LIBRARY BOARD PRESENT:
Jim Berry, John Hakes, Craig Klausing, Paula Mielke

LIBRARY BOARD ABSENT:
Jan Rapheal, Library Board Coordinator; Carol Jackson, Mounds View Library Manager

STAFF PRESENT:
Susan Nemitz, Library Director; Mary Larson, Library Board Coordinator; Sandy Walsh, Deputy Director; Chuck Wettergren, Automation Services Manager; Jeff Eide, Roseville Library Manager; Bill Michel, Maplewood Library Manager; Carol Jackson, Mounds View Library Manager

OTHERS PRESENT:
Mary Jo McGuire, Ramsey County Commissioner

MOUNDS VIEW BRANCH REPORT:
Trend in the Service Area:
- The Mounds View population below the federal poverty level has grown from 12.2% (1990 U.S. Census) to 17.6% (American Community Survey 2008-2012); while the median household income has grown from $37,100 (1990 U.S. Census) to $58,100 (ACS 2008-2012).
- Mounds View is steadily growing more racially diverse: 96% of the population was white in 1990, 89% in 2000, and 79% in 2010 (U.S. Census data).
- In Mounds View, the percent of families who speak a language other than English at home is 12.6%; in Minnesota, it is 10.7% (census.gov)
- The number of LEP (limited English proficient) students enrolled in Mounds View schools increased nearly 100% from 2006 to 2012. (“Ranks of English learners swelling in Minnesota schools,” 12/17/12, mpr.org)
- Mounds View School District demographic data: 31.3% of students are eligible for free or reduced lunch; 10.2% of students receive special education services; 5.3% of students receive English as a Second Language services; racial diversity make-up is: 0.9% Native American, 12.7% Asian, 7.5% Hispanic, 10.9% Black, and 67.9% White.
- Two construction projects are underway on County Road 10 (close to the library): an expanded Biolife Plasma Services building, which will add capacity for 30 additional employees, and the 97-unit Bel Rae Senior Living Center, which will open in spring 2015.

LIBRARY ISSUES AND SERVICE TRENDS
- The closure of Anoka County Library - Northtown in spring 2014 gave Mounds View a bump in circulation, culminating in an increase of 11% from June 2013 to June 2014.
- Met with Mounds View City Manager and Director of Public Works to discuss viability of connecting library to city path to increase accessibility for walking and disabled patrons (not viable at this time due to maintenance issues).
- Piloting public fax service at the reference desk began in June 2014; has been utilized with great appreciation by the community.
- Piloting self-serve Keurig coffee with a suggested donation of $1.00 per cup; free for Tech & Coffee attendees.
- Piloted Thursday evening storytimes in 2014, but discontinued at the end of the year due to low turnout.
- Discontinued monthly teen anime club due to low turnout; will be exploring other possibilities for teen programming.
- Starting in March 2015, will be offering Lit Circles for English Language Learners, in partnership with Silver View Adult Education Center.
- Exploring options for making use of library grounds for outdoor programming.
Innovation Project – New Populations

- Created Conversation Circles for English Language Learners (ELL) at Mounds View in May 2013; expanded to Shoreview in November 2013 and to Roseville in January 2015.
- Recruited and sent nine Conversation Circle facilitators and two staff to Minnesota Literacy Council ESL Pre-Tutor training.
- Created seven booklists for New Readers (also available online at http://www.rclreads.org/books/recommended/new-adult-readers).
- Purchased $2,000 worth of ELL materials (print and audio) to enhance Mounds View’s collection.
- Offered seven tours for Silver View Adult Education population to 150 adults and 20 children from more than 20 countries.
- Created welcome bags for ELL tour participants including handouts created for ELL population.
- Offering Lit Circles for English Language Learners starting in March 2015.

CALL TO ORDER:
Hakes called the meeting to order at 6:45 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:
Berry made a motion to approve the agenda for February 18, 2015 and the minutes of January 21, 2015 as presented. Klausing seconded the motion, which was approved by unanimous vote.

RESOLUTION REGARDING THE RETIREMENT OF SANDY WALSH:
Berry made a motion to approve the Resolution Regarding the Retirement of Sandra Walsh, and to authorize the Library Board Chair to sign the document. Klausing seconded the motion, which was approved by unanimous vote.

DIRECTOR’S REPORT:
The Library will be closed February 16, 2015 for President’s Day.

A time capsule was placed in the new facility in White Bear Lake on February 4, 2015. Kim Vanderwall, Jim Berry and John Hakes attended.

The Great Gatsby Gala held on February 7 was a great success. The Friends raised nearly $30,000 at the event.

Ramsey County has just a completed a new strategic plan.

Vision:
A vibrant community where all are valued and thrive.

Mission:
A county of excellence working with you to enhance our quality of life.

