LIBRARY BOARD PRESENT:
Jim Berry, John Hakes, Craig Klausing, Paula Mielke, Jan Rapheal, Kim Vanderwall

LIBRARY BOARD ABSENT:
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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, Therese Sonnek, White Bear Lake Library Manager

OTHERS PRESENT:
Mary Jo McGuire, Ramsey County Commissioner; Kaia Sievert, Danica Wytcherley, Suzi Stephenson, Kendra Reynolds, St. Catherine University

CALL TO ORDER:
Vanderwall called the meeting to order at 6:30 p.m. in the Community Program Room of the Ramsey County Library in White Bear Lake, 2150 – 2nd Street.

PUBLIC COMMENT:
No public comment.

APPROVAL OF AGENDA AND MINUTES:
Berry made a motion to approve the agenda for April 15, 2015 and the minutes of March 18, 2015 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 electronically submit their annual data to the State Library Services Office no later than April 1.

Berry made a motion to authorize the Library Board Chair and Library Director to sign and submit the 2014 Public Library Annual Report to the Office of State Library Services as mandated. Mielke seconded the motion, which was approved unanimously.

DIRECTOR’S REPORT:
Join us in celebrating the grand opening of the library in White Bear Lake on Saturday, April 11. Please arrive at 9:45 for the 10:00 a.m. ribbon cutting. Entertainment will be provided throughout the day.

The Friends of the Ramsey County Libraries will hold their Annual Spring Luncheon at the North Oaks Country Club on April 18 at 11:00 a.m. The event will feature gardening writer Bonnie Blodgett. Registration is available at: http://www.rclfriends.org/events-programs/annual-luncheon-featuring-bonnie-blodgett-april-18.

The Library will be closed on Monday, April 20 for a staff professional development day. Heather Hackman will be giving a keynote presentation on racial equity.

The Book It! 5K Walk/Run will take place at the Roseville branch on May 16, 2015. Money raised will support the summer reading program.
The library in New Brighton began its extended hours pilot on April 7. The branch will be open Tuesday mornings through the end of the year.

Ramsey County is developing a policy to define the circumstances upon which departments can donate public funds or publically funded services to people, non-profits, charities and other groups. The director has been asked to participate in the process.

The County continues its reorganization into four service teams. The Library has been assigned to the Economic Growth and Community Investment team. The group has met to begin discussing shared issues.

MELSA’s e-Government Task Force is writing a Library Services Technology Act (LSTA) grant for a region wide survey on digital access. Another task force has made recommendations to create uniform measures of technology use in libraries across the region. The MELSA Trustees have a made a recommendation to use one-time balances to enhance Phase allocations to systems for technology purchases, increase funding for the shared 3M Cloud Library, and purchase an on-line, educational resource.

FRIENDS OF THE LIBRARY REPORT:
The Friends were very happy to assist with the Grand Opening of the Ramsey County Library in White Bear Lake on April 11. The Capital Campaign Art Committee has been meeting frequently to begin the selection and acquisition of pieces of art. So far they have installed framed historical photos donated by the White Bear Lake Historical Society in the lobby and in the three small study rooms. Two pieces of art have been selected and the committee will interview three stained glass artists who are candidates for four commissioned pieces to be installed in glass panes surrounding the large window in the children’s area.

The Friends have placed the first order for 83 engraved garden pavers and expect that many more people will place orders after the garden is open.

Encourage your friends to “shop 'til they drop” at the Friends spring book sale, which runs from April 22-26 at the library in Roseville. Volunteers are needed to help with the sale.

The Friends’ Annual Meeting and quarterly Board of Directors meeting will be held from 6:00 to 8:30 p.m. on Monday, April 27 at the White Bear Lake Library. The meeting will include tours of the newly renovated library and a presentation by Ann Voda, project architect. The public is welcome.

Volunteers are needed the morning of May 16 to help with the BookIt 5K Walk/Run fundraiser for the Summer Reading Program. The Friends are also seeking businesses, organizations, and individuals to sponsor this event. Sponsorship packages with associated benefits range from $250 to $1,000.

2015 FIRST QUARTER REPORTS:
The Library Board reviewed the first quarter workplan, financial report, statistics, and incident reports.

LIBRARY GOLD CARDS:
Library gold cards are awarded to volunteers and other individuals whose contributions have enhanced services to library patrons. The Friends of the Ramsey County Libraries have nominated two volunteers for gold cards.

Klausing made a motion to award Library Gold Cards to Kathy Robbins and Dianne Marti as a symbol of appreciation for their contributions to the Ramsey County Library and to authorize the Library Board Chair to sign the Gold Card certificates. Hakes seconded the motion, which was approved by unanimous vote.

2016-2017 LIBRARY BUDGET REQUEST:
Ramsey County has begun the 2014-2015 budget process. Departments were directed to submit a levy target budget with a 1% increase for 2016, and an additional 1% increase for 2017, for a total levy increase of 2% over two years.
The Library’s budget is due April 27, and Library staff will be meeting with the County Manager on April 30 to discuss the requested budget amounts and the ramifications of the levy target. The Goals, Strategies and Performance Measures are due in June, and will be on the Library Board’s May agenda for discussion.

The Library’s draft budget transmittal letter, budget detail spreadsheets, and a listing of the major changes contributing to the growth in the Library’s base budget request were reviewed and discussed. Many costs increasing for 2016 and 2017 are not under the Library’s control, including salary and benefit increases, and Information Services and Administrative Overhead costs. The Library would also like to increase the budget for library materials, add hours at New Brighton, and expand Shoreview hours and staff to regional levels during the next budget cycle.

