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

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

OTHERS PRESENT:
Mary Jo McGuire, Ramsey County Commissioner; Ann Voda, Bentz/Thompson/Rietow Architects; Randy LaFaive, Knutson Construction; White Bear Lake resident

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 White Bear Lake, 4698 Clark Avenue.

PUBLIC COMMENT:
No public comment.

APPROVAL OF AGENDA AND MINUTES:
Nemitz added the subject North St. Paul Update to the Discussion section of the agenda. Hakes made a motion to approve the agenda for April, 2014, as amended and the minutes of March 19, 2014, as presented. Mielke seconded the motion, which was approved by unanimous vote.

GIFT ACCEPTANCE:
The Friends of the Ramsey County Library held a fundraiser on February 1, 2014. The Great Gatsby Gala took place at the Ramsey County Library in Roseville, with proceeds earmarked for the Library’s collection. The Gala was quite successful, and resulted in a donation of $25,000 to the Library.

The Friends also donated an additional $30,000 from surplus 2013 funds. The donation will be used for Summer Reading Program outreach for both children and teens, and STEM (science, technology and math) programming for children in grades 4-8.

Hakes made a motion to accept the Friends of the Ramsey County Library donation of $25,000 to enhance the Library’s collection, and to accept the Friends’ grant of $30,000 for STEM programming and Summer Reading Program outreach. Mielke seconded the motion, which was unanimously approved.

2014 FIRST QUARTER REPORTS:
Hakes made a motion to accept the first quarter workplan, financial report, statistics, and incident reports as presented. Mielke seconded the motion, which was approved by unanimous vote.

WHITE BEAR LAKE PROJECT UPDATE:
Work continues with the design/construction team of Knutson Construction and Bentz/Thompson/Rietow Architects. Design meetings have been taking place, with Mielke serving as the Library Board’s representative on the design team. The requirements of the SB 2030 energy standards are adding costs to the project.

A public meeting was held on March 18 at the library in White Bear Lake. Fifty-two participants weighed in on the design with useful feedback that was considered during the design and development stage of the process. Much of the discussion revolved around the location of the entrance and concerns about handicapped parking.
A sampling of other community feedback:

- Need an overhang at the entrance for weather protection;
- Should buy additional property to add to parking, ease traffic flow, and possibly allow for a drive-up bookdrop;
- Exterior is too uniform – need more interest on the west side in particular;
- Concerns over interior noise;
- Concerns that adults have to walk too far to get to their area.

BTR and Knutson are working on finalizing Phase I of the project to reach a gross maximum price (GMP). Plans must be submitted to the White Bear Lake Planning Commission by April 21 to be considered at their May 19 meeting. The City Council has agreed to forego their usual lead time and rule on the project at their meeting on May 27. The project will come before the Library Board on May 21, after which the project can seek approval to enter into Phase II of the contract with BTR/Knutson. Once all approvals are in place, the design team can proceed to Phase II of the project and begin construction in July.

The library will close at the end of the day on June 5. This date aligns closing with the end of the school year. The Friends will hold a book sale and surplus furnishings sale June 26-28 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 time period White Bear Lake will be closed. Patrons can select the Ramsey County Library branch of their choice for request pickup; Maplewood will be the default. White Bear Lake staff members have been assigned to other libraries while their library will be closed. Hours at the library in Shoreview will be increased to regional levels using White Bear Lake staff. Some staff will help pilot intensive STEM programming for children at the library in Roseville. Other staff will be assigned to Maplewood and Roseville to help handle the expected increases in circulation at those locations. History programs will be held in the City’s Council Chambers. Storytimes will move to the common room of Pioneer Manor, a city-owned senior housing facility located about four blocks from the Library. The Library will turn the building over to Knutson on Monday, July 2.

An opening day collection is being funded with $70,000 from year-end balances. The Collection Steering Team will work with collection managers to select new materials for the library.

A group of library staff is working with the Friends to develop a wish list for the White Bear Lake capital campaign. Staff is exploring the idea of innovation labs as a fundraising goal.

Johnson made a motion to authorize the design team to submit the Phase I designs and gross maximum price to the White Bear Lake Planning Commission and City Council for approval. Final designs and GMP to be presented in May for Library Board approval. Vanderwall seconded the motion, which was approved by unanimous vote.

