LIBRARY BOARD PRESENT:
Matthew Anderson, John Hakes, Paula Mielke, Kim Vanderwall, Tou Xiong

LIBRARY BOARD ABSENT:
Jeff Johnson, Janice Rapheal

STAFF PRESENT:
Susan Nemitz, Library Director; Mary Larson, Library Board Coordinator; Bill Michel, Maplewood Library Manager; Kristi Saksvig, Communications Manager; Sandy Walsh, Deputy Director; Lynn Wyman, Deputy Director; Nicole Herold, Technical Services Manager

OTHERS PRESENT:
Victoria Reinhardt, Ramsey County Commissioner

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 Roseville, 2180 Hamline Avenue North.

PUBLIC COMMENT:
No public comment.

APPROVAL OF AGENDA AND MINUTES:
Vanderwall made a motion to approve the agenda June 20, 2014 and the minutes of May 21, 2014 as presented. Hakes seconded the motion, which was approved by unanimous vote.

ART COMMISSION APPROVAL:
In April 2013, the Library Board approved a new Art Policy for the Ramsey County Library. The policy covers all art works purchased for, donated to, or commissioned by the Library, using either donations or County Library funds. All donations and scope of work for commissions over $5,000 must be approved by the Library Board at the beginning of the development process.

Library Manager Meg Robertson and Deputy Director Lynn Wyman, along with Friends Director Sue Gehrz, have been working with sculptor Nicholas Legeros to develop a concept for three sculptures to be displayed on the south wall of the children's area of the Ramsey County Library in New Brighton. Each sculpture will be made of wood, resin, and acrylic paint, and be approximately 36” tall. All three sculptures will contain a youth engaged in reading a book, with the sculpture reflecting the content of the book.

The cost of each sculpture will be $2,750 for a total of $8,250. The Library will use funds donated by the Friends in memory of Arnold Lindberg and New Brighton Capital Campaign funds designated for art & amenities to pay for the commissioned sculpture.

Vanderwall made a motion to approve the commission of three sculptures by Nicholas Legeros for the children's area of the Ramsey County Library in New Brighton at a cost of $8,250 to be paid using donations from the Friends in memory of Arnold Lindberg and New Brighton Capital Campaign funds. Hakes seconded the motion, which was approved by unanimous vote.

TECHNICAL SERVICES OVERVIEW:
Nicole Herold, Technical Services Manager, gave an overview of the department's functions, including selection, ordering/receiving/invoicing of materials, cataloging, processing, donations, and interlibrary loan services.
The Library purchases e-content from four different vendors. E-books do not need to be physically processed, but obtaining bibliographic records for them can be challenging. Records for the majority of OverDrive and OneClick digital titles are in the catalog, but the Library does not yet have a source for 3M Cloud records.

National rules for creating bibliographic records have recently undergone a major change. Catalogers are currently working with both the older AACR2 records and new RDA records. Staff is working with Automation Services to make sure the newer records display properly in Horizon and Aquabrowser.

Upcoming projects include issuing a Request for Bids for a primary book vendor this year. Technical Services staff will also be very busy this fall ordering and processing the White Bear Lake opening day collection.

**RAMSEY COUNTY BRANDING INITIATIVE:**

Kristi Saksvig, Library Communications Manager, served as a department representative on the Ramsey County Branding Committee. The Committee’s recommendations were shared with the Ramsey County Senior Management Team in March and with the County Board of Commissioners in May.

The committee, working with consultants from MOD & Co., surveyed departments to determine their usage of social media and brand development. The current Ramsey County logo was developed 15 years ago, but without brand standards and guidelines, resulting in a variety of logos and brands that did not consistently identify programs and services as being provided by Ramsey County. Many departments do not have communications staff.

The proposed brand architecture and standards were developed, along with a timeline for implementing them and brand templates for departments to use. The County’s new brand will be standardized, with a more corporate look. The Library Board members reviewed the proposed brand for Ramsey County and the Library, along with samples from other libraries and local government agencies in the Twin Cities area.

Nemitz recommended that the Library Board wait to see how the branding recommendations unfold at the County level. Library staff will determine how the change will affect the Library’s website and publications, and where exceptions will be needed. Monthly updates will be provided to the Library Board.

**VOLUNTEER PROGRAM UPDATE:**

Heidi Holland, Volunteer Coordinator, submitted a written report to the Library Board. In 2013, volunteers donated more than 27,500 hours to the Ramsey County Library. Other highlights include:

In January, students from Central high school, Friends of RCL, and a County Commissioner volunteered at the kindergarten library card party. They offered tours, greeted guests, and staffed stations throughout the library, offering prizes to children who visited that particular area. A cosplay group of Jedi Warriors were on hand to congratulate new library card recipients.

