LIBRARY BOARD PRESENT:
John Hakes, Paula Mielke, Jan Rapheal, Kim Vanderwall

LIBRARY BOARD ABSENT:
Jim Berry, Craig Klausing, Tou Xiong

STAFF PRESENT:
Susan Nemitz, Library Director; Mary Larson, Library Board Coordinator; Lynn Wyman, Deputy Director; Jeff Eide, Policy & Planning Manager; Julie Neville, Property Manager; Carol Jackson, Shoreview Library Manager

OTHERS PRESENT:
Carol Morphew, Ramsey County Property Management; Victor Pechaty, Jennifer McMaster, HGA Architects; John Huyett, Adolfsen & Peterson Construction

CALL TO ORDER:
Vanderwall called the meeting to order at 6:35 p.m. in the Administrative Conference Room of the Ramsey County Library in Shoreview, 4570 North Victoria Street.

PUBLIC COMMENT:
None.

APPROVAL OF AGENDA AND MINUTES:
Mielke made a motion to approve the agenda for July 15, 2015 and the minutes of June 17, 2015 as presented. Rapheal seconded the motion, which was approved by unanimous vote.

RESOLUTION REGARDING THE RETIREMENT OF CINDY PURYEAR:
Mielke made a motion to approve the Resolution Regarding the Retirement of Lucinda Puryear, and to authorize the Library Board Chair to sign the document. Rapheal seconded the motion, which was approved unanimously.

GIFT ACCEPTANCE:
The Friends of the Ramsey County Libraries have a capital campaign goal of $200,000 for amenities for the library in White Bear Lake. Recent donations from the Friends for the White Bear Lake capital campaign exceed the policy threshold of $5,000 and require Library Board approval.

Mielke made a motion to accept the capital campaign donations of $10,000 for books and other library materials and $10,000 for digitized White Bear Lake newspapers from the Friends of the Ramsey County Libraries for the Ramsey County Library in White Bear Lake. Rapheal seconded the motion, which was unanimously approved.

DIRECTOR’S REPORT:
The library in White Bear Lake continues to develop. The landscaping and garden are complete, and the inscribed pavers have been installed. The White Bear Lake art committee hired stained glass artist Karl Unnasch to design four window panels for the children’s area of the library. The cost for the panels and installation is $3,740. White Bear Lake also received two donations of art from library patrons; a Frank Zeller print of Tally’s and two woodcut prints by Emily Gray Koehler. The City Council approved the variance for the monument sign. Negotiations with the church over creating a written agreement surrounding parking lot use have broken down.
Final 2016-2017 budget documents have been submitted to Ramsey County. The County Manager will make her recommendations to the County Board on August 4, 2015, and the Library’s budget hearing will take place on August 11. Library Board members are encouraged to attend. The library administration remains hopeful that the County will recognize the operational cost of making Shoreview into a regional library.

Summer in the Library needs to be seen. The Summer Reading Program remains wildly popular. In the last week, the Library has held 35 programs for kids and teens. Bruce the Bug Guy remains a perennial favorite but books clubs, a video boot camp and STEM programming are also popular. Programs are often pushing room capacities. White Bear Lake had 197 attendees at their first summer reading program. Demand is high.

MELSA has received approval for a $100,000 Library Services and Technology Act (LSTA) grant to survey metro area library users and non-users to assess the barriers to accessing e-government services. The survey will attempt to create accurate information about metro area residents’ knowledge of, access to, skills, and use of information and communication technologies. The data will provide the information required for metro libraries and their counties and cities to develop infrastructures that enable all residents to participate in e-government and e-learning.

Despite having a nearly $1.9 billion budget surplus, Governor Dayton and legislative leaders were unable to reach a comprehensive budget agreement during the regular legislative session. After the session ended on May 18, Governor Dayton vetoed three major budget bills—the E-12 Education bill, the Agriculture and Environment bill and the Jobs and Economic Development bill. Legislators ran out of time and failed to pass the Legacy bill, the bonding bill and the Revisor’s bill (a technical corrections bill). After intense negotiations conducted largely between Governor Dayton and Speaker Daudt, an agreement was reached to hold a one-day special session to pass new versions of the three budget bills that were vetoed, along with the other three major bills for which time ran out. The special session was held on June 12.

Current funding levels were maintained for Regional Library Basic System Support (RLBSS), Regional Library Telecommunications Aid (RLTA), Multi-types, the Electronic Library for Minnesota (ELM) and Telecommunications Equity Aid (TEA).

The final E-12 education bill also includes a provision conforming Minnesota’s law governing student records to conform to recent changes in federal law. The St. Paul Public Schools initiated this bill to allow them to share student addresses with the St. Paul Public Library so that every student can be issued a public library card at school.

Regional public libraries will receive $2.2 million in legacy funding in each of the next two years. This is less than the $3 million per year that was allocated for the FY 14-15 biennium.

FRIENDS OF THE RAMSEY COUNTY LIBRARIES REPORT:

White Bear Lake Capital Campaign: On July 6, 82 brick garden pavers were installed on the patio plaza. Additional pavers will continue to be available for a tax deductible donation of $300 throughout 2015. The Campaign Events Committee is hosting an Ice Cream Social from 1 to 4 on Sunday, August 2nd to showcase the new garden and patio. An umbrella table and some benches will be added to the patio. The Art Committee continues to meet with artists and donors and the selection process is going very well. The Friends continue to receive many compliments from donors about how happy they are with the renovated library.

