LIBRARY BOARD PRESENT:
Matthew Anderson, John Hakes, Jeff Johnson, Paula Mielke, Tou Xiong

LIBRARY BOARD ABSENT:
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

OTHERS PRESENT:
Mary Jo McGuire, Ramsey County Commissioner; Sue Gehrz, Friends of the Ramsey County Libraries Executive Director

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 Maplewood, 3025 Southlawn Drive, and introduced newly-appointed Library Board Trustee Tou Xiong.

PUBLIC COMMENT:
No public comment.

APPROVAL OF AGENDA AND MINUTES:
Johnson made a motion to approve the agenda for May 21, 2014 and the minutes of April, 2014, as presented. Hakes seconded the motion, which was approved by unanimous vote.

DISPOSITION OF SURPLUS FURNISHINGS, EQUIPMENT & BOOKS:
With the closing of the Ramsey County Library in White Bear Lake on June 6, 2014, the Friends of the Library are planning to hold a surplus sale to dispose of furnishings, equipment, and weeded books that will not be utilized at the remodeled and expanded facility opening in February 2015. The surplus sale will be held June 26-28, in the White Bear Lake facility located at 4698 Clark Avenue, in conjunction with the City’s Manitou Days Festival. The sale will be run by the Friends, with assistance by Library and Property Management staff.

Johnson made a motion to authorize staff to dispose of all surplus property from the Ramsey County Library in White Bear Lake in a fiscally prudent manner, and in accordance with Ramsey County guidelines. Hakes seconded the motion, which was unanimously approved.

WHITE BEAR LAKE PROJECT UPDATE:
Work continues with the design/construction team of Knutson Construction and Bentz/Thompson/Rietow (BTR) Architects. Design meetings have been taking place. Paula Mielke is serving as the Library Board’s representative on the design team. BTR and Knutson are working on finalizing Phase I of the project to reach a Gross Maximum Price (GMP). Initial estimates were higher than anticipated, due to several contributing factors including a difficult bidding climate and greater than expected costs of meeting SB 2030 standards.

The Library and Property Management met with the construction/design team on May 12 to agree on funding strategies and changes to project plans in order to reach the $2.7 million GMP. Substantial agreement was achieved, with a few items still to be worked out. Steps taken so far include obtaining more bids, clarifying the Library’s sales tax-exempt status, shifting some expenses to other funds, changing some finishes, and replacing skylights with light tubes. Further information on all plan adjustments made to reach the GMP of $2.7 million will be shared when value engineering is completed.
The White Bear Lake Planning Commission approved with project on May 19 with some stipulations. Pending approval by the White Bear Lake City Council and the Library Board, the project can go to the County Manager for approval. The design team hopes to have all approvals in place by early June in order to move on to Phase II of the project and begin construction in July.

An interim service plan has been finalized:
- The library will close at the end of the day on Thursday, June 5. The White Bear Lake book return will remain open for one week after the library closes.
- Patrons can select the Ramsey County Library branch of their choice for request pickup. Maplewood will be the default choice.
- Library materials can be returned to any Ramsey County Library and to any MELSA library, including the Wildwood Library in Mahtomedi and the Hardwood Creek Library in Forest Lake.
- History programs, co-sponsored by the White Bear Lake Historical Society, will be moved to the White Bear Lake City Council Chambers.
- Children’s storytimes will continue on Friday mornings from 10:30 to 11:00. Storytimes will move to the common room of Pioneer Manor, a City-owned senior housing facility located at 2225 - 6th Street, about four blocks from the library.
- The Ramsey County Library in Shoreview will be open additional hours starting July 1, 2014 to accommodate increased business from the White Bear Lake area. Shoreview’s interim schedule will be:
  - Sunday: Noon to 5:00 pm
  - Monday through Thursday: 10:00 am to 9:00 pm
  - Friday and Saturday: 10:00 am to 5:00 pm

Closing activities are being planned:
- Most White Bear Lake books and DVDs will be placed in storage during the construction period. A few collections will be moved to other Ramsey County Library branches.
  - Floating collections (large type books, talking books, and CDs) will be distributed among the other libraries.
  - Rental books and rental DVDs will be sent to Maplewood.
- White Bear Lake staff will be temporarily relocated to the libraries in Shoreview, Maplewood, and Roseville to assist with increased business at those locations.
- The Friends of the Library will hold a surplus furniture and fixtures sale and a used book sale at the library in White Bear Lake from June 26-28, in conjunction with Manitou Days.
- The building will be turned over to the construction company in July with an anticipated re-opening in February 2015.

An opening day collection is being funded with $70,000 from year-end balances. The Collection Steering Team is working with collection managers to select new materials for the library and to weed in anticipation of packing and storing the collection.

A group of library staff is working with the Friends to develop a wish list for the White Bear Lake capital campaign.

