

## Minutes of the Ramsey County Library Board December 13, 2017

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**LIBRARY BOARD PRESENT:**

Marisol Chiclana-Ayala, John Hakes, Craig Klausung, Paula Mielke, Janice Rapheal, Kim Vanderwall

**STAFF PRESENT:**

Jill Boldenow, Library Director; Mary Larson, Library Board Coordinator; Carol Jackson, Shoreview Library Manager

**OTHERS PRESENT:**

Les Sipkema, Shoreview Resident

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**CALL TO ORDER:**

Klausung 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:**

No public comment.

**APPROVAL OF AGENDA AND MINUTES:**

Vanderwall made a motion to approve the agenda for December 13, 2017 and the minutes of November 15, 2017, as presented. Rapheal seconded the motion, which was approved by unanimous vote.

**DIRECTOR'S REPORT:**

Important Dates: All Ramsey County Libraries will be closed for upcoming holidays: December 24 and 25, 2017; and January 1 and January 15, 2018. The Friends 2018 Gala is February 24, 2018—with the theme “A Whale of a Tale!” Costumes are not required, but attendees are encouraged to dress as a character from a book set in, on, or around water. Registration opens in early January.

Ramsey County Library named a Star Library: For the fifth consecutive year, Ramsey County Library has been named a Star Library by *Library Journal*. This designation is given to libraries with a high index rating based on per capita library visits, print and e-circulation, program attendance, and public internet computer use. Ramsey County Library was among thirty libraries nationally with budgets between \$10M-\$29.9M to be honored. Other Minnesota libraries honored include Edgerton Public Library, Baudette Public Library, Ely Public Library, and Grand Marais Public Library.

Shoreview Library wins architectural award: Shoreview Library was recognized with an AIA Minnesota Honor Award. The American Institute of Architects - Minnesota honored thirteen projects with 2017 Honor Awards, which recognize outstanding architecture designed by AIA Minnesota members. The firm of record on this project is HGA Architects and Engineers. Project partners include Adolfson & Peterson Construction and ESI Engineering. Congratulations to everyone who helped plan and guide this outstanding project!

Maplewood Library capital project: Ramsey County Library has contracted with MSR Design (Meyer, Scherer & Rockcastle, Ltd.) to begin work on the Maplewood Library capital project. Library staff will work with the firm to examine issues and opportunities. MSR will produce pre-design options and cost estimates to inform an implementation plan.

New makerspace programs launch in January: Ramsey County Library is expanding maker programming! Digital Services Librarian Jenny Jackson is launching Open Makerspace programs on weekends and evenings with 3D printing, a vinyl cutter, sewing machines, and more. Open Makerspace will be offered in January at Shoreview

Library on Wednesdays from 6:00-8:00 p.m., at Maplewood Library on Thursdays from 6:00-8:00 p.m., and at Roseville Library on Saturdays from 11:00 a.m.-1:00 p.m. The Library is hoping to recruit new adult participants, but will welcome families and people of all ages.

County IT consolidation: The Library is making some advances toward IT consolidation in the next few months. First, the Library will be moving to the County's Outlook 365 email platform in December. As a result, all Library email addresses will be standardized and have a County domain instead of rclreads.org. This transition will also improve calendar access among Library and County colleagues. The Library will use a variety of communications to announce the new email addresses, and will forward emails from rclreads.org addresses for a period of time to ease the transition.

The County's Information Services (IS) department plans to add staff in the next two months to support the Library and County Attorney's Office in phase two IT consolidation. When the staffing is in place, IS will expand training to assume responsibility for Library desktop support and administration of network and servers. The Library has already begun to transfer knowledge and access to IS staff regarding network and servers.

Library and IS staff have met about transition plans and risk assessment. After consolidation, Library staff will continue to lead the Library's technology planning and manage the Library's many business line applications. The Library will continue to work with IS to determine financial implications, purchasing, and other aspects. Staff is working to complete IT consolidation, while sustaining excellent library service and advancing other goals in the library's technology plan.

#### **FRIENDS OF THE RAMSEY COUNTY LIBRARIES REPORT:**

Friends 2018 Gala: Make a splash at the 5<sup>th</sup> annual Friends Gala, ***A Whale of a Tale!***, to be held on February 24, 2018. This unique fundraising event will feature a cocktail party atmosphere with live music, hors d'oeuvres, wine, silent and live auctions, a costume contest, prizes and more. Join us for a fun and lighthearted event open to adults of all ages. Together, we can make a difference.

