

Minutes of the Ramsey County Library Board January 18, 2017

LIBRARY BOARD PRESENT:

Marisol Chiclana-Ayala, John Hakes, Craig Klausing, Paula Mielke, Jan Rapheal, Kim Vanderwall

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; Kristi Saksvig, Communications & Programming Manager; Chuck Wettergren, Automation Services Manager

OTHERS PRESENT:

Jim Hall, Ramsey County Information Services Director; 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 Maplewood, 3025 Southlawn Drive.

PUBLIC COMMENT:

Les Sipkema, Shoreview resident, made several suggestions regarding library and policy issues, and discussed his research into flight crashes and investigations.

APPROVAL OF AGENDA AND MINUTES:

Klausing made a motion to approve the agenda for January 18, 2017, the minutes of December 14, 2016, and the revised minutes of September 21, 2016, as presented. Chiclana-Ayala seconded the motion, which was approved by unanimous vote.

ANNUAL FRIENDS GIFT:

Each year, the Friends of the Ramsey County Libraries give a gift to the Library for a variety of program needs identified by Library staff. For 2017, the Library requested \$70,000 for programming, technology literacy, the volunteer program, and staff development. The Friends' Board approved the request.

Klausing made a motion to accept the annual gift of \$70,000 from the Friends of the Ramsey County Libraries for 2017 program and service needs identified by the Library. The motion was seconded by Chiclana-Ayala, and approved unanimously.

SHOREVIEW CAPITAL CAMPAIGN DONATIONS:

Several restricted donations for the Shoreview Capital Campaign were received in late 2016, which exceed the existing gift threshold and require Board approval.

- Children's small interactive pieces - \$5,010 (Shoreview Rotary Club)
- Artwork - \$10,000
- Children's lending collection - \$10,000 (Kiwanis Club)
- Children's Museum pieces - \$10,000 (Susan Miller)
- Lending collection - \$13,000
- Artwork - \$15,000
- Lending collection - \$15,000
- Media Lab equipment - \$15,000
- Children's Museum pieces - \$16,000
- Laptop computers and accessories - \$18,000

Klausing made a motion to accept the Shoreview Capital Campaign donations totaling \$127,010 from the Friends of the Ramsey County Libraries for the purposes designated. Chiclana-Ayala seconded the motion, which was approved by unanimous vote.

RESOLUTION REGARDING THE RETIREMENT OF SUE GEHRZ:

Klausing made a motion to approve the Resolution Regarding the Retirement of Sue Gehrz, Executive Director of the Friends of the Ramsey County Libraries, and to authorize the Library Board Chair to sign the document. Chiclana-Ayala seconded the motion, which was approved unanimously.

DIRECTOR'S REPORT:

The new library in Shoreview has continued to blossom with the installation of furniture, collections, technology, signage, and other elements. Staff is very excited to open the doors and celebrate with the community next week. The facility has received great reviews from media, library directors in the MELSA system, and others who have taken preview tours.

Library staff are engaged in planning and reporting. After months of discussion with staff, a draft work plan for 2017 will be finalized soon. Year-end reports are being gathered on the 2016 work plan and preparing the annual report to the state of Minnesota. The next major planning phase begins in February, with Ramsey County budget planning.

The library in Roseville is hosting a new exhibit that pairs work by elementary and high school students. The exhibition features pairs of drawings of imaginary monsters. Using the images created by Central Park Elementary School students, Roseville Area High School students reinterpreted their younger peers' monsters in their own drawings. The exhibit continues through February 17.

The Ramsey County Board of Commissioners elected Commissioner Reinhardt to serve as Chair and Commissioner Rettman to serve as Vice-Chair in 2017. The County Board appointed Commissioner McGuire to serve as the Ramsey County Library Board of Trustees Liaison (with Commissioner Rettman as alternate). The County Board also appointed Commissioner Rettman to serve on the Metropolitan Library Services Agency (MELSA) Board of Trustees.

FRIENDS OF THE RAMSEY COUNTY LIBRARIES REPORT:

Applications are being taken for the part-time Executive Director's position. Sue Gehrz will continue working on a limited basis until the new employee is hired and trained.

The Friends are looking forward to having an information table at the Grand Opening. The new building and facilities are wonderful. Donations and pledges made so far total \$173,245. The many plaques acknowledging major gifts are visible symbols of the tremendous enthusiasm that so many people have demonstrated for this new regional library.

The Friends are very grateful to the following community organizations that contributed funds for the amenities that will make this new library such a wonderful resource for people of all ages. The Kiwanis Club of North Suburban Saint Paul donated \$35,000 and the Arden Hills-Shoreview Rotary Club donated \$5,010 to fund resources in the Children's Area. The Shoreview Community Foundation donated \$4,000 for a 3D printer and Gallery 96 raised funds for a hanging art display system. The North Oaks Community Foundation raised \$15,000, the FIGS of North Oaks Golf Club donated \$8,000, the Harriet G. Walker Chapter DAR gave \$2,500, and the Vadnais Heights Area Community Foundation contributed \$1,000 to help fund new technologies, art and additions to the lending collection.

