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

LIBRARY BOARD ABSENT:
Janice Rapheal

STAFF PRESENT:
Susan Nemitz, Library Director; Mary Larson, Library Board Coordinator; Sandy Walsh, Deputy Director; Lynn Wyman, Deputy Director; Kristi Saksvig, Communications Manager; Julie Neville, Property Manager, Chuck Wettergren, Automation Services Manager; Bill Michel, Maplewood Library Manager

OTHERS PRESENT:
Ginny Belden Charles, Strategic Planning Consultant

CALL TO ORDER:
Aplikowski called the meeting to order at 5:45 p.m. in the Community Program Room of the Ramsey County Library in Mounds View, 2576 County Road 10.

PUBLIC COMMENT:
No public comment.

APPROVAL OF AGENDA AND MINUTES:
Vanderwall made a motion to approve the agenda for February 15, 2012, and the minutes of January 18, 2012, as presented. Anderson seconded the motion, which was approved by unanimous vote.

GIFT ACCEPTANCE:
In accordance with Library Board policies, all gifts and grants exceeding $5,000 must be approved by the Library Board. Two recent gifts exceed the threshold and require Board approval.

The Friends of the Ramsey County Libraries donated $8,000 for three bronze pieces to be created by Harriet Bart and installed behind the customer service desk at the new Library in New Brighton. The funds were donated by Bell Lumber and Pole as part of the Capital Campaign. A separate gift of $13,000 from the Friends will be used to purchase equipment and furnishings for the preschool area at the Library in Maplewood.

Vanderwall made a motion to accept the New Brighton Capital Campaign donation of $8,000 from the Friends of the Ramsey County Libraries for three bronze pieces to be created by Harriet Bart, and to accept the donation of $13,000 from the Friends of the Ramsey County Libraries for equipment and furnishings for the preschool area at Maplewood. Anderson seconded the motion, which was approved unanimously.

YEAR END RESERVE LIST:
At the end of each budget year, all Ramsey County departments are required to submit a list of unpaid obligations and planned expenditures. Although both tax and library revenues were below projections, the Library proactively reduced spending in 2011. This foresight enabled the Library to cover the loss in revenues and have a small amount left over for special projects in 2012. Balances also remain from the 2010 and 2009 reserves approved last year.

Vanderall made a motion to approve the 2011, 2010, and 2009 year-end encumbrances as proposed. Anderson seconded the motion, which was approved unanimously.
DIRECTOR'S REPORT:
Nemitz’s February 2012 report to the Library Board was mailed prior to the meeting. (Available upon request.)

MELSA REPORT:
No report.

FRIENDS OF THE LIBRARY REPORT:
• The Friends of the Ramsey County Libraries received a $30,000 unrestricted donation from the RAFT Family Foundation in January.
• The WaterPark of America will provide at least 6,000 Water Park passes for the Summer Reading Program incentives again in 2012.
• The Friends welcomed Central Pediatric in Falcon Heights as the first sponsor for the January 21st Kindergarten Library Card Celebration. Their donation of $1,400 covered event expenses plus enabled the Friends to provide 300 new books to the children.
• A total of $91,908 has been pledged or raised for the New Brighton Capital Campaign. The Friends have commissioned a piece of bronze original art with the $8,000 donated by Bell Lumber and Pole.

The Friends’ 2012 goals and objectives were also included in the report for Library Board information.

MOUNDS VIEW LIBRARY UPDATE:
From January to December 2011, circulation was up a total of 6.4%. Month-to-month numbers were as varied as increasing by 23% in April to decreasing by 9.4% in November. These fluctuations can presumably be attributed to the closure of Arden Hills and subsequent opening of New Brighton. Annual circulation of children’s materials increased in 2011 by 12.3%. After the installation of security gates and a significant weeding project, Mounds View converted from DVDs kept behind the circulation desk to putting all DVDs out on the floor for patron self-service.

Mounds View building improvements included:
• Acquired, professionally framed, and installed prints from the Minnesota Historical Society above the public internet computers.
• Acquired new display shelving from the Borders’ going-out-of-business sale.
• Worked with General Office Products to develop a plan for alternate layouts, furniture reupholstering and purchases.
• Bump-outs were insulated. Dry-wall installed and painted.
• Service desk was reconfigured to respond to changes in self-checkout location and patron behavior.
• Landscaping was upgraded. Dying shrubs were removed. Rubber mulch and native grasses installed.

