up and running at all locations.

The Library is moving toward a collections purchasing model that is system-based and data-driven in 2014. There are several reasons for the move in this direction, including:

- The collections budget has stabilized but is still lower than it should be. The Library needs to make the most of every dollar.
• The Library now has tools to analyze its collections and better understand what is working and what isn’t.  
• There is growing demand for and use of e-materials, which are system-based. As those collections grow it makes sense to integrate them into the collection as a whole.  
• Floating collections are expanding.

The Branch Managers, Technical Services Manager, and Deputy Directors have been meeting to develop principles, guidelines and procedures to support this new model.  This group will continue to meet regularly as a Collection Steering Team and will be responsible for assignments, evaluations and overall oversight of system collections. As part of this reorganization, they are assigning librarians to manage various parts of the system’s collection.

In the event of severe weather, the Library Director may close smaller libraries and consolidate services. The Library will strive to give staff as much notice as possible of severe weather building closures and staff worksite options. Staff and volunteers can call the library’s hotline for current information on work site closures. Weather and building alerts will also be posted on the Library’s website and through social media channels.

Ramsey County is completing a branding study. Surveys show an affinity to the “red R” and tag line, “working with you to enhance our quality of life.” The consultants are currently reviewing departmental brands. The goal is to develop brand guidelines and attributes.

Hennepin, Scott, and Washington County library systems have limited the access that purchasers of nonresident library cards have to library resources. Specifically nonresident cards can only be used for borrowing of physical materials and use in-house of library computers. “Remote access” to electronic resources from locations other than in the library is not permitted. Downloading of e-books and e-audiobooks is also not allowed.

Hennepin County Library will add 249 open hours per week across its 41-library system effective Sunday, January 5, 2014. In total, the Library will be open more than 2,000 hours each week. All Hennepin County libraries will open at either 9 a.m. or noon. All libraries will close at 5 p.m., 8 p.m. or 9 p.m. This will move the Library from 15 sets of open hours to four; from four opening times to two; and from seven closing times to three.

Jacob Grussing has been announced as the new Library Director for Scott County, starting on December 31, 2013. He joins Scott County from the Great River Regional Library System.

The state economic forecast was released and it contains a projected surplus of almost $1.1 billion. After the school property tax recognition shift is repaid, along with a loan from the state airport fund, $825 million remains on the bottom line.

**FRIENDS OF THE LIBRARY REPORT:**
The Friends are looking forward to another lively celebration on Saturday, January 25 at the library in Roseville. Last year more than 900 people participated.

Ticket order forms for the Great Gatsby Gala will be in the January-February issue of ExPLORE. The Friends’ goal is to net $20,000 to enable the library to purchase 1,000 additional items for the collection. So far, the Friends have received twelve $1,000 event sponsorships from businesses, organizations, and individuals, and have sold 45 unique flapper headbands created by Friends volunteers. The Friends 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 prizes will be given for the best 1920s 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 library in Roseville.
EXECUTIVE SESSION:
The Library Board went into Executive Session to discuss the 2013 performance appraisal and salary review for Library Director Susan Nemitz. Following the conclusion of the Executive Session, Weltzin made a motion to award Nemitz a base salary increase of 2%, plus a 1% merit lump sum award, effective January 1, 2014. Anderson seconded the motion, which was approved unanimously.

NEXT MEETING:  January 15, 2014, Administrative Offices, 4570 North Victoria Street, 6:30 p.m.

MEETING ADJOURNED:  8:30 p.m.

Respectfully Submitted,

Mary Larson
Library Board Coordinator