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

LIBRARY BOARD ABSENT:
Jim Berry, Tou Xiong

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; Meg Robertson, New Brighton Library Manager; Carol Jackson, Shoreview Library Manager; Judy Woodward, Protested Materials Coordinator

OTHERS PRESENT:
Sue Gehrz, Friends of the Ramsey County Libraries; Carol Morphew, Ramsey County Property Management

CALL TO ORDER:
Vanderwall called the meeting to order at 6:30 p.m. in Room 218 of the New Brighton Community Center, 400 10th Street N.W.

PUBLIC COMMENT:
None.

APPROVAL OF AGENDA AND MINUTES:
Vanderwall requested that the Friends Report be moved to the Discussion Items agenda. Mielke made a motion to approve the agenda for September 16, 2015 as amended, and the minutes of August 19, 2015 as presented. Rapheal seconded the motion, which was approved by unanimous vote.

SOFTWARE UPGRADE PURCHASE:
Ramsey County Library provides Microsoft Office products to its patrons to support demand and provide access to software that is often too expensive for some to purchase commercially. The Library has been able to take advantage of Microsoft’s academic pricing to provide cost effective access to this software for the community.

Ramsey County Library updates software as required to meet functionality, support and security needs. Currently, Ramsey County Library is supporting Microsoft Office 2007, installed during a previous technology planning cycle. Although Office 2007 is still under extended support for security fixes and fee-based support, the current version of Microsoft Office 2013 has been available since January 2013 and will maintain mainstream support until April 2018. Mainstream support provides functionality updates, licensing support and hardware assistance. Demands by patrons and training partners to support Office 2013 have grown, especially in the area of digital literacy training.

The Library is scheduled to update Microsoft Office for approximately 475 computers. This will include both staff and public workstations. Funding has already been designated and received through MELSA Phase funds.

Mielke made a motion to approve the expenditure of $35,000-$40,000 to upgrade public and staff workstations with Microsoft Office 2013 software, utilizing existing County/State master contracts. Rapheal seconded the motion, which was approved by unanimous vote.

DIRECTOR’S REPORT:
The Library will be closed on Monday, October 12 for an all day, all staff training program.
Ramsey County Library is piloting Student Access Cards in a joint project with the White Bear Lake Area Schools to support educational access to digital information. Cards can be used at any Ramsey County Library and in White Bear Lake ISD 624 Media Centers. Students with existing cards can use them in both venues. The collaboration will provide increased student access to digital resources like e-Books, e-Audiobooks, Homework Rescue, Lynda.com and a variety of research data bases. All digital resources will be utilized via Chromebooks distributed to students through White Bear Lake Area Schools. Initial access will be given without account information which will be provided after the Library receives parental permission forms.

The library in Maplewood, in conjunction with People Incorporated, District 622, the Salvation Army, and Keystone Community Services will begin a pilot program in September. One hour per week a social worker will be present in the Board Room to assist library patrons in navigating the social service system. Based on a successful program at the St. Paul Public Central Library, the Community Resource Outreach Partnership (CROP) will assist people needing housing, food assistance, health care, etc. The pilot will last about six months

Kit Hadley, the Director of the St. Paul Public Library, has announced her retirement effective October 2. Her leadership and vision will be sorely missed.

SHOREVIEW FACILITIES PLANNING UPDATE:
On August 25, the Shoreview Planning Commission recommended approval of the Library’s application for rezoning the future Library site from R-1 to PUD (Planned Use Development), and establish the property as a PUD Development Stage. On September 8, the City Council unanimously approved those requests, with the following conditions:

1. Submittal and approval of a subdivision plat prior to the completion and occupancy of the new regional library.
2. Execution of all related cooperative agreements between the City and County for the development including land transfer, shared access and easements, and property maintenance.
3. Approval of the final grading, drainage, utility, and erosion control plans by the Public Works Director, prior to submittal of the Final Plat and PUD—Final Stage applications.
4. The PUD—Final Stage plans shall address the recommendations and conditions stipulated in the memorandum from the Public Works Director and City Engineer, including storm-water management and tree replacement plans.
5. The County shall secure a permit from the Ramsey Washington Watershed District prior to commencing any grading on the property.
6. The applicant is required to enter into a Site Development Agreement and Erosion Control Agreement with the City. Said agreements shall be executed prior to the issuance of any permits for this project.

The Library has begun working with the Ramsey Washington Watershed District on a Storm-water Management Plan, which will include a variety of treatment features including tree trenches, pervious pavers and filtration ponds. The plan will go to the Watershed District’s Board meeting on October 7, 2015 for approval.

