RAMSEY COUNTY
Library

Minutes of the Ramsey County Library Board
April 5, 2017

LIBRARY BOARD PRESENT:
Marisol Chiclana-Ayala, John Hakes, Janice Rapheal, Kim Vanderwall

LIBRARY BOARD ABSENT:
Craig Klausing, Paula Mielke

STAFF PRESENT:
Jill Boldenow, Library Director; Lynn Wyman, Deputy Director; Mary Larson, Library Board Coordinator; Jeff Eide, Policy & Planning Manager; Bill Michel, Facilities Planning Manager

OTHERS PRESENT:
Les Sipkema, Shoreview Resident

CALL TO ORDER:
Vanderwall called the meeting to order at 6:35 p.m. in the Community Program Room of the Ramsey County Library in Shoreview, 4560 North Victoria Street.

PUBLIC COMMENT:
Les Sipkema, Shoreview resident, discussed his research into flight crashes and investigations and donated a scrapbook regarding the Apollo space program to Ramsey County Library.

APPROVAL OF AGENDA AND MINUTES:
Hakes made a motion to approve the agenda for April 5, 2017, and the minutes of March 15, 2017 as presented. Rapheal seconded the motion, which was approved by unanimous vote.

AWARD LIBRARY GOLD CARDS:
Ramsey County Library awards gold cards to volunteers and other individuals whose contributions have enhanced services to our library patrons. For 2017, the Friends of the Ramsey County Libraries have nominated three volunteers for gold cards:

- Mary Carter
- Frank Harris
- Ann Trapnell

Library staff also nominated three dedicated volunteers who assist staff with tasks in public services:

- Ruby Adams
- Joe Lachowitzer
- Doris Johnson

Hakes made a motion to award Library Gold Cards to Mary Carter, Frank Harris, Ann Trapnell, Joe Lachowitzer, Doris Johnson, and Ruby Adams as a symbol of appreciation for their contributions to the Ramsey County Library and to authorize the Library Board Chair to sign the Gold Card certificates. Rapheal seconded the motion, which was approved unanimously.

DIRECTOR'S REPORT:
Memory Minders launch: The Library has introduced a unique resource to the collections at Roseville and Shoreview—*Memory Minders: A Kit for Caregivers.* Memory Minders are created for caregivers of people experiencing memory loss. The materials in these kits are selected to spark memories, create conversation and provide positive and engaging interactions between people with Alzheimer's and Dementia and their care partners.

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Each Memory Minder Kit is unique and features an activity for use with those with memory loss (such as a puzzle, bingo, games or conversation cards), a book with colorful illustrations, a music CD, and *A Caregiver's Guide to Dementia* by Laura Gitlin.

Carol Jackson created this project in partnership with Roseville Alzheimer's & Dementia Community Action Team, and sponsorships by Cherrywood Pointe, Lyngblomsten, Sunrise Senior Living, New Perspectives Senior Living, and the Friends of the Ramsey County Libraries.

KSTP profiled the kits on March 14, and the Library was immediately swamped by phone calls and eager patrons checking out the kits. These are obviously meeting a big need in the community!

Programs Recap: The Library has recently hosted stellar program series. In March, Carol Jackson organized screenings of the three-part film, *Race: The Power of an Illusion*, and facilitated post-screening conversations with 210 participants over three weeks. In February, Judy Woodward hosted ten history programs that drew an impressive 904 attendees. Topics included Islam and the West, African-American history, the Civil Rights era, the Making of Asian America, American conservatism, metro segregation, and more.

Exhibit Preview: Keep your eyes out for the summer exhibit, *Green Card Voices*, which will be on view at Roseville Library in June; at Maplewood in July; and at Shoreview in August. *Green Card Voices* features 20 Twin Cities' immigrants' stories, including photos, biographical information and a QR code that links to a video. The library will also host panel discussions at each library during the exhibit.

Federal budget proposal: Staff is closely monitoring federal proposals to eliminate or defund programs that support libraries. The administration has proposed to eliminate the Institute of Museum and Library Services (IMLS) and cut more than $210 million in funding for the Library Services and Technology Act (LSTA) and Innovative Approaches to Literacy (IAL) programs.

