

## Minutes of the Ramsey County Library Board February 21, 2018

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**LIBRARY BOARD PRESENT:**

Deb Berry, Marisol Chiclana-Ayala, John Hakes, Sida Ly-Xiong, Paula Mielke, Sylvia Neblett

**LIBRARY BOARD ABSENT:**

Craig Klausung

**STAFF PRESENT:**

Jill Boldenow, Library Director; Mary Larson, Library Board Coordinator; Lynn Wyman, Deputy Director; Jeff Eide, Senior Library Manager; Marcus Lowry, Mounds View Library Manager; Julie Neville, Senior Building Services Manager; Mike Weber, Maintenance Mechanic Manager

**OTHERS PRESENT:**

Mary Jo McGuire, Ramsey County Commissioner; Les Sipkema, Shoreview Resident; Bryan Olson, Falcon Heights Resident

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**CALL TO ORDER:**

Mielke called the meeting to order at 6:30 p.m. in the Community Program Room of the Ramsey County Library in Mounds View, 2576 Mound View Boulevard. New Library Board Trustees Deb Berry, Sida Ly-Xiong and Sylvia Neblett were welcomed and introductions of the Library Board and Library staff were made.

**PUBLIC COMMENT:**

Les Sipkema, Shoreview resident, spoke about the responsible authority for the Library under the Government Data Practices Act; print versus digital services and cloud-hosted services; and naming rights at the library in Shoreview.

Bryan Olson, Shoreview resident, made suggestions regarding the Library Board minutes.

**APPROVAL OF AGENDA:**

Hakes made a motion to approve the agenda for February 21, 2018 as presented. Chiclana-Ayala seconded the motion, which was approved by unanimous vote.

**APPROVAL OF MINUTES:**

Chiclana-Ayala made a motion to approve the minutes of January 17, 2018 as presented. Hakes seconded the motion, which was unanimously approved.

**DIRECTOR'S REPORT:**

Important Dates: The Friends Gala is February 24, 6:30–9:30 p.m., at Roseville Library. On March 6, the Library Director, Board Chair, and staff will meet with legislators for Minnesota Library Association Legislative Day.

Library: The annual Kindergarten Card party was as lively as ever! Kids and families streamed into Shoreview Library all day on January 20. They enjoyed a scavenger hunt, a presentation and book signing with Kate DiCamillo, book giveaways, and getting a new library card. RCL children's librarians visited 2,674 kindergartners in school visits to promote this opportunity. RCL received 1,593 card applications, and the party drew 277 kindergartners to get their library card in person. (Others will be mailed). Thanks to Library Board member Paula Mielke and Commissioners Blake Huffman and Victoria Reinhardt for helping to greet and guide the eager participants. Kudos to the RCL children's librarians, Heidi Holland and her volunteer crew, and Shoreview Library staff for pulling off this great event! Thanks to the Friends for sponsoring this effort.

News about RCL's Paws to Read program went viral thanks to a dog named Sting. Paws to Read brings volunteers with registered therapy animals to the Library so that young readers can practice reading with a friendly, furry listener. On February 7, John Muellner brought his greyhound, Sting, to White Bear Lake Library. When he had no readers, he posted about it on Facebook with photos of the long-faced dog. This post has been shared more than 100,000 times. People called and emailed from around the world offering to read to Sting. The viral spread of this story was covered by the Today Show, KARE 11, KMSP, WCCO, the StarTribune, Pioneer Press, White Bear Press, the Daily Mail UK, and more. Librarians and communications staff did a great job leveraging the attention. White Bear Lake children's librarian Ann Wahlstrom gave numerous interviews that raised the profile of Paws to Read at RCL. Sting and other therapy animals are now booked for months. Staff have planned many fun activities to serve the large number of people expected at Sting's next Library appearance.

Boldenow submitted an application to participate in the University of Minnesota's Resilient Communities Project. If the proposal is accepted, RCL will receive research assistance to help better understand the learning needs of suburban Ramsey County immigrant communities.

Shoreview Library has won a Design-Build excellence award from the Design-Build Institute of America (DBIA). This is the second architectural honor for Shoreview Library!

The North St. Paul Library will soon expand its footprint. The Library leases space for this branch in a facility owned by the City of North St. Paul. The City has agreed to give the Library exclusive use of a room adjacent to the Library. Boldenow will work with the County Attorney's office to amend the Library's lease. RCL will use the new space for the children's collection and programming, which have outgrown the current space.

