LIBRARY BOARD PRESENT:
Marisol Chiclana-Ayala, Craig Klausing, Paula Mielke, Jan Rapheal, Kim Vanderwall, Tou Xiong

LIBRARY BOARD ABSENT:
John Hakes

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

OTHERS PRESENT:
Mary Jo McGuire, Ramsey County Commissioner; Ken Behringer, MELSA Executive Director; Les Sipkema, Shoreview Resident

CALL TO ORDER:
Vanderwall called the meeting to order at 6:35 p.m. in the Board Room of the Ramsey County Library in Roseville, 2180 Hamline Avenue North.

PUBLIC COMMENT:
None.

APPROVAL OF AGENDA AND MINUTES:
Rapheal made a motion to approve the agenda for April 20, 2016 and the minutes of March 16, 2016, as presented. Chiclana-Ayala seconded the motion, which was approved by unanimous vote.

AWARD LIBRARY GOLD CARDS:
Ramsey County Library awards gold cards to volunteers and other individuals whose contributions have enhanced services to our library patrons. For 2016, the Friends of the Ramsey County Libraries have nominated two volunteers for gold cards:

- Lynn Belgea
- Robert Cuerdon

Library staff also nominated several dedicated volunteers who assist staff with tasks in public services:

- Everett Ammons
- Marilyn Fritze
- Jerry Goracki
- Mary Lou O'Connor
- Linda Plemon

Rapheal made a motion to award Library Gold Cards to Lynn Belgea, Robert Cuerdon, Everett Ammons, Marilyn Fritze, Jerry Goracki, Mary Lou O’Connor, and Linda Plemon 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. Chiclana-Ayala seconded the motion, which was approved unanimously.

DIRECTOR’S REPORT:
The Friends Spring Book Sale will take place at Roseville April 20-24. The Friends Annual Luncheon will take place on Saturday, April 30 at the North Oaks Country Club. The speaker will be Jonathan Odell, the author of the acclaimed novel The Healing. The Ramsey County Library Book It! 5K Walk/Run will take place on Saturday, May 21, 2016 at 9 a.m.
Expanded hours began at New Brighton on Monday, April 4. Business was strong.

All libraries were closed on April 7 for a staff Inservice Day. Nemitz presented the State of the Library 2016 and introduced new staff. Training topics included:

- Racial Equity Book Club – **Between the World and Me**
- Teen Behavior Strategies
- Using the Cloud: Storing and Sharing
- New Employee Orientation
- Racial Equity – the Banning of a Picture Book
- Maker Spaces
- Harwood Institute Community Engagement
- AED Refresher
- Troubleshooting Computers
- Dementia Training
- Test your Typing Speed
- Library Initiatives

RCL will partner with the Ramsey County Department of Emergency Management and Homeland Security in April on severe weather awareness.

Ramsey County sent Chuck Wettergren, Jeff Eide, Pete Hedberg, Amy Boese, Monica Stratton and Jason Lyons to the Public Library Association (PLA) Conference in Denver last week. PLA is by far the most informational training opportunity in the country and is only held every two years.

The MELSA Teen Lit Con will take place Saturday, May from 10-4 p.m. at Henry Sibley High School. Nearly one-thousand teens are expected to show up to meet ten teen authors. The event is free and open to the public.

**FRIENDS OF THE RAMSEY COUNTY LIBRARIES REPORT:**

**Upcoming Events**
- Huge Spring Book Sale, April 20-24 – Roseville Library
- Monday, April 25 – Friends Annual Meeting & Board Meeting - 6:00 to 8:30 – Roseville Library
- Saturday, April 30 – Annual Luncheon at the North Oaks Golf Club - Author talk by Jonathan Odell
- Saturday, May 14 – Showcase of the highlights of the new White Bear Lake Library – 2 to 4
- Saturday, May 21 – Book It 5K Walk/Run – 9:00 am at Roseville Library. SIGN UP!
- Saturday, June 11 – Summer Reading Program Festival

**Shoreview Capital Campaign**
The Friends have an enthusiastic group of capital campaign volunteers and look forward to reaching the $250,000 fundraising goal by December 31, 2017.

Judith Anderson  Carol Jackson  Robert Reetz  
Beverly Aplikowski  J. J. Killins  Deanna Reisdorfer  
Lynn Belgea  Judy Kishel  Tom Reynen  
Melissa Casey  Mayor Sandy Martin  Dr. Rich Routhe  
Nicole Ford  Lisa Mattson  Stuart Shwiff  
Sue Gehrz  Craig Mullenbach  Cathy Shimon  
Nancy Guerino  Shelley Murray  Nancy Uppgren  
John Hakes  Jan Myles-Brunelle  Kathy Wiggin  
Kathy Hanon  Susan Nemitz  Diane Wigglesworth  
Sue Hanson Lieser  Soren Nyberg  Roger Williams  
Ken Hola  Karen Porter  Lynn Wyman  
Commissioner Blake Huffman
2016 FIRST QUARTER REPORTS:
The Library Board reviewed the first quarter workplan, financial report, statistics, and incident reports.