A&P presented its preliminary Gross Maximum Price of $12,285,000 to the Design Team on September 8, 2015. They were happy to report that at this point, the project is within budget. As the design is finalized, there will be adjustments which will impact the budget, and a list of possible changes to make to the design is being developed in the event of unforeseen costs. No major changes are expected from this point forward.

The first bid packages (for site-work, foundation work, and structural steel) will be issued on September 23, with bids due October 8.
The Groundbreaking ceremony is scheduled for October 22, 2015 at 2 p.m.

The State of Minnesota has unexpectedly opened a second round in its 2014 Library Construction Grant Program. There is a total of $848,000 available in this round. The state anticipates making up to 3 grants out of that total. Ramsey County Library intends to apply for some of this money for the Shoreview project. The application deadline is November 11, with grants awarded sometime after January 1, 2016.

Michel reviewed the current architectural drawings for the site, the building exteriors, and the interior floor plans. He noted that there will be disruptions in service at the current facility due to the construction, including building closures while utility services are re-routed, and eventual shutdown of the drive-up book drop. Talking points are being developed to address construction-related questions, and will be included with the October project update for the Library Board.

Klausing made a motion to approve the Gross Maximum Price of $12,285,000 for the new Ramsey County Library in Shoreview as developed by Adolfson & Peterson, and recommend that the Ramsey County Manager sign the contract with HGA Architects and Adolfson & Peterson Construction for Phase II services. Rapheal seconded the motion, which was approved by unanimous vote.

MAPLEWOOD COFFEE SHOP LEASE:
This summer, the business owners of the coffee shop in the Ramsey County Library in Maplewood identified concerns with the profitability of their business model in the building. Caféine is the third vendor in the space since 2008. Based upon the Library's desire to maintain this service, the Director is recommending the approval of a lease amendment which would reduce the cost per square foot to $15. Both the County Attorney's office and County Property Management have reviewed this proposal.

Mielke made a motion to approve the First Amendment to Lease with Sanook, LLC as proposed for the coffee shop space at the Ramsey County Library in Maplewood, and authorize the Library Board Chair and Library Director to sign the document; subject to the approval of the Ramsey County Attorney’s Office. Hakes seconded the motion, which was approved by unanimous vote.

FRIENDS OF THE RAMSEY COUNTY LIBRARIES REPORT:
Sue Gehrz, Executive Director of the Friends, was present to give the Library Board an overview of the Friends organization.

History and Organizational Structure
- Organized in 1979 to advocate for expanded library services in suburban Ramsey County.
- A 501 (c)(3) nonprofit organization.
- Mission is to strengthen, support and advocate for the Ramsey County Library system in order to enrich the lives of our library users, to promote literacy and education and to foster community.
- 23 Governing Board of Directors and 4 ex-officio members including the Library Director and a liaison from the Library Board.
- Three part time staff and about 200 volunteers who donated nearly 9,000 hours in 2014.

What the Friends Fund
- The Library Director submits a request each fall for the programming and service needs for the coming year. The Friends currently provide $70,000 per year to support the Summer Reading Program, Technology Literacy and Adult Life Skills programming, Children’s and Teens programming, the Volunteer program, Employee Development, and the Library Newsletter.
- An additional grant of $30,000 from surplus revenues was awarded in 2015 to support STEM programming and Summer Reading Program outreach.
• For the past two years, the Friends have sponsored a fundraising Gala that added $30,000 to the Library’s collection budget for books and other materials.
• The Friends are launching their 6th capital campaign to raise funds for library amenities at the new facility in Shoreview, including fireplaces, art, technology, interactive literacy-building equipment, special furnishings and outdoor reading gardens.
• Operating expenses are not funded.

What Does the Friends’ Future Look Like?
• Strategic plans follow that of the Library.
• Increasing support for outreach to underserved populations, i.e. WIC program, Summer Reading Program outreach.
• Long-term reduction in revenues from used book sales.
• Increased revenues from legacy gifts.

How Can the Library Board Help?
• Promote the February 6, 2016 Fundraising Gala to friends and colleagues.
• Help recruit new members.
• Help recruit volunteers.
• Refer prospective sponsors or donors.
• Include the Friends in your estate plans.

PROTESTED MATERIALS OVERVIEW:
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.

The 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 for 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 the reports as an educational opportunity to explain the Library’s philosophy of inclusion and breadth of collection, and strives to personalize the 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.

Woodward reported that the Library received complaints against two juvenile fiction titles in the last year: Olive’s Ocean by Kevin Henkes and the talking book version of A Corner of the Universe by Ann Martin. In both cases, the complainant felt that the books contain inappropriately mature material, particularly material of a sexual nature.