The following generous sponsors are supporting this year's Kindergarten Library Card celebration on January 21:

- Mounds Park Academy (Gold Level sponsor - \$1,500)
- Metro State University (Silver Level sponsor - \$500)
- Northeast Bank (Copper Level sponsor - \$250)

Mark your calendars for the Friends Gala ***Kids at Heart, a night to support the Ramsey County Libraries and celebrate children's literature*** to be held from 6:30 to 9:30 p.m. on Saturday, April 1st at the library in Roseville. Please help the Friends find sponsors and auction item donors for this event, which is held to raise funds for the library's lending collection. Learn more at rclfriends.org/gala2017.

Volunteers are needed to help stock the shelves with books, DVD's, and CD's in the Friends Bookstore at the library in Maplewood. Training is provided and the schedule is flexible. Please call 651-486-2213 for more information.

PHASE 2 IT CONSOLIDATION:

Jim Hall, Director of Ramsey County Information Services (IS), was present to discuss the Phase 2 of the IT Consolidation. Hall noted that departments that report to the County Manager were included in Phase 1, while the Library and the County Attorney's Office are the departments included in the second phase.

Hall indicated that the consolidation should not impact the patron experience in any way. The intent is to have the IS Department handle IT infrastructure, while the Library continues to maintain applications.

No reductions in staff are included in the consolidation plans. Current staff are completing surveys outlining their job duties, and will have the option to transfer to the IS department or remain with the Library. Only staff working in the IS department will have IT job titles, while those remaining with the Library will be reclassified. Staff who transfer to IS will have the option to transfer back to the Library within one year.

Kickoff for the consolidation planning will start in February, after the grand opening of the new library in Shoreview. Discussions are already underway in the areas of network management and e-mail services.

SIRSIDYNIX AGREEMENT:

After an initial technical and legal review of the SaaS proposal and related SirsiDynix agreements, the Ramsey County Attorney's Office decided to pursue a new service level agreement (SLA) rather than creating an addendum to the current agreement. In part, this was because the current SLA was developed largely around local hosting. The Library will use the new "Master Managed Services Agreement" developed by the Ramsey County Attorney's Office to address updated security practices and requirements when utilizing remote hosted services.

As part of the new agreement to support SaaS, the proposed initial terms will allow four annual renewals beyond the initial first year. Because this will be a new agreement, with new term lengths, it is desired to have the Library Board reauthorize the Library to continue pursuing an agreement with SirsiDynix. Also due to the delay in moving to SaaS there may be a slight increase in implementation costs causing first year expenditures to exceed \$35,000.

An integrated library system (ILS) is a combination of specialized databases and software used to manage collections, circulation, cataloging, acquisitions, serials and borrower accounts. It also facilitates the use of material handling systems, computer management software and user authentication for subscription resources. Ramsey County Library (RCL) currently uses the Horizon ILS provided by SirsiDynix, and hosts this system in-house using several specialized servers.

A growing trend is to provide ILS solutions as subscription services maintained via the Internet or in “the cloud.” This type of subscription service is often identified as Software as a Service (SaaS). SaaS allows the library to shift responsibility of hosting servers and software to the vendor, eliminating costs and risks related to in-house hosting. SaaS also allows reallocation of staff time to focus on managing and improving content maintenance and user interfaces. SirsiDynix takes SaaS one step further by hosting the Horizon client application used by library staff, eliminating the need to install and maintain clients on approximately 140 staff PCs.

Klausing made a motion to authorize the Library to pursue an agreement with SirsiDynix for the migration of Horizon to SaaS, as outlined in the RCL Technology Plan endorsed by the Library Board in June 2016, with a first year cost increase not to exceed \$40,000; and to authorize the Library Director to sign the agreement, subject to the approval of the Ramsey County Attorney’s Office. Hakes seconded the motion, which was approved by unanimous vote.

EILENNE BODER STUDY ROOM:

Eilenne Boder was a Ramsey County Librarian for 33 years. At the time of her death on April 24, 2015, she was serving as Branch Manager of the Ramsey County Library in Shoreview and helped develop the preliminary plans for the new library. Memorials from Eilenne’s family, friends, colleagues and neighbors total the \$5,000 needed for naming rights for a small study room in the new library in Shoreview. One of the small study rooms in the Children’s Area will be named as follows: ***Study Room in memory of Eilenne Boder.***

Mielke made a motion to grant naming rights for a small Study Room in the Ramsey County Library in Shoreview in memory of Eilenne Boder based on the donation of \$5,000 to be received by December 31, 2017. Chiclana-Ayala seconded the motion, which was approved unanimously.

LYNN BELGEA STUDY ROOM:

Lynn Belgea has been on the Board of Directors for the Friends of the Ramsey County Libraries for eight years and serves on the Shoreview Library Capital Campaign Committee. She donated \$2,500 in December 2016 and pledged another \$2,500 in 2017 toward the Shoreview Library Capital Campaign and requested that these gifts be recognized with naming rights for a small study room in honor of her deceased parents.

