LIBRARY BOARD PRESENT:
Marisol Chiclana-Ayala, John Hakes, Craig Klausing, Paula Mielke, Jan Rapheal, Kim Vanderwall, Tou Xiong

STAFF PRESENT:
Susan Nemitz, Library Director; Mary Larson, Library Board Coordinator; Lynn Wyman, Deputy Director, Jeff Eide, Policy & Planning Manager; Bill Michel, Facilities Planning Manager; Chuck Wettergren, Automation Services Manager; Kristi Saksvig, Library Communications Manager; Monica Stratton, North St. Paul Library Manager

OTHERS PRESENT:
Mary Jo McGuire, Ramsey County Commissioner; Les Sipkema, Shoreview Resident

CALL TO ORDER:
Vanderwall called the meeting to order at 6:35 p.m. in the Teen Room of the Ramsey County Library in North St. Paul, 2300 North St. Paul Drive. New Library Board member Marisol Chiclana-Ayala was introduced.

PUBLIC COMMENT:
None.

APPROVAL OF AGENDA AND MINUTES:
Klausing made a motion to approve the agenda for March 16, 2016, and the minutes of January 20, 2016, as presented. Rapheal seconded the motion, which was approved by unanimous vote.

ANNUAL REPORT TO STATE:
State Library Services, a division of the Minnesota Department of Education, coordinates a statistical survey on library usage, collection size, staffing distribution, etc. for every library in Minnesota each year. Libraries are required to submit their annual data to the State Library Services Office no later than April 1. Ramsey County Library is currently in the process of gathering the required data for submission.

Policymakers, library administrators and the general public use the statistical data to plan and evaluate library development and services. Data for public, academic and state library agencies is available from the Institute of Museum and Library Services (IMLS). A copy of the report will be available upon request after April 1.

Klausing made a motion to authorize the Library Board Chair and Library Director to sign and submit the 2015 Public Library Annual Report to the Office of State Library Services as mandated. Rapheal seconded the motion, which was approved unanimously.

RESOLUTION REGARDING THE RETIREMENT OF PAMELA VAN METER:
Klausing made a motion to approve the Resolution Regarding the Retirement of Pamela Van Meter, and to authorize the Library Board Chair to sign the document. Rapheal seconded the motion, which was approved by unanimous vote.

DIRECTOR’S REPORT:
All Ramsey County Library locations will be closed on March 27, 2016 for the holiday. The Ramsey County Library in New Brighton will expand hours by adding Mondays starting April 4. All libraries will be closed on April 7 for a staff in-service day.

Several letters to the Library Board arrived this month and were shared with Board members.
On March 8, the Ramsey County Board approved the selection of Marisol Chiclana-Ayala for the Library Board. Marisol worked for a number of years in Ramsey County Human Resources and now works with the Minnesota Department of Health on community engagement. She and her family live in White Bear Lake and use the library in Maplewood often.

The White Bear Lake Garden Club recently approached the Library in White Bear Lake to partner on opening a Seed Library. Seed Libraries are a popular way to engage the local community in exchanging and preserving heirloom, open-pollinated seeds and have been developed in libraries around the country, notably in Duluth, MN, and La Crosse, WI. The RCL Seed Library will open April 2, with a kick-off program at 10:30. A Master Gardener from the University of Minnesota Extension program will be speaking and answering questions. Start-up seeds will be provided by the White Bear Garden Club, donations sought by the Garden Club, and through a grant from the Library. Patrons can “check-out” up to 4 packs of seeds. Seeds types include vegetables, flowers, and herbs. A seed-gathering program in late summer will follow to replenish the library.

The new maker space at the library in Maplewood has been wildly successful with area youth. Traditional library users have shared concerns about noise and rowdy teenagers. Library administration will expand staffing, programming, and training to accommodate the demand.

Library Director Susan Nemitz and the ConnectED team from the White Bear Lake School District presented to the Minnesota Association of School Administrators on March 11 on Library/K-12 partnerships and the ConnectED Challenge.

MELSA will be conducting a paper survey mailed to residents across the Twin Cities in the next few months. The overarching goal is to identifying access needs for e-government services by obtaining accurate information about metro area residents’ knowledge of, access to, skills, and use of information and communication technologies. The data will provide the information required for metro libraries and their counties and cities to develop infrastructures that enable all residents to participate in e-government and e-learning.

MELSA launched the beta version of smARTpass, a web-based arts outreach program that allows Twin Cities’ residents to use their library cards to get free or discounted tickets to performances and museums. Patrons are limited to two reservations at one time. The pilot project will take place from March 1- August 31.