Boldenow is preparing for the County's 2019 Supplementary Budget Process. Though the Library's biennial budget for 2018-19 was established last year, this process may involve supplementary budget allocations. A big focus of the process is reporting on performance measures to the County Board of Commissioners in August.

Ramsey County: Ramsey County Manager Julie Kleinschmidt recently announced her plans to retire at the end of June. Kleinschmidt joined Ramsey County in 2000 as Finance Director, and she has served as County Manager for ten years. The Ramsey County Board of Commissioners will work with a recruitment firm to fill this position.

Boldenow was recently appointed to the Ramsey County Technology Governance Committee. The committee's charge is to align IT and business objectives and to address risk, performance, and IT resources. She also serves on the County's Senior Management Team, Economic Growth and Community Investment (EGCI) service team, Racial Equity Leadership Team, Youth Continuum of Care Governance Committee, Sexually Exploited Youth Leadership Committee, and the Payment Card Industry Compliance Sponsors Group.

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

Kindergarten Library Card Sign-up Celebration: More than 1,500 library card applications were processed through this effort and 277 cards were handed out at the event held on January 20, 2018. Congratulations to all of the Children's Librarians for setting kindergarteners on a path of lifelong learning and exploration through this heartwarming and inspiring event.

2018 Friends Gala, *A Whale of a Tale!*: This year's gala will be filled with many perennial favorites as well as some exciting new features:

- Fair State Brewing Cooperative in NE Minneapolis is donating beverage service and craft beer and Cotroneo's in White Bear Lake is donating wine.
- The Grateful Table in Roseville is catering the Gala this year and they have lined up a delicious menu of appetizers and desserts—not to be missed!

- Geminix, a youth string orchestra from Chippewa Middle School in North Oaks, will open the evening festivities before our fabulous pianist, Sharon Planer, takes the stage.

The Friends are grateful to the 85 plus community supporters for donating fabulous silent and live auction items—bidding on the silent auction will open on Saturday, February 16 and can be done remotely. Thank you to the following sponsors for making this event possible:

**Exclusive Media Sponsor:** Pioneer Press

**Platinum:** Metro State University and Walser Corporation/Foundation

**Gold:** Andersen Corporation, Applewood Pointe, Blue Cross and Blue Shield of MN, Carl Bolander and Sons, Falcon Heights/Lauderdale Lions Club, Health Partners, Northeast Bank, Mary & Wayne Carter, Cathy Croghan & Kathy Robbins, Dick & Mary Fowler, Frank & Jayne Harris, John W. Harris, Pam Harris, and the Aplikowski Family

**Silver:** Community Resource Bank, Josh's Place, Premier Banks

**Beverage Sponsor:** Fair State Brewing Coop

**Wine Sponsor:** Cotroneo's Wine and Spirits

Shoreview Capital Campaign: The Friends will be hosting a community celebration in June in partnership with Ramsey County Library, the Shoreview Capital Campaign Committee, and the Shoreview Library Art Committee to celebrate the successful conclusion of the Shoreview Library Capital Campaign. This is a wonderful opportunity to not only showcase the Shoreview Library as a resource that truly enhances and enriches the quality of life in the region, but to also engage Shoreview residents and surrounding communities to continue to use and support the Shoreview Library in the years ahead.

The focus for the event is to thank the hundreds of community volunteers and donors who helped to raise more than \$234,000 for the Shoreview Library Capital Campaign and to display the many amenities made possible through these efforts. Many of the artists will be on hand to meet with guests and talk about their work. As a special bonus, Gallery 96 will have an exhibit in the Community Room that night and Shoreview entrepreneurs, Paul and Alyssa Boswell, will be joining us for the evening to demonstrate their revolutionary new computer coding game, Turing Tumble.

Upcoming Events:

- **Friends Annual Gala: *Whale of a Tale!*** on Saturday, February 24, 2018 at the Roseville Branch
- **Friends Board of Directors** meeting on April 23, 2018 at the Shoreview Branch
- **Book It 5K** on Saturday, May 19, 2018 at the Roseville Branch
- **Shoreview Capital Campaign Donor and Artist Reception** on June 15, 2018 at the Shoreview Branch
- **"POP-UP" Used Book Sale**, September 25-29, 2018 at the Shoreview Branch
- **Friends Author Luncheon**, November 3, 2018 at North Oaks Golf Club

**LIBRARY BOARD BY-LAWS:**

The Library Board completed a comprehensive review of the Board By-laws in 2016. The by-laws were significantly revised, and a chart clarifying responsibilities of the Library Director, Library Board, Friends of the Library and County Board was developed. No changes to the by-laws are proposed for 2018.