Goals:
1. Strengthen individual, family and community health, safety and well-being.
2. Cultivate economic prosperity and invest in neighborhoods with concentrated financial poverty.
3. Enhance access to opportunity and mobility for all residents and businesses.
4. Model fiscal accountability, transparency and strategic investments.

The County Manager is aligning department structure within four core Service Teams.
Each of these four teams will be headed by a separate Deputy County Manager. The goal of the reorganization is to allow a more effective response to community needs by aligning workgroups around related services, fostering collaboration, providing faster decision-making and business execution, and affording additional career enrichment and job opportunities.

The new organization will be structured around existing talent within the County. Overall headcount will not change, as management vacancies will be used to create the new Deputy County Manager positions. The Library will be a part of the Economic Growth and Community Investment Team. The Deputy Director for this group will be Heather Worthington.

After the failed search for a new Executive Director, the MELSA Board of Trustees has selected Melissa Brechon, retired director of the Carver County Library, as interim director. The committee will begin a national search for the position.

FRIENDS OF THE LIBRARY REPORT:
The Otto Bremer Foundation has awarded the Friends $30,000 for the White Bear Library Capital Campaign. $15,000 is a direct grant and $15,000 is a matching grant. The total raised to date from foundation grants is $77,000 for this campaign.

Thanks to the event sponsors, volunteers, and guests, the Friends hosted an amazing Great Gatsby Gala at the library in Roseville. Although the financial records are not yet complete, it appears that the $30,000 fundraising goal for this event was met and the Friends will be able to give the Library a grant to add 1,500 new items to the lending collection. Thanks go to the following event sponsors:

Platinum Level Sponsor ($2,500)
- Metro State University

Gold Level Sponsors ($1,000)
- Falcon Heights-Lauderdale Lions Club
- Wenck Associates
- Andersen Corporation
- BMO Harris Bank
- Maguire Agency
- Carl Bolander & Sons
- Goodmanson Construction
- Pamela M. Harris
- Bill and Bonnie Frels
- Frank and Jayne Harris
- Susan Nemitz and John Curry
- Fairview Wine & Spirits

Plan to join the Friends on Saturday, April 18 for the Annual Luncheon and Author Talk at the North Oaks Golf Club.

2014 FOURTH QUARTER REPORTS:
The Library Board reviewed the fourth quarter workplan, financial report, statistics, and incident reports.
YEAR END RESERVE LIST:
At the end of each budget year, Ramsey County departments are required to submit a list of unpaid obligations and planned expenditures. Although library and property tax revenues were below projections, there is a small surplus available for special projects. Balances also remain from the 2013 and 2012 reserves approved last year.

Mielke made a motion to approve the 2014, 2013, and 2012 year-end encumbrances as proposed. Klausing seconded the motion, which was unanimously approved.

LIBRARY BOARD THREE-YEAR AGENDA:
To ensure that the Library Board is kept informed of key library services, special projects, and business-related matters, staff created an annual list of topics to be considered by the Board at its meetings. The list is meant as a guideline to help plan agendas and balance workload throughout the year.

Agenda items may be shifted during the year to accommodate time-sensitive issues or other needs as determined by the Library Board and staff. The three-year agenda was revised to include feedback from the Library Board at the January meeting.

Klausing made a motion to approve the revised Library Board three-year agenda as presented. Berry seconded the motion, which was unanimously approved.

DONOR RECOGNITION POLICY:
The Friends of the Library have sold pavers, bookplates, and other items of a permanent or semi-permanent nature to raise money for library programs and projects. Recently questions have arisen about the content of donor inscriptions on such items.

The County Attorney’s Office was consulted on the issue. In light of the County Attorney’s memo, library staff thought it would be prudent to formulate a policy regarding acceptable donor recognition content.

The Library Board members discussed the proposed policy, in particular the directive that inscriptions should not include messages that are commercial in nature. Exceptions to the policy are suggested for corporate names and logos. The definition of obscene was debated, with Nemitz noting that there legal definitions for obscene material. Following the discussion, the policy was amended slightly to read as follows:

**Donor Recognition Policy**
*Individuals, groups, or institutions may donate pavers, library materials, or other items to the library. Donations of this type may sometimes include personalized inscriptions. In general, inscriptions may be specified by the donor with the following exceptions:*

- Commercial advertising (other than corporate names & logos)
- Religious
- Political
- Obscene

The Library reserves the right to decide which inscriptions are allowed based on these guidelines.

Klausing made a motion to approve the proposed Donor Recognition Policy as amended based on the recommendation of the Library staff and the Ramsey County Attorney’s Office. Mielke seconded the motion, which was approved by unanimous vote.

