LIBRARY BOARD PRESENT:
Matthew Anderson, Beverly Aplikowski, Jeff Johnson, Paula Mielke, Janice Rapheal, Kim Vanderwall, Roberta Weltzin

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

OTHERS PRESENT:
Mary Jo McGuire, Ramsey County Commissioner

CALL TO ORDER:
Mielke called the meeting to order at 6:30 p.m. in the Administrative Conference Room of the Ramsey County Library in Shoreview, 4570 North Victoria Street, and introduced new Library Board member Jeff Johnson.

PUBLIC COMMENT:
The Library Board discussed a written complaint received from Sheldon Gitis after his request to video record a library program was denied. The Library does not offer filming privileges of Library events to private individuals or groups, except by explicit permission of the Director on a case-by-case basis. The Library works with local cable channels to record select programs offered by the Library, but this program was not one being filmed.

The Board members discussed circumstances when recording programs or events in the libraries would be allowed, and affirmed Nemitz’s response to Mr. Gitis. The Library Board asked Nemitz to send a letter to Mr. Gitis informing him of its decision.

APPROVAL OF AGENDA AND MINUTES:
Mielke requested that Incident Reports be discussed further, and Aplikowski requested that the Resolution Regarding the Retirement of Carol Dahlquist be moved from the Consent Agenda. Anderson made a motion to approve the agenda for April 17, 2013 as amended and the minutes of March 20, 2013 as presented. Vanderwall seconded the motion, which was approved by unanimous vote.

AWARD LIBRARY GOLD CARDS:
Anderson made a motion to award Library Gold Cards to volunteers Jana Strober, Marge Prokosch, Chuck Nelson, Rosemary Jensen, and Joy Sievert as symbols of appreciation for their contributions to the Ramsey County Library. Vanderwall seconded the motion, which was approved by unanimous vote.

RESOLUTION REGARDING THE RETIREMENT OF CAROL DAHLQUIST:
Vanderwall made a motion to approve the Resolution Regarding the Retirement of Carol Dahlquist, and to authorize the Library Board Chair to sign the document. Aplikowski seconded the motion, which was approved unanimously.

2013 FIRST QUARTER REPORTS:
The Library Board reviewed the first quarter workplan, financial report, statistics, and incident reports. Nemitz noted that the increase in reported incidents during the first quarter can be attributed to her request that staff report all incidents in the libraries, even very minor events, to help detect long-term patterns.

2014-2015 BUDGET REQUEST:
The Ramsey County Finance Department issued its 2014-2015 Budget Instructions on February 14, 2013. The County’s instructions ask all departments to complete an exercise that reflects a one percent reduction in the County levy in 2014, an additional two percent reduction in 2015, and absorbs any other expected cost increases or revenue losses.
The Library budget began to see reductions in 2002, although the levy itself has grown 23% since that time period. Library salaries have grown 28.8% while staffing has declined 10%. Health insurance is the fastest growing sector within the library budget with projected increases of 239% over the time period examined.

Full-time equivalent staffing has decreased significantly since 2002 while hours were expanded and use has grown. Staff of the Ramsey County Library has the highest circulation per staff member in the Twin Cities metro area. Circulation per staff member has gone up 41% over the last ten years.

The collections budget has remained flat over the last 3 years and represents a 31.6% decrease from the peak materials budget of $1,242,285 in 2003. The most recent figures available for comparison (2011) show that Ramsey County Library’s $4.80 per capita spending on library materials is above the average for all Twin Cities library systems.

However, the turnover rate for Ramsey County Library materials is by far the highest of all Twin Cities systems. The turnover rate is the average number of times each item circulates in a year, and is a good measure of how heavily the library’s collection is used.

Years of decreasing or flat collections budgets and high turnover have left the library’s collections worn and torn. Popular books with taped-up covers and stained pages continue to circulate and are in need of replacement. Over 7% of the Library’s hardcover picture books have circulated more than 100 times each – some as many as 300 times. Children’s librarians struggle to replace old copies of childhood classics while keeping up with newly published titles.