Chiclana-Ayala made a motion to approve the Library Board By-laws as presented. Neblett seconded the motion, which was approved by unanimous vote.

**LIBRARY BOARD POLICIES:**

The Library Board completed a comprehensive review of the Board Policies in 2016, which significantly revised the document. No changes to the by-laws or policies are proposed for 2018.

Berry made a motion to approve the Library Board Policies as presented. Hakes seconded the motion, which was unanimously approved.

**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. Although overall revenues were below projections, there is a surplus available from the operating budget for special projects. Balances also remain from the 2016 reserves 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.

Ly-Xiong made a motion to approve the 2017 and 2016 year-end encumbrances as proposed. Neblett seconded the motion, which was approved by unanimous vote.

**CAFEINE THAI CAFÉ LEASE TERMINATION AGREEMENT:**

Sanook, LLC operated Caféine Thai Café at Maplewood Library until October 2017. Sanook notified the Library that it will not continue to operate. The lease began in November 2014 and is in effect through January 2020. Sanook, LLC has agreed to the terms set forth in a Lease Termination Agreement produced by the Ramsey County Attorney's Office.

Boldenow noted that Caféine, which started as a coffee shop and later became a Thai food café, will be forfeiting the damage deposit and selling the furnishings and equipment to the Library for \$1 under the terms of the termination agreement. Library staff are contemplating future use of the space, in conjunction with the predesign planning currently underway with Meyer, Scherer & Rockcastle Architects for the library in Maplewood.

Berry made a motion to approve the Lease Termination Agreement between Ramsey County Library and Sanook, LLC, d/b/a/ Caféine, and to authorize the Library Board Chair to sign the document. Chiclana-Ayala seconded the motion, which was approved by unanimous vote.

**NAMING RIGHTS POLICY:**

Public policies are brought to the Library Board every year on a scheduled basis. This year, a total of ten policies will be submitted for Board review over the next several months.

Two policies are under consideration this month: Naming Facilities and Naming Rights. Staff is recommending that the two policies be combined into a single Naming Rights Policy. While text is reorganized from the original policies and there are a few minor alterations, the substance of these policies remains largely unchanged. The Library Board discussed the proposed policy and the Ramsey County policy on naming facilities after individuals only in exceptional cases.

Neblett made a motion to approve the recommended changes combining the Naming Facilities Policy and the Naming Rights Policy into a single Naming Rights Policy. Berry seconded the motion, which was approved by unanimous vote.

**2017 FOURTH QUARTER REPORTS:**

The Library Board reviewed the third quarter workplan updates, financial report, statistics, and incident reports, with background information provided by Library staff due for the three new Board members.

**PROPERTY MANAGEMENT UPDATE:**

Julie Neville, Senior Building Services Manager with Ramsey County Property Management, manages the Library facilities along with Maintenance Mechanic Manager Mike Weber and other maintenance staff.

Neville indicated that she manages 15 facilities in Ramsey County, and is the only Building Services Manager embedded into one of the facilities she manages. Neville noted that having access to the expertise of the Property Management Department is advantageous for all the building managers.

She review projects completed in the last few years, including new facilities in White Bear Lake and Mounds View, and the remodeled library in Mounds View. Upcoming projects were also outlined.

#### **MOUNDS VIEW BRANCH UPDATE AND TOUR:**

##### 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.

##### Library issues and service trends:

- Two handmade display units were installed allowing the new adult fiction and nonfiction to be feature more prominently in the front of the library.
- Spanish language titles increased in circulation and feature on the new display.
- Patrons continue to use the free fax machine and scanner at high rates.
- New chiller is being installed 2/18 to replace the AC for the building.
- Mary Wetterlin has expanded children's services to include more STEAM, Makerspace, and other creative programming.

Marcus Lowry, recently promoted to Library Manager at the Ramsey County Library in Mounds View, gave the Library Board a brief overview of the facility and led the Board members on a tour.

**NEXT MEETING: March 21, 2018—RCL North St. Paul, 2300 North St. Paul Drive, 6:30 p.m.**

#### **ADJOURNMENT:**

Klausing adjourned the meeting at 8:30 p.m.

Respectfully Submitted,

Mary Larson  
Library Board Coordinator