RAMSEY COUNTY Library

Minutes of the Ramsey County Library Board
May 17, 2017

LIBRARY BOARD PRESENT:
Marisol Chiclana-Ayala, Hector Garcia, Craig Klausing, Paula Mielke, Janice Rapheal, Kim Vanderwall

LIBRARY BOARD ABSENT:
John Hakes

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; Nicole Herold, Technical Services Manager

OTHERS PRESENT:
Cyndi Cook, Friends of the Ramsey County Libraries Executive Director; Les Sipkema, Shoreview Resident, Bryan Olson, Falcon Heights Resident

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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 Maplewood, 3025 Southlawn Drive. New Library Board Trustee Hector Garcia was introduced.

PUBLIC COMMENT:
Les Sipkema, Shoreview resident, discussed his research into flight crashes and investigations, and made suggestions regarding the Library Board minutes and the donor plaque for the Eilenne Boder room at the Ramsey County Library in Shoreview. Bryan Olson, Falcon Heights resident, inquired about the status of a public data request.

APPROVAL OF AGENDA AND MINUTES:
Chiclana-Ayala made a motion to approve the agenda for May 17, 2017 and the minutes of April 5, 2017, as presented. Rapheal seconded the motion, which was approved by unanimous vote.

DIRECTOR'S REPORT:
The Summer Reading Program kicks off on June 10 with programs for kids and teens at Roseville Library.

<u>In-Service Day:</u> Library staff attended In-Service Day on April 6, 2017. Several safety-themed programs were offered. In addition, nearly 80 staff took part in two racial equity book club sessions, which featured discussion with author Shannon Gibney about her book, *See No Color*.

<u>ConnectEd:</u> In 2016, RCL partnered with White Bear Lake Area schools on ConnectEd, a program to distribute library cards to all students and provide training for students and teachers on library resources. After a successful pilot with Middle and High School students, RCL will extend the program this fall to K-5th grade students in White Bear Lake. Teen librarian Marcus Lowry and Boldenow have pitched this program to other districts, and have tentative plans to extend ConnectEd to the districts that serve Mounds View, Roseville, Maplewood, and North Saint Paul.

<u>Popup Library:</u> Library staff will launch a Popup Library this summer. Staff will bring a small collection and a suite of services (such as reference assistance, card registration, storytime, Wi-Fi, and computer help) to venues to reach new users. RCL will Popup on June 10, from 9:00 -1:00 at the celebration of the new Tuj Lub Courts at Keller Regional Park; on June 12 at a residential reentry center; and July 12-16 at the Ramsey County Fair. Other tentative venues include farmers' markets, the Maplewood Community Center, Maplewood Mall, and Mounds View Garden.

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RAMSEY COUNTY Library

Mounds View Library Nature Play Area: Edgewood Middle School STEAM students have developed an outdoor play area at Mounds View Library. The students designed and built outdoor play elements, including a giant Jenga game, musical instruments made from natural materials, a balance log, and log benches for seating. An opening reception is tentatively scheduled for May 31, 3:15-3:45 p.m.

Ramsey County: The County Manager will set a preliminary proposed budget for 2018-2019 on June 5, and the Library will submit a revised budget to the County on June 22.

The Library's administrative team and regional library branch managers joined a countywide leadership workshop on May 11 on talent attraction, retention, and promotion. Ramsey County is working with a consulting firm to enhance our ability to be a welcoming place where diverse employees contribute and thrive.

FRIENDS OF THE RAMSEY COUNTY LIBRARIES REPORT:

2017 Annual Gala: The Friends Annual Gala, Kids at Heart—A Celebration of Children's Literature—was a great success and the Friends will be giving a grant of $30,000 to Ramsey County Library to add 1,500 items to the lending collection.

The Friends would like to express sincere appreciation to the following generous sponsors of the 2017 Gala: Platinum Sponsors, Metropolitan State University and HealthPartners; Exclusive Media Sponsor, Twin Cities Pioneer Press, and Gold Sponsors, Andersen Corporation, Applewood Pointe, Carl Bolander & Sons, Fairview Wine and Spirits, Falcon Heights-Lauderdale Lion's Club, Goodmanson Construction, Josh's Place, Maguire Agency, Northeast Bank, the Aplikowski Family, Cathy Croghan & Kathy Robbins, Mary & Wayne Carter, Pamela M. Harris, and John W. Harris. The Friends also extend a hearty thank you to all of the attendees, volunteers and auction and game donors who helped to make this event a big success!

