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

LIBRARY BOARD ABSENT:
Matthew Anderson

STAFF PRESENT:
Susan Nemitz, Library Director; Mary Larson, Library Board Coordinator; Sandy Walsh, Deputy Director; Lynn Wyman, Deputy Director; Julie Neville, Library Property Manager; Eileen Boder, Shoreview Library Manager

OTHERS PRESENT:
Victoria Reinhardt, Ramsey County Commissioner; Dan Wall, Friends of the Ramsey County Library; John Hakes, Shoreview resident

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

PUBLIC COMMENT:
No public comment.

APPROVAL OF AGENDA AND MINUTES:
Rapheal made a motion to approve the agenda for August 15, 2012 and the minutes of June 20, 2012, as presented. Aplikowski seconded the motion, which was approved by unanimous vote.

GIFT ACCEPTANCE:
In accordance with Library Board policies, all gifts and grants exceeding $5,000 must be approved by the Library Board. Two recent gifts exceed the threshold and require Board approval.

The Friends of the Ramsey County Libraries donated funds for the New Brighton and Roseville Capital Campaigns. The funds are the balance of donations received to date for each library, and will be used for amenities for the new facilities.

Rapheal made a motion to accept the New Brighton Capital Campaign donation of $14,372.51 from the Friends of the Ramsey County Libraries for amenities at New Brighton, and to accept the Roseville Capital Campaign donation of $13,276.06 from the Friends of the Ramsey County Libraries for amenities at Roseville. Aplikowski seconded the motion, which was approved by unanimous vote.

2012 SECOND QUARTER REPORTS:
The Library Board reviewed the second quarter workplan, financial report, statistics, and incident reports. Nemitz noted that the format of the workplan update has changed slightly to include progress on the Strategic Plan, and to incorporate customer feedback gathered from the website via Counting Opinions software.

AWARD CONTRACT FOR AUDIO-VISUAL MATERIALS:
Ramsey County Library obtains the bulk of its DVDs and music compact discs through a primary audio-visual materials vendor, currently Baker & Taylor. The term of Baker & Taylor’s current contract expired on July 31, 2012, prompting a review of audio-visual materials vendor services.
Library staff prepared a request for proposal for the services of audio-visual materials vendors, with responses opened on July 19th. Proposals were received from four vendors: Baker & Taylor; BWI; Ingram Library Services, Inc.; and Midwest Tape.

An analysis completed by library staff included reviewing discounts, processing costs, inventory, customer service, online selection and ordering tools, and compatibility with the Horizon system. Based on the four proposals and the library’s previous experience with the vendors, library staff recommends that the contract be awarded to Baker & Taylor, Inc.

Aplikowski made a motion to award the contract of primary audio-visual materials vendor to Baker & Taylor, Inc. Contract term to be one year, with an option to renew on an annual basis up to two additional years, and with the provision that the terms and conditions of the contract remain the same. Motion subject to the approval of the Ramsey County Attorney’s Office. Williams seconded the motion, which was approved by unanimous vote.

WRITE OFF UNCOLLECTIBLE DEBT:
According to the Library’s Receivables Policy, 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 identified accounts meeting the criteria for write-off. Three of these accounts exceed $1,000.00, requiring Library Board approval. The remaining accounts identified for write-off are below the threshold requiring Library Board approval. They will be forwarded to the County Attorney’s Office and Budget & Accounting Office as outlined in the Library’s Receivables Policy.

Williams made a motion to approve the write-off of uncollectible debt totaling $6,306.95. Aplikowski seconded the motion, which was approved by unanimous vote.

PROTESTED MATERIALS UPDATE:
The Protested Materials Committee provides the chief avenue to assess and resolve complaints about Library materials. If staff cannot informally satisfy a patron who has concerns about specific materials owned by the Library, the person is invited to fill out a Request for Reconsideration Form, outlining specific complaints.

This Reconsideration form goes to the Protested Materials Committee, an ad hoc committee of librarians, which reviews the work in question and prepares a written report to the Library Director. The written report contains a recommendation as to whether the Library should remove, reclassify or retain the work. If the Director concurs with the Committee’s recommendation, a copy of the report is sent to the patron. The patron then has the right to appeal the Library’s decision to the Library Board, or even in rare cases, beyond that level to the Ramsey County Board of Commissioners.

The Committee regards its reports as an educational opportunity to explain the Library’s philosophy of inclusion and breadth of collection. It also strives to personalize the Library’s message of service. No individual item in the collection will satisfy every Library patron, but each Library patron is entitled to staff respect and advice when it comes to choosing materials that conform to his or her tastes and values.
During the past year, there were five formal protests altogether lodged against a book, two DVDs, a graphic novel, and a free satirical newspaper available in the giveaway area. The committee's reports were accepted in all cases, and no protest was appealed beyond the level of the Library Director. No item was removed or reclassified. Grounds for protests included excessive violence, overly explicit sexuality and the need to protect children from exposure to adult materials.

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.

Quarterly Strategic Plan updates and an annual Library Board self-evaluation were added to the calendar based on suggestions by the Board at the June meeting.

Williams made a motion to approve the Library Board Annual Meeting Calendar as presented. Weltzin seconded the motion, which was approved by unanimous vote.

FACILITIES PLANNING FOR SHOREVIEW AND WHITE BEAR LAKE:
Preparation for master planning for the libraries in Shoreview and White Bear Lake is underway. Library staff members from White Bear Lake and Shoreview have toured new and remodeled Twin Cities' libraries that are similar in size to White Bear and Shoreview.