Mielke made a motion to approve the Phase I Design, Gross Maximum Price, and project timeline, and to recommend that the Ramsey County Manager sign the Phase II contract with the design/build team of Bentz/Thompson/Rietow and Knutson Construction. Xiong seconded the motion, which was approved unanimously.

**WHITE BEAR LAKE PROPERTY ACQUISITION:**
The Feasibility Study for the Ramsey County Library in White Bear Lake recommended that they Library buy the property immediately to the south of the library when it became available. One rationale for buying the property was that “A serious constraint of the existing site is the poor parking layout. It is inefficient, difficult for pedestrians to navigate and makes vehicle access for a drive-up book drop impossible.”
The property to the south is not for sale but the owners of the property to the east approached Susan Nemitz and indicated their interest in selling to the Library. The site acquisition would allow reconfigured access to the parking lot that improves traffic flow and pedestrian safety, and increases parking capacity by 22-26 spots compared to the plan without the property acquisition.

Nemitz met with officials from the adjacent church, St. John in the Wilderness. Church officials support the expansion of the parking lot and are willing to work with the Library on changes. Bruce Thompson, Property Management Director, sent a letter to the property owners indicating Ramsey County’s interest in the property.

It is recommended that the Library purchase the property for a reasonable, current market rate. According to their property tax statement, 2014 estimated market value is $258,200. Additional costs for parking lot changes and storm water treatment for that property are estimated to be $205,000. As part of the value engineering process, it was decided to move the storm water retention pond from the patio area to the new property, as it would be a more cost effective location. Relocating the pond would add some cost to the property acquisition; options are being priced.

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
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<tbody>
<tr>
<td>Expand parking to the east, including storm water system</td>
<td>$149,000</td>
</tr>
<tr>
<td>Demolition of the existing house</td>
<td>$ 30,000</td>
</tr>
<tr>
<td>Privacy fence</td>
<td>$ 11,000</td>
</tr>
<tr>
<td>Design fees</td>
<td>$ 15,000</td>
</tr>
<tr>
<td>Property costs</td>
<td>$258,200</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$463,200</strong>*</td>
</tr>
</tbody>
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*Plus costs for additional storm water retention capacity.

Walsh noted that the property would need to be re-zoned from residential, which could take up to 90 days. The property also has an easement for a shared driveway with its neighbor. She also reported that the County Board must approve the purchase agreement for the property, but the Library does not need permission to negotiate for the purchase since the project was already reviewed and approved by the CIPAC Committee.

Johnson made a motion to approve the purchase of the property at 2180 2nd Street in White Bear Lake using balances from the Library’s Capital accounts as described in the Library’s request to CIPAC in 2013. Hakes seconded the motion, which was approved by unanimous vote.

**FRIENDS CAPITAL CAMPAIGN:**

In October 2008, the Library Board adopted a Naming Policy to assist with private fundraising for capital campaigns organized by the Friends of the Ramsey County Libraries.

On February 3, 2014 the Friends officially kicked off a Capital Campaign for the Ramsey County Library in White Bear Lake. Enthusiastic community members have volunteered to serve on one of the following three campaign committees—Communications, Events, and Business Outreach. Based upon recommendations from Ramsey County Library administrative staff, a campaign goal has been set at $150,000 to fund literacy building equipment, art, a fireplace, a reading patio, two lighted display cases, bike racks, equipment for two innovation labs, books, and other amenities for which County funding is not available.

During the capital campaign for the library in Roseville, naming rights were granted for three rooms in recognition of donations of $10,000, $20,000, and $50,000.

Library Board approval will be required before the specific naming right for a room is granted. If all naming opportunities are utilized by individuals, businesses, or organizations, $179,000 will be raised for this capital campaign from this fundraising source.
Mielke made a motion to authorize the Friends of the Ramsey County Library to offer naming rights for the following areas in the Ramsey County Library in White Bear Lake:

- Community Program Room $50,000
- Children’s Area $40,000
- Outdoor Patio $25,000
- Teen Room $20,000
- Large Study Room (10 person) $10,000
- 2 Medium Study Rooms (6 person) $7,000 (each)
- 4 Small Study Rooms (2 person) $5,000 (each)

Johnson seconded the motion, which was unanimously approved.

2014-2015 SUPPLEMENTAL BUDGET & PERFORMANCE MEASURES:
As part of each two-year budget process, the Library reports on annual performance measures as well as opportunities and challenges. For this report, the Library has focused on hours and collections, as directed by the Board, and preparing for the next budget cycle when additional hours and staff will be requested for the Library in Shoreview.

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.

Hakes made a motion to approve the Opportunities and Challenges, Critical Success Indicators, and Performance Measures as prepared by staff, and to authorize the Library Director to submit the document as required to the Ramsey County Finance Department. Xiong seconded the motion, which was approved by unanimous vote.