Nemitz shared a summary of some of the financially measurable benefits received by the Ramsey County Library system as a member of MELSA in calendar year 2015. The first section includes allocations—funds available to the systems whether entirely used or not by the system in the calendar year. The second section includes collaborative products and services purchased for, and a partial listing of programs provided to, the library system by MELSA. The system’s percentage of the population of the MELSA region was used to assign costs of the collaborative purchases to the individual system if per system costs were not available. Administration costs and overhead for MELSA not included in these numbers.

MELSA held a metro-wide contest for the best Winter Reads display. The winning branch gets bragging rights and donuts and coffee for staff. MELSA staff chose the winner Thursday and the winner is... the Ramsey County in Shoreview! This display featured library staff peering over their favorite reads, creating a nice connection between Winter Reads participants and the staff they see and interact with in the branch.

FRIENDS OF THE RAMSEY COUNTY LIBRARIES REPORT:
On February 6, volunteers transformed the first floor of the library in Roseville into a setting which all those who love reading spy thrillers would enjoy. The Friends welcomed 283 guests, most of whom wore clever disguises. The evening included a program emceed by MPR’s Kerri Miller, silent and live auctions, food, wine service donated by Fairview Wine & Spirits, a Spy School, live music, dancing, games and a costume contest.
The hugely successful event exceeded the fundraising goal of $30,000, so the Friends were able to give proceeds of $35,000 to the Ramsey County Library. This will be used to add more than 1,750 new items to the heavily-used lending collection at the libraries in Maplewood, Mounds View, New Brighton, North Saint Paul, Roseville, Shoreview, and White Bear Lake.

The Gala brought in more than just money. It enabled the Friends to reinforce that public libraries are dynamic community resources for people of all ages and interests. The event promotion and publicity helped focus positively on the public libraries as valuable gathering places. Thanks to the volunteers, sponsors and guests for helping make this such a successful event.

The Library Board discussed the success of the gala fundraiser. Xiong made a motion that the Library Board approve a resolution thanking the Friends, sponsors and donors for their hard work on the gala. Mielke seconded the motion, which was approved by unanimous vote.

**E-RATE TELECOMMUNICATIONS AGREEMENTS:**

Ramsey County Library funds a portion of its telecommunications costs using the Federal Universal Service Fund Schools and Libraries Program. This program, commonly known as E-rate, provides discounts to schools and libraries for telecommunications and Internet access.

RCL has participated in the E-rate program since the 1990s. To participate, organizations must regularly submit requests for service from vendors registered with the program. E-rate provides RCL an approximate discount rate of 60% that comes in the form of reimbursements. Discounts are not guaranteed and must be approved by the E-Rate program each year. So far RCL has always received its requested discounts.

For the federal fiscal year beginning July 1, 2016, RCL submitted a request for Lit Fiber Service and Internet Access to replace existing service contracts ending in 2016. Lit Fiber Service provides connections between remote library locations and the library in Roseville, while Internet Access provides a single point of access to the Internet maintained at the library in Roseville.

**Lit Fiber Service**

Based on low cost, and the ability to provide service to specific locations, two vendors were selected. Comcast was selected to provide service for the libraries in Shoreview and New Brighton. This service will require Comcast to install a connection at the library in Roseville.

The City of North St. Paul, who currently provides fiber service for White Bear Lake, North St. Paul and Maplewood, would continue to provide service to these locations in addition to the library in Mounds View. Costs (not reflecting discounts) are listed below.

Final realized costs will be approximately $1,883.60/month – resulting in a savings of $33,905/year.

**Internet Access**

The City of Roseville provided the lowest cost Internet service and is the existing vendor. Cost: $1,500/month (before discounts) for 1G. Final realized costs will be approximately $600/month – resulting in a savings of $10,800/year. In addition, the Library will receive Regional Library Telecomm Aid from the State of Minnesota that covers most of the remaining balance.

Service agreements for Lit Fiber have been reviewed by the County Attorney and suggested changes are pending review by Comcast and the City of North St. Paul. The service agreement for Internet Access has been reviewed by the County Attorney and the City of Roseville.
Mielke made a motion to approve acceptance of final telecommunications agreements based on listed pricing, and authorize execution of the agreements by the Library Director; subject to the approval of the Ramsey County Attorney’s Office. Rapheal seconded the motion, which was approved unanimously.

**NAMING RIGHTS FOR THE RAMSEY COUNTY LIBRARY IN SHOREVIEW:**
In October 2008, the Library Board adopted a Naming Policy to assist with private fundraising for capital campaigns organized by the Friends of the Ramsey County Libraries.

