

Minutes of the Ramsey County Library Board

February 20, 2019

LIBRARY BOARD PRESENT:

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

LIBRARY BOARD ABSENT:

Sylvia Neblett, Gwen Willems

STAFF PRESENT:

Jill Boldenow, Library Director; Lynn Wyman, Deputy Director; Mary Larson, Library Board Coordinator; Jeff Eide, Senior Library Manager; Chuck Wettergren, Digital Services Manager

OTHERS PRESENT:

Les Sipkema, Shoreview Resident

CALL TO ORDER:

Ly-Xiong 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, commented on the Internet, the selection of BiblioCommons, printing in the libraries, and online newspaper access.

APPROVAL OF AGENDA:

Klausing made a motion to approve the agenda for February 20, 2019. Hakes seconded the motion, which was approved unanimously.

APPROVAL OF MINUTES:

Chiclana-Ayala made a motion to approve the minutes of January 16, 2019 as amended. Klausing seconded the motion, which was approved by unanimous vote.

DIRECTOR'S REPORT:

Important Dates: All libraries are closed April 4 and April 21.

Kindergarten Card Party: Kids and families streamed into RCL-Shoreview on January 26 for a lively Kindergarten Card party. Kids enjoyed a presentation and book signing with Vanessa Brantley-Newton, book giveaways, a scavenger hunt, and getting a new library card. RCL children's librarians visited 2,667 kindergarteners in school visits to promote this opportunity. RCL received 1,508 card applications, and the party drew 274 kindergartners to get their library card in person. (Others will be mailed). Thanks to Library Board members Sylvia Neblett and John Hakes, former Board member Paula Mielke, and Commissioners Trista MatasCastillo and Victoria Reinhardt for helping to greet participants. Kudos to the RCL children's librarians, Heidi Holland and her volunteer crew, and Shoreview Library staff for pulling off this great event! Big thanks to the Friends and event sponsors for supporting this effort.

Minnesota Library Association (MLA) Legislative Day: On February 26, staff from RCL will meet with several State Senators and Representatives from Ramsey County. In addition to sharing news about Library resources in their districts, we will request support for key legislative initiatives this session, including:

- Increasing funding for Regional Library Basic System Support (RLBSS) from \$13.57 million to \$17.57 million annually with a formula change to provide stable funding for all regional public library systems across the state. This funding is vital to MELSA and its member library systems, including Ramsey County Library.
- Maintaining an appropriation of \$2.5 million per year in Legacy funding to libraries statewide.
- Funding broadband for public libraries (RLTA) at \$2.3 million per year.
- Creating a grant pool for Library Media Specialists.

A Gala for a Great Cause: On February 2, the Friends of the Ramsey County Libraries hosted a delightful gala to support the Library. Thanks to all of the Friends, volunteers, attendees, donors, sponsors, and event staff for making this such a warm, wonderful event. The Friends exceeded their goal to raise \$30,000 to support the Library's children's collection. As usual, attendees impressed with their takes on the "Hats Off to the Library" theme. Thanks, everyone, for taking part!

FRIENDS OF THE RAMSEY COUNTY LIBRARIES REPORT:

2019 Friends Gala—Hats Off to the Library!

January and February around the Friends office were frenetically busy with all of the final details that go into the Annual Friends Gala. This year's theme, *Hats Off to the Library!*—was a big hit and a great time was had by all. Final donations are still rolling in but so far the Friends have exceeded the goal of raising \$30,000 for the adult and children's collections—final tally to be announced soon. Many thanks to the wonderful volunteers and sponsors and to the Ramsey County Library staff, Library Board members and Commissioners who helped to make this event a great success!

Kindergarten Card Party

As always, the Kindergarten Library Card Party was overflowing with hundreds of gleeful kindergarteners and their families. Many thanks to the sponsors who not only provided financial support for this great event but also volunteered their time to help out and brought giveaways for participants. The Friends are grateful to Pet Evolution (Silver Sponsor) and NE Bank (Bronze Sponsor) for their generous support!

Current and former Library Board members John Hakes, Sylvia Neblett and Paula Mielke greeted guests. They were joined by Ramsey County Commissioners Trista MatasCastillo and Victoria Reinhardt.

Upcoming Events

- Friends Board of Directors/Annual Meeting on April 22, 2019 at Shoreview
- 2019 Book It 5K Walk/Run, May 18, 2019 at Roseville

APPOINT LIAISON TO FRIENDS OF THE LIBRARY:

Klausing made a motion to re-appoint Chiclana-Ayala as liaison to the Friends of the Ramsey County Libraries for 2019. Hakes seconded the motion, which was approved unanimously.

2018 YEAR END RESERVES LIST:

At the end of each budget year, all Ramsey County departments are required to submit a list of unpaid obligations and planned expenditures. The list was due in Ramsey County Finance on February 15. A summary of remaining 2018 obligations and proposed reserves was presented to the Library Board, along with balances remaining from 2017 and 2016 balances approved last year. Reserves must be spent within three years after the original budget year or they are forfeited to the Library's Fund Balance.

Klausing made a motion to ratify the 2018, 2017 and 2016 year-end encumbrances as proposed. Berry seconded the motion, which was approved by unanimous vote.

