LIBRARY BOARD PRESENT:
John Hakes, Craig Klausing, Jan Rapheal, Kim Vanderwall, Tou Xiong

LIBRARY BOARD ABSENT:
Jim Berry, Paula Mielke

STAFF PRESENT:
Susan Nemitz, Library Director; Mary Larson, Library Board Coordinator; Lynn Wyman, Deputy Director; Jeff Eide, Policy & Planning Manager; Bill Michel, Facilities Planning Manager; Nicole Herold, Technical Services Manager

OTHERS PRESENT:
Mary Jo McGuire, Ramsey County Commissioner

CALL TO ORDER:
Vanderwall 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:
None.

APPROVAL OF AGENDA AND MINUTES:
Klausing requested that the Director’s Report be moved to the Discussion Items agenda. Hakes asked to have the Audio-Visual Materials Contract moved to Action Items. Klausing made a motion to approve the agenda for August 19, 2015 as amended, and the minutes of July 15, 2015 as presented. Xiong seconded the motion, which was approved by unanimous vote.

RESOLUTION REGARDING THE RETIREMENT OF CAROL AYOTTE:
Klausing made a motion to approve the Resolution Regarding the Retirement of Carol Ayotte, and to authorize the Library Board Chair to sign the document. Xiong seconded the motion, which was approved unanimously.

RESOLUTION REGARDING THE RETIREMENT OF MARLENE LAMOTTE:
Klausing made a motion to approve the Resolution Regarding the Retirement of Marlene LaMotte, and to authorize the Library Board Chair to sign the document. Xiong seconded the motion, which was approved unanimously.

FRIENDS OF THE RAMSEY COUNTY LIBRARIES REPORT:
MALF Award Nomination: The 2015 Great Gatsby Gala is one of three finalists for the 2015 Evy Nordley Award for Best Project by Friends of the Library. The Award judges have selected the following three projects for Award Finalists:

- Friends of the Austin Public Library – Friends Holiday New Book Sale
- Friends of the Brainerd Public Library – Children’s Book Sale Event
- Friends of the Ramsey County Library – Annual Great Gatsby Gala

The award presentation will be on Thursday, October 8th, as part of the Minnesota Library Association (MLA) Annual Conference in St. Paul, from 3:45-4:45p.m.

White Bear Lake Capital Campaign: Thanks to the Friends White Bear Library Capital Campaign Events Committee members who served free ice cream to around 150 people on the patio on August 2nd. The Friends
greatly appreciate Culvers for donating the delicious ice cream, Taymark for donating the paper products, and author Julie Kramer who talked with people and donated signed copies of *Missing Mark*.

**Shoreview Library Capital Campaign:** The Campaign Steering Committee members are Commissioner Blake Huffman, Library Board member John Hakes, Shoreview Mayor Sandy Martin, Library Director Susan Nemitz, Deputy Library Director Lynn Wyman, Friends Board Member Stuart Shwiff, and Friends Executive Director Sue Gehrz. So far, 18 people have been recruited to serve on the larger Capital Campaign Committee. The Friends are seeking volunteers who will help plan Events, Communications, and Outreach. The first meeting of the Committee will be from 5:30 to 7:00 on Thursday, October 1 in the Richard Wedell Meeting Room at the Shoreview Community Center. The preliminary campaign fundraising goal is $200,000.

**2016 Gala:** You are invited to the Friends Third Annual Gala to be held on February 6, 2016 at the Roseville Library. The theme will be “Spies, Lies, and Literature” so start planning how to dress like a favorite character from a spy thriller.