Building programs for each facility are being written. The building program describes the goals of the project and current building issues. It also spells out the services and functions that must be accommodated as well as a list of furniture, equipment, and desired adjacencies. Meetings have been held with staff from Administration, Technical Services, the Friends, and White Bear Lake to begin discussing building program details. A meeting with the Shoreview Library staff is scheduled for August 17. Meetings with the mayors and city managers of Shoreview and White Bear Lake are scheduled for later in August as well.

An RFP for consultant services was issued July 9, with proposals due on August 6. An evaluation team consisting of Paula Mielke, Bruce Thompson (Director of Ramsey County Property Management), and staff Susan Nemitz, Lynn Wyman, Bill Michel, and Sandy Walsh read and rated the proposals. Interviews with shortlisted firms are scheduled for later in August. The evaluation team will bring a recommendation and draft contract to the September Library Board meeting. The funding request to the County is due in early February 2013.

Walsh noted that part of the process will be determining the appropriate size for the library in White Bear Lake based on needs and usage. The current facility does not fit into the master plan definitions of a regional library or a portal/gateway library.

It is currently unknown which facility will be updated first. The order of the two projects may depend upon securing temporary space for Administrative and Technical Services staff during renovation, although the libraries themselves could be closed to the public.

Walsh led the Board and staff members on a tour of the Shoreview facility, highlighting areas that need to be addressed in a potential expansion and renovation.

SHOREVIEW LIBRARY UPDATE:
It's been busy this summer at Shoreview. Over 1,000 youth ages 5-11 participated in the Shoreview Summer Reading Program. Highlights this year were the “Summer Olympics Celebration” featuring demonstrations from the University of Minnesota Fencing Club and the Tae Kwon Do Academy, a dinosaur and fossil presentation, and the annual Japanese Culture Fair. Kids love getting their Culver’s coupon, Water Park of America admission, State Fair ticket and a book.
Baby Storytimes and Family Storytimes are offered weekly. Average attendance at Family Storytimes ranges from 60 in the summer to 73 during the school year, with 165 in attendance for “Snapdragon Seeds,” an educational musical literacy program.

Children’s activities also included a book club, Paws to Read sessions with reading therapy dogs Morgan and Micki, drawing classes, and two writing workshops.

Shoreview actively recruits teen volunteers every summer. Twenty-two teenagers assisted with the Summer Reading Program along with other projects. Shoreview also provides a place for young people who need to fulfill community service hours for infractions of the law. This summer two teens performed 25 hours of service.

The Teen Reading Program attracted over 100 participants. The library averaged about 55 teen book reviews every week. Teen summer highlights included Meet the Author: Pete Hautman, a writing workshop “Write after the Hunger Games,” and a teen book club. Teens are enjoying the newly refurbished teen corner, featuring new chairs, tables and a booth to enhance the area.

Shoreview is a high circulation library, although circulation is down a little this year, about 10% down from last year with visits down about 6%. 2012 is the first “normal” year for SV since 2008 because of the closures of the Roseville and Arden Hills libraries. Children’s materials (books and DVDs) account for about 40% of the Shoreview circulation. Shoreview’s total circulation is divided almost equally at roughly 30% DVDs (both adult and children’s), 30% children’s books, and nearly 30% adult, with smaller collections making up the remainder.

Express checkout numbers have increased every year, with a dramatic increase in 2011. Express checkouts now account for about 95% of SV’s circulation.

SV has an on-going relationship with Gallery 96, and hosts two art shows each year.

Nemitz noted that Boder has been the manager at Shoreview for ten years, and has a wonderful rapport with kids and teens who volunteer at the Library.

DIRECTOR’S REPORT:
Nemitz’s August 2012 report to the Library Board was sent prior to the meeting. She noted that the Library received no responses to the Request for Proposals for a coffee vendor at Maplewood, and is working with the Ramsey County Attorney’s Office to explore legal options for considering other vendors.

Nemitz also indicated that the Library’s e-book program is expanding; e-reader devices will be offered in the Community Center area at New Brighton. Interlibrary loan of e-books is being explored at the MELSA level.

The Library will be beta testing the rental of iPads at Roseville and Maplewood via Tech Logic’s Media Surfer.

MELSA REPORT:
No report due to Commissioner Parker’s absence.

FRIENDS OF THE LIBRARY REPORT:
The New Brighton Library Capital Campaign closed on June 30 after raising $96,047 in cash, pledges, and in-kind services. Library patrons will see additional literacy-building equipment and pieces of art added over the next few months.

Staff at the Minnesota Children’s Museum included all the interactive features that were requested for the preschool area at the library in Maplewood. Installation is scheduled for the week of Nov. 26 and will include a bus, large maple tree stump with animal costumes, a garden, a farmer’s market, two window telescopes, and a flexible building that can be made to look like different types of stores, clinics, etc. The Friends have raised $14,690 toward the required $20,000
match for this exciting $40,000 project. Donors are needed for the balance of $5,310. The Friends expect to have a lot of media coverage that will benefit donors and funding partners.

Comcast Internet Essentials sponsored five computer classes taught in June and July with $500 per class.

To help support the effort to attract young males into the public libraries, the Friends have scheduled Mark Rosen, WCCO sportscaster and author of the book Best Seat in the House, to be the speaker for the fall program. This event will be held at 10 am on Saturday, October 20th, at the Roseville Library and is free to the public. The Friends are seeking corporate sponsors for this event to help raise funds for many important teen programs at all seven Ramsey County Libraries.

The next huge used book sale will be October 24 through 28 at the Roseville Library. Volunteers are needed.

NEXT MEETING: September 19, 2012, RCL-White Bear Lake, 4698 Clark Avenue, 6:30 p.m.

MEETING ADJOURNED: 8:25 p.m.

Respectfully Submitted,

Mary Larson,
Library Board Coordinator