On the third Saturday each February, Ramsey County has the opportunity to showcase its volunteer programs at the Volunteer Expo hosted by Hands on Twin Cities at the Mall of America. Throughout the day, Ramsey County volunteer program managers connected with over 100 people who learned about places to volunteer in Ramsey County government.

Sometimes the work of volunteers isn’t very obvious. The Friends hosted the 5th annual 5K family walk/run to raise funds for the Summer Reading Program. Between the Friends and the Library, about 40 volunteers were recruited to make sure all participants were safely guided on the course after navigating the registration stations. Volunteers also helped at the finish line and refreshment stations as well as before and after the event.

The Summer Reading Program kickoff is a huge family-friendly event that welcomes participants to begin their formal summer reading. An estimated 3,000 extra people came through Roseville’s doors and were greeted by County Commissioners, children’s librarians, staff, volunteers, and Captain Jack Sparrow!
Volunteers helped children make their very own shoulder parrot, get dressed up for a “walk the plank” photo op, have their faces painted, and work through a library-wide treasure hunt. A troupe of pirates sang and entertained guests, and five exotic birds flapped, squawked, squealed, escaped, and with their owners, educated visitors about how they are cared for and kept in domesticity.

**WHITE BEAR LAKE PROJECT UPDATE:**  
The White Bear Lake project was approved by the White Bear Lake City Council on May 27.

All parties have agreed on a Gross Maximum Price, and the County Manager will sign the Phase II contract with Knutson Construction and Bentz/Thompson/Rietow. At that point, construction documents will be produced and sent to subcontractors for bids. A groundbreaking ceremony is tentatively scheduled for Friday, July 18 at 10:00 a.m.

On June 10, the Library received approval from the County Board to proceed with the purchase of the property at 2180 - 2nd Street in White Bear Lake. A purchase agreement has been signed by the owners and the County expects to close on the property by the end of June. The property will need to be rezoned from residential to public. The Library will submit designs to the City of White Bear Lake on June 30 for another conditional use permit covering the new property. Rezoning typically takes 90 days but the City has agreed to an expedited 75-day process. The new property is being surveyed and undergoing an environmental assessment. It will also be evaluated by the Watershed District.

The library closed to the public at the end of the day on June 5. Returns were accepted through June 12. White Bear Lake staff processed returns and deliveries while system staff helped with weeding, shifting, and packing. Requests have been transferred to Maplewood and floating collections were dispersed to other locations. Several items of furniture are being reused at other libraries.

A group of 68 volunteers from Medtronic helped to pack the collection on June 16, accomplishing the task in two hours. More volunteers from the White Bear Lake Rotary Club helped dismantle shelves, etc. Bester Brothers will move the packed items into storage early the following week to clear the building for the Friends Book Sale to be held June 26-28. The building will be turned over to the construction company in July with an anticipated re-opening in February 2015.

Once packing is complete, White Bear Lake staff will be reassigned to the libraries in Shoreview, Maplewood, and Roseville to assist with increased business at those locations while White Bear is closed.

The Friends are developing promotional materials for the White Bear Lake capital campaign. The fundraising committee met on June 16 to continue its work on the campaign.

**SHOREVIEW PROJECT UPDATE:**  
Ramsey County has closed on the property at the corner of Highway 96 and Victoria Street. The house is being deconstructed to recycle as much of it as possible; 85% of the materials will be recycled or reused/sold. The City of Shoreview has agreed to maintain the grounds on an interim basis.

The Library is evaluating the timing of the RFP for design services for the library in Shoreview. An updated cost estimate will be brought to the County Board of Commissioners for approval once the design and costs are determined.

**DIRECTOR’S REPORT:**  
The Ground Breaking Ceremony for the library in White Bear Lake will be held on July 18, 2014.

The pirate-themed, Summer Reading Kick Off on June 7 at the library in Roseville was a big success. 3,500 people attended and 1,200 children signed up for the program. Commissioners Huffman, Reinhardt and
Rettman volunteered as greeters for the day. Summer reading programs occur daily in the libraries through August 16. Readers that complete book reviews win prizes.

MELSA has awarded the Ramsey County Library system a $171,000 technology grant.
- $87,000 for White Bear Lake public computers, printers, meeting room technology and supporting software and network hardware.
- $40,000 for portable labs including laptops, iPads, software and peripherals that support digital literacy programming.
- $44,000 for security, filtering and office application licensing.

Health Access Minnesota, the library’s MNsure navigation partner, sent a thank you letter to the Library Board for the collaboration and outlining its success. The Library has agreed to extend the partnership into next year, dependent upon grant funding.

