LIBRARY BOARD PRESENT:
John Hakes, Craig Klausing, Paula Mielke, Kim Vanderwall

LIBRARY BOARD ABSENT:
Marisol Chiclana-Ayala, Jan Rapheal, Tou Xiong

STAFF PRESENT:
Lynn Wyman, Acting Library Director; Mary Larson, Library Board Coordinator; Jeff Eide, Policy & Planning Manager; Bill Michel, Facilities Planning Manager; Julie Neville, Building Services Manager; Carol Jackson, Shoreview Library Manager

OTHERS PRESENT:
Les Sipkema, Shoreview Resident

CALL TO ORDER:
Vanderwall called the meeting to order at 6:40 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:
Mielke made a motion to approve the agenda for July 20, 2016 with the addition of Falcon Heights Police Shooting to the Discussion Agenda, and with the Financial Report and Naming Rights topics moved from the Consent Agenda to the Discussion Agenda, and to approve the minutes of June 15, 2016 as presented. Hakes seconded the motion, which was approved by unanimous vote.

APPROVAL OF CTEP AGREEMENT:
Since 2010, Ramsey County Library has contracted with St. Paul Neighborhood Network’s AmeriCorps program to serve as a host site for the Community Technology Empowerment Project (CTEP). For the 2016-2017 program year, Ramsey County Library was awarded three full-time CTEP workers, which will be used to support digital literacy programming. Two CTEPs will be assigned to Roseville, and the third will be assigned to Maplewood.

CTEPs serve full-time (about 35 hours a week) for a year in a community technology center located within libraries, immigrant services organizations, employment centers, museums or media centers in the Twin Cities. They receive a living stipend, a health care option, and an educational award upon completion of service. About a third of AmeriCorps CTEP workers choose to do a second service year of CTEP. As a host site for the CTEP program, the Library agrees to pay a site fee of $7,000 for each first year member, and $9,000 for each second year member.

Mielke made a motion to approve the 2016-2017 Host Site Agreement with St. Paul Neighborhood Network for three Community Technology Empowerment Project (CTEP) members at a maximum not to exceed cost of $25,000, and authorize the Library Board Chair to sign the agreement. Hakes seconded the motion, which was approved by unanimous vote.

RESPONSE LETTER TO CAFÉINE THAI CAFÉ:
In 2014, Ramsey County Library staff negotiated a five-year lease with Sanook, LLC (owners of Caféine Thai Café) for 1,200 square feet and use of all the equipment within the Library. In exchange, the café owners provided a security deposit of $20,000 and agreed to pay $25 per square foot of space plus property taxes.
In summer of 2015, Sanook, LLC expressed concern about the financial viability of the café. After discussions with the Ramsey County Attorney’s Office and with the approval of the Library Board in September 2015, the rent was reduced by 40%.

In May 2016, Sanook, LLC owners Kumpon Boonwong and Navarat Poosansaard submitted a request to the Library Board asking for the return 50% of the damage deposit to improve inventory and promote the transition from a coffee shop into a Thai restaurant. A subcommittee comprised of Vanderwall and Klausing worked with former Library Director Susan Nemitz to draft a response to the request.

Mielke made a motion to approve the response letter to Sanook, LLC declining to return a portion of the damage deposit for promotional purposes and improved inventory, and authorize the Library Board Chair to sign the letter. Hakes seconded the motion, which was approved unanimously.

**ACTING DIRECTOR’S REPORT:**

The Ramsey County Library in Maplewood will host a Community Meal for parents and teens in the evening on Friday, August 5 as part of its after-hours teen program series.

The library in Roseville was closed from 7 to 9 p.m. during the storm on Tuesday, July 5, due to a power outage and water on the second floor from a cistern backup. The library in Shoreview was closed from 6:30 to 8 p.m. on Wednesday, July 6, due to a power outage.