**LIFE SKILLS PROGRAM REPORT:**
Since January of 2015, RCL has offered 182 Life Skills Development classes to 1,939 attendees. Classes have been held on the following topics:

- Searching for jobs
- Small business start-up counseling
- Interview and resume help
- Budgeting
- Investing forums
- Preparing health care directives
- Solar power for your home
- Worm composting
- Fix-it Clinics
- Legal resources on the Internet
- Tax help
- MNsure assistance
- Nutrition and cooking
- Personal empowerment
- Career panel discussions
- Bankruptcy
- Housing
- Parenting
- Conversation Circles for English Language Learners

The Library continues to partner with community organizations to maximize resources. Our partners include:

- Goodwill Easter Seals
- Keystone Community Services
- Ramsey County Law Library
- SCORE
- New Found Abilities
- Volunteer Lawyers Network
- AARP
- Health Access MN
- Ramsey County Workforce Solutions
- JobConnect
- Twin Cities Medical Society
- City & County Credit Union
- Roseville Human Rights Commission
- Roseville Housing and Redevelopment Authority
- Ramsey County Public Health

Career panel discussions, facilitated by Workforce Solutions and JobConnect, have been exceptionally popular. The panels were offered on a monthly basis from January through May, with a break for the summer months. Because they are staff and time intensive to organize, they will be every other month starting in September.

RCL is partnering with Ramsey County Public Health to offer *Fix-it Clinics*. *Fix-it Clinics* offer free assistance to repair broken items, like small household appliances, clothing, electronics and more. Volunteer “fixers” help participants disassemble, troubleshoot, and repair small household items. The first clinic was offered on the last Saturday of July, at the Maplewood Library. It was a huge success. There were 11 volunteers who helped 27 participants fix 25 items, and keep 147 pounds out of the landfill. Future *Fix-it Clinics* are scheduled at the Roseville, Mounds View, and White Bear Lake libraries.
City and County Credit Union will be providing financial literacy workshops at the library this fall. Using quality curriculum provided by Lutheran Social Services, credit union staff will present *Better Budgeting, Take the Fast Lane to Debt Freedom, and Live More Spend Less* workshops.


Project challenges:
- Attracting intended audiences.
- Staffing to represent the library and connect with presenters, help set up equipment and problem-solve technology issues. Predicting which programs may be more labor-intensive is also a challenge.
- Statistics and evaluation—The library primarily values programs based upon the quantity of people in attendance. The quality of some Life Skills programs is actually enhanced by one-on-one or small group work.
- Determining which programs and services are most needed (and most likely to be attended) by the community.

What Works:
- Partnerships—Community partnerships take time to establish, but they can offer many benefits. Partners can provide instructors, programming, funding, or additional help for patrons seeking more in depth assistance or expertise than the library can offer. Among other advantages, partnerships also help expand the library’s visibility and reach in the community.
- Ongoing programs—Ongoing programs with minimal library staff intervention, such as MNsure, AARP, and Goodwill Easter Seals/Workforce Solutions programs.
- Rooms—The Library provides great space and a built in audience for many programs and services.
- Library staff—Feedback from partner organizations and presenters about branch staff is continuously positive and complimentary. The most common descriptors are “helpful,” “accommodating,” and “cheerful.”

**AUDIO-VISUAL MATERIALS CONTRACT:**
Ramsey County Library obtains the bulk of its DVDs and music CDs through a primary audio-visual materials vendor, currently Baker & Taylor. The term of Baker & Taylor’s current contract expired on July 31, 2015, prompting a review of audio-visual materials vendor services.

In accordance with Ramsey County solicitation policies, Library staff prepared a request for bid for the services of audio-visual materials vendors. The RFB was reviewed and approved by the Ramsey County Attorney’s Office. Responses were due on July 29th, and bids were received from three vendors:

1. Baker & Taylor
2. Ingram Library Services, Inc.
3. Midwest Tape

An analysis completed by library staff included reviewing discounts on materials and costs for processing. The lowest responsive and responsible bidder was Baker & Taylor.

Hakes asked about the depth of the collection offered by Baker & Taylor, and whether it satisfied the Library’s purchasing needs. Herold indicated that there are relatively few vendors who sell audio-visual materials specifically to libraries, and Baker & Taylor has the best discount on new materials. Titles not offered by Baker & Taylor are purchased through other vendors.
Klausing made a motion to award the contract of primary audio-visual materials vendor to Baker & Taylor. The contract period shall commence August 1, 2015. Contract period to be August 1, 2015 through July 31, 2016, with an option to renew on an annual basis up to four additional years. Motion subject to the approval of the Ramsey County Attorney's Office. Hakes seconded the motion, which was approved by unanimous vote.