WHITE BEAR LAKE PROPERTY ACQUISITION:

The Library has been in contact with the owner of the property on the east side of the parking lot. He has indicated a desire to sell and would like to complete the sale as soon as possible. The Library asked BTR to draw alternate site plans that include the property to the east and to analyze the benefit of adding that property to the project. Nemitz requested approval to move forward with the negotiation if acquiring the property would add sufficient value to the project. This acquisition would be a separate process outside of the approval process for the building project.

Vanderwall made a motion to authorize Library staff to pursue the purchase of the residential property to the east of the Ramsey County Library in White Bear Lake, if the analysis from Bentz/Thompson/Rietow shows that acquisition would add sufficient value to the overall project. Johnson seconded the motion, which was approved unanimously.
2014-2015 SUPPLEMENTAL BUDGET & PERFORMANCE MEASURES:
The Library Board discussed the draft annual performance measures, which are included as part of each two-year budget process. The current version includes benchmarking data points from 2012, which will be updated to feature 2013 data once it becomes available from the other MELSA library systems.

The Library is also asked to discuss opportunities and challenges. For this report, the Library has focused on hours and collections, as directed by the Board. A final version of the documents will be presented to the Library Board in May for approval, incorporating suggestions from the April meeting and the missing 2013 data points. The final budget documents will be submitted in June, and the Library’s hearing with the County Manager and the Finance Director will take place on June 12 at 1:00 p.m.

COFFEE SHOP AT MAPLEWOOD:
The coffee shop space at the Ramsey County Library in Maplewood has been vacant since January 2014, when JaMocha’s Café terminated its lease. The Library retained the furniture and fixtures as part of the early termination agreement. The 1,400 square foot area has been toured by several interested parties. Nemitz indicated that she would like to hire a commercial real estate agent to assist with finding a long-term tenant for the space.

WHITE BEAR LAKE BRANCH UPDATE:
TRENDS IN THE SERVICE AREA
• Becoming more diverse, but less so than the County overall
• 2000 census: 94.22% White for WBL, 75.27% for County
• 2010 census: 88.15% White for WBL, 66.27 for County
• Overall population rising slowly through 2020
• Older population - median age for WBL: 41.3, Ramsey County overall: 34.6 2010 Census
• 2000 Census: Age 65+ population WBL: 14.6% Ramsey County overall: 11.6%
• 2010 Census: Age 65+ population WBL: 16.8% Ramsey County overall: 12.0%

LIBRARY ISSUES AND SERVICE TRENDS
• Circulation is down, as is trending nationwide, down 5.3% last year
• Harsh winter made it difficult for seniors and young families to come
• Increased programming for elementary age children including Science Saturday STEM programs and Life-sized Chutes and Ladders

LIBRARY SERVICES AND EVENTS
• Children’s Librarian Anna presented at MLA and WLA in the past year
• Therese presented at Library Technology Conference in March
• White Bear History Challenge continues – caches found more than 300 times
• Friday morning storytime is popular, average attendance is 63 so far in 2014
• Host two WBLAHS programs per month, one added to an afternoon
• Open computer lab every Monday from 12 – 2 continues with CTEP workers
• Strong interest in local history and a strong local history collection
• White Bear Lake Library is celebrating its 100th year at this location
• There was a Carnegie building here from 1914 until 1973

LIBRARY SERVICES AT NORTH ST. PAUL:
Nemitz reported that the North St. Paul City Council recently passed a resolution of support for the Library located in the North St. Paul Community School, formerly the Community Center. Immediately prior to the meeting in which the resolution was passed, the City Council held a workshop during which the Council heard a proposal to purchase the facility as classroom space for a private youth hockey school. The proposal would allow the Library to continue operations in the facility. More information will be shared as it becomes available.
DIRECTOR’S REPORT:
The Friends Spr

The Friends Spring Book Sale will take place April 23-27 in Roseville.

Please sign up for the Friends Annual Luncheon featuring author Larry Millett at the North Oaks Golf Club on April 26 at 11 a.m.

