LIBRARY BOARD PRESENT:
Matthew Anderson, John Hakes, Paula Mielke, Kim Vanderwall

LIBRARY BOARD ABSENT:
Jeff Johnson, Janice Rapheal

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

OTHERS PRESENT:
Mary Jo McGuire, Victoria Reinhardt, Ramsey County Commissioners

CALL TO ORDER:
Anderson called the meeting to order at 6:30 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:
Mielke made a motion to approve the agenda for February 19, 2014, and the minutes of January 15, 2014, as presented. Vanderwall seconded the motion, which was approved by unanimous vote.

2013 WORKPLAN ACCOMPLISHMENTS:
Mielke made a motion to accept the 2013 Workplan accomplishments as presented. Vanderwall seconded the motion, which was approved by unanimous vote.

2014 WORKPLAN:
Mielke made a motion to accept the 2014 Workplan and Major Initiatives as presented. Vanderwall seconded the motion, which was approved by unanimous vote.

YEAR END RESERVES:
At the end of each budget year, all Ramsey County departments are required to submit a list of unpaid obligations and planned expenditures. In 2013, library revenues were below projections for library fines, interest on investments, and coffee shop rental revenue at the Maplewood Library, but property tax revenues partially offset the loss. Balances also remain from the 2012 and 2011 reserves approved last year.

Mielke made a motion to approve the 2013, 2012 and 2011 year-end encumbrances as proposed. Vanderwall seconded the motion, which was approved unanimously.

LIBRARY SERVICES IN NORTH ST. PAUL:
Commissioner Victoria Reinhardt was present to discuss the issues regarding Library services in North St. Paul with the Library Board.

Library operations continue to be bumpy at the North St. Paul Community Center. In December, Library staff met with the City of North St. Paul and School District 622 to negotiate building opening and closing hours and procedures. At the time, the Library agreed to open and close the community center on Saturdays. Other days of the week would be handled by the School District. The Library temporarily increased staffing on Saturdays.
There has been no dependable way to schedule rooms for programs. All adult programming for North St. Paul has ceased. Weekly story time room designation has been erratic. Staff has been trying and unable to schedule Summer Reading programs. Staff is creating a plan to move Summer Reading programs and children’s story times to Maplewood in June.

The Library Director received several calls over the month of January from Library Manager, Carrie Watts. Building open and close times were inconsistent. Patrons kept requesting community center hours to be posted. Janitorial services were not being provided in a routine way. Many groups (e.g. sports teams) were using the facility. Some groups were scheduled after the Library closing time but had no means to secure the building.

The Library Director made several phone calls to the City requesting clarification of opening and closing procedures, posting of Community Center hours, consistent janitorial services, and assistance with closing on Saturday evenings by the North St. Paul Police Department.

Upon inquiries to the school, staff informed the Library that the school staff would not be closing the building and that the high school principal (the Library’s main contact) had been put on administrative leave. The situation was aggravated by a number of school snow days.

Library staff met with the North St. Paul City Manager on February 4 to reiterate the concerns. He in turn met with the Superintendent on February 11. The school district informed him that they will assign a new contact person and specify hours. They said that the direction of the school has changed. They are moving from 25 to 60 students. They need more space and want exclusive use of the space currently shared between the school and library to use as a classroom. The space is part of their lease but the Library spent $10,000 on furniture, shelving and collections to furnish it. All items can be repurposed within another library. The thrift shop that was created in the former Polar Den area will also be repurposed into a classroom.

An initial look at January statistics over January 2012 shows a 16% drop in circulation and a 28% drop in computer use. Changes to the operation of the Community Center are having a significant effect on the Library.

Commissioner Reinhardt has been following the issues closely, and met with the Mayor. Another meeting is set up on February 20 to include staff.

**NON-RESIDENT LIBRARY CARD POLICY:**

MELSA libraries have jointly agreed to adopt consistent policies and procedures for non-resident cards. Under the new MELSA Non-Resident Fee Based Card Policy:

1. All MELSA member library systems may sell library cards to non-residents.
2. A purchased card may be used only in the library system that issued the card.
3. Each library system will set the circulation and usage rules for a purchased card with the exception that the 3M CloudLink collection will not be available using a purchased card.
4. All cards issued prior to the policy adoption start date will remain unchanged until expiration (one year from the date of issue).

Vanderwall made a motion to approve the recommended change in the non-resident card policy to bring Ramsey County Library into alignment with other MELSA libraries. Mielke seconded the motion, which was approved by unanimous vote.

**PROPERTY MANAGEMENT UPDATE:**

Julie Neville, Library Property Manager, was present to review projects completed in 2013 and to outline upcoming projects for 2014.