The goal for 2018 is to raise \$30,000 to add 1,500 new items to the lending collection of all seven Ramsey County libraries located in Maplewood, Mounds View, New Brighton, North St. Paul, Roseville, Shoreview and White Bear Lake.

Friends House Party raises more than \$5,000 for the Shoreview Library Capital Campaign: On November 9, 2017, Friends members Mary and Wayne Carter and Kate and Rob Huebsch hosted North Oaks friends of the libraries and the Shoreview Capital Campaign Committee to toast the library's exciting transformation and to help bring the capital campaign goal of \$250,000 across finish line.

Guests gathered at the Carter's home to learn about the many additional amenities of the Shoreview Library supported by the Friends capital campaign, meet and talk with library staff, and even try out the 3-D printer that has become a popular part of the library's teen area. This event has raised \$5,300 so far to support additions to the travel and foreign language collections and to bring the library a step closer to adding a second 3D printer and a laser cutter to the Makerspace area.

#### Upcoming Events:

- **Kindergarten Library Card Sign-Up Celebration** on Saturday, January 20, 2018 with author extraordinaire Kate DiCamillo at the Roseville Library
- **Friends Board of Directors** meeting on January 22, 2018 at the Roseville Library
- **Friends Annual Gala: *Whale of a Tale!*** on Saturday, February 24, 2018 at the Roseville Library
- **Book It 5k** on Saturday, May 19, 2018 at the Roseville Library

**LIBRARY GOLD CARDS:**

Ramsey County Library awards gold cards to volunteers and other individuals whose contributions have enhanced services to library patrons. Two Library Board Trustees, Jan Rapheal and Kim Vanderwall, have terms ending in December 2017. To honor their service on the Library Board and their contributions to the Library and the community, gold cards are proposed for both trustees.

Klausing made a motion to award a Library Gold Cards to Kim Vanderwall as a symbol of appreciation for her contributions to Ramsey County Library and to authorize the Library Board Chair to sign the Gold Card certificate. Chiclana-Ayala seconded the motion, which was approved unanimously.

Klausing made a motion to award a Library Gold Cards to Jan Rapheal as a symbol of appreciation for her contributions to Ramsey County Library and to authorize the Library Board Chair to sign the Gold Card certificate. Mielke seconded the motion, which was approved unanimously.

**LSTA GRANT ACCEPTANCE:**

In accordance with the Library Board Policies, grants exceeding \$5,000 are to be brought to the Library Board for appropriate action.

Ramsey County Library has been awarded a Library Services Technology Act (LSTA) Grant in the amount of \$40,846 by the Minnesota Department of Education to support Pop-Up Library services. An excerpt of the grant application language includes:

*The overarching goals of the Ramsey County Library (RCL) Pop-Up Library are to address inequities and barriers, build community relationships, and expand lifelong learning for new patrons. Following a Pop-Up Library pilot in summer, 2017, this project will increase the number of Pop-Up Library sites and events, services delivered, and patrons served. At each event, RCL's goal is to meet vital, lifelong learning needs and to cultivate continuing use of branch libraries and digital library resources.*

*The Pop-Up Library brings librarians, circulation staff, and a suite of library services and resources to foster reading, digital access and literacy, access to information and collections, and increased awareness of library resources.*

*Sites are selected to reach low-income residents, people of color including new immigrants, families, seniors, individuals transitioning from corrections, and individuals lacking awareness of the library's resources. RCL develops Pop-Up Library plans in collaboration with community organizations—such as the Volunteers of America Minnesota Residential Re-entry Center, Adult Basic Education at Fairview Community Center, Maplewood Community Center, and others.*

Chiclana-Ayala made a motion to accept the Library Services Technology Act Grant by the Minnesota Department of Education in the amount of \$40,846, and to authorize the Library Director to execute the Agreement. Rapheal seconded the motion, which was approved by unanimous vote.

**INTERNET ACCESS POLICY:**

The current Internet Access Policy was approved in 2011. A scheduled review date of 2016 was delayed due to the change in library directors. Boldenow indicated that the proposed policy has been revised to removed citations to laws, reducing the editing required each time a law is revised. The 'Requirements for Acceptable Use of the Internet' section was moved to the beginning of the policy, and other minor edits were made.

The Library Board discussed the proposed revisions. Procedures for disabling the internet filters were discussed, although requests to disable are extremely rare. The potential use of privacy screens was also discussed.

