LIBRARY BOARD PRESENT:
Marisol Chiclana-Ayala, John Hakes, Craig Klausing, Paula Mielke, Kim Vanderwall

LIBRARY BOARD ABSENT:
Jan Rapheal, Tou Xiong

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; Kristi Saksvig, Communications & Programming Manager; Julie Neville, Building Services Manager

OTHERS PRESENT:
Mary Jo McGuire, Ramsey County Commissioner; Heather Worthington, Deputy County Manager; Gail Blackstone, Jennifer Otley, Ramsey County Human Resources; Les Sipkema, Shoreview Resident

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 Maplewood, 3025 Southlawn Drive.

PUBLIC COMMENT:
A letter was submitted by Kumpon Boonwong and Navarat Poosansaard, owners of Caféine Thai Café, requesting a partial refund of their lease deposit for promotional purposes. Vanderwall noted that the request would be considered at an upcoming meeting.

APPROVAL OF AGENDA AND MINUTES:
Klausing made a motion to approve the agenda for May 18, 2016 and the minutes of April 20, 2016, as presented. Mielke seconded the motion, which was approved by unanimous vote.

ACCEPT DONATION:
In November 2015, a library patron named Dorothea Prior passed away. She named Ramsey County Library as the beneficiary of her deferred annuity with Fidelity Investments, with an estimated value of $6,641.50 at the time the Library received notification. No stipulations were placed on the donation.

Klausing made a motion to accept the donation from the estate of Dorothea Prior at an estimated value of $6,641.50 in a lump sum payment, and to authorize Library Director Susan Nemitz to sign the settlement forms and accept the distribution from Fidelity Investments. Mielke seconded the motion, which was approved by unanimous vote.

NAMING RIGHTS FOR SHOREVIEW CAPITAL CAMPAIGN:
At the March 16 Library Board meeting, a list of naming opportunities in the Ramsey County Library in Shoreview was approved. There were errors in the amounts for two of the rooms. The correct donation levels are as follows:

<table>
<thead>
<tr>
<th>Room</th>
<th>Incorrect Donation Level</th>
<th>Correct Donation Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board Room</td>
<td>$10,000</td>
<td>$25,000</td>
</tr>
<tr>
<td>Book Club Room</td>
<td>$8,500</td>
<td>$12,000</td>
</tr>
</tbody>
</table>
Klausing made a motion to authorize the corrected donation levels for the Board Room and Book Club Room. Mielke seconded the motion, which was approved unanimously. With this action, the complete list of room naming opportunities will be as follows:

<table>
<thead>
<tr>
<th>Room and Area Naming Opportunities</th>
<th># Available</th>
<th>Donation</th>
<th>Room Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Program Room</td>
<td>1</td>
<td>$100,000</td>
<td>100</td>
</tr>
<tr>
<td>Children's Area</td>
<td>1</td>
<td>$50,000</td>
<td>50</td>
</tr>
<tr>
<td>Teen Area</td>
<td>1</td>
<td>$50,000</td>
<td>24</td>
</tr>
<tr>
<td>Media Lab</td>
<td>1</td>
<td>$30,000</td>
<td>4</td>
</tr>
<tr>
<td>Board Room</td>
<td>1</td>
<td>$25,000</td>
<td>12</td>
</tr>
<tr>
<td>Book Club Room</td>
<td>1</td>
<td>$12,000</td>
<td>10</td>
</tr>
<tr>
<td>Conference Room</td>
<td>1</td>
<td>$8,000</td>
<td>6</td>
</tr>
<tr>
<td>Group Study</td>
<td>1</td>
<td>$7,000</td>
<td>4</td>
</tr>
<tr>
<td>Individual Study</td>
<td>4</td>
<td>$5,000</td>
<td>2</td>
</tr>
</tbody>
</table>

**DIRECTOR’S REPORT:**

The Friends of the Ramsey County Libraries Book It! 5K Walk/Run will take place on Saturday, May 21, at 9 am at the library in Roseville.