ELECTRONIC BOARD DOCUMENTS:
As the world increasingly moves toward electronic document delivery and web-based information services, the Library is considering new ways to make documents prepared for Library Board members available to the Trustees and the general public.

Currently, Library staff creates and assembles thirty paper document packets which are mailed five days prior to the meetings. In order to meet US Post Office deadlines, the packets must be delivered to the local post office no later than 5 p.m. the Friday prior to each meeting.

With increasing interest in receiving these documents electronically from both the Library Board and members of the public, Library staff is proposing moving to a new procedure for sending monthly information packets to the Library Board, staff, and other individuals who currently receive packets. Under the proposed new procedure:
1. Library Board packets would be prepared the week prior to the meeting, and e-mailed to all current recipients five days prior to the meeting, typically a Friday.
2. Agendas would be posted on the Library’s website when the packet is finalized.
3. Paper copies of the Board packets would be provided at the Library Board meeting for those Board members who want them.
4. All documents in the Board packets, including the Library Board minutes approved at the meetings, would be posted on the Library’s website the day after the meeting.

Benefits to this new procedure include:
- Paper packets would be decreased from 30 to approximately 10-12 each month.
- Postage costs would be reduced.
- The information would be available immediately for any interested member of the public, not just those who request them via Administration.

Anderson made a motion to approve the proposal to send Library Board documents to the Board members and staff electronically, and to post all documents on the Library website following the meeting. Vanderwall seconded the motion, which was approved unanimously.

STRATEGIC PLANNING PROCESS:
Belden Charles gave an overview of the strategic planning process developed by the Library’s steering committee.

Walsh reviewed a list of Ramsey County Library’s significant achievements over the past seven years, under the following categories:

1. Growing demand
2. New collections
3. 21st century facilities
4. Digital services
5. Education and outreach
6. Volunteers and Friends
7. Automation efficiencies

The Library Board members and staff present were split into pairs, and asked to complete a partner interview questionnaire about the Library’s achievements, strengths, what makes RCL unique, and what they value most about the Library. After the interviews, the group came back together and shared highlights from their discussions.

Achievements: What stood out?
1. Four libraries built: we are expanding and growing
2. New website
3. Still open – not cutting hours even with decreased budgets
4. Great staff – low turnover
5. Commitment by Board and staff to being a modern library
6. Excitement and pride with Roseville and our community spaces
7. Building on our successes
8. We have learned from each new space built
9. Patrons feel ownership of the library
10. The closing of Arden Hills was done well

What sets us apart as a library system?
1. Willing to innovate
2. Our size: big enough to have good resources, small enough to be nimble
3. Suburban population: highly literate, density
4. Staff productivity
5. Community and County support, plus collaboration and ownership
6. System with seven unique libraries
7. Patrons that come from other areas around the cities
8. Strong Friends of the Library
9. We make service transparent
10. Friendly, welcoming, belonging, non-intimidating atmosphere
11. We keep the eye on the future and don’t punish our customers in tough times
12. Volunteers who feel a part of the library
13. Above average business use
**Strengths**

1. Guts
2. Willing to give it a shot
3. Vision
4. Dedication
5. Persistence
6. Not afraid to be first
7. Risk-taking
8. Independence of the Library Board – voice of the citizen, credibility
9. Relationship with the County Board
10. Innovative
11. Anticipate and respond to users
12. Customer service focus on what they want (i.e. coffee shop)

**What We Value**

1. Staff
2. Patrons
3. A Board that is open and willing to risk
4. Innovation
5. Community Support
6. Finding ways to remain relevant
7. Always learning
8. Access for everyone: free, gathering place
9. Commitment

The Board members reviewed trends data, and discussed what trends will impact libraries over the next 3-5 years. Opportunities include:

1. Information and digital literacy
2. How young people learn
3. Partnerships
4. Collaboration (including online tools)
5. Community place to meet
6. Curation
7. Social Safety Net
8. Computing Centers
9. Educational Reform and Change
10. Changing demographics – needing more library services
11. Online and digital resources

Nemitz and Belden Charles reviewed the next steps in the planning process, which includes more Library Board discussion at the March meeting.

**NEXT MEETING:** Strategic Planning Retreat
March 21, 2012, 6:30 p.m.
RCL – Roseville, 2180 Hamline Ave. N.
Community Program Room, 1st Floor

**MEETING ADJOURNED** 8:30 p.m.

Respectfully Submitted,

Mary Larson,
Library Board Coordinator