Lynn’s father, Dr. Peter Belgea, had a dental office above his family’s grocery store on Rice Street. He served patients in the Saint Paul area for forty-one years. Lynn’s mother, Kathryn, was an avid reader and library patron. One of the four small study rooms will be named: ***The Peter and Kathryn Belgea Study Room.***

Mielke made a motion to grant naming rights for a small Study Room in the Ramsey County Library in Shoreview to Lynn Belgea in honor of her parents, Peter and Kathryn Belgea, based on her donation of \$2,500 received in December 2016, with the remaining \$2,500 to be received by December 31, 2017. The motion was seconded by Chiclana-Ayala, and approved by unanimous vote.

PETER HILGER STUDY ROOM:

Peter Hilger, North Oaks resident and past Friends of the Ramsey County Libraries Board Member, donated \$5,000 to the Shoreview Library Capital Campaign on December 27, 2016 in honor of University of Minnesota Construction Management Students. Mr. Hilger is faculty director of the Construction Management degree program, where he manages the development and delivery of curricula. An architect by training, a builder by passion, and a teacher at heart, Peter Hilger has served the Construction Management program since its inception in 1997.

Mr. Hilger helped create a partnership with Ramsey County and the architects and construction company building the Ramsey County Library in Shoreview that enables students to study and tour the new library and learn from the challenges and opportunities the project offered. One of the four small study rooms will be

named as follows: ***The Hilger Room honors University of Minnesota Construction Management students who learn from the construction of this library.***

Mielke made a motion to grant naming rights for a small Study Room in the Ramsey County Library in Shoreview to Peter Hilger based on his donation of \$5,000 received in December 2016. Chiclana-Ayala seconded the motion, which was unanimously approved.

SHOREVIEW NAMING RIGHTS OPPORTUNITIES:

As of December 2016, all naming rights and donor recognition opportunities for donations ranging from \$2,500 to \$15,000 have been granted. The Friends of the Ramsey County Libraries request approval to offer additional naming opportunities. Library Board approval will be required before the specific naming right for a room or area is granted.

Rapheal made a motion to authorize the Friends of the Ramsey County Library to offer naming rights for the following areas in the Ramsey County Library in Shoreview:

<u>Naming Opportunities</u>	<u>Gift</u>
• Long wooden bench in front of Library	\$ 8,000
• Short wooden bench in front of Library	\$ 5,000
• Oak Laptop Bar	\$12,000
• Oak Bench next to Laptop Bar	\$ 8,000

The motion was seconded by Klausing and approved by unanimous vote.

2017 WORKPLAN:

Boldenow briefly reviewed the Library's 2017 workplan, indicating the initiatives that have been identified for this year's major goals and activities. Quarterly progress reports will be provided to the Library Board.

SHOREVIEW PROJECT UPDATE:

The Ramsey County Library in Shoreview finished moving out of the old building and into the new with a week to spare, and was able to turn the keys of the old building over to the Mounds View School District on January 2.

With the arrival of the service desks on January 11 and the final furniture pieces on January 12, all of the furnishings have arrived and been set in place. Administration and Technical Services are moved in and catching up on the work that they weren't able to do during the move. Thanks to the Automation Services staff, the actual down time was minimal.

Adolfson and Peterson Contractors (A&P) and its subcontractors are finishing up work on their punch lists. A&P will soon be finalizing construction costs, and will be releasing any remaining funds back to Ramsey County. The funds will be moved into the Furniture, Fixtures and Equipment line, enabling the Library to purchase additional items identified as necessary, but for which there are not currently funds to acquire.

Automation Services is working on setting up all the technology for both staff and public.

DIRTT walls between the Marketplace and the Children's area, and between the Adult and Teen areas have been erected. The artwork on the Teen wall is being fabricated, and should be installed prior to opening. The Library is obtaining official permission to use the children's book illustrations, so that part of the children's wall will be installed after opening.

The Art Committee has begun looking for pieces of art to enhance the public spaces, and the exterior Library sign has been installed. The exterior benches have arrived and been set in place, and the laptop bar and bench have been installed.

The Grand Opening of the new regional library in Shoreview will be Saturday, January 28 from 10 a.m. to 5 p.m. The fun-filled day of music, activities and refreshments will begin at 10 a.m. with an official ribbon cutting ceremony. Kim Vanderwall will emcee the ceremony. Ceremony speakers will be John Hakes, Library Board; Ramsey County Commissioner Blake Huffman; Shoreview City Councilmember Cory Springhorn; and Sue Gehrz, Friends Capital Campaign. Kowalski's will provide refreshments. This event is funded with money from Minnesota's Arts and Cultural Heritage Fund.

LIBRARY BOARD SELF EVALUATION:

Vanderwall shared copies of the Library Board's self-evaluation survey results. All of the Board members completed the surveys.

NEXT MEETING: February 15, 2017 – MEETING CANCELLED

March 15, 2017, RCL – North St. Paul, 2300 North St. Paul Drive, 6:30 p.m.

ADJOURNMENT:

The meeting adjourned at 8:00 p.m.

Respectfully Submitted,

Mary Larson
Library Board Coordinator