E-RATE TELECOMMUNICATIONS AGREEMENTS:

Ramsey County Library (RCL) funds a portion of its telecommunications costs using the Federal Universal Service Fund Schools and Libraries Program. This program, commonly known as E-rate, provides discounts to schools and libraries for telecommunications and Internet access.

RCL has participated in the E-rate program since the 1990s. To participate, organizations must regularly submit requests for service from vendors registered with the program. E-rate provides RCL an approximate discount rate of 60% that comes in the form of reimbursements. Discounts are not guaranteed and must be approved by the E-Rate program each year. So far RCL has always received its requested discounts.

For the federal fiscal year beginning July 1, 2019, RCL submitted a request for Lit Fiber Service and Internet Access to replace existing service contracts ending in 2019. Lit Fiber Service provides connections between remote library locations and the library in Roseville, while Internet Access provides a single point of access to the Internet maintained at the library in Roseville.

Lit Fiber Service

Based on low cost, and the ability to provide service to specific locations, two vendors were selected. Comcast was selected to provide service for the libraries in Shoreview and New Brighton. Comcast provides the existing service in these locations, including a required terminating connection at the library in Roseville.

The City of North St. Paul was selected to provide service for the libraries in White Bear Lake, North St. Paul, Maplewood and Mounds View. The City of North St. Paul provides the existing service in these locations, including a required terminating connection at the library in Roseville.

Final realized costs after E-rate (excluding surcharges and fees) will be approximately \$1,759/month – resulting in a potential savings of \$31,656/year. In addition, the Library may receive Regional Library Telecomm Aid from the State of Minnesota that covers most of the remaining balance.

Internet Access

The City of Roseville provided the lowest cost Internet service and is the existing vendor. Cost: \$1,250/month (before discounts) for 1G. Final realized cost after E-rate will be approximately \$500/month – resulting in a potential savings of \$9,000/year. In addition, the Library may receive Regional Library Telecomm Aid from the State of Minnesota that covers most of the remaining balance.

Chiclana-Ayala made a motion to approve acceptance of final telecommunications proposals based on listed pricing, and authorize execution of the agreements by the Library Director; subject to the approval of the Ramsey County Attorney's Office and Ramsey County Information Services. Berry seconded the motion, which was approved unanimously.

SECURITY CAMERA POLICY:

The Security Camera Policy is due for review and approval by the Library Board. Wyman reviewed the recommended changes to the Use/Disclosure of Archived Video section of the policy, including adding a statement about Ramsey County data practice requests and removing a statement that violations of the policy will be reported to the Library Board. The Ramsey County Attorney's Office has advised that camera footage is public data under Minnesota Statutes.

Berry made a motion to approve the revised version of the Security Camera Policy. Chiclana-Ayala seconded the motion, which was approved unanimously.

2018 FOURTH 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 Cheryl Seidenkranz, Property Manager

The Library Board reviewed the fourth quarter reports as presented.

2019 WORKPLAN:

Boldenow reviewed the 2019 staff work plan, indicating the initiatives that support the Library's strategic priorities. The Library's Administrative Team oversees this work and coordinates reporting of outcomes and activities. Boldenow will bring quarterly work plan reports to the Library Board.

2020-2021 BUDGET OVERVIEW/TIMELINE:

In November, 2018, the Ramsey County Manager kicked off the 2020-2021 budget process by asking Senior Managers to develop strategic proposals that support residents first service; service team innovation; or talent attraction, retention, and promotion.

The Library and the Economic Growth and Community Investments (EGCI) service team submitted strategic proposals to the County Manager for funding consideration on February 1, 2019. The Library will continue working with the service team, Finance, and County Manager to produce a full budget. Boldenow noted that the County is not using a deficit process this budget cycle. A base plus budget for inflation is being used, with strategic initiatives and structural gaps identified for potential funding in addition to the base plus amount.

Budget Process Timeline:

- Completed Library budget forms due to Finance Department: April 10, 2019
- County Manager sets proposed budget: June 5, 2019
- County Manager presents proposed budget to County Board: August 6, 2019
- County Board hearings on EGCI service team budgets: August or September, 2019
- County Board certifies 2020 maximum property tax levy: September 17, 2019
- County Board adopts 2020-2021 budgets and 2020 property tax levy: December 17, 2019

MOUNDS VIEW BRANCH REPORT:**Trends in the service area:**

- More than 25% of Mounds View residents are people of color. 11% are foreign born, and 17% speak a language other than English at home.
 - Over 10% of Mounds View residents have a disability status.
 - 5.5% of residents are unemployed (slightly higher than the Twin Cities average of 4.8%).
 - Mounds View residents have an overall lower educational level than the general Twin Cities.
- *city statistics obtained from mncompass.org

Library issues and service trends:

- New art in the teen area from local teens at Irondale High.
- World languages have their own kiosks with strong circulation.
- Patrons continue to use the free fax machine and scanner at high rates.
- New roof planned for this spring.

- Mary Wetterlin has expanded children's services to include more STEAM, Makerspace, and other creative programming.

NEXT MEETING:

March 20, 2019—Ramsey County Library in North St. Paul, 2300 North St. Paul Drive, 6:30 p.m.

ADJOURNMENT:

Following a motion by Berry and a second by Chiclana-Ayala, Ly-Xiong adjourned the meeting at 8:30 p.m.

Respectfully Submitted,

Mary Larson
Library Board Coordinator