LIBRARY BOARD PRESENT:
John Hakes, Craig Klausing, Paula Mielke, Jan Rapheal, Kim Vanderwall, Tou Xiong

LIBRARY BOARD ABSENT:
Jim Berry

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; Julie Neville, Property Manager; Nicole Herold, Technical Services Manager

OTHERS PRESENT:
Carol Morphew, Ramsey County Property Management; Steven Kaatz, 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:
Steven Kaatz, a Shoreview resident, shared his concerns regarding gender equity for children’s programs at the library. He stated that programs geared toward girls may violate Title 9 requiring equal access for males and females.

Nemitz will consult the Ramsey County Attorney’s Office to obtain a legal opinion.

APPROVAL OF AGENDA AND MINUTES:
Xiong made a motion to approve the agenda for May 20, 2015 and the minutes of April 15, 2015 as presented. Klausing seconded the motion, which was approved by unanimous vote.

NAMING RIGHTS:
A naming request was received by the Friends Capital Campaign for White Bear Lake, based on the amounts approved by the Library Board in May 2014 and October 2014.

Jane and Dale Bacon donated $5,000 as of April 29, 2015, for the naming rights to the two-person study room at the newly remodeled and expanded Ramsey County Library in White Bear Lake. In recognition of this gift, the room would be named the Jane and Dale Bacon Study room and marked with an appropriate plaque.

Xiong made a motion to approve the naming of the two-person study room in the Ramsey County Library in White Bear Lake for Jane and Dale Bacon based upon their donation of $5,000 received as of April 29, 2015. Klausing seconded the motion, which was approved unanimously.

DIRECTOR’S REPORT:
With great sadness Nemitz reported that Eilene Boder, Branch Manager of the library in Shoreview, passed away unexpectedly on April 24. A memorial service will be held on Wednesday, May 27 from 4-8 pm at the Roseville Memorial Chapel. The funeral will be held on Thursday, May 28 at Incarnation Lutheran Church in Shoreview, with a visitation at 9:30 am and the service at 10:30.

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 Board’s strategic planning retreat will be held Wednesday, June 17, from 5-9 pm in the Community Program Room of the Ramsey County Library in Roseville. Dinner will be provided.

The White House called to request that Ramsey County become one of 30 communities across the country to accept the White House ConnectEd Challenge.

“Today, the President will call upon library directors to work with their mayors, school leaders, and school librarians, to create or strengthen partnerships so that every child enrolled in school can receive a library card. These libraries also commit to support student learning through programming that develops their language, reading, and critical thinking; provide digital resources, such as eBooks and online collections of traditional media; and provide broadband connectivity and wireless access within library facilities. Over 30 major cities and counties have announced they are taking the challenge and will work to provide cards to all students.

Communities adopting the ConnectEd Library Challenge include: Baltimore, Boston, Charlotte, Chicago, Cleveland, Clinton Macomb, Columbus, Cuyahoga, D.C., Denver, Hartford, Hennepin County, Howard County, Indianapolis, Madison, Milwaukee, New Haven, Oakland, Pierce County, Pima, Pocatello, Pueblo City, Ramsey County, Columbia, Rochester Hills, Rochester, Salt Lake City, San Francisco, Seattle, Skokie, and St. Louis.”

The prairie grass at the library in Roseville underwent its first prescribed burn.

On May 13, Ramsey County Library updated its Internet access connection. The Library's Internet access is provided through the City of Roseville and the City's Internet Service Provider (ISP) is changing. The domain names/addresses (rclreads.org and ramsey.lib.mn.us) will stay the same but the numeric addressing assigned to those names changed.

The Library expanded filtering licenses from 700 to 800 users to accommodate growth in wireless use.

On May 12, SPNN (St. Paul Neighborhood Network) recognized Ramsey County Library as the outstanding CTEP (Community Technology Empowerment Project) Partner of the Year. Nemitz thanked Jason Lyons, Marcus Lowry and Amy Boese for managing this program for the Library.

The Senate’s omnibus Legacy bill appropriates $2.95 million per year for regional public libraries, $50,000 less per year than the current appropriation from Legacy funds, but far better than the House Legacy appropriation of $1.5 million in FY 16 and $2.5 million in FY 17. A conference committee is negotiating the outcome. A 50% cut in Legacy funding would greatly affect programming at the Ramsey County Library.

FRIENDS OF THE LIBRARY REPORT:
The Friends are very grateful to the following businesses, organizations and individuals who provided the financial sponsorship that enables the Friends to host the 6th Annual BookIt 5K Walk/Run on May 16.

