LIBRARY BOARD PRESENT:
Matthew Anderson, Jeff Johnson, Paula Mielke, Janice Rapheal, Kim Vanderwall

LIBRARY BOARD ABSENT:
John Hakes

STAFF PRESENT:
Susan Nemitz, Library Director; Mary Larson, Library Board Coordinator; Bill Michel, Maplewood Library Manager; Sandy Walsh, Deputy Director; Chuck Wettergren, Automation Manager

OTHERS PRESENT:
Mary Jo McGuire, Ramsey County Commissioner

CALL TO ORDER:
Anderson called the meeting to order at 6:30 p.m. in the Fireside Room of the North St. Paul Community School, 2300 North St. Paul Drive.

LIBRARY BOARD COMPOSITION:
Nemitz noted that the Library Board is now composed primarily of working-age members, rather than retirees. Due to work commitments, absenteeism at Board meetings is rising. The Library Board briefly discussed whether increasing the Board’s size from seven members to nine members would address the quorum issues resulting from absenteeism.

PUBLIC COMMENT:
No public comment.

APPROVAL OF AGENDA AND MINUTES:
Vanderwall made a motion to approve the agenda for March 19, 2014, and the minutes of February 19, 2014, as presented. Mielke 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.

Policymakers, library administrators and the general public can 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).

Vanderwall made a motion to authorize the Library Board Chair and Library Director to sign and submit the 2013 Public Library Annual Report to the Office of State Library Services as mandated. Mielke seconded the motion, which was approved unanimously.

TECHNOLOGY PLAN OVERVIEW:
Ramsey County Library maintains a technology plan to support its strategic initiatives. The current planning cycle covers three years (2013-2015). Maintaining existing technology is an important part of this plan, but an additional focus moves the Library towards examining and improving the user experience through collaborative and creative environments. Much of this is driven by increased demand to support digital literacy and access.
An important step has been analyzing how customers benefit from the Library’s strategic efforts. To help understand these potential benefits, Ramsey County Library surveyed its users in the fall of 2013, the first of what will be an annual survey developed by the University of Washington. Patrons were asked about their use of Library technology in the following areas: education, employment, entrepreneurship, health and wellness, eGovernment, civic engagement, eCommerce, and social inclusion.

Wettergren gave a brief presentation highlighting recent milestones, including the survey results, and next steps as Ramsey County Library moves forward.

2014-2015 SUPPLEMENTAL BUDGET OVERVIEW:
In 2013, the Ramsey County Board of Commissioners adopted the County’s two-year budget for 2014 and 2015. This year, department budget hearings with the County Board will focus on Critical Success Indicators and Performance Measures. Julie Kleinschmidt, Ramsey County Manager, will also submit a supplemental budget for changes to the previously approved 2015 Budget due to changes in State funding or State mandates.

The Board members debated the merits of submitting a supplemental budget request to increase the library materials budget. Nemitz noted Ramsey County Library has one the highest holds ratios in the MELSA area, averaging a 10-1 ratio compared to the 5-1 ratio that is the MELSA average. The holds ratio refers to how many copies of a title are purchased to fulfill requests on that title. Many bestsellers have long request lists, with patrons waiting up to a year or longer to check out a new release. Library staff will present the budget documents for Library Board discussion in April, with approval to submit on the Library Board’s May agenda.

The Library’s hearing with the County Manager and the Finance Director will take place on Thursday, June 12 at 1:00 p.m. The County Manager will present the Critical Success Indicators & Performance Measures and 2015 Supplemental Budget to the County Board of Commissioners on July 22, 2014, and the Library’s hearing with the County Commissioners is scheduled to take place on Tuesday, August 12 at 1:30 p.m.

The maximum levy will be certified by the County Board on September 9, 2014, and final approval of the 2015 budget will take place on December 16, 2014.

LIBRARY SERVICES IN NORTH ST. PAUL:
Cooperation between the Library and the School District has improved.

Commissioner Victoria Reinhardt requested a meeting with the Mayor of North St. Paul and the City Manager on February 20, 2014. The Library Director and Council Member Terry Furlong also attended. The deteriorating conditions in the former Community Center were discussed. The City reiterated their commitment to the success of the Library. The group agreed that the Library should remove the public computers from the lobby space because of a lack of appropriate supervision. The computers were removed the following week.

Library staff met with School District staff on February 25 to discuss building logistics and collaborative opportunities. Several things were communicated.