On June 11, the Summer Reading Festival will kick off the summer reading program at the library in Roseville (10 am – 3 pm). There will be a full day of STEAM programming. Many County Commissioners attend. It would be wonderful if Library Board members could stop by.

Automation Services has been installing Office 2016 on all staff computers.

The Roseville Area Schools annual Art Show took place for the first time at the library in Roseville. The program showcases artwork from students in grades K-12. Over 100 people attended a reception last Thursday.

RCL Maplewood has begun a new program for teens in collaboration with the Maplewood Human Rights Commission called Library After Dark. The Program began Friday, April 29 at 5:30 pm after the library closed, with 24 teens in attendance. A variety of activities and programs are available. The program is patterned after a similar program at the Sun Ray Library on the East Side. Special thanks to Timothy Turner and Marie Garza from the Humans Rights Commission for their support.

The social work program will be expanding to Roseville on Thursday afternoons starting on June 9.

The library in Maplewood is expecting. A mama duck has made her nest inside a tree planter. The deck is temporarily closed.

Ramsey County Library, along with the other members of the County’s Economic Growth and Community Investment Strategic Team presented its performance indicators to the County Manager, Finance staff and Policy and Planning staff. The reaction was favorable. Written feedback will be routed to the departments by the end of the month. The County Manager will make her second-year budget recommendations to the County Board in July. The Library’s budget hearing will take place in September.

The County is implementing new management software that will track employee training.
FRIENDS OF THE RAMSEY COUNTY LIBRARIES REPORT:
Thanks to the support from our enthusiastic volunteers and customers, the April used book sale at the library in Roseville brought in more than $7,000.

The Book It 5K Walk/Run fundraiser for the Summer Reading Program is scheduled for May 21st at the library in Roseville. The Friends greatly appreciate the support from the following generous event sponsors:

<table>
<thead>
<tr>
<th>Gold Sponsors</th>
<th>Bronze Sponsors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blue Cross and Blue Shield of Minnesota</td>
<td>Maguire Agency</td>
</tr>
<tr>
<td>North American Banking Company</td>
<td>Kim Bennett Agency</td>
</tr>
<tr>
<td>Silver Sponsors</td>
<td>Frank Harris</td>
</tr>
<tr>
<td>Falcon Heights/Lauderdale Lions Club</td>
<td>Pam Harris</td>
</tr>
<tr>
<td>Jaci Meyer Agency, State Farm</td>
<td>John Harris</td>
</tr>
</tbody>
</table>

Risdall Marketing Group is once again donating their services to design campaign materials for the Shoreview Library Capital Campaign. The librarians have selected a large tree, a theater and a park office from the large interactive pieces to be purchased from the Minnesota Children’s Museum.

LIBRARY DIRECTOR SEARCH:
On May 3, 2016, Nemitz informed the Library Board Chair of her intent to resign effective June 17, 2016, to serve as Director of Santa Cruz Public Libraries in Santa Cruz, California.

In order to facilitate a smooth and timely search process, Gail Blackstone, Director of Ramsey County Human Resources, was asked by Library Board Chair Kim Vanderwall to assist the Library Board in the process to recruit and hire a new Library Director.

After many conversations between the Library Board Chair, Ramsey County officials, and Library staff, the group is recommending that Lynn Wyman (Deputy Director of Ramsey County Library), Heather Worthington (Deputy County Manager) and Kim Vanderwall (Library Board Chair) serve as the interim team to lead the libraries during the hiring process. Lynn Wyman, who has chosen not to pursue the Library Director position, will manage the primary day-to-day operations of the organization. Heather Worthington will provide financial oversight and assistance and serve as the County Liaison. Kim Vanderwall will serve as liaison from the Library Board to ensure that the Deputy Director has the needed support and resources. Vanderwall will not be compensated for her service.

Gail Blackstone, Human Resources Director for Ramsey County, and Jennifer Otley, Human Resources Manager, were present to discuss the director search process and timeline with the Library Board. A draft of the position announcement was also distributed for Board review and discussion. Blackstone noted the Ramsey County Human Resources led the previous director search process that resulted in the hiring of Susan Nemitz, and they have coordinated searches for several Ramsey County department heads in recent years.

