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

LIBRARY BOARD ABSENT:
Janice Rapheal

STAFF PRESENT:
Susan Nemitz, Library Director; Mary Larson, Library Board Coordinator; Sandy Walsh, Deputy Director; Lynn Wyman, Deputy Director; Bill Michel, Maplewood Library Manager

OTHERS PRESENT:
Jan Parker, Ramsey County Commissioner; Ginny Belden Charles, Strategic Planning Consultant; Dan Wall, Friends of the Ramsey County Library; Griffin Hughes, AFSCME Union Steward

CALL TO ORDER:
Mielke 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:
Weltzin made a motion to approve the agenda for June 20, 2012 and the minutes of May 23, 2012, as presented. Anderson seconded the motion, which was approved by unanimous vote.

STRATEGIC PLAN:
Walsh reported that she, Nemitz and Wyman have met with each workgroup of Library staff to gather input for the new strategic plan. The Steering Committee talked through the process and developed a draft strategic plan, as well as the beginnings of a staff workplan. The Administrative Team, comprised of senior library managers, is going through issues raised at the workgroup meetings to synthesize issues into workplan goals.

Minor changes to the document since the last meeting include adding “for all” to the mission statement; adding “diversity” and “strategic partnerships” and changing “improve” to “enhance” under the initiatives.

Vanderwall made a motion to approve the proposed 2013-2015 Strategic Plan, Mission, Vision, Values and Initiatives as presented. Mielke seconded the motion, which was approved by unanimous vote.

2013 SUPPLEMENTAL BUDGET PROCESS AND PERFORMANCE REPORT:
On June 6, 2012, the Library’s budget meeting with the Ramsey County Manager and Director of Budgeting and Accounting was held. At the meeting, the Library’s Performance Measures and Critical Success Indicators were discussed, as well as opportunities and challenges facing the Library for the upcoming 2014-2015 budget process.

The County Manager will present the 2013 Supplemental Budget and the Performance Measures & Critical Success Indicators to the County Board on July 24. The Library’s hearing with the Commissioners will be held July 27, 2012.
LIBRARY BOARD ANNUAL MEETING CALENDAR:
To ensure that the Library Board is kept informed of key library services, special projects, and business-related matters, staff created an annual list of topics to be considered by the Board at its meetings. The list is meant as a guideline to help plan agendas and balance workload throughout the year. Agenda items may be shifted during the year to accommodate time-sensitive issues or other needs as determined by the Library Board and staff.

The Library Board suggested that evaluations of the Strategic Plan be on the schedule, potentially in conjunction with the quarterly workplan updates. A Board self-evaluation was also suggested, and will be incorporated into the revised schedule for approval at the August meeting.

VOLUNTEER PROGRAM UPDATE:
Volunteer Coordinator Heidi Holland was present to update the Library Board on the volunteer program at Ramsey County Library. She noted that the library’s Volunteer Services desk receives about 100 applications each year. People who volunteer come from all walks of life: Friends members, public, community service seekers (religious, students, scouts, referred), retirees, skilled and unskilled people.

Tasks and jobs volunteers do include working at bookstores in library buildings, helping at computer classes, professional photography at events, promoting activities at events, pulling requested materials, shelving audiovisual materials, putting returned items in order, mending and cleaning returned items, serving as ambassadors at civic events, providing homebound service to people who can’t get to the libraries, pulling expired requests, help with gardening, shifting materials on shelves, emptying bins at sorting machines, teaching specialty computer classes, and providing therapy dogs for reluctant readers.

Since the current volunteer program began in 2005, over 1,200 applications have been received. Holland is the system coordinator, and each library has a branch coordinator as well. Volunteer jobs are carefully delineated from staff jobs, and the union was consulted during development of the program. The program is funded by the Friends of the Library. The Library currently has about 250 active volunteers, who donated more than 30,000 hours of volunteer time in 2011.

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

MELSA REPORT:
Commissioner Parker noted that MELSA’s Governing Board has not met since the last Library Board meeting. The distribution formula for Legacy programming funds is being considered. The formula is currently based on the RLBSS formula, which can vary significantly from year to year. The Board is considering modifying that factor to stabilize the funding stream allocated to Minnesota libraries. She also reminded the Library Board that the popular Museum Pass program is ending in August after six years.

FRIENDS OF THE LIBRARY REPORT:
Leave a Legacy of Literacy - Thanks to the generosity of the newest board member, Frank Harris, Executive Director of the Minnesota State Bar Association Continuing Legal Education, the Friends had an exhibitor’s table at the Probate and Trust Law Section Conference at Saint Paul River Centre on June 4 and 5. The message of “Help Someone Become the Next Andrew Carnegie” was very well received by the several hundred probate and trust attorneys who came to the Friends’ table.

BookIt 5K Walk/Run Results - A warm sunny day welcomed 270 walkers, runners, and volunteers for the Third Annual BookIt 5K Walk/Run. The May 19 event raised over $4,500 to benefit the Summer Reading Programs for children and teens at all seven Ramsey County Libraries. Congratulations to Paul Andre who was the overall winner of the 5K race. And congratulations also go to Aaron Lucachick who won the $100 Rosedale Center gift card donated by Rosedale Center. Mark your calendar now for next year’s even bigger and better event on May 18, 2013!
NEXT MEETING: July 18, 2012 – MEETING CANCELLED
August 15, 2012, RCL-Shoreview, 4570 North Victoria Street, 6:30 p.m.

MEETING ADJOURNED: 7:45 p.m.

Respectfully Submitted,

Mary Larson,
Library Board Coordinator