A drone was used at Roseville on June 22 to gather footage for a short video on the Library. Ramsey County is working with CGI Communications and the Chamber of Commerce to produce short, community-based videos that will provide introductions to Ramsey County services. CGI will shoot additional video footage at the libraries in White Bear Lake and Maplewood on July 20, including an opening statement by Commissioner Reinhardt. The Library’s Communications staff created the script and storyboard.

Ramsey County Property Management has received the final report on the MN Sustainable Buildings 2030 program for the new White Bear Lake library facility. White Bear Lake has exceeded the average energy score for remodeling projects, something that will translate into improved energy savings and operating costs throughout the life of the building. Property Management has indicated that the White Bear Lake project will be used as a case study on SB 2030 guidelines by other cities and counties in Minnesota.

The library in Mounds View has a new path that connects the sidewalk along County Road 10 to the library. The path provides safer and easier access for people coming to the library on foot or by bicycle and will be of benefit to patrons with mobility issues.

Ramsey County’s new Learning and Development Center went live for library staff earlier this month. Managers and supervisors received training on the new system on July 7 and are implementing it with their staff. The Learning and Development Center allows staff to register for and record workplace training.

All County staff is participating in mandatory Information Security training in July. This annual training is conducted online and will provide Library staff with their first opportunity to use the Learning and Development Center for a training activity.

Ramsey County staff is developing a contract with the University of Minnesota Extension Service for Urban 4-H programs at the libraries in Shoreview and Maplewood. The contract will go to the County Board for approval on August 2.
The pilot phase of MELSA’s smARTpass program has resulted in the issue of over 1,500 tickets to 18 participating cultural venues, to date. Southern Theater and Minnesota Children’s Museum began participating in the smARTpass program this month.

MELSA will be partnering with the Minnesota State Fair on Read and Ride Day at the Fair again this year. Anyone showing a library card at a ticket booth on August 31 will receive a discount on Fair admission.

**FRIENDS OF THE RAMSEY COUNTY LIBRARIES REPORT:**
This year’s Book It 5K Walk/Run was the most successful 5K yet and raised over $7,000 to support the Summer Reading Program at all seven libraries. Of the 246 people of all ages who registered, 207 crossed the finish line and had a great time supporting the libraries. Special appreciation goes to the members of the 5K Planning Committee, the 50 event volunteers and RCL staff member Paul Lai who raised nearly $900 in sponsorships from his friends and neighbors.

This year’s Annual Luncheon featured Jonathan Odell, author of the acclaimed novels *The Healing* and *Miss Hazel and the Rosa Parks League*. The annual event, held at the North Oaks Golf Club on April 30th, was attended by over 65 guests who learned about Mr. Odell’s career path and the work he is doing using story to bridge personal, racial, and cultural differences.

The Annual Luncheon has been a rich Friends tradition for 37 years, bringing together excellent authors and receptive readers. The Friends of Ramsey County Libraries are grateful to Jonathan Odell for his outstanding presentation and to Team Jason Schmidt – North Suburban Edina Realty for helping sponsor this event.

A big “Thank You” to the Shoreview Community Foundation for being the first foundation funder to the Capital Campaign with a $4,000 grant for a 3D printer at the new regional library in Shoreview!

Members of the Campaign Events Committee are manning tables at the Shoreview Farmers Market and entering a unit in the July 23 Slice of Shoreview Parade to raise awareness about the new library and the capital campaign.

Gallery 96 is sponsoring two Raku Firings at the Shoreview Farmers Market on August 9 and September 13 to help raise funds for an art hanging system for the new library. $25 buys a premade pot which buyers can glaze and watch being fired by experienced Raku artists.

Risdall Marketing donated the design for the campaign donation materials and the Friends will be mailing about 10,000 pieces this summer.

**2016 SECOND QUARTER REPORTS:**
The Library Board reviewed the second quarter workplan, financial report, statistics, and incident reports.