Mielke questioned whether net neutrality should be addressed in the policy. Boldenow indicated that she would provide more information for the Library Board on that issue at the next meeting, along with more data on the frequency of filter disabling at patron request.

Vanderwall made a motion to approve the recommended changes to the Internet Access Policy. Hakes seconded the motion, which was unanimously approved.

#### **LIBRARY BOARD SELF EVALUATION:**

The Library Board discussed the results of their annual self evaluation survey. Issues discussed include communication with Ramsey County; more study sessions with Board and staff; items for the consent agenda; and options for public comment.

#### **CAFÉINE THAI CAFÉ UPDATE:**

The Caféine Thai Café at Maplewood Library is closed November and December, 2017, at the request of the owners, Sanook, LLC. The Library agreed to the closure but did not agree to waive the rent for these months. On November 21, 2017, Sanook, LLC notified the Library that they will not pay rent for November or December until the café reopens.

The Library will respond with a letter proposing a late payment schedule and terms. The Library is working with the Ramsey County Attorney's office on this matter.

#### **SHOREVIEW BRANCH UPDATE & TOUR:**

##### Trends in the Service Area:

- Shoreview characteristics include a natural setting of lakes and open spaces, well-educated and involved residents, and a strong business community, which is home to many national corporations.
- The Shoreview Community Center is undergoing extensive renovation. The project will add 5,000 square feet to the Tropics Indoor Waterpark, as well a 15,000 square-foot addition adjacent to the gymnasium.
- After extensive renovation of the building, the Mounds View Public Schools District Office has moved to the old Shoreview Library at 4570 Victoria St. N.
- The city of Shoreview is working on Destination Shoreview, 2040, its new comprehensive plan which is a reflection of the community's social and economic values and is used as the vision and policy guide for development in Shoreview.

##### Library Issues and Service Trends:

- The new library in Shoreview opened in January 2017. The first year of the new library has gone very smoothly. Staff and patrons alike have quickly grown accustomed to the new building, as well as the added hours and staff.
- Automated Material Handling system immediately checks in returns, adds efficiency to circulation processes. Single floor construction creates more efficient work for staff.
- The new building has allowed the library to increase programming. New programs for adults in 2017 included Creative Memory Café, Knit for Good, Great Films, Brain Fitness, Dementia Friends, a Naturalization Ceremony, Sensory-Friendly Programming, an Autism Book Club, Powerful Tools for Caregivers, and several well-attended historical programs.
- Children's programming was very successful. In addition to well-attended storytimes, the library offered Brains, Toddler Obstacle Course, Toddler Dance Party, Family Fort Night, Captain Underpants party, Star Wars Reads Day, STEM programs, passive programs, a host of wildly popular Summer Reading Programs and two absolutely packed Eclipse programs, initiated by Children's Librarian Angie Miller. The library also has a strong partnership with the Shoreview Community Center's Summer Discovery Program, which brought about 200 children to the library each week in the summer.

- Teen programming, provided by new Teen Librarian Paige Fuller, included weekly sessions of Game Night and Brain Box, as well as Teen Tech Camp, Young Lenses Camp, a summer book club, Library After Dark, Urban 4H Steam, and D&D afternoons.
- Ramsey County piloted early voting at the Shoreview and White Bear Lake libraries in October/November 2017 and Shoreview had the highest voter turnout of any Ramsey County Early Voting location.
- The Sensory-Friendly Comfort Room has been fitted with furniture, white noise machine, soothing lights, fidgets and a variety of comfort objects.
- Art has been added to the library, which includes botanical prints by Linda Snouffer, bright and colorful works by Emmy White and Janine Olmscheid, pottery by Paul Gaston, a painting by Yudong Shen, a photograph by Jim Radford, historical photographs provided by the Shoreview Historical Society, and a commissioned collage artwork by Kristi Abbott.

Library Board members toured the facility, highlighting the artwork by local artists. Jackson noted that the 2018 kindergarten card party, featuring author Kate DiCamillo, will be held at Shoreview in January. She also indicated that another naturalization ceremony will take place at Shoreview on May 7, after the wildly successful ceremony held in 2016.

**NEXT MEETING: January 17, 2018—RCL Shoreview, 4560 North Victoria Street, 6:30 p.m.**

**ADJOURNMENT:**

Klausing adjourned the meeting at 8:15 p.m.

Respectfully Submitted,

Mary Larson  
Library Board Coordinator