LIBRARY BOARD PRESENT:
Deb Berry, Craig Klausing, Sida Ly-Xiong, Paula Mielke, Sylvia Neblett

LIBRARY BOARD ABSENT:
Marisol Chiclana-Ayala, John Hakes

STAFF PRESENT:
Jill Boldenow, Library Director; Mary Larson, Library Board Coordinator; Jeff Eide, Senior Library Manager; Chuck Wettergren, Digital Services Manager

OTHERS PRESENT:
Mary Jo McGuire, Ramsey County Commissioner; Les Sipkema, Shoreview Resident; Bryan Olson, Falcon Heights Resident

CALL TO ORDER:
Klausing called the meeting to order at 6:30 p.m. at the Ramsey County Library in North St. Paul, 2300 North St. Paul Drive.

PUBLIC COMMENT:
Les Sipkema, Shoreview resident, spoke about the Library Board fiduciary responsibility; noise in the library; donor recognition; print versus digital; weeding criteria; and technology issues.

APPROVAL OF AGENDA:
Mielke made a motion to approve the agenda for March 21, 2018 as presented. Berry seconded the motion, which was approved by unanimous vote.

APPROVAL OF MINUTES:
Mielke made a motion to approve the minutes of February 21, 2018 as presented. Berry seconded the motion, which was unanimously approved.

DIRECTOR’S REPORT:
On February 24, the Friends of the Ramsey County Libraries hosted another fun-filled Gala, and they met their fundraising goal. Despite the snow, costumed guests came out for this “Whale of a Tale” party. The great selection of donated auction items attracted bidders in person and online. Congratulations to the Friends staff, board, and volunteers for another successful event! Thanks to Library and Property Management staff who assisted with or attended the event. Staff were well represented among costume contest finalists and winners.

Boldenow attended Minnesota Library Association Legislative Day on March 5 with Deputy Director Lynn Wyman and Librarians Amy Boese (current MLA President) and Therese Sonnek. The group provided library information to all legislators serving suburban Ramsey County. They met with five legislators to discuss funding for regional library systems, bonding for library construction projects, creating a school librarian funding pool, and supporting Legacy-funded programming in libraries.

White Bear Lake Library has begun circulating ParkRx Kits, which promote state parks and healthy outdoor activities. Each kit contains a 7-day Minnesota State Parks pass; three books about parks, hiking, and nature; a notebook for commenting on park visits; and various maps and brochures. Branch Manager Therese Sonnek developed this project in partnership with the Minnesota Department of Natural Resources, with funding support from the Greater White Bear Lake Community Foundation.
The Library is continuing its partnership in 2018-19 with the University of Minnesota Extension program to offer 4-H programming for youth in libraries. This partnership expands on an urban 4-H program by bringing STEAM programming and leadership opportunities to suburban youth.

Celebrate National Library week at storytimes with Ramsey County Commissioners! Commissioners Blake Huffman, Mary Jo McGuire, Victoria Reinhardt, and Janice Rettman will participate in storytimes at all seven libraries April 9-13. See page 13 in the Explore newsletter for the full schedule.

On April 19, Staff In-Service Day will feature training on serving English-language learners and new immigrants; serving patrons with developmental disabilities; circulation procedures; CPR; and more.

FRIENDS OF THE RAMSEY COUNTY LIBRARIES REPORT:
The Friends want to say a Whale of a Thank You to everyone who braved the snowstorm and turned out for the Friends Gala as well as to everyone stuck at home who continued bidding and made the event a swimming success. With the support of the generous community, the Friends' Fifth Annual Gala reached its goal of providing $30,000 to enhance the Ramsey County Library lending collection.

Book It 5K Walk/Run: Join friends, family and neighbors for this healthy fundraising event to support the Ramsey County Library Summer Reading Program! The Book It 5K Walk/Run will be held on Saturday, May 19, 2018. The race begins at 9:00 am at the Roseville Branch and proceeds around Roseville's scenic Central Park. All ages are welcome, with prizes for top finishers in each age category. The Friends need many volunteers of all ages for this event. If you can help, please contact the Friends at 651-486-2213 or at rclfriends@rclreads.org.

