LIBRARY BOARD PRESENT:
Matthew Anderson, Beverly Aplikowski, Paula Mielke, Janice Rapheal, Roberta Weltzin, Lori-Anne Williams

LIBRARY BOARD ABSENT:
Kim Vanderwall

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

OTHERS PRESENT:
Jan Parker, Ramsey County Commissioner; Ginny Belden Charles, Strategic Planning Consultant

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.

PUBLIC COMMENT:
No public comment.

APPROVAL OF AGENDA AND MINUTES:
Aplikowski made a motion to approve the agenda for May 23, 2012, and the minutes of April 18, 2012 as presented. Williams seconded the motion, which was approved by unanimous vote.

CONTRACT FOR 3M CLOUD LIBRARY:
As demand for e-books has increased, Ramsey County Library has investigated options to expand on its e-book services. Goals for any expansion include offering access to additional publishers, and simplifying technology requirements for end users. One new service is the 3M Cloud Library currently being offered at St. Paul Public Library.

After meeting with 3M to discuss the 3M Cloud Library, Ramsey County Library administrative staff decided to pursue a subscription using existing MELSA technology funds. 3M has offered to include Ramsey County Library in its Early Adopter Program, providing a reduced platform fee in year one, five complimentary eReaders, and one 3M Discovery Terminal.

Aplikowski made a motion to authorize the Library to enter into a 3-year agreement with 3M Library Systems for the 3M Cloud Library, at the Early Adopter Discount rate quote dated 5/17/12. Williams seconded the motion, which was approved by unanimous vote.

CHECKOUT LIMITS:
Ramsey County Library has a checkout limit of 150 items. There are several item-type restrictions within RCL’s total limit of 150 items. The majority of library patrons have 10 or fewer items checked out at one time.

Checkout limits vary greatly across MELSA, ranging from a limit of 30 in Hennepin County to no checkout limits in Carver County. RCL and St. Paul share a checkout limit of 150 items.
Nemitz indicated that the checkout limits primarily affect families that use one card for all items checked out, homeschoolers, and returns made to other library systems that prevent checkouts at Ramsey County Library. She noted that new borrower categories could be created for certain groups such as teachers or homeschoolers, if the Library Board wanted to lower the overall checkout limits for patrons.

Aplikowski made a motion to retain the current checkout limits, and monitor usage for problems or issues. Weltzin seconded the motion, which was approved by unanimous vote.

**STRATEGIC PLANNING:**
The Strategic Planning Steering Committee, composed of Lori-Anne Williams, Susan Nemitz, Lynn Wyman, Chuck Wettergren, Kristi Saksvig, Bill Michel, Sue Gehrz, and Sandy Walsh, wrote individual versions of the mission, vision, values, and strategic initiatives, using Board, staff, County, and public input. The group met to find common themes and consolidate the multiple versions into an initial draft. Using a round robin process, that draft was refined with individual input from each committee member. Walsh and Nemitz synthesized that input into the current draft.

The process of gathering public input continues via a survey on the Library’s website. A mechanism for responding to comments and questions is being developed. Nemitz interviewed County Commissioners and the County Manager individually about the Library’s future.

Belden Charles led the Board members in a review of the draft mission statement, discussing which parts they liked, and what they felt was missing. Anderson suggested alternative wording based on the discussion, which the Board members agreed represented their ideas well.

The Board members also reviewed and discussed the draft vision, values and proposed initiatives. Anderson suggested an alternative vision statement, which was approved by the Board members. The values were amended to remove wording that was already represented in the mission and vision statement. The strategic initiatives were also discussed and amended, with an initiative regarding fiscal stewardship added by the Board.

The Steering Committee will meet to make the changes requested by the Library Board. The revised draft will be on the June agenda for final approval.