**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 7,808 accounts meeting the criteria for write-off, totaling $119,138.13. None of these accounts exceed the $1,000 threshold requiring Library Board approval, and over 61% 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.

**LIBRARY DIRECTOR SEARCH:**
A subcommittee consisting of Library Board members Tou Xiong and Craig Klausing and the Library Deputy Director reviewed job applications and selected ten candidates for screening interviews. A seven-member panel that included Library Board members Paula Mielke and Jan Rapheal, county department heads, and an outside library director conducted screening interviews on July 8 and July 11.

Four candidates were invited to participate in interviews with the full Library Board and Deputy County Manager Heather Worthington. Ramsey County Human Resources is scheduling those interviews for August 5, 2016, at the Ramsey County Library in Maplewood. Names of the finalists will become public once the interview schedule is announced. Candidates will participate in meet & greet sessions with key library staff immediately prior to their interviews with the Library Board on August 5.

**RAMSEY COUNTY PHASE 2 IT PLANNING:**
Chuck Wettergren has been selected as the Library representative for the Phase 2 IT Consolidation planning team, but the team has not started meeting yet.

Ramsey County Information Services (IS) agreed to help staff the Library’s vacant tech position by embedding an IS staffer in the Library during the pre-consolidation period. Chuck Wettergren joined IS managers in interviewing potential candidates.

**BY-LAWS AND POLICIES REVISION:**
The subcommittee that previously worked on the revisions will meet to re-create the final changes to the documents. The proposed changes will be presented to the full Board for approval at the next meeting.

**NAMING RIGHTS FOR RAMSEY COUNTY LIBRARY IN SHOREVIEW:**
The first naming request has been received by the Friends of the Ramsey County Libraries Capital Campaign for the Shoreview Library based upon the amounts previously approved by the Library Board.

Brent and Melissa Peacock have pledged $12,000 for the naming rights to the Book Club Room in the new library in Shoreview. If approved by the Library Board, the room will be named “The Peacock Room” in honor of the Peacock family who live in North Oaks. The first installment of this pledge will be payable by July 30, 2016 and the full amount of the pledge will be payable by December 31, 2017.

Klausing made a motion to approve the naming of the Book Club Room in the Ramsey County Library in Shoreview for the Peacock family based upon their donation of $12,000 to be received by December 31, 2017. Hakes seconded the motion, which was approved by unanimous vote.

**2016 SECOND QUARTER FINANCIAL REPORT:**
The Library Board reviewed the second quarter financial report as submitted, and discussed the revenue sources outlined in the report.
RESIDENT SURVEY:

In 2013, Decision Resources was closed and The Morris Leatherman Company was constituted in its place. Staff have been in contact with The Morris Leatherman Company and received a project bid of $18,000 to conduct this survey. The survey would be a telephone survey conducted of approximately 600 residents of suburban Ramsey County. Each respondent would answer 50-60 questions over 20-30 minutes. The survey would include cell phones users. Typically, approximately 40% of the surveying is done via cell phones.

The Library Board discussed whether questions on library programming should be added, and how the data gathered would be utilized.

Mielke made a motion to authorize the Library to hire The Morris Leatherman Company to conduct a telephone survey of suburban Ramsey County residents at a cost not to exceed $18,000. Hakes seconded the motion, which was approved by unanimous vote.

SHOREVIEW PROJECT UPDATE:
The State Library Construction Grant Agreement has been signed by the County Manager and the Minnesota Department of Education. Notification has been received that the money was transferred to the Department’s account, so a public announcement of the award can now be made.

Exterior brickwork and the installation of glass are almost complete, the raised floor is about 75% installed, and interior walls are framed and installation of sheetrock has begun.

Contracts for the biddable furniture (mostly furniture for the public spaces) have been awarded. Orders for the furniture available through State and County contracts will be placed in the next several weeks.

The Ramsey County Procurement Department is working with our vendor to finalize a contract for an Automated Materials Handling system.