Registration forms are available in the libraries or register online at www.rclfriends.org/5k2018. Fees:
- By May 3rd: $27 per adult or $75 per family
- May 4th through 13th & on race day: $32 per adult or $85 per family
- Age 12 and under: $15 any time

For some extra fun while waiting for the racers to come in:
- Library Lap: A free and noncompetitive kids’ fun run led by a librarian in a T Rex costume will be held in the library’s north parking lot after the race at 10:00 am. This activity is open to children ages three to 12 and all children who participate will receive a free book. Pre-registration is not required for the Library Lap.
- PopUp Library: Ramsey County Library piloted a new service in 2017—the Popup Library. The pilot project, funded by the Friends, travelled to community sites throughout suburban Ramsey County to offer library card registration, a small collection available for browsing and checkout, free Wi-Fi, and more. The Popup Library will be set up in the Roseville parking lot and we will be making buttons.
- Yoga Warm-up: Bliss Yoga Studio will be leading a free yoga warm-up in front of the main entrance to the library.
- You can help even more by encouraging your friends, family, and coworkers to sponsor your participation as a walker, runner, or stroller. You may qualify for an incentive based on the level of monies raised. Sign up for individual sponsorship at www.rclfriends.org/5k2018.

Upcoming Events
- Friends Board of Directors/Annual Meeting on April 23, 2018 at the Shoreview Branch
- Book It 5K on Saturday, May 19, 2018 at the Roseville Branch
- Shoreview Capital Campaign Reception on June 15, 2018 at the Shoreview Branch
- “POP-UP” Used Book Sale, September 25-29, 2018 at the Shoreview Branch
- Friends Author Luncheon, November 3, 2018 at North Oaks Golf Club. The featured speaker this year is award-winning author and director of Dream of Wild Health, Diane Wilson.
LIBRARY BOARD ELECTIONS:
The Library Board By-laws call for the officers of the Board to be a Chairperson, Vice Chair, and Secretary. Officers for each year are elected at the Annual Meeting, which is typically the first meeting in January. However, with three vacancies on the Library Board, elections were postponed until after the County Board appointed the new members in February.

Following a brief discussion and a call for volunteers for each Library Board office, Neblett made a motion to appoint Klausing as Chair, Mielke as Vice Chair, and Ly-Xiong as Secretary of the Ramsey County Library Board for 2018. Berry seconded the motion, which was approved by unanimous vote.

LIAISON AND LIBRARY BOARD COMMITTEE APPOINTMENTS:
Each year, the Library Board appoints members to serve on the Board’s sole standing committee, the Personnel Subcommittee, and appoints a liaison to the Friends of the Ramsey County Libraries.

Members of the Personnel Subcommittee coordinate the Library Director’s annual performance review, and may meet occasionally to discuss staff personnel issues. Other committees and liaison appointments may be made throughout the year as needed.

Klausing made a motion to appoint Chiclana-Ayala as liaison to the Friends of the Ramsey County Libraries for 2018. Ly-Xiong seconded the motion, which was approved by unanimous vote.

Mielke made a motion to appoint the Chair, Vice Chair, and Secretary as the Personnel Subcommittee for 2018. Berry seconded the motion, which was unanimously approved.

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 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.

Mielke made a motion to authorize the Library Board Chair and Library Director to sign and submit the 2017 Public Library Annual Report to the Office of State Library Services as mandated. Neblett seconded the motion, which was approved by unanimous vote.