DIRECTOR'S REPORT:
The Summer Reading Program ends August 16. Participation this year has been strong. All Ramsey County Libraries will be closed on September 7 for Labor Day. The Ramsey County Library in New Brighton will also be closed September 8-11 for annual Community Center maintenance.

The Library sponsored two history programs to recognize the milestone of the Voting Rights Act of 1965. Over 100 people attended.

Ramsey County Environmental Health and the Library partnered to provide a Fix-It Clinic on Saturday, July 25 at the library in Maplewood. The event successfully saved 147 lbs. of material from being thrown away. Among the 25 items repaired were a radio, TV, toaster, electrical saw, fan and printer. Future Fix-It Clinics are schedule for Roseville, Mounds View and White Bear Lake.

Ramsey County Library in Maplewood has seen an increase in homeless patrons in the building. Branch staff, working with local social service agencies, will pilot an hour of outreach services weekly. Emergency resources, such as food kits, will be available. This represents a first attempt on the Library’s part to proactively reach this community.

There have been several complaints at the library in White Bear regarding the distance between handicapped accessible parking and the front door. While the current situation is within code, Nemitz will ask the City to assign accessible spots on the street. St. John’s Church in the Woods continues to pursue litigation around parking lot use.

The following employees have been selected to serve as Deputy County Managers and will lead the four new service teams:

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<thead>
<tr>
<th>Service Team</th>
<th>Deputy County Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health and Wellness</td>
<td>Meghan Mohs</td>
</tr>
<tr>
<td>Safety and Justice</td>
<td>Scott Williams</td>
</tr>
<tr>
<td>Information and Public Records</td>
<td>Johanna Berg</td>
</tr>
<tr>
<td>Economic Growth and Community Investment</td>
<td>Heather Worthington</td>
</tr>
</tbody>
</table>

Service Teams have been designed to best capitalize on strengths and talent as Ramsey County pursues the County Board’s vision towards a community where all are valued and thrive. In addition to the four service teams, the departments of Policy and Planning, Finance, and Human Resources will continue reporting directly to the County Manager as the Countywide Strategic Team.

This new structure positions Ramsey County to better streamline decision-making, effectively manage change, generate operational efficiencies and offer more consolidation of services to our residents, businesses and visitors. The realignment has been accomplished within the County’s existing budget and personnel count by restructuring other management positions.

MELSA will provide Ramsey County Library with $211,000 in formula funds to recognize the 800,000+ net circulation of materials to other MELSA systems’ patrons and the 22,000+ items we provide for the State’s interlibrary loan program.
2016-2017 PROPOSED BUDGET:
On August 4, 2015, Ramsey County Manager Julie Kleinschmidt presented her proposed Ramsey County budget for 2016 and 2017 to the Board of Commissioners. She recommended a 2.9% total budget increase of $18.2 million for 2016, and a 2.2% total budget increase of $13.9 million for 2017. The property tax levy would increase by 2.8% in 2016 and 2017 to fund the proposed County-wide budget.

The proposed Library budget includes a levy increase of 5.5% in 2016 and an additional 5.6% in 2017, for a two-year total levy increase of 11.4%. The proposed budget includes the following changes:

- Scheduled step adjustments and cost-of-living salary increases in 2016 and 2017
- Increases in PERA, Administrative Overhead and Ramsey County IT costs
- Rate increases for property management of $0.50 per square foot in 2016 and 2017
- An additional 2.2 FTE and building maintenance funds to expand the library in Shoreview to regional level of service in 2017
- Reduced funding for substitute staff by 50% in the coming biennium

Programs and services not included in the County Manager’s proposed budget include expanding hours at the library in New Brighton from 35 to 45 per week, and increasing the Library’s collection budget. Ramsey County Commissioner Mary Jo McGuire indicated that she may submit an addendum proposing that the County Board fund the $50,000 increase (including a 0.85 FTE increase) that would add 10 hours of service per week at New Brighton. All addenda submitted by the Commissioners are considered in December, prior to the final approval of the 2016 budget.

Kim Vanderwall, Susan Nemitz, and Mary Larson attended the Library’s budget hearing with the County Board on August 11. Several members of the Friends’ Advocacy Committee also attended to show support for the Library. The County Board will certify the levy for 2016 in September and will vote on the final budget in December.