The Library Board discussed the requested increases and options for meeting the levy target, such as reducing hours, locations or services. Further information will be shared as it becomes available from the County.

Mielke made a motion to approve the Library’s budget priorities for the 2016-2017 budget request. Berry seconded the motion, which was approved by unanimous vote.

**PUBLIC POLICIES:**
Staff is recommending minor changes in language for three policies. Proposed changes would:

- Replace “homeless” with “not having a permanent address” in the Library Card policy.
- Replace the word “carrying” with the word “brandishing” in the Conduct policy to make the language consistent with County legal opinion.
- Update the replacement fee language in the Fines and Fees Policy.
- Add a statement of responsibility to the Fines and Fees Policy.

Hakes made a motion to approve the recommended changes to the Library Card, Conduct, and Fines and Fees policies. Klausing seconded the motion, which was approved unanimously.

**AUTOMATION SERVICES UPDATE:**
Chuck Wettergren, the Library’s Automation Services Manager, gave the Library Board an overview of technology in the Library. He noted that use of wireless devices is increasing rapidly. The Library started using its fiber network in 2006, and has been completely on fiber, courtesy of the local I-net, since 2010. The Library also switched to VOIP (Internet) phone service in 2010, which has been very reliable and inexpensive to maintain. Wettergren indicated that the use of radio frequency ID tags (RFID) has been a tremendous benefit to the Library, for managing staff workloads, inventory control, and theft prevention. Results from the latest Impact Survey, for evaluating the usage of technology resources in libraries, were shared with the Library Board.

**STRATEGIC PLAN RETREAT:**
The Library Board’s strategic planning retreat will be held Wednesday, June 17, from 5-9 p.m. in the Community Program Room of the Ramsey County Library in Roseville. The Board will begin the process of developing its 2016-2018 strategic plan.

**SHOREVIEW FACILITIES PLANNING UPDATE:**
Ramsey County and the Mounds View School District remain in negotiations over the purchase of the old library in Shoreview. After recent appraisals, the School District is attempting to negotiate a lower price than articulated in the March Letter of Intent. The County is evaluating the option of moving other County departments into the old building. Under the Letter of Intent, the school district has until June 3 to complete its due diligence.

The RFP (Request for Proposals) for Design/Build Services was issued on March 11. Potential bidders attended a pre-proposal meeting on site on March 26. Written questions about the project were received the following week and responded to by staff. Responses to the RFP were due April 9. An adequate number of responses were received.
An Evaluation Team will review the responses during the week of April 13. Two to three firms will be invited for interviews during the week of April 20. Based on the formal responses and the interviews, the Evaluation Team will recommend a Design Team to the Library Board and the County Board. It is expected that design work will begin around the first of June. The new library is expected to open in January of 2017.

**WHITE BEAR LAKE PROJECT UPDATE:**
The Grand Opening of the expanded and remodeled Ramsey County Library in White Bear Lake took place on Saturday, April 11, featuring remarks from Ramsey County Commissioner Victoria Reinhart, Library Board Chair Kim Vanderwall, White Bear Lake Mayor Jo Emerson, and Capital Campaign Chair Jim Berry, followed by a ribbon cutting. The Roe Family Singers and Reception Jazz provided entertainment. The Library Board toured the new facility with Library Manager Therese Sonnek.

The following items will be installed after the opening:
- Display cases
- Curtain for program room doors
- Reading garden & monument sign
- Donor plaque
- 2nd order of interior signs
- Art pieces (will be chosen throughout the year)
- Magazine displayers
- Blinds for windows in the staff areas
- HABA interactives in the children’s area
- Specialty furniture for the children’s area
- Variance request for the placement of the monument sign
- Final reading garden design

The following issues remain unresolved:
- Elevated air pressure inside the building
- Agreement with St. John’s in the Wilderness Episcopal Church on use of the parking lot
- 55 languages spoken in ISD 624 schools in 2012-13 school year, up from 38 languages the year before – larger immigrant populations.
- Donor plaque
- Art pieces (will be chosen throughout the year)
- Magazine displayers
- Blinds for windows in the staff areas
- HABA interactives in the children’s area
- Specialty furniture for the children’s area
- Variance request for the placement of the monument sign
- Final reading garden design

**WHITE BEAR LAKE BRANCH REPORT & TOUR:**
Trends in the Service Area:
- Large new luxury apartment building, Boatworks Commons, now leasing within walking distance of the library.
- Highway 61 in the downtown area reconstructed with decorative median and monuments at major intersections.
- New public K-8 charter school, Level Up Academy, opening in Fall 2015 on County Rd E.
- 55 languages spoken in ISD 624 schools in 2012-13 school year, up from 38 languages the year before – larger immigrant populations.

Library Issues and Service Trends:
- As expected, circulation statistics are much lower due to being closed for almost 7 months last year. However, some significant checkouts occurred from storytimes held in Pioneer Manor.
- Continued the very popular White Bear Lake Area Historical Society presentations through partnership with the Historical Society and the City of White Bear Lake.
- Just opened a new library! Staff will work to address all new issues as they arise.

Key Partnerships:
- City of White Bear Lake
- White Bear Lake Area Historical Society
- White Bear Capital Campaign Committee
- Friends of the Library
- Library Board Coordinator

**NEXT MEETING:** May 20, 2015 – RCL Maplewood, 3025 Southlawn Drive, 6:30 p.m.

**ADJOURNMENT:**
Meeting adjourned at 8:30 p.m.

Respectfully Submitted,

Mary Larson
Library Board Coordinator