LIBRARY BOARD PRESENT:
Jeff Johnson, Paula Mielke, Janice Rapheal, Roberta Weltzin

LIBRARY BOARD ABSENT:
Matthew Anderson, Beverly Aplikowski, Kim Vanderwall, Commissioner Mary Jo McGuire

STAFF PRESENT:
Susan Nemitz, Library Director; Mary Larson, Library Board Coordinator; Bill Michel, Maplewood Library Manager; Sandy Walsh, Deputy Director; Lynn Wyman, Deputy Director; Judy Woodward, History Project Coordinator

CALL TO ORDER:
Mielke called the meeting to order at 6:30 p.m. in the Community Program Room of the Ramsey County Library in Maplewood, 3025 Southlawn Drive.

PUBLIC COMMENT:
No public comment.

APPROVAL OF AGENDA AND MINUTES:
Johnson made a motion to approve the agenda for September 18, 2013 and the minutes of August 21, 2013 as presented. Rapheal seconded the motion, which was approved by unanimous vote.

AWARD PERIODICALS CONTRACT:
The Library obtains the bulk of its periodicals subscriptions through a primary subscription services vendor, currently EBSCO. The term of EBSCO’s current contract to deliver periodical services expires on December 31, 2013, prompting a review of subscription services vendors.

In accordance with Ramsey County solicitation policies, Library staff prepared a request for bid for the services of subscription services vendors. The RFB was reviewed and approved by the Ramsey County Attorney’s Office and the Ramsey County Purchasing Manager. Responses were due on September 3rd, and bids were received from three vendors:

1. Basch Subscriptions, Inc.
2. EBSCO
3. W.T. Cox Information Services

An analysis completed by library staff included reviewing costs, discounts, range of titles offered, customer service and online ordering and claiming tools. The lowest responsive and responsible bidder was W.T. Cox Information Services.

Johnson made a motion to award the contract of primary subscription services vendor to W.T. Cox Information Services at the one-year bid price of $26,533.99. Revisions to the Library’s subscription order or publisher price increases may result in additional payments to the vendor.

The contract period shall commence October 1, 2013, to allow for placement of orders for 2014 periodicals without interruptions in service. Contract period to be October 1, 2013 through December 31, 2015, with an option to renew on an annual basis up to three additional years. Motion subject to the approval of the Ramsey County Attorney’s Office. Rapheal seconded the motion, which was approved unanimously.
RESOLUTION REGARDING THE RETIREMENT OF RHONDA BERG:
Johnson made a motion to approve the Resolution Regarding the Retirement of Rhonda Berg, and to authorize the Library Board Chair to sign the document. Rapheal seconded the motion, which was approved unanimously.

LIBRARY TRUSTEE RECRUITMENT:
This year, two Library Board Trustees have terms expiring. Aplikowski has served two terms and is eligible to reapply for a third term. Welzín, who also serves as the Library Board liaison to the Friends of the Ramsey County Library, is completing her third term on the Library Board, and has reached her limit for consecutive terms under Minnesota law.

On September 11, 2013, the County Manager’s Office posted a news release seeking volunteers for several County committees and boards, including the Library Board. Applications are due by October 31, 2013. Mielke suggested that the Board members form a subcommittee to identify and recruit qualified applicants for the upcoming vacancy on the Library Board.

Mielke and Vanderwall will compile a list of desired qualities for potential Board members. The Library Board is seeking applicants from diverse backgrounds, representing the community of suburban Ramsey County. The committee will contact Commissioner Reinhardt (who represents the area where Welzín resides) and the Friends for names of potential candidates.

MASTER PLANNING FOR SHOREVIEW AND WHITE BEAR LAKE:
The Library continues to investigate and evaluate possible alternate sites for the library in Shoreview. Ramsey County recently submitted a bid for the defunct Vadnais Heights Sports Center. If successful, it may potentially free up the Shoreview Ice Arena site for redevelopment.

The Library submitted a copy of the White Bear Lake Feasibility Study to the State Architect as the first step in applying for a State Library Construction Grant. The 2012 Legislature appropriated $1 million for the 2013-2014 biennium for this grant program. However, Walsh reported that since the project does not have a completed pre-design, the Library is not eligible to apply for grant funding.

Carol Morphew has been assigned as the Project Manager for White Bear Lake by Ramsey County Property Management.

An RFP for a design/build team is being written with a tentative goal of having it issued on October 16. Two factors may delay that timeline.