Reading Friends Volunteers: The Friends extend sincere and deep thanks to Reading Friends Literacy Project volunteers who gave of their time and talent in the past 2016-2017 school year: Aleli Balagtas, Carol Diemert, Brad Larson, Nancy Lee, Gretchen Needham, Marilyn Pope, Beth Warren, and Jeannine Wiegert. These volunteers traveled to our Community Partners with Youth (CPY) partner site to work with K-5 children one-on-one to reinforce literacy skills, assist with homework assignments, and help build children's self-esteem. The lives of many children were enriched this year because of our dedicated and generous Reading Friends.

Northeast Metro Expo: Library Board member Jan Rapheal joined Friends director Cyndi Cook and Friends volunteers Dianne Marti and Ellie Nicklawske to meet and greet attendees at the Friends booth at the Northeast Metro Expo on April 30th at the Vadnais Heights Sports Center. Folks who stopped by the booth took home free books and learned about the Ramsey County Library Summer Reading Program, upcoming Friends events, Legacy of Learning opportunities, and how to reserve an engraved garden paver at the Shoreview library.

Shoreview Library Capital Campaign: Slowly but surely, donations continue to come in to support the Shoreview Library Capital Campaign. The total to date is $201, 961 leaving $48,039 remaining to raise in 2017. The garden pavers have been ordered with installation expected to be completed in June.

Upcoming events

- Friends Board of Directors meeting July 24, 2017 from 6:30-8:30 p.m. at the Roseville library.
- Book It! 5K Walk/Run at 9:00 am on Saturday, September 16, 2017 at the Roseville library.
- Friends Annual Luncheon on Saturday, October 14, 2017 at the North Oaks Country Club.

NAMING RIGHTS REQUEST:

At the Grand Opening of the new Ramsey County Library in Shoreview in January, an informal group of local Chinese families pledged to raise $8,000 to have a plaque next to the interior oak bench. This campaign was

draft

RAMSEY COUNTY Library

tremendously successful, with 135 families joining to raise over $12,000. ($5,000 of the amount raised was earmarked by the group for a significant piece of art for the Shoreview Library.) If approved by the Library Board, the Oak Bench next to the Laptop Bar will be named as follows:

Donated by the Local Chinese Community

Chiclana-Ayala made a motion to grant naming rights for the Oak Bench next to the Laptop Bar, based on the combined donation of $8,000 received from the Local Chinese Community in February and March 2017. Rapheal seconded the motion, which was approved by unanimous vote.

2017 FIRST QUARTER REPORTS:
The Library Board reviewed the first quarter workplan, financial report, statistics, and incident reports.

ANNUAL MEETING
Election of Officers: Mielke made a motion to re-elect Rapheal as Vice Chair and Hakes as Secretary, and to elect Klausing as Chair of the Library Board for 2017. Chiclana-Ayala seconded the motion, which was unanimously approved.

Liaison and Committee Appointments: Each year, the Library Board appoints members to serve on the Board's sole standing committee, the Personnel Subcommittee, and appoints a liaison to the Friends of the Ramsey County Libraries. Members of the Personnel Subcommittee coordinate the Library Director's annual performance review, and may meet occasionally to discuss staff personnel issues. In 2016, the Personnel Subcommittee was comprised of the Library Board Chair, Vice Chair, and Secretary. Other committees and appointments may be made throughout the year as needed.

Klausing made a motion to appoint the Chiclana-Ayala as the liaison to the Friends of the Ramsey County Libraries Liaison for 2017. Mielke seconded the motion, which was approved by unanimous vote.

Klausing made a motion to appoint the Library Board Chair, Vice Chair, and Secretary as the Personnel Subcommittee for 2017. Mielke seconded the motion, which was approved by unanimous vote.

LIBRARY POLICY UPDATES:
Public policies 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 12 policies for Board review this year. The Library Board reviewed five policies in April.

Three policies are under consideration this month: Checkout, Protested Materials, & Solicitation.