STATEWIDE LIBRARY PROGRAMS & SERVICES OVERVIEW:
Ken Behringer, Executive Director of the Metropolitan Library Service Agency (MELSA) was present to provide an overview of statewide library programs and services. He reviewed the statutes that established library service, and the regional structure used in Minnesota for libraries. Funding of the regional library systems was discussed, along with the cooperative purchasing for the Twin Cities regional system, MELSA.

SHOREVIEW PROJECT UPDATE:
Construction continues apace. Work is progressing on underground mechanical and electrical rough ins and the application of a sprayed-on air barrier. In the next month, scheduled activities include roofing installation, the start of exterior brick work, window and curtain wall installation, pouring the interior slab, and delivery of the air handling equipment. The project recently passed the 100-day mark of accident-free construction activity.

Closing on the property at 795 Highway 96 West took place the week of April 11. This will allow Ramsey County to finalize the Grant Agreement for the State Library Construction Grant with the State of Minnesota.

The request for bids (RFB) for millwork (end panels, browser bins, etc.) went out on April 13, with bids due back May 19. A significant portion of the furniture will be purchased using State of Minnesota or University of Minnesota master contracts, with orders to be placed by June 1. The rest will be acquired through the bid process. A Request for Bids will be developed and issued in the next month.

Adolfson and Peterson has agreed to provide a piece of construction equipment and one of their employees to read a story for one of the Shoreview storytimes in May. They are also considering taking part in the Slice of Shoreview parade in July.

The City of Shoreview has contracted with Bob Lane, who designed the original campus exterior signage, to create a new Shoreview Commons signage package. All the organizations in the Commons area would use the same basic design for their own monument signs, and there would be a new gateway sign at the corner of Highway 96 and Victoria, identifying all of the organizations within the campus. The Library will work with Ramsey County Communications staff to ensure that the new monument sign reflects the requirements of the Ramsey County branding initiative.

BY-LAWS AND POLICIES SUBCOMMITTEE REPORT:
The subcommittee met prior to the Library Board meeting to review the current Library Board By-laws and Policies, and compare them to documents from other library systems. Some current policies will be incorporated in the proposed by-laws. The subcommittee will meet again before bringing recommended revisions to the full Library Board for approval.

COUNTY ALIGNMENT:
Nemitz reported that Ramsey County has announced its intention to centralize its Information Technology and Communications services across County departments. Phase I of this alignment is currently underway, and Phase 2, which will include the Library in some capacity, is being studied.

The County is studying the Library’s Communications/Programming department, to determine how programming duties could be handled in a centralized unit. The Information Technology centralization plans are running into delays, and County staff are not ready to meet with the Library Board.
Nemitz noted that County Manager Julie Kleinschmidt and Deputy Manager Heather Worthington understand the legal authority of the Library Board to govern Library operations and budgets, but is concerned that others involved in the planning process may not. Library staff would like to have the process be collaborative, using the Property Management model currently in use successfully at the Library. The top priority is to maintain high quality services for the public.

**BUDGET PERFORMANCE MEASURES:**
As part of each two-year budget cycle, the Library reports on annual performance measures. A preliminary draft of the report to be submitted to Ramsey County was reviewed and discussed by the Library Board. A supplemental budget request in the amount of $50,000 will be included with the budget documents. This amount would fund the additional hours at New Brighton which started April 4. Additional FTE for the hours were approved in the 2016 Library Budget, without funding attached. Final drafts of the performance measures and supplemental budget request will be submitted after the Library Board meeting in preparation for the budget hearing on April 28.

**PUBLIC POLICIES REVIEW:**
According to the Library’s policy management guidelines, the Internet Access Policy and the Conduct Policy are due for Library Board review in 2016.

In response to racial equity training and the changing library environment, staff has determined that significant revisions are needed to the Conduct Policy, the Collection Management Policy and the Library Card Policy. Those revisions may lead to changes in the Internet Access Policy. Staff will bring the policies to the Library Board for review when the proposed changes are in place.

**MAPLEWOOD COFFEE SHOP UPDATE:**
The current coffee shop vendor, Sanook LLC dba Caféine, is still struggling in the leased space at the Ramsey County Library in Maplewood. The Library Board approved an amended lease last year, which significantly reduced the monthly rent payment. The owners are seeking further reduction in rent, a shortened lease term, and a return of their security deposit to use for advertising. Nemitz noted that the owners of the coffee shop have asked to be placed on the May agenda, to share their concerns with the Library Board.

**NEXT MEETING:**
**May 18, 2016, RCL-Maplewood, 3025 Southlawn Drive, 6:30 p.m.**

**ADJOURNMENT:**
Following a motion by Rapheal and a second by Xiong, the meeting adjourned at 8:30 p.m.

Respectfully Submitted,

Mary Larson
Library Board Coordinator