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

LIBRARY BOARD ABSENT:
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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; Julie Neville, Building Services Manager; Therese Sonnek, White Bear Lake Library Manager

OTHERS PRESENT:
Mary Jo McGuire, Ramsey County Commissioner; 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 White Bear Lake, 2150 - 2nd Street.

PUBLIC COMMENT:
Les Sipkema, Shoreview resident, thanked the Board and Nemitz for their hard work. He proposed a sister-city partnership with Santa Cruz Public Library, where Nemitz will be the new director.

APPROVAL OF AGENDA AND MINUTES:
Rapheal made a motion to approve the agenda for June 15, 2016 with the removal of the Friends of the Library report, and the minutes of May 18, 2016 as corrected to reflect Rapheal’s absence. Hakes seconded the motion, which was approved by unanimous vote.

PROCLAMATION FOR SUSAN NEMITZ:
On May 3, 2016, Library Director Susan Nemitz notified the Library Board of her resignation, effective June 17, 2016. In recognition of Susan’s accomplishments during her 11 years as Director of Ramsey County Library, a proclamation was drafted for Library Board approval.

Rapheal made a motion to approve the Proclamation Honoring Susan Nemitz in recognition of her accomplishments as Director of Ramsey County Library from 2005-2016. Hakes seconded the motion, which was unanimously approved.

INTERIM DIRECTOR’S REPORT:
On Friday, June 17, library staff will host an open house farewell to Susan Nemitz from 9:00 am to 11:00 am in the Administrative Office in Shoreview.

Initial interviews of Library Director candidates will be held on July 7, 8 and 11.

This year’s Summer Reading Festival on Saturday, June 9 features an array of STEAM activities for children and teens. The 2016 Summer Reading Program is designed to be more flexible for non-traditional learners and learners who have difficulty reading and processing through traditional methods. New this year is a Read, Explore, Create Activity Log offering children the choice of a variety of reading activities.
The Children’s Room at the library in Roseville is now opening at 9:00 am on Friday mornings for children with sensory needs and their families to allow them to explore and enjoy the library with fewer distractions than in regular library hours. Children’s librarians are creating a social story, a photographed tour of the library where parents and children can read about the library to become more comfortable with their surroundings.

In order to accommodate Monday hours at the library in New Brighton, an enclosed DIRRT-wall office has been installed in the public area of the library, allowing Library Manager Meg Robertson oversight of the library and service desk from her office desk.

The library is participating in a Ramsey County Gun Safety Initiative to encourage gun owners to lock and secure their firearms. Gun locks will be distributed to the public free-of-charge at the libraries in Shoreview and Roseville.

64 people attended the first program in the Dementia: Caring & Coping Speaker Series at the library in Roseville. The programs are being offered in partnership with the Roseville Alzheimer’s & Dementia Community Action Team.

The most recent addition to the artwork at the library in White Bear Lake is a colorful neon installation by artist Bryan Ethier. Neon lights fill the dark corners of the teen area and a new neon sign identifies the area as a teen space.

The library in Roseville will once again be circulating Roseville Area High School summer reading books from the Teen room. Staff will check out the RAHS books using the students’ school IDs.

Commissioner Huffman arranged a tour of the new library in Shoreview for City of Shoreview officials on June 9.

Ramsey County is implementing a new Learning Management System (LMS) this month. Staff will use the LMS to register for County training and to track and report all their work-related training. Departments will be able to use the new system as a vehicle for online training.

MELSA staff is working with the National Research Center, Inc. to finalize documentation on the LSTA grant-funded Technology Use and Access survey of metro-area residents.

Regional public library systems were notified of an anticipated reduction in FY2017 Legacy funding. In response to the funding reduction, regional library administrators voted to suspend contributions to a statewide programming pool in order to direct more resources to regional and local programming. The statewide Once Upon a Reader program will not continue in 2017.

MELSA has retained a consultant to assist with software development and improvements to the smARTpass program as the project moves toward full implementation in the fall.

MELSA is allocating $175,000 for the purchase of eAudiobooks for the shared Bibliotheca Cloud Library collection (formerly 3M Cloud Library). The initial collection will have 10 copies each of 261 popular titles.

**AUTOMATION SERVICES OVERVIEW/TECH PLAN:**
Ramsey County Library maintains a technology plan to support its strategic initiatives. The plan follows a format developed by the Minnesota Department of Education that easily identifies key information often requested when applying for funds or participating in programs like the Edge Assessment.
The previous planning cycle focused on improving the user experience (public and staff) through the application of technology. As a result, technology supported initiatives like the Brain Box maker space, public wireless printing and patron empowerment through the addition of regional readers’ advisory tools.

Many significant business lines and supporting technology in use at Ramsey County Library were installed in 2010 or earlier. The next planning cycle looks to improve upon these systems to ensure they remain relevant, secure and cost effective into the future. These systems include, but are not limited to, the Integrated Library System (Horizon) and its supporting components, web services, network management and self-service technology.