1. Ramsey County is reorganizing its Procurement Department. Procedures are in transition and may change the language of the RFP.
2. The County is studying a new green standard. If adopted, this could also change the RFP.

Johnson made a motion to authorize bringing the final RFP to the Ramsey County Board of Commissioners for approval of its issuance to acquire design/build services for the library in White Bear Lake. Weltzin seconded the motion, which was approved by unanimous vote.

HISTORY PROJECT OVERVIEW:
With the passage of the 2008 Legacy Amendment by the voters of Minnesota, it became possible to support history at the Library in ways previously unavailable.

In January 2012, Woodward was appointed the RCL History Coordinator. Her original mission was threefold: to support and expand the Library’s support of History Day events with area schools; to establish history programming for adults at the Library; and to reach out to local history organizations with the goals of promoting jointly sponsored programming and the digitalization of archival resources.
Accomplishments over the past two years include:

Systemized digital resources available to History Day students and established the History Day Hullabaloo, a joint event with the Minnesota Historical Society that brings local students into the Library to receive mentoring for their history projects and to expand their knowledge of library resources.

Woodward reached out to every local history society in the county and established joint programming efforts with some. The partnership between the White Bear Area Historical Society and the White Bear Lake Library has been particularly fruitful. Other local historical societies, which—unlike WBAHS—are completely dependent on volunteer staff, are unable to maintain such an energetic pace, but Maplewood, Roseville, Shoreview, North Saint Paul and New Brighton all have active historical groups and have presented highly successful programs in the libraries.

Woodward also established mutually beneficial relationships with groups as varied as the Osher Lifelong Learning Institute of the University of Minnesota; the Lunch and Learn Program of the New Brighton Community Center; the Minnesota Digital Library and the Military Book Club at the Barnes & Noble bookstore.

Since January 2012, RCL has presented 63 history programs with a total attendance of 3,553 adults (and some children). Another 10 programs are planned from now through the end of 2013. The programs range from book discussions to lectures to demonstrations to concerts. The Library held a major series of programs on the Civil War in 2012 and is about to start the Fall 2013 series on World War II; but other programs have also been offered, for example, marking the 50th anniversary of the Civil Rights March on Washington; the assassination of JFK; the Vietnam War; and the Gangster Era of White Bear Lake. Upcoming programs for next year will focus on Minnesota immigrant heritage and the diversity of our population.

2014-2015 BUDGET UPDATE:
As a follow-up to the Library’s Budget Hearing with the Ramsey County Board on July 30, Commissioner McGuire requested additional information in several areas, including credit card processing fees, co-located County services, and staffing, hours of service, and tax rate comparisons for RCL and St. Paul Public Library.

The Ramsey County Board of Commissioners certified the 2014 property tax levy on September 10. The Truth in Taxation Hearing will be held on November 25, with the final budget to be approved on December 17, 2013.

MAPLEWOOD LIBRARY REPORT:
Bill Michel, Library Manager, transferred to Maplewood in February 2012. Since that time, facilities improvements include:

- Collections were re-arranged some of the collections to make the layout more intuitive.
- The deck was remodeled to make it more usable.
- Small study tables and chairs were purchased to provide more individual study spaces.
- Lighter weight chairs were purchased for the Community Program Room.
- Improvements to the kid’s area have been completed, and are in the planning stages for the teen area.
- Planning is also underway for the wide open spaces of the lobby. Staff is working with the Friends of the Library to relocate the bookstore to the lobby to make it more visible and to adopt the self-pay model used successfully at Roseville and Shoreview.

In addition to the facilities improvement projects:

- A Science Museum-sponsored “Smart Play Area” was added, jointly funded by the Friends of the Ramsey County Library and Minnesota’s Arts and Cultural Heritage Fund. To say it’s been extremely popular would be an understatement.
- Banners created by a group of teens during a Summer Art Camp, co-sponsored with the Educational Equity Alliance, were mounted in the Library.
• Maplewood held two wildly successful Summer Reading programs, with just over 900 kids finishing the Read, Write, Draw program for kids from 5-11, and 234 preschool prizes given out this summer. The Library presented 73 programs for children, with a total attendance of 2,983 kids and adults. The success of Maplewood’s kids program is directly attributable to Monica Stratton, the children’s librarian.