**2013 SUPPLEMENTAL BUDGET PROCESS AND PERFORMANCE REPORT:**
Last year, the County Board adopted Ramsey County’s two-year budget for 2012 and 2013. This year, budget hearings with the County Board will focus on Critical Success Indicators and Performance Measures. The County Manager will also submit a supplemental budget, but only for changes in state funding or state mandates.

The Library’s hearing with the County Manager and the Director of Budgeting will take place on June 6, 2012. The County Manager will present the Critical Success Indicators & Performance Measures and 2013 Supplemental Budget to the County Board of Commissioners on July 24. County Board budget hearings are planned in late July and throughout August, with maximum levy certification on September 11th and final approval of the 2013 budget on December 11th.

Williams made a motion to approve the Critical Success Indicators and Performance Measures as prepared by staff, and to authorize the Library Director to submit the document as required to Ramsey County Budgeting and Accounting. Anderson seconded the motion, which was approved by unanimous vote.

**SERVICE TO LAKE ELMO RESIDENTS:**
In December 2011, Ramsey County Library Director Susan Nemitz asked State Librarian Nancy Walton for guidance on service to residents of Lake Elmo after Washington County notified MELSA system members that the Washington County Library card would no longer be valid as a library card for the residents of Lake Elmo.
On May 1, 2012, Walton’s response was received. She noted that at the present time, Lake Elmo does not have a contract for services with Washington County, nor is it a direct signatory to the joint powers agreement for its regional public library system, MELSA. Since Lake Elmo is not part of either Washington County Library or MELSA, it cannot participate in services that are supported with state or federal dollars for libraries, just as other unaffiliated libraries are not eligible.

Walton further noted that Lake Elmo residents who purchase a non-resident card from a MELSA library are allowed the access allowed by that card. That access is defined by the County and MELSA in consultation with State Library Services. Lake Elmo does not have access to reciprocal borrowing and returning and other state or federal paid services with a Lake Elmo card due to its stand-alone status.

Anderson made a motion to suspend the accounts of all Lake Elmo residents from the Ramsey County Library patron database except those holding paid non-resident library cards, in accordance with the directive written by State Librarian Nancy Walton dated May 1, 2012; effective as of June 1, 2012. Aplikowski seconded the motion, which was approved by unanimous vote.

DIRECTOR’S REPORT:
Nemitz’s May 2012 report to the Library Board was sent prior to the meeting. (Available upon request.)

MELSA REPORT:
Commissioner Parker noted that MELSA’s audit report has been received, and was very favorable. An RFP has been issued for the Homework Help program, which began three years ago. Grant proposals have been submitted for LSTA and Summer Reading Program funding. Several notable photography exhibits are running in MELSA libraries courtesy of Legacy funding.

FRIENDS OF THE LIBRARY REPORT:
Fundraising: With the help of many dedicated volunteers, the Friends raised over $7,800 from the sale of used books and donations from 42 new Friends members.

The Friends have entered into a new contract with Comcast Internet Essentials for sponsorship of five basic computer skills classes in June and July.

Annual Luncheon: John Coy educated and entertained 79 people at the Friends Annual Luncheon at the North Oaks Golf Club on Saturday, April 28. His presentation focusing on ways to encourage young males to read was videotaped for broadcast on local cable TV stations and will be made available to library staff.

New Brighton Capital Campaign: The Friends are still receiving a few donations to this campaign which will be extended through the end of 2012 to accommodate a grant from the New Brighton Rotary expected in the fall.

Sandy Walsh, Meg Robertson, and Sue Gehrz are working with artists and photographers to commission or select pieces to make the library more interesting and inviting.

Rapheal noted that the Friends and Library staff are involved in White Bear Lake’s Manitou Days. Activities will include a book cart drill team in the annual parade.

NEXT MEETING: June 20, 2012, RCL-Roseville, 2180 Hamline Avenue North, 6:30 p.m.

MEETING ADJOURNED: 8:20 p.m.

Respectfully Submitted,

Mary Larson,
Library Board Coordinator