On October 1, 2015 the Friends officially kicked off a Capital Campaign for the Ramsey County Library in Shoreview. Enthusiastic community members have volunteered to serve on one of the following three campaign committees—Communications, Events, and Business Outreach. Based upon recommendations from Ramsey County Library administrative staff, the campaign’s goal has been set at $250,000 to fund a media lab, fireplace, interactive installations in the children’s area, a laptop lab for classes, art, technology, exterior furnishings, additions to the lending collection and other amenities for which county funding is not available.

During the capital campaign for the library in Roseville, naming rights were granted for three rooms in recognition of donations of $10,000, $20,000, and $50,000. During the capital campaign for White Bear Lake, naming rights were granted for two rooms and one outdoor area in recognition of donations of $5,000 and $10,000.

Library Board approval will be required before the specific naming right for a room or area is granted.

Xiong made a motion to authorize the Friends of the Ramsey County Library to offer naming rights for the following areas in the Ramsey County Library in Shoreview:

<table>
<thead>
<tr>
<th>Room Naming Opportunities</th>
<th>Gift</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Program Room</td>
<td>$100,000</td>
</tr>
<tr>
<td>Children’s Area</td>
<td>$50,000</td>
</tr>
<tr>
<td>Teen Area</td>
<td>$50,000</td>
</tr>
<tr>
<td>Media Lab</td>
<td>$30,000</td>
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<tr>
<td>Board Room</td>
<td>$10,000</td>
</tr>
<tr>
<td>Book Club Room</td>
<td>$8,500</td>
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<tr>
<td>Conference Room</td>
<td>$8,000</td>
</tr>
<tr>
<td>Group Study Room</td>
<td>$7,000</td>
</tr>
<tr>
<td>Individual Study Room</td>
<td>$5,000</td>
</tr>
</tbody>
</table>

Klausing seconded the motion, which was approved by unanimous vote.

**BY-LAWS AND POLICIES SUBCOMMITTEE REPORT:**
A subcommittee comprised of Vanderwall, Klausing, Hakes, Mielke and Nemitz met prior to the Library Board meeting to review the current Library Board By-laws and Policies, which have not been reviewed comprehensively for several years. The subcommittee will meet approximately 3-4 more times before bringing recommended revisions to the full Library Board for approval.

**COUNTY ALIGNMENT:**
Nemitz reported that Ramsey County has announced its intention to centralize its Information Technology and Communications services across County departments. Phase I of this alignment is currently underway, and Phase 2, which will include the Library in some capacity, is being studied.
It is unclear how this alignment might affect library programs and services, or the statutory authority of the Library Board granted in State law. The Library currently has a management agreement with the Property Management Department for building management services that works well, and which could be used as a model for IT and communications. Nemitz will provide monthly updates to the Library Board on the progress of the discussions.

**MAPLEWOOD COFFEE SHOP UPDATE:**
The current coffee shop vendor, Sanook LLC dba Caféine, is still struggling in the leased space at the Ramsey County Library in Maplewood. The Library Board approved an amended lease last year, which significantly reduced the monthly rent payment. The owners are seeking further reduction in rent, and a shortened lease term. Nemitz noted that she would be in favor of shortening the 5-year lease to a 3-year lease in return for the Library keeping the full security deposit, but felt that reducing the rent more than the 50% approved by the Library Board in 2015 would be subsidizing a private vendor. The Library Board authorized staff to negotiate the shortened lease term with Sanook LLC, working with the Ramsey County Attorney’s Office on the revised lease.

**BUDGET OVERVIEW/TIMELINE:**
In 2015, the Ramsey County Board of Commissioners adopted the County’s two-year budget for 2016 and 2017. This year, department budget hearings with the County Board will focus on budget strategies and performance measures rather than the critical success indicators used in previous budgets. Julie Kleinschmidt, Ramsey County Manager, will also submit a supplemental budget for changes to the previously approved 2017 budget.

The Supplemental Budget Kickoff meeting will be held March 14, 2016. Library staff will present the budget documents for Library Board approval on April 20, and the Library’s hearing with the County Manager and the Finance Director will take place on April 28. Further information on the process and timeline will be available after the kick-off. The 2017 Budget will be approved by the County Board on September 12.

**SHOREVIEW PROJECT UPDATE:**
Construction is going well. Adolfson & Peterson (A&P) personnel believe they are back on schedule. Steel erection is almost finished, with sheathing being installed on all exterior walls. The last of the exterior concrete work is taking place this week.

A small order of shelving pieces needed to augment the existing shelving has arrived and is being stored in a small POD in the Library’s parking lot. This order was placed early because the company that manufacturers it has discontinued its line of shelving.

The Library is still working with the State of Minnesota to finalize the Grant Agreement for the Library Construction Grant. Ramsey County must close on the residential property being purchased from the City of Shoreview before the Agreement can be completed.

Construction bids came in under budget. Ramsey County Property Management and the Library have authorized A&P to accept all the add alternates on the list, at a cost of approximately $107,000. These include a sound masking system, the fireplace, and a variety of energy-saving measures.