TECHNICAL SERVICES OVERVIEW:
This item was tabled until June to allow the Technical Services Manager to be present for the report.

LIBRARY SERVICES AT NORTH ST. PAUL:
The North St. Paul City Council adopted a resolution supporting the Ramsey County Library in the City of North St. Paul on April 15, 2014.

Nemitz reported that North St. Paul city officials met with the School District Superintendant, who informed the city that they would not be renewing their lease beyond the original term. When informed that another organization was interested in the facility, and offered the opportunity to terminate the lease early without penalty, the School District agreed. The School Board will formally vote on the lease termination on May 27.

Nemitz also noted that, pending a new lease at the community center for a private school, she will consult with the County Attorney’s Office to determine the appropriate level of services that can be provided by a public library to a private school.

FRIENDS 2013 ANNUAL REPORT:
A copy of the Friends of the Ramsey County Libraries’ 2013 Annual Report was distributed to each Library Board member.

DIRECTOR’S REPORT:
The Library was awarded the services of an additional Community Technology Empowerment Project (CTEP) AmeriCorps worker for 2014-2015. Three CTEP workers will focus on adult and teen digital literacy at all of the Ramsey County libraries.
Several groups have toured the coffee shop area in the library in Maplewood. Ramsey County recommended a commercial real estate agent. All of the material on the coffee shop has been sent to the agent, who will meet with Library and Property Management staff next week. Workforce Solutions staff and the Library Director visited the Depot Coffee House in Hopkins, a youth-led program.

Staff recently met with Health Access MN, the Library’s MNsure navigation partner. Both the Library and Health Access MN found the partnership beneficial. Health Access is requesting funding to provide navigation services next year in the Library. Expansion of the program to the library in Maplewood is being considered.

Ramsey County Property Management presented a draft Strategic Facility Plan to the County Board on May 6. The Plan is meant as a framework to help guide the County in its decision making process regarding facilities over the next 10 years. The overriding principle of the Plan is “Service First.” At this point in time, the recommendations in the report are just recommendations and were debated by the Commissioners. The County Plan takes into consideration the current Library Facilities Plan.

Preliminary data on the MELSA 3M e-Book Sharing Collaboration was reported. Currently, Ramsey County has 7,319 titles. Together, the eight library systems have a total of 59,854 titles, and MELSA has purchased an additional 26,738 titles. About 20% of the titles that RCL patrons are checking out are shared from other participating libraries. Hennepin County joined the collaborative in the beginning of May, and will begin to buy titles immediately.

House and Senate DFLers have reached agreement on two bills to fund capital projects. One is a traditional bonding bill totaling $846 million. The other is a cash bill totaling $279 million. Library Construction Grants are funded at $2 million in the cash bill. Out of the $2 million, $570,000 is earmarked for the Jackson County Library, $257,000 is earmarked for the Perham Library and $50,000 is earmarked for the Bagley Library.

The bonding bill requires a supermajority of 3/5 of each body to pass, which means that Republican votes are needed to pass the bonding bill. It is far from clear whether enough House Republicans will vote for the bill. Negotiations are ongoing, so there may be changes made to the bill.

The cash bill does not require a supermajority. Governor Dayton has said he is opposed to using cash to pay for capital projects, but it is not clear whether he would actually veto a cash bill. The cash bill includes a number of projects that are important to the Governor, such as the remodeling of the Minnesota Security Hospital, grants for Early Childhood Facilities, grants for Local Road Improvements and the Local Bridge Replacement Program.

FRIENDS OF THE LIBRARY REPORT:
Over one hundred people enjoyed hearing author Larry Millett speak at the Friends’ Annual Luncheon at the North Oaks Golf Club on April 26th.

The Friends raised $5,500 from the following 13 event sponsors of the BookIt 5K Walk/Run:

**Gold Sponsors**
- Allina Health
- North American Banking Company

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

**Bronze Sponsors**
- BMO Harris Bank
- Maguire Agency
- Roseville Visitors Association
- Revive Chiropractic Wellness Center
- Kim Bennett Agency
- Frank Harris
- HealthSource of Shoreview
- HealthPartners
The spring book sale raised $5,910. Another large sale of books and furnishings will be held from June 26 through 28 at the library in White Bear Lake. The used book stores in the Roseville, Maplewood, and Shoreview libraries and book carts in the Mounds View and White Bear Lake libraries continue to do very well thanks to the very hard work of many dedicated volunteers.

**NEXT MEETING:** June 16, 2014, RCL – Roseville, 2180 Hamline Avenue North, 6:30 p.m.

**MEETING ADJOURNED:** 8:00 p.m.

Respectfully Submitted,

Mary Larson
Library Board Coordinator