Carol Morphew from Ramsey County Property Management is working with Library staff to develop a preliminary schedule for the move from the existing building to the new one. When ready, it will be shared with the Library Board.

Forest Products Supply in Maplewood has agreed to work as a subcontractor to Adolfson & Peterson to construct a laptop bar and window bench for the west side of the building using wood reclaimed from the trees that were removed from the site.

SHOREVIEW BRANCH UPDATE:
Trends in the Service Area:
- The Metropolitan Council estimates that the City of Shoreview had 25,118 people and 10,436 households as of April 1, 2011. Household size averaged 2.39 persons per household.
- Homeownership in Shoreview: 84.4%
- Median Home Value: $258,200
- Median Household Income: $82,908
- In conjunction with their 25th anniversary, the Shoreview Historical Society is creating an oral history of Shoreview.
- Shoreview is updating their Shoreview Commons Master Plan with the following objectives:
1. Develop plans for future park improvements and other site amenities;
2. Enhancing connectivity between the public facilities;
3. Improved onsite pedestrian and bicycle links; and
4. Maintain safe and efficient traffic flow in parking.

Library Issues and Service Trends:
- 2015 and 2016 have been years of staff transition. In addition to new branch manager Carol Jackson, nearly half of the circulation staff has turned over. In June 2016, Shoreview welcomed Diane Edwards as the new Circulation Supervisor.
- 2016 is devoted to construction, and not just of the new Regional Library. Shoreview is also building a strong staff to make it through the new building transition, fostering goodwill and enthusiasm for the new library among patrons, and developing relationships with community partners in preparation for enhanced programming and services. These partners include the Shoreview Community Center, Shoreview Historical Society, Gallery 96, Shoreview Human Rights Commission, Harriet G. Walker Chapter of the D.A.R, and senior living facilities such as Scandia Shores.
- Staff is also working on developing inclusive and appropriate programming for the Shoreview Community. Areas of specialization will include programming, spaces and collections for Shoreview’s aging population; and programming for developmentally and physically disabled patrons, and patrons with sensory challenges.
- A partnership with the Roseville Alzheimer’s and Dementia Community Action Team (begun as exploration into enhancing Shoreview’s services) has resulted in an eight-month programming partnership (at Roseville Library) and a grant from Thrivent to purchase books for a Caregiver Resource Collection.
- Efforts are underway to create a master calendar for the Shoreview Ice Arena, the Shoreview Community Center, and the Library to work around potential parking issues.
- Library programs for children continue to attract large crowds. One highly popular storytime this year was the appearance of Adolfson & Peterson Construction, including equipment demonstrations, and free hard hats and safety glasses.
- Shoreview also has consistent attendance at programs for adults: Book Clubs, Poetry Circle, Drop-in Computer Help, and Conversation Circles.

FALCON HEIGHTS POLICE SHOOTING:
Mielke asked if Ramsey County Library has planned a response to the shooting death of Philando Castile by St. Anthony Police following a traffic stop. She noted that she had tentatively reserved the Community Program Room at the Ramsey County Library in Roseville if needed for a program.

Wyman noted that the Library’s senior managers had discussed the issue at its meeting earlier in the day, and had asked the Racial Equity Leadership Team to discuss potential programs at their meeting the following week. Mielke urged staff to respond as quickly as possible. Staff will continue to discuss potential ways for the Library to respond to the Falcon Heights event and keep the Library Board informed of any planned programs or events.

NEXT MEETINGS:
August 5, 2016, RCL-Maplewood, 3025 Southlawn Drive, 8:30 a.m. – Library Director Finalist Interviews
August 10, 2016, RCL-Shoreview, 4570 North Victoria Street, 6:30 p.m. – Interview Followup (Tentative)
August 17, 2016 – MEETING CANCELLED

ADJOURNMENT:
Following a motion by Klausing and a second by Mielke, the meeting adjourned at 8:25 p.m.

Respectfully Submitted,
Mary Larson
Library Board Coordinator