**Gold Sponsors**
- McGough Construction
- North American Banking Company

**Silver Sponsors**
- Jaci Meyer Agency, State Farm
- Falcon Heights/Lauderdale Lions Club

**Bronze Sponsors**
- Melissa Cuff
- Maguire Agency
- Roseville Visitors Association
- Kim Bennett Agency
- Frank Harris
- Health Partners
- Pam Harris
Once again, the Friends had a very successful year raising funds and friends for the Ramsey County Library. Copies of the Annual Report are available at the Friends office or on-line.

On June 8, the Friends and the Minnesota Association of Library Friends will have a table at the Minnesota Continuing Legal Education Probate and Trust Attorneys Conference at River Centre to provide information and encouragement for leaving legacy gifts to public libraries. This event is part of the Friends’ Help Someone Become the Next Andrew Carnegie campaign.

The White Bear Lake Capital Campaign Events Committee plans to host an Ice Cream Social in the outdoor gardens during Manitou Days in June. The Library Board has been asked to approve Naming Rights for one of the small study rooms at White Bear Lake.

The Friends Third Annual Gala will be held on February 6, 2016 at the Roseville Library. The theme will be “Spies, Lies, and Literature” so start planning how to dress like a favorite character from a spy thriller.

**DESIGN/BUILD TEAM SELECTION FOR SHOREVIEW:**
Ramsey County Library received five responses to the Request for Proposals for Design/Build Services issued on March 11. On April 17, an Evaluation Team consisting of John Hakes from the Library Board, Bruce Thompson, Director of Ramsey County Property Management, Tom Simonson, Community Development Director for the City of Shoreview, and Lynn Wyman and Bill Michel from the Library staff, met and selected two of the proposed Design-Build Teams to invite for an interview. These were held on May 1, and the Evaluation Team recommended that the Design Build Team of Adolfson & Peterson Construction/HGA Architects be selected as the Construction Manager-Design Team. This team also worked with the Library on the New Brighton Project.

Approval by the Ramsey County Board of Commissioners is required to enter into any agreement resulting from a Request for Proposals process. Approval of this Phase 1 contract is currently scheduled to take place at the County Board meeting on May 26. Once that approval is given, a Design Team of Library and County staff will begin meeting with A&P/HGA staff early in June. Design work will continue through the summer, with construction scheduled to begin in late fall.

On April 28, the Mounds View School Board unanimously passed a resolution asking the Minnesota Department of Education to allow the School District to impose an administrative lease levy for the purpose of purchasing the existing Shoreview Library. That permission has been granted. The School District has also sent a “Letter of Intent” to the County to enter into a lease to purchase agreement. Both the School District and the County are in a 90 day waiting period, starting May 4th, during which time a Lease-Purchase Agreement will be negotiated. In the meantime, the County will be acquiring the services of Loucks Associates to conduct the survey work necessary to split the Library properties in two to allow for the School District purchase of the existing Library.

On May 12, the Ramsey County Board of Commissioners approved the “2015 Library Capital Improvement Program Bond Ordinance” which authorizes the County to issue up to $11,900,000 bonds for the construction of a new Shoreview Library.

Hakes made a motion to ratify the Evaluation Team’s recommendation of AP Midwest, LLC, dba Adolfson & Peterson Construction and HGA Architects, for Phase I design/build services for the new Ramsey County Library in Shoreview Project, and to forward that recommendation to the Ramsey County Board of Commissioners for approval. Klausing seconded the motion, which was approved by unanimous vote.

**DUNN BROS. LEASE RENEWAL:**
Ramsey County Library entered into a license agreement with Ceefay Leasing, LLC, the corporate owner of Dunn Bros. Coffee, in February 2010. The terms of the license agreement allowed for the build out and operation of the coffee shop space for a term of five years, with the option to renew for an additional five year period.
Monthly rent on the space was set at $5,298.75, plus 11% of annual gross sales over and above gross receipts of $578,045.

In February 2011, Ceefay Leasing LLC sold the franchise to KADE 2, Inc., and an assignment and assumption agreement was executed. Terms of the original license agreement remained in effect for the new owner of Dunn Bros. at the library in Roseville.

The term of the current license agreement with KADE 2 will expire on June 30, 2015. KADE 2 owner Karen Sturm would like to renew the license agreement for the second five-year term allowed under the agreement. All terms and conditions of the original license agreement signed in February 2010 would remain in force.

Klausing made a motion to approve the Addendum to License Agreement between the Ramsey County Library Board and KADE 2, for the Dunn Bros. Coffee Shop at the Ramsey County Library in Roseville, 2180 Hamline Avenue North. Term of the lease extension shall be five years, from July 1, 2015 through June 30, 2020. Rental shall be $5,298.75 per month for the term of the addendum. Mielke seconded the motion, which was unanimously approved.