Staff is recommending several small changes to the Checkout policy, including the insertion of a statement to allow checkout by minors without their library cards in hand. Staff is also recommending removal of the Rental books and DVDs section, since it relates more to collection management than to checkouts.

Staff is recommending minor changes to the Protested Materials policy.

Staff is recommending changes to the Solicitation policy that would permit library managers to work more readily with community organizations and partners.

Klausing made a motion to approve the recommended changes to the Checkout, Protested Materials, and Solicitation policies. Mielke seconded the motion, which was approved by unanimous vote.

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RAMSEY COUNTY Library

TECHNICAL SERVICES UPDATE:

Trends in Technical Services:

- Since the early 1970s, libraries across the world have used the MARC (machine-readable cataloging) format as the standard for displaying catalog information in an electronic environment. Through its BIBFRAME Initiative, the Library of Congress is developing a new model for bibliographic description to replace the MARC standards. Using linked data, BIBFRAME will show the relationships between the library's catalog data and related data on the Web and will increase the usefulness of catalog information. BIBFRAME is still in its infancy, but libraries are excited about the potential of linked data to break the boundaries of our catalogs.
- RCL continues to explore options for integrating bibliographic records for e-content into the catalog.

Departmental Issues and Service Trends:

- Four TS clerks have retired in the past two years, prompting shifts in how the department is staffed, increased documentation of procedures, and a renewed focus on cross training. One part-time clerk position was replaced with a part-time librarian cataloger. Interlibrary loan (ILL) duties, staffed for years by two full-time clerks, have been divided into clerical tasks and page tasks and are now shared among nine people.
- TS staff are enjoying improved ergonomics in the new Shoreview building. Carts roll easily across the rubber flooring, and a roller system with an electronic lift helps move heavy boxes. Sit/stand desks, monitor arms, and task lighting make workstations more comfortable.

CAPITAL PLANNING:

Ramsey County Library will soon close out the Shoreview Library capital project. This completes a 10-year facility plan, which has produced an excellent system of seven new and remodeled libraries. Over the decade, this plan brought significant system improvements to facilities and services. With the aging of facilities and amenities as well as changes in library use, we continue to face new capital needs. In order to meet the Library's needs today and into the future, the Library needs a new capital plan.

The Library Board briefly discussed potential capital projects, including sound containment at Maplewood and a dedicated makerspace at Roseville. The Board concurred with the need for a formal capital plan, and requested that the subject be discussed in more depth at the June meeting.

Klausing made a motion in support of developing a five-year capital needs plan for Ramsey County Library. Vanderwall offered a friendly amendment to suggest a 5-10 year plan. Rapheal seconded the motion, which was unanimously approved.

2018-2019 BUDGET UPDATE:

Ramsey County Library's 2018-2019 budget request was submitted on April 10, and the service team budget hearing was held April 17 with the County Manager and Chief Financial Officer. Service team and department priorities were discussed, with strong support for library programs and initiatives. The County Manager's proposed budget will be delivered in early June, and discussed at the June Library Board meeting.

IT CONSOLIDATION:

The Information Technology (IT) Consolidation process continues. Staff in Information Services (IS) have reviewed Library IT staff surveys to understand the Library's work in desktop support and network/server administration. Library IT staff continue to work with IS staff on network transition. The departments are scheduling a discussion of roles and responsibilities related to current Library applications. Based on these discussions, the Library and IS will determine positions and present the opportunities to Library staff.

COMMUNITY RESOURCE ADVOCATES:

Eide shared a brief anecdote regarding an individual who was helped recently by this service offered at two Ramsey County Library locations, and reported that RCL-Maplewood will offer lunches and snacks to children

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RAMSEY COUNTY Library

this summer as part of a federal food program. More detail on these programs will provided at the June Library Board meeting as part of the Life Skills Program Update.

OUTGOING CHAIR COMMENTS:
Vanderwall thanked the Library Board for the opportunity to serve as Chair of the Library Board during an eventful time at the Library, and briefly summarized the many changes over the past few years.

NEXT MEETING: June 21, 2017, RCL-White Bear Lake, 2150 – 2nd Street, 6:30 p.m.

ADJOURNMENT:
The meeting adjourned at 8:00 p.m.

Respectfully Submitted,

Mary Larson
Library Board Coordinator

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