• 219 MP teens submitted a total of 1,936 book reviews to the Bookawocky website. That’s roughly ¼ of the totals of both the teens and reviews system-wide. The Library held 60 teen programs and had an attendance of 814, a testament to the great work of Amy Boese, the teen librarian. One of the programs developed by Amy—the teen tech camp—was chosen by the Young Adult Division of the American Library Association as one of 20 programs from around the country to be recognized for excellence in library services to young adults, and was awarded a prize of $250.

Although Maplewood’s circulation statistics are trending slightly downward (as of the end of June, total circulation was down just over 5% from the same period the year before), it still feels quite busy, and computer use is holding steady.

RAMSEY COUNTY INITIATIVES TO CULTIVATE ECONOMIC PROSPERITY:
In February of this year, the Ramsey County Board of commissioners adopted a new goal within their strategic plan to “cultivate economic prosperity and combat concentrated areas of financial poverty.” Their first request was the development of a data-based framework for evaluating these issues in Ramsey County. A presentation was given to the County Board in a workshop on September 10. Nemitz proposed inviting the Ramsey County policy analyst who developed the presentation to the Library Board to share his findings. The Board concurred.

DIRECTOR’S REPORT:
• MELSA’s Club Book presents Emily Rapp, author and memoirist on September 17 at 7 p.m. at Roseville.
• James Dashner, author of the Maze Runner series, will speak at Roseville on October 11 at 7 p.m.

The staff In-Service day will take place on October 14 from 8 a.m. to 12:30 p.m. at Roseville. The Library Director will present a State of the Library for staff. The Ramsey County Sheriff will provide emergency preparedness training related to active shooting incidents. Staff teams will present User Experience project findings. Board members are welcome.

The library in Mounds View was closed August 26 – 31 for remodeling. The building has been painted, new carpet laid, new end panels installed, and the service desk has been resurfaced.

The eTot Storytime program will pilot the use of the new Ramsey County Library iPad lab. The first one was held at Maplewood on 9/6. The iPad lab includes 15 tablets and a charging station. It also incorporates Apple TV and portable wireless routing to allow projection via HDMI enabled TVs and projectors.

An update to Horizon, the Library’s integrated library system, will take place on September 24. The software update should allow the capability for patrons to reset their own PIN.

Xcel Energy provided the RCL a set of Draft Check Kits. Patrons can check out these kits to help them locate energy leaks in their homes.

Ramsey County is simultaneously redesigning the public and staff websites. This project has been broken down into three distinct parts.

• Develop a UX process to assess the current and future usability of the sites (Web Usability Study).
• Create branding and content standards (images, logos and other content elements) that all departments can use.
• Identify development tools and strategies to actually build the new sites.

Library staff has been assigned to the project.
READ posters featuring the Ramsey County Commissioners have been redone to incorporate new commissioners.

The County has issued an RFP for the development of a Strategic Facility Plan. This plan is an attempt to identify the County’s current and future service and facilities models much like the Library's master facilities plan. Findings are expected in the spring of 2014.

The 3M project to purchase e-books collectively is moving forward. Currently, the Dakota County Attorney’s office and 3M are reviewing the contract. A subcommittee also identified a process for developing an opening day collection valued at $500,000.

MELSA REPORT:
No MELSA report.

FRIENDS OF THE LIBRARY REPORT:
On September 16, Caitlin Carroll will begin working as the new part-time Event Coordinator for the Friends. Caitlin will be replacing Lynn Werner, who will be leaving on October 29th. Lynn has been on loan from General Mills half time for two years. The Friends are very grateful for her work on behalf of the Friends and the libraries.

For the past year, volunteers on the Friends Membership Committee have been providing Behind-the-Scenes guided tours of the Roseville Library to Friends members and their families. Participants have been fascinated by all the extraordinary features of that library and come away with a greater appreciation for the entire library system.

Upcoming Events
- Tuesday, September 24 - Brenda Langton, author and restaurateur will be featured in the Community Room at the library in Roseville from 7 to 9 pm.
- October 23 through 27 – Friends Spooktacular huge used book sale at the library in Roseville. Volunteers are needed.
- October 28 – Friends Board of Directors meeting at 6:30 in the library in Roseville.

NEXT MEETING: October 16, 2013, RCL –New Brighton, 400 – 10th Street NW, Room 209, 6:30 p.m.

MEETING ADJOURNED: 8:10 p.m.

Respectfully Submitted,

Mary Larson
Library Board Coordinator