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, Property Manager; Therese Sonnek, White Bear Lake Library Manager; Jason Lyons, Digital Literacy Coordinator

OTHERS PRESENT:
Jan Parker, Ramsey County Commissioner

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 White Bear Lake, 4698 Clark Avenue.

PUBLIC COMMENT:
No public comment.

APPROVAL OF AGENDA AND MINUTES:
Aplikowski made a motion to approve the agenda for September 19, 2012 and the minutes of August 15, 2012, as presented. Rapheal seconded the motion, which was approved by unanimous vote.

AWARD CONTRACT FOR FACILITIES PLANNING SERVICES:
A request for proposals for consultant services was issued July 9. An evaluation team consisting of Susan Nemitz, Paula Mielke, Bruce Thompson (Director of RC Property Management), Lynn Wyman, Bill Michel, and Sandy Walsh read and rated the proposals. Interviews with shortlisted firms were conducted in August. It was the consensus of the group that although all three shortlisted firms were qualified, the firm of Bentz, Thompson and Rietow (BTR) was the best fit for this project.

BTR presented a cost-effective proposal that fit within the budget. They have experience with evaluating the pros and cons of remodeling or rebuilding Twin Cities’ public libraries, including the Hennepin County Libraries in Eden Prairie, Minnetonka, and Plymouth, as well as the HCL Southdale library and the Chanhassen Service Center. They suggested an interesting community process. Ann Voda, the lead architect for BTR, grew up in White Bear Lake and her understanding of the community dynamic will be helpful in reaching the best results for the library in White Bear Lake. As RCL strives to create unique buildings that reflect the character of their communities, it is useful to have fresh eyes looking at some of our buildings and at the system as a whole. Mielke noted that BTR is strong in conducting feasibility studies, and has a history of converting unlikely facilities into libraries.

A meeting with Shoreview staff was held in August. Collections and use patterns are being analyzed to determine optimum sizes and staffing for each branch. Meetings with the mayors and city managers of Shoreview and White Bear Lake were held. Options for obtaining additional property at each location, and will have conversations with owners of adjacent properties. There may still be opportunities to work with partners.
The White Bear Center for the Arts has purchased a building in White Bear Lake and is conducting a fundraising campaign. Lakeshore Players recently completed a feasibility study that suggests their plans for a multi-million dollar fundraising campaign would be successful. The group would like to relocate their classrooms and theater space to another site in White Bear Lake.

A community input process is being developed. The Library will be working with mayors and city managers in the service areas of the libraries in Shoreview and White Bear Lake to identify key community leaders. Two meetings, one in each service area, will be scheduled the week of October 22. Community leaders will be invited to discuss library service and the character and desires of each community served.

Williams made a motion to award the contract for master planning services at the Ramsey County Libraries in Shoreview and White Bear Lake to Bentz, Thompson, and Rietow of Minneapolis, Minnesota at a total cost not to exceed $60,000. Rapheal seconded the motion, which was approved by unanimous vote.

**OCTOBER MEETING DATE:**
Williams made a motion to cancel the October 17, 2012, Library Board meeting and instead meet with community groups in Shoreview and White Bear Lake the week of October 22, 2012. Vanderwall seconded the motion, which was approved by unanimous vote.

Walsh distributed a preliminary list of community members to invite to the community input meetings, and asked the Library Board members to suggest additional names.

**BLOCKING INTERNET USAGE:**
In May 2009, in addressing policy changes related to the 2010-2011 budgets, the Library Board voted to disallow Internet use for patrons with accounts in Revenue Recapture.

Library staff is recommending that this policy be rescinded. There is anecdotal information from staff that the policy is hitting the most vulnerable patrons the hardest; that they aren’t able to access information and services that are essential to their everyday lives.

There is no financial risk to the library in providing Internet access to patrons in Revenue Recapture. The $10.00 service cap ensures that patrons with excessive charges cannot check out library materials and continue to accrue overdue fees and lost charges. Management Team and the Circulation Supervisors group recommended that the policy be rescinded. Both bodies felt that the policy is not consistent with the mission of the library.

Wyman noted that, at the time the policy was enacted, no one knew how long the recession would last. She also noted that more and more vital services are only available online, and this blockage prevents patrons from accessing important social services.

Aplikowski made a motion to rescind the policy that disallows Internet access to patrons with accounts in Revenue Recapture. Williams seconded the motion, which was approved by unanimous vote.

**NOVEMBER MEETING DATE:**
The November Library Board meeting is currently scheduled for November 21, 2012, the night before Thanksgiving. Due to the holiday, it is proposed that the November meeting date be moved one week earlier, to fall on November 14 instead of November 21. The December meeting date would remain unchanged, falling on December 12.

Aplikowski made a motion to change the November Library Board meeting date to November 14, 2012, at 6:30 p.m., with the meeting to be held at the New Brighton Community Center. Vanderwall seconded the motion, which was approved by unanimous vote.
DIGITAL LITERACY UPDATE:
The Digital Literacy Project officially started in the fall of 2005. The Library began offering three basic computer skills classes: Mastering the Mouse, Internet Basics, and Introduction to Email. Initially, public computer stations were needed for student use so classes were offered before the libraries were open.

In 2006, The Friends of the Library sponsored the project and provided both funding and volunteers to assist with classes. A mobile computer lab containing fifteen laptops was purchased that could be delivered to all seven libraries and be used in program rooms. This allowed classes to be held during open hours.

As public demand steadily increased, the library devoted more resources toward the project with increased financial help from the Friends and outside partnerships. As of today, Ramsey County Library has five mobile computer labs and curricula written for twenty-seven different classes. Since the project began in late 2005, Ramsey County Library has offered 833 classes to 7922 students.