Relatively new to the library scene are downloadable, electronic materials: e-books, e-audio books and e-magazines. The relationship between publishers of electronic materials and libraries is a volatile one. Pricing models and availability of titles to the library market change on an almost daily basis. Each year, more and more of the collections budget is spent on new formats and technologies. In 2013, 9.6% of the collections budget is allocated for e-books, e-audio books, e-magazines, e-book platform fees and RFID tags. A corresponding decrease has been made in spending on traditional physical formats.

As a result, the Library’s budget is already lean. The County’s budget planning scenario of a 1% reduction in 2014 and an additional 2% reduction in 2015 would have a significant impact on public services currently provided.

Should the Library Board be put in the position of having to reduce the operating budget by this level, discussion over the scope and timing of the building projects in White Bear Lake and Shoreview would be necessary. The expansion of Shoreview requires a significant increase in operational funding in 2016.

In order to reach the first year reduction of $533,793, the Library would recommend:

- Closing a small library - $360,000
- Laying off all Substitute/intermittent staff: $100,000
- Cutting Monday evenings at Maplewood, Shoreview and White Bear: $70,000

Second year reduction target: $322,864

- Close all libraries on Sunday: $220,000
- Cut Monday evenings at Roseville: $60,000
- Reduce the book budget: $ 40,000
As a result of the budget instructions, the Library has put a freeze on new hiring. Staff is exploring the potential of extending this freeze through 2015 and using the staff from a temporarily closed White Bear or a temporarily closed Shoreview to fill in gaps in services. Savings might reach $300,000 over two years but the savings would be one-time. There would be a significant increase in the operating budget when the Shoreview Library opened for service. There may also be one-time savings by using balances in the Library operating accounts, property management accounts, and Library capital funds.

Nemitz also identified a wish list of programs she would like to implement if funding were available. These increases would include:

1. **Collections Budget - $150,000**  
   A library of Ramsey County’s size and service level needs a $1 million collections budget annually.

2. **Student Workers - $50,000**  
   The Library would like to work with school districts to identify at-risk teens to work in the Library.

3. **Friday Nights at Roseville - $50,000**  
   Roseville continues to be the busiest library in the State of Minnesota. Keeping the building open between 5-9 p.m. would be wildly attractive to Ramsey County residents.

4. **Shoreview as a regional library in 2016**

Johnson made a motion to submit the budget proposal as outlined for the 2014-2015 budget discussion with the Ramsey County Manager. Aplikowski seconded the motion, which was approved by unanimous vote.

**PUBLIC POLICY REVIEW:**

The Library’s public policies are scheduled for regular review and approval by the Library Board. Staff recommended no changes to several policies, changes to four policies including the Checkout policy, Community Rooms policy, Library Cards policy, and Public Bulletin Boards policy, and a new Art Policy. Walsh reviewed the proposed changes in the four policies indicated, and the new policy recommended by staff. The Library Board recommended minor edits.

Anderson made a motion to approve the existing public policies with the changes indicated and those proposed by the Library Board, and to approve the new Art Policy. Vanderwall seconded the motion, which was approved unanimously.

**MASTER PLANNING UPDATE:**

Nemitz and Anderson presented the White Bear Lake project proposal to the White Bear Lake Rotary on April 3, 2013.

Nemitz and Aplikowski presented the White Bear Lake and Shoreview project proposals to the Ramsey County Capital Investment Program Advisory Committee (CIPAC) on April 4, 2013.

Nemitz, Mielke and Bruce Thompson from County Property Management presented the two proposals to the County Commissioners on April 9. The Commissioners expressed strong interest in purchasing additional property at the White Bear Lake site. There was general agreement that the White Bear project was ready to move forward for final approvals.

Commissioner Huffman expressed his vision of and concerns with the Shoreview project. Nemitz identified three areas that need exploration:

- The Library’s ability to fit on the proposed site
- The availability, cost and timing of purchasing additional property
- The potential adaptive reuse of the current property.
The City of Shoreview has agreed to work with the Library to answer the questions.

The County Commissioners agreed that due diligence must be done to sort through these remaining issues. Discussions are underway on completing a fit study. Nemitz is meeting with the County Attorney’s office next week to begin property discussions.

LIBRARY BOARD SATISFACTION SURVEY:
Vanderwall reviewed the results from the first Library Board satisfaction survey, conducted online via Survey Monkey. She noted that the results were very positive, with Board members joining the Library Board as a way to contribute to their local community.