The administration has also proposed cutting the Corporation for National and Community Service. One of its programs is AmeriCorps, which places skilled volunteers in libraries, schools, and other organizations. RCL hires (at low cost) three AmeriCorps Vista staff each year to teach digital literacy in our labs and classes.

State budget: There are a number of requests from the library community under consideration at the state legislature. One of the key issues pushed for was an increase in Regional Public Library Basic System Support (RLBSS) in the 2018-19 state budget. This funding supports MELSA, and in turn supports RCL. However, bills in process show RLBSS funding unchanged from current levels. We are also very interested in Legacy funding for libraries. Bills in process show funding levels that are consistent with the last biennial allocation.

Ramsey County: Library staff are working toward the April 10 deadline to deliver a target 2018-2019 budget to the Ramsey County Manager and the Finance Department.

The Ramsey County Communications consolidation process is moving ahead as planned. Library Communications staff, Kristi Saksvig and Pa Na Lor, will be transferred to the County Communications division beginning on April 8. Both staff will continue to work at the Shoreview Library office. An additional Communications Associate with primary responsibilities for Parks and Recreation will begin working intermittently at the Shoreview Library office and will report to Kristi Saksvig.

MELSA: Boldenow had previously reported that the MELSA Advisory Board (made up of library directors) was reviewing the formulas used to distribute $1,500,000 annually to member libraries. In March, the Advisory Board approved continuing with the existing formula factors. RCL will experience no change in MELSA support as a result of this decision.

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FRIENDS OF THE RAMSEY COUNTY LIBRARIES REPORT:

Shoreview Library Capital Campaign: Donations and pledges made so far total $194,296 with $55,704 remaining to raise in 2017. The Friends anticipate ordering donor pavers for the outdoor area at the Shoreview Library in April for installation in May or June. Initial art purchases have been made including a Jim Radford photograph of Island Lake in Shoreview that has been installed in the library lobby and several pottery pieces by Paul Gaston that have been installed in the alcoves along the north wall of the library. Art purchases are pending for the children's area and the book club room. The Friends greatly appreciate Art Committee members Jacci Krebsbach, President of the Shoreview Historical Society Board, Jim Mulfinger, local potter affiliated with the White Bear Lake Center for the Arts, and Tom Reynen, Vice President of the Gallery 96 Board, for lending their expertise and enthusiasm in the acquisition of art for the new library.

Upcoming events: The Annual Meeting of the Friends Board of Directors will be held April 24, 2017 from 6:30-8:30 p.m. at the Shoreview Library. The agenda will include reports from Board committees and election of Board members and officers.

The Friends will have a booth at the Northeast Metro Expo this year on April 30, 2017 from 11 a.m. to 3 p.m. at the Vadnais Heights Sports Center. This is a free family event featuring local business, home improvement, design & style, health & medical, sports & fitness, local non-profits, government, schools & elected officials and will provide a great opportunity to highlight both the Friends and the Ramsey County Library system.

Book It! 5K Walk/Run will be held at 9:00 am on Saturday, September 16, 2017 at the Roseville Library. Runners, walkers, strollers, volunteers, children, and library lovers are all invited to participate in this family-friendly fundraiser. Proceeds will support the Summer Reading Program for children and teens at all seven Ramsey County Library locations.

Friends Annual Luncheon will take place on Saturday, October 14, 2017 at the North Oaks Country Club. The program will feature both celebrated mystery writer Erin Hart and her husband, Irish musician and author Paddy O'Brien. Join us for a delightful morning of traditional Irish music and discussion of Hart's archaeological crime novels set in the mysterious boglands of Ireland. All members of the Friends of the Ramsey County Libraries will receive a reservation flyer in the mail prior to the event.

LIBRARY BOARD TRUSTEE APPOINTMENT:

Interviews for the vacancy on the Library Board following the departure of Tou Xiong were held on Wednesday, March 29. Commissioners Mary Jo McGuire and Victoria Reinhardt, along with Library Director Jill Boldenow, conducted the interviews at the Ramsey County Library in Shoreview. Following the interviews and consultation with Commissioners Huffman and Rettman, the County Board will vote on the appointments on April 11.

Portions of the Library Board's Annual Meeting have been moved to the May agenda, so that the full Board can be in place before officers are elected and liaison & committee appointments are made for 2017.