- The school will share their “week at a glance” calendars with the library. Those calendars identify who is using the building and when they will be there.
- When Community Education uses the building, they will provide a supervisor who will close the building. If the school uses the building after hours, they are responsible for closing. The school custodian will start work at 5 p.m. each day and will work until 11:00 p.m. The Library will close the building on Saturdays.
- The school is growing enrollment at the site. They started with 23 students and now have an enrollment of around 60 students. They believe that 65 students is their upper limit.
• Room booking remains complicated. For room bookings during school hours, the Library should work with the school administrator. Community Education will provide room bookings outside of school hours. There may be times when a higher priority school district event comes up and a room booking may need to be moved or canceled. The Library will not be charged for using rooms.
• The district hasn’t fully established their summer school schedule. The Library has not been able to schedule summer reading into the facility by deadlines. The program will be moved to Maplewood.
• The teen area will remain a shared space.
• School staff spoke very positively about the children’s and teen librarians. The weekly teen programs are a favorite with students. A number of students are eager to do work-study in the Library.

A new administrator for the school has been hired and is expected to begin the week of March 10.

NORTH ST. PAUL BRANCH REPORT:
Library Issues and Service Trends
• The City of North St. Paul was recently selected for the Resilient Communities Partnership (RCP), a year-long collaboration between the University of Minnesota and one partner community. Students from a range of graduate-level disciplines will work on 18 projects related to sustainability over the course of the year.
• A new senior housing complex is under construction on the west side of Helen Street, just north of Seppala Boulevard. The development will include two buildings with 114 units. Depending on the timing of the phasing of construction, the first property could be open early 2015.
• The North St. Paul Community School began the school year with 23 students. Enrollment has increased over the past month and is now at the 60-student capacity. A new principal has been hired for the school. With the change in administration, the school vision and curriculum has altered substantially. The future direction of the school remains unknown at this time.
• Circulation continues to decline. In January 2014, circulation was 16% less than in January 2013.
• Wireless use has increased almost 500% since last January.
• Library computers have been relocated from the lobby area to inside the library. There are nine computers available for public use.
• District 622 Community Education is in charge of the facility during non-school hours. Library and District staffs are in the process of working out room reservation procedures for library programs.
• Cold weather is causing problems with water service lines. As a result, the library has experienced water backing up through the floor drain into the fire-place area. Furniture has been moved and industrial fans put out multiple times over the course of the winter. On Monday, March 10, water began streaming in through the floor by the windows in the new teen space. Within thirty minutes it had reached the door to the main area of the library. School, city, and library staff moved books and furniture and vacuumed as water continued to pour in. Eventually, the water was shut off. Subsequently, it stopped flowing in. Public Works attempted to diagnose the problem. However, the source of the flooding remains unknown.

Library Services and Events
• New Brighton Children’s Librarian, Tami Lee, comes to the North St. Paul Library once a week for her popular family storytime.
• Teen Librarian, Charles Mosner, and AmeriCorps CTEP members conduct weekly teen programs with the North St. Paul Community School students. Topics range from informal makerspace labs and digital art to computer skills for job seekers and how to write a resume.
• The majority of NS’s collection remains “non-requestable,” meaning that we often have popular high-demand items readily available for patrons.
• A small collection of video games is now available at NS.
• NS magazines are well used. The percentage of total circulation for magazines is higher at NS than any of the other branches.
• North St. Paul is second only to White Bear Lake in the percentage of mysteries that are checked out.

Innovation
• While Community Education manages the facility during non-school hours, it also remains a potential partner for future services and programs.
• Our co-location with the North St. Paul Community School has given us the opportunity to try innovative programming and work closely with them to meet student needs.

Key Partnerships
• City of North St. Paul
• North St. Paul Community School/District 622

WHITE BEAR LAKE PROJECT UPDATE:
A contract has been negotiated with the design/construction team of Knutson Construction and Bentz, Thompson, Rietow Architects. Design meetings have been taking place. Paula Mielke is serving as the Library Board’s representative on the design team.

A public meeting has been scheduled for Tuesday, March 18 at 7:00 p.m. at the library in White Bear Lake. A communications plan has been launched – web article, web banner, press release, GovDelivery notices, posters, and flyers. Individual e-mails have been sent to government officials and neighbors. The purpose of the meeting will be to review and discuss plans for the library, building on input received at previous meetings in the community. Architect Ann Voda will lead the meeting.