MAINTENANCE AGREEMENT FOR AUTOMATED MATERIALS HANDLING EQUIPMENT:
Ramsey County Library has automated materials handling (AMH) equipment at its three regional libraries. The warranty period for the newest AMH system at Shoreview will expire on March 31, 2018. To protect the Library’s investment and ensure service is not interrupted, a service agreement needs to be purchased. Because AMH technology is unique, maintenance is typically purchased directly from the manufacturer at a percentage of the purchase price. Tech Logic, the manufacturer for all three of the Library’s AMH systems, offers one-year to three-year Full Service Agreements.

In 2017, Library staff worked with the Ramsey County Attorney’s Office and Tech Logic to create maintenance extensions for Maplewood and Roseville that aligned renewal dates with the end of the warranty period for the new Shoreview AMH. This facilitated combining three separate contract terms into one renewal period, reducing the frequency that the agreements need to go through legal review.
It also provided an option to take advantage of potential cost savings offered by Tech Logic for combined maintenance contracts. All three AMH systems will require maintenance agreements beginning April 1, 2018, to ensure the Library’s investment remains functional and service is not interrupted. The Library is recommending a three-year agreement to take advantage of multi-year discounts that provide maintenance through the 2020 budget and does not limit our ability to negotiate lower rates or alternative maintenance in the future.

The three-year Full Service Agreement is $81,032.00 per year and will be funded using a portion of the current technology budget earmarked for this use. This agreement includes labor for mechanical repair, discounted parts, preventative maintenance visits, and software support. Savings under the combined agreement total more than $26,000 over three years.

The Ramsey County Attorney’s office and the Procurement office are working with Library staff and Tech Logic to finalize the development of a combined maintenance agreement.

Wettergren gave an overview on the history of the AMH systems at RCL. The cost savings and reduction in repetitive motion injuries among staff are considerable, and the turnaround time for getting returned items back on the shelves for patrons has been significantly improved.

Neblett made a motion to approve the AMH Full Service Agreement with Tech Logic Corp. of Oakdale, MN for a three (3) year term at a cost not to exceed $81,032.00 per year, and authorize the Library Director to sign the Agreement. Berry seconded the motion, which was approved by unanimous vote.

SUPPLEMENTAL BUDGET PROCESS:
In 2017, the County Board approved a budget for 2018–2019. This year’s supplemental budget process is focused primarily on reporting departmental performance measures that support County goals. Limited supplemental budget changes for 2019 will also be considered. These changes will include those that the Board has already approved during the year and necessary changes recommended by the County Manager.

The Library will begin working with Policy and Planning and Finance staff to select and report on relevant performance measures and assess the need for budget adjustments.

Timeline:
- Budget kickoff meeting: March 6, 2018
- Department performance measures and supplemental budget forms due: April 25, 2018
- EGCI service team/Library meeting with County Manager, Finance, and Policy: May 17, 2018
- Department documents due to Finance Department: July 6, 2018
- County Manager presents performance measures and proposed budget: August 7, 2018
- County Board hearings on EGCI service team budgets: August 13, 2018
- County Board certifies 2019 maximum property tax levy: September 18, 2018
- County Board approves 2019 supplemental budget and property tax levy: December 11, 2018

IT CONSOLIDATION:
The Ramsey County Information Services (IS) Department has advanced IT Consolidation with departments across the County. Currently, IS is working on IT Consolidation with the Library and the County Attorney’s Office.

After IT Consolidation is complete, some IT support services that were provided in-house by Library staff will be consolidated in the IS department. These services include help desk and desktop support as well as server and network administration. While these functions will transition to IS staff, the Library will continue to manage unique line of business technology applications and equipment. The Library will also continue to oversee its technology planning, digital services, vendor relations, and digital literacy programs.
County Board action within the next month will enable the Library to formally transition designated IT functions to IS. At that time, the changes to staffing levels and job titles in the Library and in IS will take place.