The Shoreview Capital Campaign has increased its goal to $250,000 and is developing a wish list of items that won’t be funded by the project such as art, benches made from the trees taken down on the site, children’s literacy installations, etc.

**NORTH ST. PAUL BRANCH UPDATE:**
Wyman gave a brief history of the Ramsey County Library in the North St. Paul Community Center. She noted that a budget crisis in 2003 prompted mid-year budget cuts by the County, and the former facility closed June 1.
To provide an alternative for area residents, the City of North St. Paul and the Library collaborated to open a Reading Room in the Community Center, with donated furnishings and books. However, this was not satisfactory solution.

In March 2005, the new library in the North St. Paul Community Center opened. It was funded by the sale of the former library facility in North St. Paul, and utilized existing and a small addition to the Community Center. The Library included a non-requestable collection, which ensures that patrons will have the latest best-seller books and DVD on the browsing shelves. Later, public computers were added to the Community Center to allow computing outside of Library hours.

While circulation and other statistics have declined somewhat since the Community Center closed and the building became a school, usage still exceeds that of more than 30 other MELSA libraries, including 15 branches of Hennepin County Library.

Monica Stratton was appointed as Library Manager at North St. Paul in October 2015.

Trends in the Service Area

- Population in North St. Paul has increased slightly (+6%) in the last four years.
- Demographics indicate a predominately white (80%) population with approximately 25% under the age of 18.
- The population is relatively stable with most homeowners staying in their residences (83%) within the last five years. About 2/3 of the population in North St. Paul own their residence. The remainder live in rental housing, Section 8 housing or senior housing.
- The median household income remains firmly planted in the lower middle-class bracket, averaging at $51K per annum for the last five years.
- Despite the fact that the census indicates the overall population in North St. Paul is ~80% white, the ISD622 demographics indicate that the student population is only 52% white suggesting that Maplewood and Oakdale are contributing to the more diverse student population. 51% of the ISD622 student body receives free/reduced lunch services. More than 50 non-English languages are spoken in the households of the ISD622 student body.
- Polar Ridge Senior Living opened across from the Franklyn Park apartment complex in May 2015. This complex offers independent, assisted and memory care housing for seniors.
- A new charter elementary school is scheduled to open in September, 2016. This school (named North Metro Flex Academy: http://northmetroflex.com) is designed to provide flexible and blending learning experiences for K-4 students. The school is located across from City Hall on Margaret Street in downtown North St. Paul.

Library Issues and Service Trends

- North St. Paul is currently in its fourth month of laptop checkouts for Internet use. Although not wildly popular, a steady stream of 3-4 checkouts per month has proved this project to be worthwhile and is a definite help when all desktop Internet terminals are being used.
- North St. Paul’s page position continues to be open as the process for hiring someone to fill the hours has proven to be difficult. In the meantime, permanent staff has worked with substitute staff on a regular basis.
- Children’s Librarian Tami Lee transferred her North St. Paul hours to New Brighton when Monica Stratton was hired as branch manager (and children’s services provider for North St. Paul).
- Substitute Librarian Jenny Jackson served as main reference librarian during the summer months when the transition from Carrie Watts to Monica Stratton as manager was in process.
- Regularly scheduled teen gaming (Thursday afternoons and evenings) has been changed to open gaming whenever the teen room is open – Tuesday evenings, Thursday evenings and all day
Saturdays. This has resulted in a slight increase in use of the gaming station and has allowed patrons who do not frequent the library on Thursdays access to this type of programming.

- The Library continues to have small issues with the hockey school that resides in the building. Cleaning of the library has been a problem and North St. Paul City staff has been contacted to remedy this. The teen room is rarely used by the hockey school prompting consideration of requesting this room be available at other times than the usual Tuesday, Thursday, Saturday schedule. Enrollment at the school is down significantly (from 100 to 40 for the 2015-16 year).

- Kokoro Volleyball Club continues to use the gym for practicing in evenings and on weekends. At times the building becomes overwhelmingly crowded and noisy which has caused some parking lot issues with senior patrons. However, this program seems very healthy and the Library has drawn in parents and siblings of volleyball players who now use the library during practice times.

MEDIA HAPPENINGS:
Hakes thanked the Library and Communications Manager Kristi Saksvig for providing the compilation of library-related media reports each month.

NEXT MEETING:
April 20, 2016, RCL-Roseville, 2180 Hamline Avenue North, 6:30 p.m.

ADJOURNMENT:
Following a motion by Rapheal and a second by Xiong, the meeting adjourned at 8:25 p.m.

Respectfully Submitted,

Mary Larson
Library Board Coordinator