Shoreview Library Capital Campaign: A Campaign Steering Committee has been organized and will begin recruiting volunteers to serve on the larger Campaign Committee at the Community Meeting on July 14. The preliminary campaign fundraising goal is $200,000.
**2016 Gala:** The Friends Third Annual Gala will be held on February 6, 2016 at the Ramsey County Library in Roseville. The theme will be “Spies, Lies, and Literature” with guests invited to dress like a favorite character from a spy thriller.

**2015 SECOND QUARTER REPORTS:**
The Library Board reviewed the second quarter workplan, financial report, statistics, and incident reports.

**SHOREVIEW SCHEMATIC DESIGN APPROVAL:**
HGA Architects and Library staff presented the preliminary schematic design to Shoreview officials and residents at a community input meeting on July 14 at the Shoreview Community Center. Almost 80 members of the public attended.

Library staff is developing a communication plan for the project, outlining the scope of the project, the improvements in hours and services that will be offered at the new regional library, and construction costs and project timelines. Nemitz noted that the good condition of the current facility allows Ramsey County to sell the facility, offsetting project costs.

Victor Pechaty and Jennifer McMaster, HGA Architects, presented the preliminary schematic design to the Library Board members. Pechaty shared the design influences for the facility, which were based on the local Shoreview area and previous public input. The site plan, including biking and walking trails was reviewed. Residents spoke passionately about the need for safe access for pedestrians and bikers at the community meeting. The exterior finishes of the proposed facility were also discussed, and whether the design should be modified to match the city campus, as preferred by members of the Shoreview City Council.

Rapheal made a motion to approve the schematic design for the Ramsey County Library in Shoreview, and authorize the development of design documents for review by the Library Board in September 2015. Hakes seconded the motion, which was approved by unanimous vote.

**LIBRARY NAMING DISCUSSION:**
The 2008 Facilities Master Plan recommended that as libraries are redeveloped, they be given names that connect them to the library system and not to a particular community (e.g. Hardwood Creek Library rather than Forest Lake Library). Each time a library has been redeveloped, the Board should review the appropriate naming convention.

During the planning for Roseville, the Library Board felt that the Roseville Library was known across the Twin Cities and chose not to change the name in fear of losing that recognition. In New Brighton, the Board felt that the use of the city name was necessary for patron clarity since the branch was moving from Arden Hills to New Brighton.

Library staff did not bring the naming convention issue to the Library Board during the White Bear Lake project. Shoreview project liaison, John Hakes, recommended that the Board have the opportunity to discuss the naming convention for the Shoreview facility.

The Library Board discussed the naming issue and the new or remodeled library facilities opened since 2008, when the Master Plan was approved. Despite the Plan’s recommendations, the official names of the new facilities did not change. After discussing the pros and cons of different naming conventions, the Library Board agreed to continue the naming discussion in August.

**SHOREVIEW LIBRARY OVERVIEW:**
Carol Jackson was introduced as the new manager of the Ramsey County Library in Shoreview.
WRITE OFF UNCOLLECTIBLE DEBT:
According to the Library’s Receivables Policy, approved 7-15-09, when an account is determined to be uncollectible, the account may be written off the Library’s financial accounting records and no longer recognized as an account receivable for financial reporting purposes. The write-off of a receivable should be considered only when one or more of the following criteria have been met:

- At least six years have elapsed since the debt was incurred;
- All reasonable and appropriate collection efforts have been exhausted;
- The Library determines that further collection efforts are not in the best economic interests of the County;
- No reasonable expectation of payment can be expected.

The Library shall obtain approval from the County Attorney’s Office to write-off uncollectible accounts of less than $1,000.00. The Library shall document the reasons for the write-off and make such documentation available for review by the County Attorney’s Office. Write-off of debts $1,000.00 or more must be approved by the Library Board.

The Library identified 8,470 accounts meeting the criteria for write-off, totaling $128,395.35. None of these accounts exceed the $1,000 threshold requiring Library Board approval, and over 60% are $10 or less. They will be forwarded to the County Attorney’s Office and Finance Department as outlined in the Library’s Receivables Policy.

STRATEGIC PLANNING UPDATE:
The Ramsey County Library Board met in a retreat style setting on June 17 to begin the development of the 2016-2018 strategic plan. Information was provided to the Board members on usage, library trends, and Ramsey County’s economic prosperity and racial equity initiatives. The Board discussed the information and pulled out key themes.

Vanderwall, Klausing and Xiong agreed to serve as a strategic planning subcommittee and met on July 14 to develop a first draft of the Library Board goals, and a process to complete the plan by December 2015. Copies of the first draft were distributed to the Library Board. A survey will be sent to the Library Board and Library senior managers to get input on the data collected to date.

NEXT MEETING:
August 19, 2015 – RCL Roseville, 2180 Hamline Avenue North, 6:30 p.m.

ADJOURNMENT:
Mielke made a motion to adjourn the meeting. Rapheal seconded the motion, and the meeting adjourned at 8:20 p.m.

Respectfully Submitted,

Mary Larson
Library Board Coordinator