**MOUNDS VIEW BRANCH REPORT:**
Library Issues and Service Trends
• Circulation and visits continue to decline; RCL–New Brighton’s successful launch has had an impact.
• Nearby Anoka County Library–Northtown is scheduled to be closed for renovation from April-June 2014; this closing should affect Mounds View’s level of business positively.
• Children’s programming and circulation continues to hold strong and an evening storytime was added in January 2014 to serve working parents.
• Adult programming remains a challenge, with low turnout despite excellent offerings.
• A Friends of the Library book cart was added in 2013; sales have been promising.
• Incidents in 2013 mostly involved theft; security cameras and local law enforcement were enormously helpful in resolving these issues.

Library Services and Events
• Two weekly family storytimes.
• One weekly conversation circle.
• One monthly teen anime club.
• Strong children’s programming and circulation.
• Fresh and updated look due to a renovation project completed in August 2013 comprising new carpet, paint and end panels.

Innovation – New Populations
• Created Conversation Circles for English Language Learners at RCL–Mounds View.
• Expanded Circles to RCL–Shoreview.
• Pike Lake Education Center’s move in spring 2014 to within one block of Library will increase partnership and programming possibilities (including a planned World Café program to welcome residents to the Library).

Key Partnerships
• Pike Lake Education Center – partnership to provide new language learner programs.
• Mounds View City and Community Center – promotion of programming and Library.
• City of Mounds View Cable Television – promotional spots filmed at Library.

MASTER PLANNING FOR SHOREVIEW AND WHITE BEAR LAKE:
A contract for the White Bear Lake addition and remodeling is being negotiated with the design/construction team of Knutson Construction and Bentz, Thompson, and Rietow Architects. A kickoff meeting is planned for February 18; a public meeting will be scheduled for sometime in March. The project timeline and budget will be distributed at the meeting. It is hoped that a Library Board member will serve on the design team. Mielke volunteered to serve as the Library Board liaison to the design team.

An interim service plan is being developed for the months White Bear Lake will be closed. Hours at other Ramsey County libraries will be increased using White Bear staff. Storytimes and selected other programming may be offered at an alternate White Bear Lake location. The Library is working on a communications plan.

Opening day collection enhancements will be funded from end-of-year balances. A major weeding project is planned for May, and a sale of used books and furnishings is being planned for mid-June.

The Friends have developed three committees for the White Bear Lake capital campaign - communications, events, and businesses. PR materials will be developed to support the effort. The preliminary goal is to raise $100,000. There will be opportunities for room naming and for engraved pavers. A 100th birthday celebration is being planned as a fund raiser. A list of potential funding possibilities will be developed by the Library. A purchase agreement has been signed for the property at the corner of Highway 96 and Victoria. A closing date has not yet been scheduled.
LEGISLATIVE UPDATE:
Every year, the two Ramsey County intergovernmental relations staff, Nick Riley & Claudia Brewington, query departmental directors for ideas and suggestions for the State Legislative Platform. The Legislative Platform is reviewed and approved by the Ramsey County Board. It represents the priorities of the Board in terms of legislative effort.

Each year the Library Director has requested some library language in the platform so that the services of Ramsey County Intergovernmental Relations staff can be utilized should library issues arise at the State level. This year, the following language was included in the Platform.

**Continue Legacy Funding and Construction Grant Opportunities for Libraries:** In Minnesota, local government provides most of the funding for the libraries in their communities. However, Legacy Art and Cultural Heritage Fund grants and Department of Education Constructions Grants offer alternative sources for specific projects or programs. Support Item with Minnesota Library Association (MLA) as the lead.

MELSA receives over $1 million annually in Legacy Grants. The Minnesota Senate has attempted to reduce grants to libraries over the last several years. Ramsey County Libraries received a $400,000 Library Construction Grant for RCL Roseville. The Library would like to see this program continue.

In the past, RCL played a central role in lobbying for the allocation of Legacy Funds for libraries in general. Ramsey County Library has lobbied for and received changes to the payback structure of the Library Construction Grant program. The Library worked for the appointment of a librarian on the State Workforce Investment Board.

Ramsey County Library is a member of the Minnesota Library Association (MLA). MLA has a legislative committee, develops a legislative platform, sponsors Library Lobby Day on Capitol Hill and hires a lobbyist (Elaine Keefe). The 2014 Minnesota Library Association Legislative Platform includes:

- The Minnesota Library Association and the Minnesota Educational Media Organization support the appropriation of $3 million dollars for the 2014-2016 biennium for the construction of public library buildings through the State’s currently authorized matching program (Minnesota Statutes 134.45).