**CAPITAL PLANNING UPDATE:**
The Library is working on two capital planning projects in 2018.

Since January 2018, Library staff and consultants from Meyer, Scherer & Rockcastle (MSR) Design have been working on a Maplewood Library pre-design analysis. MSR recently presented concepts for reconfiguring service areas and reducing sound issues. Library staff feedback will inform a final set of options, which will be received in the next month. MSR will also provide cost estimates and recommendations on phasing if necessary. The Library hopes to utilize remaining Shoreview project funds to support final design and implementation at Maplewood, though additional funds may be requested as needed. The County will need to complete and close out the Shoreview project before staff can assess or take action on the funding options.

In February 2018, the Library allocated year-end reserves to hire a consultant to produce a master library facility plan for 2019-2025. The Library Director has requested support from County Property Management to issue an RFP in April for this project. The timeline calls for a completed master plan before the end of 2018. The project goals are to sustain vibrant learning spaces that engage the broad diversity of the community; identify Library facility and furniture, fixtures, and equipment (FF&E) requirements; and prioritize needs to advance strategic goals. This plan will be used to guide budgeting, funding requests, and project implementation.

**NORTH ST. PAUL BRANCH UPDATE AND TOUR:**
*Trends in the service area:*
- Population in North St. Paul remains somewhat flat with a current (2016) number of 12,069 residents. Projected trends indicate 11,900 (2030) and 12,000 (2040).
- Demographics indicate a predominately white (74%) population with approximately 26% under the age of 18.
- The population is relatively stable with 95% of available housing units retaining occupation. 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 medium household income remains firmly planted in the lower middle-class bracket, averaging at $57K per annum.
- Despite the fact that the census indicates the overall population in N. St. Paul is ~80% white, the ISD622 demographics indicate that the student population is only 52% white suggesting that perhaps Maplewood and Oakdale are contributing to the more diverse student population. 51% of the ISD622 student body receive free/reduced lunch services. More than 50 non-English languages are spoken in the households of the ISD622 student body. The school with the most diverse student population (over 72%) is Webster Elementary School which sits in North St. Paul.
- The charter school in the area, North Metro Flex Academy, has an increase in student population for its second year. The student body remains very diverse with a large portion of families from Mexico and Central America.

*Library issues and service trends:*
- North St. Paul said goodbye to long-term reference librarian Charles Mosner (who transferred to Roseville) and hello to new reference librarian Kay Jacobson.
- The Emerson-Bauer hockey school closed in the fall resulting in some changes at the library. The city has hired a professional cleaning company, which has allowed us to maintain an adequately clean library. We are very happy with this change. The school’s withdrawal frees up the “teen” room at the library for use whenever the library is open. This has led to a discussion with the city regarding permanent occupation of this space. We are close to finished with negotiations with the city which will allow us to move the children’s collection into this room and free up space in the main library to rearrange the collection to better suit our patron’s needs.
• The Kokoro Volleyball Club will remain in the building for evening and weekend use. They have been very accommodating about the library taking over the previously shared room and have assured us that their coaches will not use this room. We hope in the future to change the lock on the door out into the building, perhaps putting in a door with a panic bar exit for emergency purposes.

• We have continued our partnership with the North Metro Flex Academy who visits us weekly classroom-by-classroom for school checkouts. On average, we have had 350 visits/checkouts per month from the North Metro Flex Students. We are also working on a project to get every fourth and fifth grader at the school their own library card. Since many of the students have a somewhat transient housing lifestyle, this can be tricky, but the importance of getting kids their own library cards outweighs the obstacles.

• Last fall local North High student Noah Hurley asked to partner with the library on his Eagle Scout project. As a result, Noah will be building us a small pollinator garden outside the large windows in the old teen room. This will not only be an attractive thing for kids to look at once the children’s collection is moved, but will provide some support for our annual monarch butterfly program.

NEXT MEETING: April 18, 2018—RCL Roseville, 2180 Hamline Avenue North, 6:30 p.m.

ADJOURNMENT:
Following a motion by Neblett and a second by Berry, Klausing adjourned the meeting at 8:00 p.m.

Respectfully Submitted,

Mary Larson
Library Board Coordinator