LIBRARY FINANCES OVERVIEW:
Library staff works closely with the Ramsey County Finance Department to monitor revenues and expenditures in the Library’s budget. Each quarter, a financial report is prepared to give the Library Board a summary of the Library’s operating funds, prior year reserves, grants, special funds such as rental books & DVDs and gift funds.
Using the 2014 Fourth Quarter Financial Report, Library Financial Manager Mary Larson and Director Susan Nemitz presented an overview of the Library’s revenue sources, expenditures and fund balances. The Library is funded primarily via a suburban-only property tax levy. It is supplemented by State funding through County Program Aid and regional library system funding, and library generated revenues such as library fines, printer and copier fees, and rental revenue from the coffee shops at Roseville and Maplewood. Expenditure categories were reviewed, including salaries and benefits, County services such as property management and administrative overhead, and capital expenditures.

**STATISTICAL REPORT FORMAT:**
The Library files annual reports with state and federal agencies and includes performance measures in its budget requests to Ramsey County. Over the years, data reporting requirements have evolved, and the Library has revised its data gathering to reflect those changes and to gather all statistical data into one comprehensive reporting instrument, with the most recent revamp occurring in 2009.

With the start of the new year, and the statistical reporting duties transitioning from Sandy Walsh to Jeff Eide, a review of the current statistical report format is timely. It is planned that the Library Board will receive a streamlined version of the spreadsheets each quarter. A copy of the current statistical format was distributed at the January meeting for Library Board input.

Klausing asked how Library Board members utilize the statistics. The Board discussed the current data included on the quarterly reports and highlights on the cover sheet. Staff will return with suggested revisions to the statistical report with the first quarter reports in April.

**WHITE BEAR LAKE PROJECT UPDATE:**
Construction remains on schedule. The Library expects to receive an occupancy permit by February 27. Current projects include ceiling installation, solar tubes, casework and trim, plumbing fixtures, and painting. All of the furniture has been ordered with the exception of a few items that are being pursued outside of existing contracts. Current plans are to move shelving and books back into the building the first week of March. Staff will move in the following week.

The Library and Property Management have received a proposal from Knutson Construction and Bentz/Thompson/Rietow (BTR) to design and construct the reading patio and monument sign. An interior and exterior signage package is being developed. Library staff met with Dillon Larson of BTR and Ann Kane of the White Bear Lake City planning staff to discuss the patio design and monument sign.

Library Manager Therese Sonnek worked with the White Bear Lake Historical Society to fill a new time capsule for the new library. A small ceremony was held on February 4 to celebrate and document the moment. The capsule was placed behind the Carnegie stone above the fireplace in the adult reading area. Several local dignitaries were present including Ramsey County Commissioner Victoria Reinhardt and White Bear Lake Mayor Jo Emerson, as well as Library Board members Kim Vanderwall, John Hakes, and Jim Berry.

The State Library Construction Grant is being reviewed by the State Department of Management and Budget.

The Art Committee toured the building on February 12 to find likely locations for pieces of art and to brainstorm about what kind of art might be most appropriate.

The Library is in the process of hiring staff to fill White Bear Lake’s complement when the building opens. The Grand Opening has been scheduled for April 11. Plans are in development.

**SHOREVIEW FACILITIES PLANNING UPDATE:**
The Shoreview City Council voted on February 2 to contract with Better Futures Minnesota to deconstruct the house at 795 Highway 96 West. Work should start sometime in February and take approximately 2 weeks to complete. The City documentation mentioned that this was in preparation for the possible Library construction project. As a result several news media outlets, including KSTP-TV, reported on the proposed changes to the Shoreview Plan.
Discussions with the Mounds View School Board concerning the purchase of the current library building continue. Bruce Thompson of Ramsey County Property Management has been working with the school administration on the Library’s behalf. An oral agreement has been reached. This proposal was discussed at a School Board work session on February 5. It has not been approved. Upon approval, the School Board will issue a Letter of Intent.

Ramsey County Property Management sent a letter to the City of Shoreview offering the current property to the City at fair market value as required by the 1990 purchase agreement. The City has 90 days to act.

Approvals for the change in scope of the Shoreview project and changes in cost and financing will be sought from the County Board when the letter of intent and City action have been received. A County Board workshop on this matter is tentatively scheduled for March 3. Documentation for that presentation is being developed by Library and Property Management staff. John Hakes, Library Board Project Liaison, and Kim Vanderwall, Library Board Chair, are both scheduled to attend.

**NEXT MEETING:** March 18, 2015 – RCL North St. Paul, 2300 North St. Paul Drive, 6:30 p.m.

**ADJOURNMENT:**
Mielke made a motion to adjourn the meeting. The motion was seconded by Klausing, and approved by unanimous vote. Meeting adjourned at 8:25 p.m.

Respectfully Submitted,

Mary Larson
Library Board Coordinator