The library will close at the end of the day on June 5, which aligns closing with the end of the school year. The Friends will hold a book sale later in June in conjunction with Manitou Days. Book storage options are being investigated for the months White Bear will be closed.

An interim service plan is being developed for the months White Bear Lake will be closed. Hours at some other Ramsey County libraries will be increased using White Bear staff. Storytimes and history programming will be offered at an alternate White Bear Lake location.

An opening day collection is being funded with $70,000 from year-end balances. Library Manager Therese Sonnek will be charged with organizing the selection of the materials.

The Friends will use the March 18 community meeting as an opportunity to recruit new members for the three capital campaign committees - communications, events, and businesses.

A logo for the campaign is being designed. A 100th birthday celebration is being planned as a fund raiser. A list of potential funding possibilities will be developed by the Library.

DIRECTOR’S REPORT:
Ramsey County Library will hold a Community Meeting on Tuesday, March 18, 7 p.m. at RCL - White Bear Lake to review preliminary designs for the remodel and expansion of the Library in White Bear Lake.

Artful Journeys is a partnership between Roseville Area School District students and Ramsey County Library to provide culturally relevant art experiences. It was funded by a Minnesota State Arts Board grant. The project brought teaching artists into schools and the Roseville library to expose students to unique learning experiences that allowed them to embrace their own cultural heritage and to help guide dialogue around difference, both within the school community and the community at large.
The youth were engaged in nontraditional and creative ways to give them freedom to express themselves, be proud of who they are and where they come from, and to connect to learning in new ways. Wing Young Huie led the photography project exploring difference and identity with 6th graders and students from the Fairview Alternative High School (FAHS). Peyton Russell worked with FAHS students creating a public art mural for the teen room in Roseville.

The February 13 art opening at the library was paired with parent-teacher conferences for the alternative high school, and reached families from new immigrant communities who were not familiar with library services. It was also a way to celebrate the teen artists. Over 100 patrons came to see the mural and photos that night, which is continuing to draw interest from our library community. Thank you to Marcus Lowry, the Roseville staff and Property Management staff for the success of this project.

A large and enthusiastic group from RCL met with key Ramsey County legislators on March 5 for Minnesota Library Association Lobby Day. The group included Library Board members Kim Vanderwall and John Hakes; RCL staff Susan Nemitz, Lynn Wyman, Sandy Walsh, Meg Robertson, and Therese Sonnek; and Friends representatives Julia Loupe and Sue Gehrz. The group met with Representatives Peter Fischer, Barb Yarusso, Matt Dean, Jason Isaacson and Alice Hausman and Senators Bev Scalze and Chuck Wiger.

March 10 proved to be an exciting day at Ramsey County Library, with flooding at Maplewood and North St. Paul and power outages in White Bear and North St. Paul. The collections and equipment are secure but staff got wet feet.

The Minnesota Department of Education has recommended the establishment of a task force on libraries and service delivery.

The State Economic Forecast was released on Friday, February 28. The State has a projected surplus of $1.23 billion. Governor Dayton released his budget last week. He is proposing $616 million in tax cuts, adding $455 million to the budget reserve, and $162 million in "essential expenditures." The only item in the K-12 budget is $3.5 million for school lunches. The only higher education items are general operating increases of $17 million for MnSCU and $5 million for the University of Minnesota.

HF 2138, introduced by Rep. Mary Liz Holberg, requires that by January 1, 2020, any database maintained by a government entity that contains private or confidential data must have the capacity, within each individual record, to track the identities of users who access the data, including the date and time the data were accessed and the purpose for which the access occurred. This is problematic for library patron records systems.

**FRIENDS OF THE LIBRARY REPORT:**

Mark your calendar for the following upcoming events sponsored by the Friends:

- April 21 – Friends Annual Meeting, White Bear Lake Library 6:30 pm
- April 23-27 – Spring Book Sale (Volunteers are needed)
- April 26 – Annual Luncheon with author Larry Millett at the North Oaks Golf Club
- May 17 – Fifth Annual BookIt! 5K Walk/Run
- February 7, 2015 – Great Gatsby Gala Two, Roseville Library

**NEXT MEETING:** April 16, 2014, RCL – White Bear Lake, 4698 Clark Avenue, 6:30 p.m.

**MEETING ADJOURNED:** 8:40 p.m.

Respectfully Submitted,

Mary Larson
Library Board Coordinator