ANNUAL MEETING

Library Board By-laws and Responsibilities: A Library Board subcommittee met several times in 2016 with the Library Director to revise the By-laws, which had not undergone a comprehensive review in many years. Changes to reflect current practices and update language were made, and a Conflict of Interest clause was added. A separate chart was developed, clarifying responsibilities of the Library Director, Library Board, Friends of the Library and County Board. No changes to the by-laws approved in November 2016 are recommended at this time.

Chiclana-Ayala made a motion to approve the By-laws of the Ramsey County Library Board of Trustees and the Library Responsibilities chart as presented. Rapheal seconded the motion, which was unanimously approved.

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Library Board Policies: A Library Board subcommittee met several times in 2016 with the Library Director to revise the Policies, which had not undergone a comprehensive review in many years. The Library Board Policies were developed in the 1990s using language from the Carver Governance model. However, the Carver model was never fully implemented, and the Policies became outdated. The subcommittee removed sections of the policies document that dealt with Carver philosophies, and retained relevant policies on Board Members Code of Conduct, an Attendance Policy, and Committee Principles. Executive Policies on Financial Planning and Authorizations were also retained. A Conflict of Interest statement was added to the Board Members Code of Conduct.

Rapheal made a motion to approve the Library Board Policies as amended by the Library Board By-laws and Policies subcommittee. Chiclana-Ayala seconded the motion, which was approved by unanimous vote.

Annual Schedule of Meetings: The Ramsey County Library Board currently meets at 6:30 p.m. on the third Wednesday of each month at locations throughout the library system. Additional meetings may be scheduled on the first Wednesday of a month or any other date as necessary.

Hakes made a motion to approve the 2017 Annual Schedule of Library Board Meetings as presented. Rapheal seconded the motion, which was approved unanimously.

LIBRARY POLICY UPDATES:
Library policies for the public are brought to the Library Board every year on a scheduled basis. Last year, public policy review was deferred with the change in library directors, resulting in a total of 12 policies that will be submitted for Board review over the next several months. Five policies are under consideration this month:

- Accounts Receivable
- Gifts
- Unattended Child
- Data Privacy
- Conduct

Staff is recommending minor updates to the Accounts Receivable, Gifts, and Unattended Child policies. The Data Privacy policy changes will make the policy language consistent with the language in Minnesota Statutes. Staff is recommending a change from a Conduct policy to a Library Use policy. The changes to this policy were reviewed by library management and supervisory teams and by the Racial Equity Leadership Team.

Chiclana-Ayala made a motion to approve the recommended changes to the Accounts Receivable, Gifts, Unattended Child, and Data Privacy policies; to approve the changes from a Conduct policy to a Library Use policy. Rapheal seconded the motion, which was unanimously approved.

2018-2019 BUDGET APPROVAL:
As discussed at the March Library Board meeting, all Ramsey County departments were asked to participate in a budget exercise that included a 2.5% decrease for 2018, and an additional 2.5% decrease for 2019, for a total levy decrease of 5% over two years. Any decreases in outside revenues, as well as increases in costs for County services such as property management costs, IT services and administrative overhead, must also be absorbed by departments.

In order to reach the reductions identified in the budget exercise, the Library recommended a combination of cuts to hours, locations and/or services. Priorities for new programs and services were also identified, if they should become available. The Library Board at the March 15 meeting approved these priorities for the budget exercise and potential new funding. The Board members reviewed the documents to be submitted to the Ramsey County Finance Department, and suggested minor edits.

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Rapheal made a motion to approve the proposed budget request for 2018-2019 and the priorities for potential programs and services not funded, and to authorize staff to submit the budget documents to Ramsey County. Chiclana-Ayala seconded the motion, which was approved by unanimous vote.

LEGISLATIVE UPDATES:
Boldenow reported that the Minnesota Legacy Fund Arts & Cultural Heritage Fund budget was approved by the Minnesota House, with a small increase for the next fiscal year. A companion bill is in committee in the Minnesota Senate.

NEXT MEETING: May 17, 2017, RCL-Maplewood, 3025 Southlawn Drive, 6:30 p.m.

ADJOURNMENT:
The meeting adjourned at 7:50 p.m.

Respectfully Submitted,

Mary Larson
Library Board Coordinator

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