The Committee recommended that no action be taken in the case of either protest and that the materials involved be retained in their present status. They emphasized the importance of an individual parent’s right to guide the reading of his or her own child, and offered the complainants assistance in choosing materials compatible with their values. The committee’s reports were both accepted by the patrons involved, and no protest was appealed beyond the level of the Library Director.
STRATEGIC PLANNING UPDATE:
Vanderwall, Klausing and Xiong agreed to serve as a strategic planning subcommittee, and have met monthly to develop a draft mission statement and strategic priorities, to be finalized by December 2015.

The proposed new mission statement was discussed by the Library Board, along with the draft strategic priorities and guiding principles. Eide shared the vision statement developed following an exercise with the library’s management team on how Ramsey County Library will look in 10-15 years.

Staff will begin developing a list of potential activities to support the strategic goals at the Library’s staff Inservice day on October 12.

LIBRARY BOARD ATTENDANCE:
The Board members discussed the Attendance clause in the Library Board Policies approved each year as part of the Annual Meeting, and attendance statistics for 2014 and 2015 were reviewed.

The Library Board debated whether unexcused absences should be defined, but ultimately favored including wording about advance notification of absences in the Board Policies. Vanderwall will contact Board members with absences exceeding the policy threshold, and reaffirm their commitment to serving on the Library Board. The discussion will be continued at the October meeting.

NEW BRIGHTON BRANCH UPDATE:
Trends in the Service Area
- Development continues in the New Brighton Exchange (CSI, Pulte Homes, API expansion).
- New Brighton Community Center—Visitors are down slightly (average decrease of 4.5% a month). New Brighton Parks and Recreation managers are exploring new food vendor options. Membership profiles include 786 members registered as Silver Sneakers or Silver and Fit (insurance categories for seniors). Overall memberships show adult majority.
- New Brighton Community Survey 2015 showed 64% of respondents had used RCL-New Brighton in the past year. Overall conclusions indicate New Brighton residents are happy with the quality of life, city services, and government performance. Interestingly, opportunities to volunteer and to attend community or cultural events were rated lower in comparison to opportunities in the region.
- A water issue—to get ahead of a contaminant of emerging concern, New Brighton is proactively using deep aquifer wells. Information flow has been excellent on this issue.
- Mounds View Public Schools—both Irondale and Mounds View High school were on the list of the Top 10 most challenging high schools in Minnesota. MVHS media center has added a coffee shop open before, during, and after the school day. They have created interactive chat and collaborative work areas and are working on maker spaces.
- Arden Hills mayor David Grant reports areavibes.com ranking the city of Arden Hills as 20th in the state in terms of overall livability. He reports high marks for amenities, education, housing, employment and low crime. Low scores come from cost of living (17 percent above the state average) and weather largely due to air quality.
- Road construction was present on 10th St NW throughout the summer and continues with bridge work into November. Although the community center and library were always accessible, directions were minimal and residents expressed frustration with access.

Library Issues and Service Trends
- Circulation is down 6.25% system wide. At New Brighton, adult book circulation is down an average of 8% and children’s books show a 3% overall decline. Adult and children’s DVDs combined show a 13% decline. New books and movies continue to be a draw but the “back collection” use is declining. The physical collection budget decline is noticeable on “The Wall.”
• Physical visits are down 3.6% at New Brighton (2013-2014 comparison). E-resources will continue to grow so outreach to make connections and programming enhancements are strategies to work with that decline. Walk-in rewards programs such as Read-to-Play and the WIC partnership increase awareness of the library. 465 children who redeemed their Read-to-Play passes in 2015 visited the library with their families.
• Programming has limitations due to both open hours and access to programming rooms. Robertson is working with the Community Center staff to increase opportunities for programming by offering partnerships and creative planning.
• Outreach to the community is increasing. Both a social service focus with the WIC partnership and the upcoming work with Community Resource Advocates and communication with major local businesses and new housing (CSI, API, and Pulte Homes) are in place. Reconnecting with Arden Hills’ residents is a priority and Robertson will be putting an article about RCL-New Brighton programs and services in an upcoming Arden Notes.
• Tami Lee, New Brighton children’s librarian, will be presenting a session on visual literacy and is on a panel addressing diversity in children’s literature at the October 2015 Minnesota Library Association conference. Tami also presented information on diversity in children’s literature to SELCO libraries’ Camp Read-A-Lot for teachers.

Key Partnerships
• New Brighton Community Center
• WIC Ramsey County
• Ralph Reeder Food Shelf
• New Brighton Historical Society
• Native American Community Clinic

NEXT MEETING:
October 21, 2015 – RCL Maplewood, 3025 Southlawn Drive, 6:30 p.m.

ADJOURNMENT:
Mielke made a motion to adjourn the meeting. The motion was seconded by Hakes, and the meeting adjourned at 8:50 p.m.

Respectfully Submitted,

Mary Larson
Library Board Coordinator