

## Minutes of the Ramsey County Library Board

### November 12, 2019

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**LIBRARY BOARD PRESENT:**

Deb Berry, Marisol Chiclana-Ayala, John Hakes, Craig Klausing, Sida Ly-Xiong, Gwen Willems

**LIBRARY BOARD ABSENT:**

Sylvia Neblett

**STAFF PRESENT:**

Jill Boldenow, Library Director; Lynn Wyman, Deputy Director; Chuck Wettergren, Digital Services Manager; Therese Sonnek, White Bear Lake Library Manager; Mary Larson, Library Board Coordinator

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**CALL TO ORDER:**

Ly-Xiong called the meeting to order at 6:30 p.m. in the Community Program Room of the Ramsey County Library in White Bear Lake, 2150 – 2<sup>nd</sup> Street.

**PUBLIC COMMENT:**

No public comment.

**APPROVAL OF AGENDA:**

Willems made a motion to approve the agenda for November 12, 2019, as presented. Berry seconded the motion, which was approved unanimously.

**APPROVAL OF MINUTES:**

Chiclana-Ayala made a motion to approve the minutes of October 16, 2019 as presented. Berry seconded the motion, which was approved unanimously.

**DIRECTOR'S REPORT:**

**Important Dates** – For the Thanksgiving holiday, all libraries and offices are closed November 28; Administration and Technical Services are closed November 29.

**RCL-Roseville Driveway Status** – The north Hamline Avenue entrance at RCL-Roseville is now closed while work continues on the Library driveway relocation project. Work is expected to be done by November 14, weather permitting. To address concerns about traffic flow and safety, the new driveway will enter the Library lot from the controlled intersection at Hamline Avenue and Commerce Drive.

**No-Waste Staff In-Service Day** – We hosted a dynamic In-service day on October 21, 2019, with 115 staff in attendance. All staff participated in sessions on the 2020 Census; racial equity in action at RCL; and upcoming Fines and Fees policy changes. Breakout sessions featured training on ergonomics, cloudLibrary, and “stop the bleed” life-saving techniques. We also had educational materials and demos throughout the day featuring Library digitization and virtual reality equipment, employee wellness resources, AED training and workplace safety, and bag-decorating for Open Arms food shelf.

For the first time, this was a no-waste event. Staff asked the food vendor to eliminate unnecessary packaging. Staff acquired cases of unpackaged fruit, compostable dinnerware, and water dispensers for use with refillable bottles. Through Ramsey County Environmental Health, staff arranged compost and recycling containers. We saw a dramatic reduction of waste at the end of the day compared to previous events. The event was less costly, and clean-up was quicker. This was a terrific success!

In addition, many staff contributed items to be donated to the Ralph Reeder Food Shelf in Mounds View. Thanks to all of the Library staff for making this In-service day a success, from planning to set-up and clean-up, to leading and participating in sessions. This was an outstanding team effort!

**New Ramsey County Commissioner** – Nicole Joy Frethem has been elected to represent District 1 on the Ramsey County Board of Commissioners. District 1 includes Arden Hills, Gem Lake, North Oaks, Shoreview, Vadnais Heights, White Bear Township, and parts of Mounds View, Spring Lake Park and Blaine.

#### **EXHIBITS AND DISPLAYS POLICY:**

Public policies are brought to the Library Board on a scheduled basis. The Exhibits Policy is under consideration, with Library staff recommending that the policy be expanded to include both exhibits and library displays. The County Attorney's office reviewed and approved the updated policy.

The Library Board reviewed the draft in October, and asked that the revised policy include a reference to the Public Bulletin Boards and Free Publications Policy.

Klausing made a motion to approve the Exhibits and Displays Policy as presented. Chiclana-Ayala seconded the motion, which was approved by unanimous vote.

#### **LASER ENGRAVER PURCHASE:**

Ramsey County Library's Maker programming has been gaining popularity and expanding in response to growing demand from all ages. During Maker programs, Library staff introduce participants to emerging practical technologies and help patrons learn skills utilizing the equipment. The majority of current programming uses traditional maker equipment such as 3D printers, electronic cutting machines, and sewing machines. After visiting other library makerspaces, attending maker-centric sessions at user conferences, and listening to patron feedback, it was determined that the addition of a laser engraver would be a valuable asset to library users. This laser engraver would be housed at the Ramsey County Library in Roseville.

Laser engravers are used for a wide range of applications in many different industries. Examples of potential library patron use includes the creation of signs and displays, greeting cards, trophies, architectural models, and general arts and crafts. The machine works with a variety of materials including coated metals, glass, and wood.

Because the price of a laser engraver is over \$10,000, Ramsey County solicitation rules require a Request for Quotations (RFQ) be issued by County Procurement. The RFQ includes a multi-year agreement that will allow the Library to purchase a laser engraver and the option to purchase additional units at the submitted price.

Wettergren described laser engravers for the Board members, and shared examples of items created by them. The Library Board discussed the Maker programs, and how the Library determines which pieces of equipment to purchase for them. Safety, staff time, and traditional Maker equipment versus new technology were also mentioned. The Library's goal with Maker program is to provide access to practical technologies for those who can't afford them or wouldn't otherwise have access.

Berry made a motion to authorize the Library Director to approve the contract resulting from the RFQ process, and purchase a laser engraver machine from that contract at a cost not to exceed \$30,000, excluding consumables. Hakes seconded the motion, which was approved unanimously.

#### **REQUEST FOR LIBRARY BOARD ACTION COVER SHEET:**

Ly-Xiong suggested that the cover sheets for Library Board agenda items be expanded to include information on how each topic furthers the Library's mission and/or relates to the Strategic Plan. Commissioner McGuire noted that the Ramsey County cover sheet was revised to include information on racial equity for each Board item.

**2019 THIRD QUARTER REPORTS:**

On a quarterly basis, Library staff presents several reports to the Library Board for information and discussion. The reports include:

- Workplan Report – prepared by Jill Boldenow, Library Director
- Financial Report – prepared by Mary Larson, Financial Manager
- Statistical Report – prepared by Jeff Eide, Planning & Analysis Manager
- Incident Report – prepared by Mickey Ladich, Property Manager

Boldenow reviewed the Strategic Plan progress for 2019. The Library Board reviewed the third quarter reports as presented.

**RACIAL EQUITY REPORT:**

The Library Board reviewed the Q3 Racial Equity and Inclusion work plan report, and Boldenow described recent staff engagement to review this work and develop new directions for this work plan in 2020. The report was shared with all staff and discussed at an all-staff session at In-Service Day in October, at which several staff presented in more detail about how and why this work is implemented.

Following the staff presentation, three questions were posed:

- What are we doing well to advance racial equity?
- What are additional opportunities we should consider?
- What do you/we need to improve our impact?

Staff input on the questions has been collected at staff meetings and with an online survey. A task force will be convened to assess and make recommendations for 2020 racial equity and inclusion priorities.

**RAMSEY COUNTY UPDATE:**

Commissioner McGuire reported that newly-elected Commissioner Nicole Frethem will be sworn in to office at the Ramsey County Library in Shoreview on November 20. The County's 2020 Budget Hearing will be held at the Ramsey County Library in Maplewood on November 25. Both events are open to the public.

**NEXT MEETING:**

December 18, 2019—Ramsey County Library in Shoreview, 4560 Victoria Street North, 6:30 p.m.

**ADJOURNMENT:**

Ly-Xiong adjourned the meeting at 8:40 p.m.

Respectfully Submitted,

Mary Larson  
Library Board Coordinator