Wettergren reviewed the draft plan with the Library Board, and outlined some of the major projects proposed for the next three years. These include moving toward cloud-based or cloud-hosted services and EMV compliance for credit card payments, which is waiting for software certification.

Mielke made a motion to endorse the Ramsey County Library Technology Plan as presented. Rapheal seconded the motion, which was approved unanimously.

**LIBRARY DIRECTOR SEARCH:**
Jennifer Otley, Ramsey County Human Resources Manager, posted the Director of Library Services position announcement and recruitment brochure on May 20 on the Ramsey County website. The library did a web banner for the position at the same time.

The vacancy has been advertised via social media and through job lists with the American Library Association, the Minnesota Library Association, the National Association of Counties, and the International City/County Management Association. There has been a strong initial response to the job posting, with more than 40 applications received to date.

A subcommittee of Library Board members and the Library Deputy Director will review applications to select approximately 10 candidates for initial interviews. Human Resources staff will contact applicants to schedule interviews for July 8 and July 11.

The Library Board discussed dates for the interviews with finalists for the position, and agreed to keep August 4 and August 5 available. A meet and greet with key library staff is being discussed with Human Resources, so that candidates will be able to interact with potential colleagues and learn more about Ramsey County Library outside of the formal interviews.

Kim Vanderwall, Library Board Chair, and Gail Blackstone, Human Resources Director, have developed a timeline for the hiring process, which was shared with the Board members.

**SHOREVIEW PROJECT UPDATE:**
The project continues to be on schedule and on budget. Adolfson and Peterson reports that they are now 170 days into the project with no recordable injuries.

Brickwork continues on the south and west elevations. Glass has started to be installed on the east side of the building. Work began on the raised floor last week and will continue for about a month. The chiller and the air handling unit are scheduled to be received and set in place on the second story in the next week.

The millwork contract has been awarded to a partnership of Embury LLC and Nigon Woodworks. The same team provided the millwork at Maplewood. The pricing was very favorable. The furniture bids are due on June 23rd.
The only remaining step to finalizing the Grant Agreement with the State of Minnesota is to get signatures from the Ramsey County Manager and the Commissioner of the State Department of Education. Once those have been acquired, the State will issue a press release announcing the grant, and the Library can start to publicize it.

The first $50,000 of the Opening Day Collection funding has been allocated to the collection managers, and ordering has begun. The other $50,000 will be raised as a part of the Shoreview Capital Campaign.

The Library has asked the construction team to lead a tour of the site for the Library Board and others prior to the Board meeting on July 20.

**RAMSEY COUNTY PHASE 2 IT PLANNING:**
Ramsey County is ready to begin Phase 2 of its IT Consolidation planning with the Library and the County Attorney’s Office. The Library has been asked to identify Chuck Wettergren as its representative for the planning team. Initial planning steps will include a department survey.

In this interim planning period, Information Services has agreed to partner with the Library on filling the vacant Library tech position. The new hire will be embedded in the Library with a solid reporting line to Information Services and a dotted line to the Library. The dotted line relationship will be a temporary one for the pre-consolidation period.

**RESPONSE TO CAFÉINE LETTER:**
Nemitz has been investigating the request by the owners of Caféine Thai Café and is developing a list of pros and cons and a draft response. Vanderwall and Klausing will review the response and make recommendations, and the response will be brought to the July meeting for approval.

**WHITE BEAR LAKE BRANCH UPDATE:**
**Trends in the Service Area:**
- New housing is primarily multi-family with the Boatworks Commons Luxury Apartments nearby to the south and The Waters Senior Living housing about 1.5 miles south.
- White Bear Lake is becoming more diverse, with 88.15% white in the 2010 census and 86.81% in the 2014 American Community Survey. The Asian population percentage is up from 3.53% to 5.94% over those four years.
- Compared to Ramsey County as a whole, household size is going down while the county is holding steady over two decades.

**Library Issues and Service Trends:**
- Circulation is down 6.31% over the past 12 months, compared to 2013, our last full year of operation. The system is down 9.83% over the same period. Children’s materials circulation is up 7.05% at WB, compared to a 6.79% dip system-wide.
- Storytimes are very popular. WB has the 2nd highest attendance on average per session.
- Individual study rooms are very popular, with them often all in use during the day.

Sonnek led the Library Board on a tour of the facility, highlighting the artworks that have been purchased with funds raised by the White Bear Lake Capital Campaign, many featuring local artists.

**NEXT MEETING:**
July 20, 2016, RCL-Shoreview, 4570 North Victoria Street, 6:30 p.m. Construction tour starts at 6:00 p.m.

**ADJOURNMENT:**
Following a motion by Mielke and a second by Hakes, the meeting adjourned at 8:40 p.m.
Respectfully Submitted,

Mary Larson
Library Board Coordinator