The position will be posted publicly on May 20, and will remain open until the position is filled. Applications will be reviewed after four weeks, with initial interviews to be scheduled in early July. Interviews with the top 3-4 finalists will take place in early August, with a job offer extended by mid-August.

The Library Board discussed the position brochure drafted by Human Resources and made several revisions to ‘The Ideal Candidate Should Possess’ section, and asked that position responsibilities be listed in order of importance. The vacancy will be posted on several library and government related websites, including the Library website, Ramsey County’s Neogov website, and the American Library Association and Minnesota Library Association job websites.
Vanderwall noted that hiring a qualified Library Director is the most important duty of a Library Board. Board members will participate in the initial review of candidates and the semi-finalist interviews, and the finalist interviews will be conducted by the full Library Board. Other participants for each stage of the process were discussed, including a Ramsey County department head, and another metro library director. Potential participants will be contacted to determine availability. Participation by library staff and the Friends of the Library is still being determined. Blackstone noted that any official feedback submitted to the Library Board as part of the hiring process by staff or other groups becomes part of the public record, and can be problematic in regard to timing, etc.

COLLECTION DEVELOPMENT OVERVIEW:
Ramsey County Library (RCL) strives to provide a contemporary and relevant collection that reflects a diversity of views and meets the needs and interests of library patrons. The Library does not have the space or resources to support an archival collection. Instead, the Library relies on the research collections and borrowing networks available in the State of Minnesota to provide patrons with technical, historic, and specialized materials beyond the scope of the RCL collection.

To make the best use of limited shelf space and to maintain the usefulness and viability of the collection, librarians routinely assess the library collection, adding new content, removing outdated and obsolete items, and withdrawing worn and damaged materials, replacing them if the item is still available and there is ongoing need or demand.

With a collection budget that declined to $850,000 in 2012, compared to a budget high of $1,211,415 in 2002, and has remained unchanged since, the Library faces significant challenges in maintaining the quality and adequacy of its collection. Minitex and MELSA support for databases, MELSA’s Cloud Library eBook funding, special project support from the Friends, the Rental Collections and donations have helped to keep the Library collections stable as the buying power of the materials budget diminishes.

Wyman noted that librarians use collection data, professional reviews, and intuition for selecting materials. Approximately 50,000 new items are added to the collection each year. Staff is currently ordering the opening day library materials and weeding worn or outdated items from the current collection in preparation for the move to the new library in Shoreview in late 2016.

WHITE BEAR LAKE EVALUATION (written update only):
The Ramsey County Library in White Bear Lake reopened on April 11, 2016, after a 10-month closure for building renovation and expansion. The Grand Opening Celebration was a huge success. The program room was filled to capacity, with patrons lined up outside waiting for the official ribbon-cutting and entry to the building. Over 2,900 enthusiastic visitors enjoyed the library’s fireplace lounge; expanded public computing; children’s literacy interactives, including a sailboat from the Minnesota Children’s Museum and the EyePlay projection system; study and meeting rooms; and outdoor plaza and garden. The event won an award for outstanding work from the MN Association of Government Communicators.

One year later, the community’s enthusiasm and support for the new library has not dimmed. The library, like all RCL facilities, has experienced small declines in circulation, but circulation of children’s materials has increased by 6%; visits by 5%; meeting room use by 47%; wireless computer use by 74%; children’s program attendance by 24%; teen program attendance by 80%; and adult program attendance by 28% over the last full year of operations in 2013.

The Friends of the Ramsey County Libraries ran a successful Capital Campaign that has funded library enhancements, including vibrant art pieces, children’s literacy interactives and the reading garden.
The library is partnering with the WBL school district on the ConnectEd initiative; local garden club volunteers have started a Seed Library; and the White Bear Lake Historical Society continues to be a strong library partner.