SHOREVIEW DESIGN UPDATE:
Work continues on the Design Development phase, with a first review by the Design Team scheduled for Aug 20. A project budget report will also be received.

After the presentations to the City Council on July 13 and the Community meeting on July 14, the City Council expressed a number of concerns about the schematic design, including:

- Inadequate parking
- Access for pedestrians from the north
- Outdoor spaces away from Highway 96
- Exterior palette
- Building massing on Victoria Street

Nemitz, Bruce Thompson from Ramsey County Property Management, and Victor Pechaty, Project Architect from HGA, met with the City Council in a workshop on August 3 to discuss those concerns and how the Design Team would address them. Klausing noted that shared parking agreements are a common practice in developments.

Applications for Rezoning, Preliminary Plat, and Planned Unit Development (PUD) have been submitted to the City of Shoreview. A public hearing on the applications will be held at the Planning Commission meeting on August 25, and the Commission will then be asked to recommend approval to the City Council, which will take up the matter at their meeting on Sept 8.
Early bid packages for grading, foundation work and structural steel will be issued on September 23, and construction is currently planned to begin in late October.

A Capital Campaign Committee is being organized, and will begin its work in October.

**SHOREVIEW PUBLIC FEEDBACK:**
The Library Board discussed the comments received from the public regarding the proposed new Ramsey County Library in Shoreview.

**NAMING OF THE NEW RAMSEY COUNTY LIBRARY IN SHOREVIEW:**
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 potential change, and noted that it has not followed the Master Plan recommendation in any projects since it was adopted. The Board members questioned how a name change would be received by the Shoreview community, and expressed reluctance to initiate a change at this time.

**STRATEGIC PLANNING UPDATE:**
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. The Library Board members and senior managers were surveyed to gather feedback on the current mission statement and the new strategic plan.

Based on the survey results, the Board and staff are recommending minor revisions to the current mission statement. The Board members also discussed the philosophical concept of library services being free (at point of service).

**NORTH ST. PAUL UPDATE:**
The transition period between Branch Managers over the summer has gone smoothly. Library patrons seem to appreciate the consistency of long term sub, Jenny Jackson. She and the North St. Paul staff have done an admirable job running the library.

There have been no major incidents. Probably the most regular issue has been the cleaning of bathrooms (both public and staff), which has been spotty over the summer (common problems include toilet paper being restocked and toilet bowls not being cleaned.)

Hockey school presence over the summer has been virtually non-existent.
Kokoro Volleyball Club has been holding volleyball camps in the gym throughout the summer. This brings a lot of new people into the library. Library staff has had very little interaction with volleyball club staff.

The library has had full access to the Teen Room while Emerson Bauer is on summer break. More library patrons, both teens and non-teens, have been using that room as a study and reading space.

Teen Gaming attendance is down. When school starts back up, Teen Librarian Charles Mosner will be promoting library services to the students at Emerson-Bauer and will make a renewed effort to plug gaming to them.

Polar Ridge Senior Living opened on April 1, 2015. A handful of residents have signed up for library cards.

The Carol Matheys Center for Children and Families brings a group of children to the library every Monday morning.

Turnout for SRP performers has been excellent, averaging over 100 at each program. Richardson Elementary School (a group of around 80 kids) attended three Bookawocky performances: *Music Together; Como Zoo Bug-a-Wocky; and Brodini*.

*On-Time Circus*, another Bookawocky performer, put on a show on the lawn between the library and the Franklyn Park Apartments complex. Residents of the apartment complex joined library patrons for the outdoor puppet show.

**LIBRARY BOARD ATTENDANCE:**
Vanderwall noted that attendance has dropped at recent Library Board meetings, and many meetings barely have the quorum required to vote on action items. She asked that the issue be placed on the next Library Board agenda for discussion.

**NEXT MEETING:**
September 16, 2015 – RCL Shoreview, 4570 North Victoria Street, 6:30 p.m.

**ADJOURNMENT:**
The meeting adjourned at 8:30 p.m.

Respectfully Submitted,

Mary Larson
Library Board Coordinator