Library staff met with the North St. Paul City Manager on June 10. The school district passed the resolution to move the North St. Paul Community School out of the Community Center as of July 1, 2014. The City has agreed to take over the janitorial maintenance of the facility and library until a tenant is found. The private hockey school continues to show a strong interest in the facility. Discussions between the school and the Library are expected soon.

Ramsey County Library, Multnomah County Library and New York City Public Library have been selected as test sites for a National Science Foundation project. The Library will run a series of five 8-12 week after-school sessions (over 3 years) focusing on online STEM resources and career studies. The program will start in 2015.

The Library continues to work with Ramsey County to lease the coffee shop space at the branch in Maplewood. The Library will hire commercial real estate agent Jeff Salzbrun to market the space. The contract is being vetted through the County Attorney’s office.

Ramsey County Library staff met with the County Manager, Finance, and Planning staff to discuss the Library’s performance measures, opportunities and challenges. The County is interested in how the Library fits into its economic prosperity work. The group discussed the library as an anchor institution in the commercial development of a community. They talked about creating learning spaces, bridging the digital divide and the power of embedded services. Commissioner McGuire, the Library Director and County Manager will meet next week to discuss Library hours.

The Legislature passed a $2 million appropriation to support library construction grants under Minnesota Statutes, section 134.45. The law also clarifies that renovation projects may include remediation of conditions hazardous to health or safety. Of the total appropriation, specific funds were allocated for grants to three cities for library projects: $570,000 to the city of Jackson, $257,000 to the city of Perham and $50,000 to the city of Bagley. State Library Services is in the midst of streamlining and revising the Library Construction Grant application process, and anticipates announcing the timeline for a competitive grant ground in June.

The Legislature also directed the commissioner of the Department of Education to consult with representatives from a number of library and governmental organizations on options for changing current library procedures and library governance systems to increase collaboration between library systems, ensuring equitable and cost-effective access to library services statewide. In addition to access to physical services, the commissioner must consider how to increase access to emerging electronic services. This provision is effective immediately and a report to the education policy and finance committees is due by February 1, 2015.

Nemitz noted that the Library Board typically cancels one meeting each summer. With the Library waiting for the Gross Maximum Price for the White Bear Lake project to be approved, she suggested that the July meeting be cancelled. The Library Board members agreed with this recommendation.
FRIENDS OF THE LIBRARY REPORT:
The weather was great on May 17th and 150 people were cheered on by lots of spectators as they crossed the finish line at our 5th Annual BookIt 5K Walk/Run at the library in Roseville. Thanks to the generosity of our event sponsors and the hard work of our many volunteers, this event raised $6,000 to help us support the 2014 Summer Reading Program. It's not too early to put the 2015 5K on your calendar for Saturday, May 16.

On June 2 and 3, the Friends of the Ramsey County Libraries and the Minnesota Association of Library Friends (MALF) had an exhibit and distributed information at the Probate & Trust Law Conference attended by 800 attorneys at RiverCentre. This gave the Friends the opportunity to encourage many attorneys to “help someone become the next Andrew Carnegie” by suggesting that their clients include libraries in their estate plans.

Friends’ volunteers once again enjoyed being part of the Summer Reading Program Kickoff Celebration planned by the creative Children’s and Teen Librarians. Pirates were everywhere this year. The Friends are especially grateful to Ramsey County Commissioners Janice Rettman, Victoria Reinhardt, and Blake Huffman who so warmly greeted the families who came to this fun event.

This month a commissioned piece of art will be installed over the fireplace at the library in Roseville. It was created by Caprice Glaser who did the three-dimensional frog pieces at the library in New Brighton. This new installation is being funded by a memorial. Another memorial is helping fund a three-dimensional piece to be installed over the cement block wall in the library in New Brighton.

Friends’ members are the backbone of the organization and represent the pool from which we attract most donors and volunteers. The membership year runs from July 1 through June 30. Volunteers helped stuff envelopes for the membership renewal mailing and many renewals have been received.

The capital campaign goal for White Bear Lake is $200,000 to fund the amenities that will make this library a warm, welcoming space for all ages. Fundraising materials are being printed and distributed, events are being planned, and volunteers are being recruited. The Friends are sponsoring a book and furniture sale at that library from 10 am to 8 pm on June 26 through 28. Proceeds will be added to the White Bear Library Capital Campaign.

TRUSTEE UPDATE:
Anderson reported that he will be moving outside of Ramsey County, necessitating his resignation from the Library Board in the coming months. The vacancy will be posted by the Ramsey County Manager’s Office, and filled this fall.

NEXT MEETING:  July 16, 2014 – MEETING CANCELED
August 27, 2014 – RCL-Shoreview, 4570 North Victoria Street, 6:30 p.m.

MEETING ADJOURNED:  8:30 p.m.

Respectfully Submitted,

Mary Larson
Library Board Coordinator