- The Minnesota Library Association and the Minnesota Educational Media Organization supports an increase of $6 million for a total of $9.75 million in funding for the Telecommunications Equity Aid (TEA) program as well as ongoing funding of the current $2.3 million appropriation for the Regional Library Telecommunications Aid (RLTA) program to ensure equitable access to broadband and Internet services and to address the rapidly growing demand for increased bandwidth in K-12 schools and public libraries. This support encourages the further development of fiber optic network connections by service providers to public libraries, school media centers, school districts, and publicly supported academic libraries.

- The Minnesota Library Association and the Minnesota Educational Media Organization encourage the State of Minnesota to pursue an investigation of the wide variance of pricing in eBooks for libraries as compared to individuals, and an exploration of possible remedies to this uneven and discriminatory sales model.

Library Lobby Day will take place on Wednesday, March 5, 2014.

The Friends of the Ramsey County Libraries are organizing a small delegation to attend. The Library will schedule short meetings with local legislators that day, although these are often canceled due to changes in their legislative schedules. These visits allow us to develop a presence at the capitol and create relationships that can assist the Library when trouble does arise.
**DIRECTOR’S REPORT:**
The History Day Hullabaloo took place Saturday, January 11 at the library in Roseville. 120 students participated.

A special thank you goes out the Friends of the Ramsey County Libraries for sponsoring the Kindergarten First Library Card Celebration on Saturday, January 25. Over 1,000 people attended and 280 kindergarteners received their first cards and a free book. As a result of their efforts, a total of 1,240 children received cards thanks to school visits by RCL’s wonderful children’s librarians.

The Ramsey County Commissioners are reopening the search for the final Library Board member. Please ask interested individuals to apply online through the County’s website.

The MELSA Trustees approved changes to the nonresident card policy at their January meeting.

Nemitz thanked so many of the Library Board members for attending the Gatsby Gala. The Friends exceeded their fundraising goal. Proceeds will go toward the collections.

The Friends of the Libraries Board meeting was January 27. Their 2013 fundraising exceeded their budget plans and the group authorized a one-time gift to the Library of $30,000. The Library is currently developing proposals to use the gift for a pilot STEM program series aimed at elementary aged children and the expansion of hours at Roseville to Friday nights during the fall of 2014.

**FRIENDS OF THE LIBRARY REPORT:**
The Friends are thrilled to report that the Gala was a fantastic success and exceeded the fundraising goal for this event. More than 200 people, most in costume, attended the evening. Kerri Miller was lots of fun as Emcee and the auctioneer was worth every penny. Donations to the event are still coming in and, although the final accounting is not yet complete, the Friends will be giving the library more than the $20,000 fundraising goal. That means that more than 1,000 new items can be added to the collection as a result of this event. It was great to have Ramsey County Commissioners Blake Huffman, Mary Jo McGuire, Janice Rettman, and Victoria Reinhardt join in the festivities and help raise money by donating unique silent and live auction items. Planning is already underway for our 2015 fundraising Gala.

On Saturday, January 25, the library hosted its annual Kindergarten Card Party at the library in Roseville. Over 1,000 people participated including 280 kindergarteners who received their first library card. The children participated in a scavenger hunt as a way to find out what is at the library, while the 501st Legion (a Star Wars costumed characters organization) joined in the fun to give kids an up-close interaction with characters like Darth Vader, a Jedi Knight and a Tusken Raider. Local children’s author David LaRochelle and illustrator Mike Wohnoutka made three fantastic presentations for kindergarteners and their families, highlighting their new book *Moo!* nominated for a Minnesota Book Award. Parents and children are grateful to Central Pediatrics and Priority Pediatrics in Falcon Heights who donated money so each kindergartener could receive a free book for their home library. The team of teen volunteers who staffed the scavenger hunt desks and dressed as Booker helped make this event a smashing success!

The Capital Campaign Steering Committee met on February 3rd and is recruiting volunteers to serve on the Communications, Events, or Outreach Subcommittees.

Upcoming Events
- April 21 – Friends Annual Meeting, RCL-White Bear Lake, 6:30 pm
- April 23-27 – Spring Book Sale
- April 26 – Annual Luncheon with author Larry Millett at the North Oaks Golf Club
- May 17 – Fifth Annual BookIt! 5K Walk/Run

**NEXT MEETING:** March 19, 2014, RCL – North St. Paul, 2300 North St. Paul Drive, 6:30 p.m.
MEETING ADJOURNED: 8:40 p.m.

Respectfully Submitted,

Mary Larson
Library Board Coordinator