In addition to the digital literacy classes instructed by library staff, the Science Museum of Minnesota (funded by MELSA and allocated by the Jobs and Small Business Task Force) offers a variety of Microsoft Office classes at Ramsey County Library. Since the fall of 2011, the Science Museum has offered 29 Microsoft Office classes (Basic Word, Basic Excel, and Basic PowerPoint) to 270 students. RCL averaged the highest attendance of all MELSA library systems.

The Roseville Library periodically partners with the Roseville Best Buy store to offer various gadget labs highlighting the latest in gadget technology. Previous sessions have included eReaders, iPads and tablets, and digital cameras.

In addition, Ramsey County Law Librarian Paul Singh routinely offers classes “Internet Safety” and “Legal Information on the Web” at various Ramsey County libraries.

Ramsey County Library began offering one-to-one computer help labs in 2011. No appointment is needed at the one-to-one help labs, which are staffed by AmeriCorps CTEP members. Starting this September, three new CTEP members will be serving at Ramsey County Library. Ana Toegel will be working with Jason Lyons and the Digital Literacy project, Will Herrmann will be working with Amy Boese at Maplewood with youth and technology. Tina Harrison will be working with Marcus Lowry at Roseville with youth and technology.

With the addition of the increasingly popular eBook collection, patrons have been seeking help with various devices to access this new media. In response, Ramsey County Library began offering a one-to-one eReader help lab at the Roseville library every week.

Ramsey County Library has agreed to be a sponsor site to proctor the Northstar Digital Literacy Standards Assessment. The Northstar Digital Literacy Standards defines basic skills needed to perform on computers and the Internet. Upon request, proctored assessments will be administered by CTEP members during the open labs at both Roseville and Maplewood beginning in fall 2012.

STRATEGIC PLANNING UPDATE:
The Library Board approved the Ramsey County Library Board Strategic Plan in June 2012. The branch managers and administrative team have explored key words and concepts within the plan to assist managers and supervisors in understanding the goals of the Library. A review of the plan will also take place during the staff in-service day in October. The Library’s website has been updated.

In June, The administrative leadership of the Library met with each work group to discuss the strategic plan. Employees reviewed the strategic plan and generated work plan ideas. The administrative team met in retreat on July 19th to discuss this feedback. Ideas were organized within the strategic plan and reviewed by the branch management team on September 2nd. The administrative team began to prioritize activities for the 2013-2015 work plans. Staff assignments were suggested and project plans have begun. At this point, library staff is still exploring and weighing the financial, staff and technology resources needed. The Library Board discussed the major initiatives proposed thus far, including:
Initiatives
1. Provide fresh and dynamic tools for learning
   - eBooks
   - Digital Literacy
   - eTool
   - National Technology Evaluation
   - Adult Legal and Financial Literacy
   - Adult Enrichment Focusing

2. Nurture the learning and creativity of children and youth
   - Ready for K
   - Student Success
   - Healthy Teens

3. Develop physical and virtual spaces that enable learning and enhance interactivity among diverse communities
   - Shoreview
   - White Bear
   - Web
   - Master Planning

4. Enhance the library user’s experience (UX)
   - System wide UX program
   - Patron Feedback
   - Employee Training
   - Diversity

5. Build organizational capacity through responsible stewardship and strategic partnerships
   - Friends of the Library
   - Volunteers
   - Automation
   - Communication
   - Partnerships

WHITE BEAR LAKE LIBRARY UPDATE AND TOUR:
Therese Sonnek, manager of the library in White Bear Lake since 2002, updated the Library Board on activities during the past year. Former children’s librarian Karen Boettcher retired in January; new librarian Anna Haase Krueger started in September. New furniture in the children’s area, teen room, magazine area and study areas, along with new ceiling tiles and new signage gave the facility a much needed facelift. Sonnek and Walsh led the Library Board members on a tour of the building.

DIRECTOR’S REPORT:
Nemitz’s September 2012 report to the Library Board was sent prior to the meeting. She noted that Cravings closed its café at Maplewood on September 13. Prospective tenants have contacted the Library regarding the space.

Nemitz also indicated that the North St. Paul Community Center will close effective January 1, 2013. The Library in North St. Paul will remain open, but no public computing will be available in the Community Center outside the library space

MELSA REPORT:
Commissioner Parker reported that no meeting was held.

FRIENDS OF THE LIBRARY REPORT:
In response to suggestions from a recent survey of Friends’ members, the Membership Committee will be offering “Behind-the-Scenes Tours” of the Roseville Library guided by Friends volunteers. Additional Friends-Members-Only events will be added later in the year.

The Friends have officially partnered with the four suburban school districts, social service organizations, faith communities, and many others through the SRFC in order to further expand the Reading Friends outreach program to families who have limited access to public libraries.
Capital Campaign Committee members requested that the campaign remain open through Dec. 31, 2012 to reach their $100,000 goal.

Comcast Internet Essentials will be sponsoring five classes this fall with a donation of $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. Corporate sponsors for this event are being sought 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 to help with set up and throughout the sale.

The Friends’ “Help Make Someone the Next Andrew Carnegie” project is one of three finalists for the 2012 Best Project Award from the Minnesota Association of Library Friends.

**NEXT MEETING:** October 17, 2012 – MEETING CANCELLED
November 14, 2012 – RCL New Brighton, 400 10th Street N.W., 6:30 p.m.

**MEETING ADJOURNED:** 8:35 p.m.

Respectfully Submitted,

Mary Larson,
Library Board Coordinator