The Board members discussed the survey, and requested that it be incorporated into the annual agenda for meetings at the end of each year.

DIRECTOR’S REPORT:
The Library has scheduled Paul Barrett, author of the New York Times bestseller **Glock: the Rise of America’s Gun** to speak at the library in Roseville on June 3 at 7 p.m.

The County Board interviewed several candidates for the Library Board in March. On April 2, Jeff Johnson, a resident of Roseville, was selected to join the Library Board. He attended his first meeting in April.

The staff in-service day took place on Monday, March 18. The program included a presentation by Aaron Schmidt, **Library Journal** columnist and User Experience trainer. 112 staff members and volunteers attended. Reviews were generally favorable.

JaMocha’s Café opened at the library in Maplewood on March 20. Several Board members and Commissioner Victoria Reinhardt attended.

Work has begun to replace the Library’s current firewall. The actual cutover to the new firewall will occur the week of April 22nd. The firewall manages and secures network traffic. The existing firewall has been in place since October 2003 and is approaching end-of-life. The new firewall will improve security and Internet throughput.

The Library is purchasing a portable lab with 15 iPads that will be used to pilot digital literacy programming, staff training initiatives, and iPad maintenance procedures. Piloting a single lab helps manage expenses and maintenance costs while potential uses are vetted.

The Library is also creating a portable gadget lab. This lab will provide an opportunity to demonstrate a variety of mobile devices. Because of the short life span associated with mobile technology, it is not reasonable to replicate all major devices at all locations. This lab will be used for one-to-one training sessions, digital literacy classes, and testing mobile access to Library resources. Devices include: iPad, Nook HD+, Kindle Fire HD, Surface RT, Galaxy Note and Google Nexus.

The MELSA Jobs and Small Business Task Force members have completed their work plan and are recommending the Task Force not continue to meet within its current structure and budget. In 2013, the Minnesota economy is in strong recovery with the employment rate at nearly pre-recession levels. The MELSA Jobs and Small Business Task Force accomplished nearly all of the recommendations made in 2010. The Task Force recommended the following:

- The formation of a MELSA Jobs and Small Business Interest Group to meet two-four times per year to share information;
- The Job Now electronic resource subscription be funded for 2014 and oversight moved to the MELSA E-Resources Team;
• Region-wide public training in technology skills continue with MELSA funding and staff coordination.

The House of Representatives omnibus education bill maintains current funding for all library appropriations—Regional Library Basic System Support (RLBSS), Regional Library Telecommunication Aid (RLTA), Multi-type funding, the Electronic Library for Minnesota (ELM) and Telecommunication Equity Aid (TEA). It also repays the education funding shift to the 90/10 payment schedule.

The House Legacy bill includes $3 million per year for regional public libraries and $300,000 per year for the Minnesota Digital Library.

MELSA REPORT:
Nemitz indicated that the last MELSA Governing Board meeting was cancelled due to bad weather.

FRIENDS OF THE LIBRARY REPORT:
The Friends held their Annual Meeting and election of board members and officers on April 15. The slate of officers proposed by the Executive Committee was:

• President, Frank Harris
• Vice President, Cathy Croghan
• Vice President, Nancy Guerino
• Treasurer, Doug Smith
• Secretary, Dan Wall

Reservations for the April 27 Annual Luncheon with William Kent Krueger are going fast and more than 200 guests are expected. Luncheon sponsors include Dick and Mary Fowler and Cerenity Senior Care. Barnes and Noble Roseville donated a Nook for a door prize and Frank Harris added a $50 gift card. William Kent Krueger is waiving his honorarium.

Printed copies of the 2012 Annual Report are now available and the electronic version will be added to the Library web site soon.

Help spread the word about the BookIt! 5K Walk/Run on Saturday, May 18, an important fundraiser for the Summer Reading Program. The event is at 9 a.m. at the Roseville Library. All ages are welcome.

NEXT MEETING: May 15, 2013, RCL-Roseville, 2180 Hamline Avenue North, 6:30 p.m.

MEETING ADJOURNED: 8:20 p.m.

Respectfully Submitted,

Mary Larson
Library Board Coordinator