**SHOREVIEW PROJECT UPDATE** (written update only):
Wet weather has slowed work on the site some, but in the past month work has begun on the exterior brickwork, the slab on grade has been poured, the final section of the roofing has been installed, and mechanical and electrical rough-ins have begun. In the next month brick work will continue, the air handling unit will be delivered and set in place, the curtain wall will be installed, the raised floor will begin, the new parking lot will be graded and curb and gutter will be installed, and interior framing will begin.

The project continues to be on schedule and under budget.

The Library is still working with the State Department of Education to finalize the Grant Agreement for the State Library Construction Grant. The Department of Management and Budget is currently reviewing the documentation of the Project’s financing plan to ensure that all required funds are in place.

The bid package for furniture will be issued on May 18, with bids due on June 23. This package includes much of the furniture for the public areas of the Library.

The Library and staff from Hammel, Green & Abrahamson, Inc. (HGA) have been working with staff at Intereum, the local certified dealer for Herman Miller office furniture, to design the workstations in Technical Services, the Circulation and Reference workrooms and the Administrative Offices.

HGA is working with Forest Products Supply to design a special feature for the interior of the Library using the reclaimed oak from the site. Forest Products Supply has been storing the logs and will be drying and preparing the wood for this project. Currently under consideration is the top for the laptop bar.

Staff is working with the Ramsey County Procurement Office to place an order for a 7-bin automated materials handling system.

As part of the SB2030 application, HGA will be leading a commissioning process to ensure that the mechanical and electrical systems all perform as designed. A kick-off meeting was held on May 10 to help the design team understand the commissioning process and what will be expected from each member of the Commissioning Team.

The Library will work with Adolfson and Peterson to schedule a tour of the construction site for the Library Board as soon as the building is water tight.

The Mounds View School District has contracted with a team of Kraus Anderson and MLA Architects to work on the renovation of the existing library for their administrative offices. Julie Neville will act as the Library’s liaison to the Design/Build Team, and Carol Morphew of Ramsey County Property Management will be the Project Manager. The design process will begin with a Kick-off meeting in the lower level conference room on June 2.

**COUNTY ALIGNMENT:**
Ramsey County has announced its intention to centralize Information Technology (IT) 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. As part of this process, staff recommends that the Library Board discuss a framework for developing County alignment plans. Draft alignment principles were presented for consideration.
Ramsey County Library Board: Draft Alignment Principles

1. The Library’s highest priority is to provide unfettered public access to information. Minnesota State Statute defines separate Library Board authority in order to maintain that priority.
2. Technology is not just a tool of the Library, it is a business line. Ramsey County Library provides public access to hardware, software, the internet, digital resources, training, and one-to-one support.
3. The public is our customer. The user experience of the public is valued.
4. The Library will be able to preserve quality, agility and the ability to innovate.
5. The Ramsey County Board of Commissioners will include the Library Board in all decision-making related to the alignment of County Information Services and Library Automation Services as well as County Communications and the Library Communications/Programming Department.
6. The County will use a deliberative, phased-in approach to implementation.
7. The County and Library will develop a library departmental agreement for alignment based upon the Property Management model.
8. Affected staff will not lose their job or pay rate as a result of the alignment but their responsibilities may change. The County, to the best of its ability, will leverage existing staff to maintain library services.

Vanderwall will contact Heather Worthington, Deputy County Manager, to discuss an exception to the hiring freeze for IT positions in order to fill a vacancy on the Library’s Information Technology staff.

BY-LAWS AND POLICIES SUBCOMMITTEE REPORT:
The subcommittee met prior to the Library Board meeting to continue reviewing the current Library Board By-laws and Policies, and compare them to documents from other library systems. The subcommittee will present a final draft of recommended revisions at the June Library Board meeting for approval.

NEXT MEETING:
June 15, 2016, RCL-White Bear Lake, 2150 – 2nd Street, 6:30 p.m.

ADJOURNMENT:
Following a motion by Mielke and a second by Hakes, the meeting adjourned at 8:45 p.m.

 Respectfully Submitted,

Mary Larson
Library Board Coordinator