The Library was awarded the services of two Community Technology Empowerment Project (CTEP) AmeriCorps workers for 2014-2015. The CTEP workers will focus on adult and teen digital literacy.

The City of North St. Paul is planning to approve a resolution outlining its continued support for the Library in the community center on April 15. A copy of the resolution will be provided at the Board meeting.

The libraries provide a wide variety of programming during the local school district's spring break. The library in Maplewood offered a three-day tech camp for 21 teens.

The partnership with HealthAccess Minnesota to provide MNsure counseling was a great success. In five months at the Library, counselors met with 579 individuals representing 941 individuals needing insurance. Applications were completed for 275 families insuring 373 people. Of these individuals, 325 received some form of subsidized insurance. Although the enrollment period is closed, the Library will continue to offer Thursday appointments through May.

Julie Kleinschmidt, Ramsey County Manager, and Ryan O’Connor, Director of Policy and Planning, kicked off the Staff In-Service Day on March 27 with a presentation on Economic Prosperity in Ramsey County and Racial Equity. 115 staff members and volunteers participated in the day-long training sessions.

Each year, MELSA provides a report that outlines how each Twin Cities library system benefits from MELSA participation. In 2013, Ramsey County Library received $443,248 in direct distributions and an additional $606,019 in collaborative purchases and services. The total benefit was calculated at $1,049,267.

The House Capital Investment Committee released its bonding bill, and it includes $3 million for Library Construction Grants. The House omnibus supplemental budget bill includes $25 million for a new grant program to bring broadband to unserved or underserved areas. Eligible applicants include businesses, local governments, nonprofits, Indian tribes, cooperatives and LLCs formed for the purpose of expanding broadband access.

Among many factors that the Department of Employment and Economic Development may consider in prioritizing applications is whether the applicant will "offer new or substantially upgraded broadband service to important community institutions including, but not limited to, libraries, educational institutions, public safety facilities and healthcare facilities." The Senate provides no funding for this program.

The House Tax Committee completed work on a second omnibus tax bill. It focuses mainly on property tax relief. It includes a provision adjusting LGA annually for inflation.

FRIENDS OF THE LIBRARY REPORT:
Thanks to the hard work of so many dedicated Friends volunteers, the Friends were able to give the Ramsey County Library an extra $55,000 in March. $25,000 of that donation was from the Great Gatsby Gala and will be used to add more than 1,000 items to the library collection. $30,000 was from the 2013 surplus funds which the Friends Board of Directors approved in January as an extra grant to the library. Of this donation, $20,000 of this will be used to enable Children and Teen Librarians to do more outreach of the Summer Reading Program to youngsters who are attending summer school programs and unable to get into the library buildings. The remaining $10,000 will be used to support STEM (science, technology, and math) programs for 4th through 8th graders from June through December.

The Friends needs businesses, organizations, and individuals to help sponsor the following spring events:
• April 26 - Annual Luncheon with author Larry Millett at the North Oaks Golf Club. Luncheon tickets are $25 for Friends members and their guests and $35 for non-members. Reservations need to be in by April 18.
• May 17 – Fifth Annual BookIt! 5K Walk/Run to benefit the Summer Reading Program. Sponsorship packages range from $250 to $1,000.

Find great bargains at the April Book Sale at the Roseville Library! Books are pre-sorted by genre in fiction, several non-fiction categories, children and young adult books to make shopping easier for book lovers. New this year, an unopened box of books will be sold for $4 a box. Sale hours are 3-6 p.m. on April 23 for an exclusive “Friends Members Only” pre-sale. A membership can be purchased for $20 at the sale.

Public sale hours are:
• 6 p.m. to 8:30 p.m. on Wednesday, April 23
• 10 a.m. to 8:30 p.m. on Thursday, April 24
• 10 a.m. to 4:30 p.m. on Friday, April 25 and Saturday, April 26
• Noon to 4:30 p.m. on Sunday, April 27 - “$3 Bag Sale"

NEXT MEETING: May 21, 2014, RCL – Maplewood, 3025 Southlawn Drive, 6:30 p.m.

MEETING ADJOURNED: 8:25 p.m.

Respectfully Submitted,

Mary Larson
Library Board Coordinator