TECHNICAL SERVICES UPDATE:

Trends in Technical Services
- Ramsey County Library’s patrons and staff use the OCLC WorldCat FirstSearch database to find library holdings throughout the world. This year libraries are migrating to WorldCat Discovery – an updated platform which promises an improved discovery experience for patrons. RCL will migrate from FirstSearch to WorldCat Discovery before the December deadline.
- Providing better discovery and access to e-content is a priority for libraries everywhere. The aim is to allow the patron to check out and request e-books directly from the catalog, rather than linking to a separate site. Many new discovery platforms are making this possible. RCL will need to monitor and evaluate new options for improving our patrons’ e-content experience.

Departmental Issues and Service Trends
- The retirement of one of two Interlibrary Loan clerks last fall prompted a department-wide review of work duties. Four staff members were cross-trained to work in ILL on a rotating basis. Some ILL tasks were reassigned to pages. A full-time page was hired, relieving clerks of the page tasks they had been performing due to frequent shortages of page staff.
- The Library will obtain bids for a primary audiovisual materials vendor this year.
- Technical Services ordered, cataloged, and processed the White Bear Lake opening day collection. The department was fortunate to have the assistance of several members of the White Bear Lake staff in the fall and winter.

HUMAN RESOURCES OVERVIEW:
Staffing complement, as of 5/12/15
- 100.32 FTE
- 123 permanent staff in place (51 full-time, 72 part-time)
- 7.25 FTE in vacant permanent positions (several hiring processes in effect)
- 8 student workers on staff, with 2 summer vacancies
- 19 intermittent staff in place, with 7 intermittent vacancies (currently hiring)

Staffing issues and characteristics
- Capable and committed workforce
- Low turnover, long tenure
- Competitive pay
- Strong interest in and demand for RCL jobs
- Large number of part-time staff
- Multi-year staffing cuts
- High workload relative to MELSA libraries and national peers
- Challenge of staffing 7 sites with daytime, evening and weekend hours
- Need for children’s, teen, technology, and outreach librarians
- Staff training in a rapidly changing work environment
- Lack of diversity in the staff

Staffing strategies
- Circulation technology
- Process engineering
- Staffing alternatives
  - Volunteer program
  - Workforce Solutions youth programs
  - Librarian internships (unpaid)
  - AmeriCorps workers
- Student Workers
- Intermittent staff

Staffing processes
- Job postings through Ramsey County Human Resources
- Certified hiring lists through Ramsey County Human Resources
- AFSCME unions
  - Local 8, General
  - Local 8, Professional
  - Labor Management Committee for Local 8, Professional
  - Participation in Ramsey County Interest-Based Bargaining
- Background checks through Ramsey County Human Resources

Allocation of public service staff
- Library managers at all libraries
- Children’s librarians (most part-time) in all libraries, except NS
- Teen librarians at regional libraries (RV and MP)
- Other librarians, as needed, to maintain reference desk staffing at designated levels
- Project managers assigned to RV and MP
- Circulation supervisors at the four largest libraries
- Lead clerks at all locations
- Library pages as primary circulation staff at all locations
- Circulation staffing levels determined by overall circulation and working conditions

2016-2017 BUDGET UPDATE:
The Library’s budget meeting with the County Manager and other County staff took place on Thursday, April 30. The County Manager will present her proposed budget to the Commissioners on August 4, 2015. The Library’s Goals, Strategies, and Performance Measures are due June 29. The Library Board discussed the draft document prepared by staff.

WHITE BEAR LAKE PROJECT UPDATE:
The Grand Opening of the Ramsey County Library in White Bear Lake took place on Saturday, April 11. Remaining issues continue to be addressed:

- The second sign package has been installed, and a third small package is being planned.
- The magazine displayers have arrived, and will be installed soon.
- Additional children’s furniture has arrived.
- Work will soon begin on construction of the Reading Patio, with the intention of having the work complete by the start of Manitou Days.
- The curtains in the Community Program Room have been installed.
- Two additional automatic door openers have been installed.
- Work continues on the rooftop unit that has not been functioning correctly.
- The Donor Plaque and Dedication Plaque have been installed.
- The White Bear Lake Planning Commission will consider the Library’s request for a variance to the Sign Code for a monument sign on May 18, and the City Council will consider it on June 9.
- Property Management staff is working with the church next door to resolve the parking lot issue.

NEXT MEETING:  Strategic Planning Retreat, June 17, 2015 – RCL Roseville, 2180 Hamline Ave. N., 5-9 p.m.

ADJOURNMENT:
Meeting adjourned at 8:15 p.m.

Respectfully Submitted,

Mary Larson
Library Board Coordinator