

Minutes of the Ramsey County Library Board

April 17, 2019

LIBRARY BOARD PRESENT:

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

LIBRARY BOARD ABSENT:

None

STAFF PRESENT:

Jill Boldenow, Library Director; Lynn Wyman, Deputy Director; Mary Larson, Library Board Coordinator; Jeff Eide, Senior Library Manager; Jenny Jackson, Makerspace Librarian; Carrie Lyons, Roseville Library Manager; Chuck Wettergren, Digital Services Manager

OTHERS PRESENT:

Mary Jo McGuire, Ramsey County Commissioner; Johanna Berg, Deputy Ramsey County Manager; Les Sipkema, Shoreview resident

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 Roseville, 2180 Hamline Avenue North.

PUBLIC COMMENT:

Sipkema commented on a variety of library-related subjects including Library Board minutes and tax forms.

APPROVAL OF AGENDA:

Neblett made a motion to approve the agenda for April 17, 2019. Willems seconded the motion, which was approved unanimously.

APPROVAL OF MINUTES:

Berry made a motion to approve the minutes of March 20, 2019 as presented. Neblett seconded the motion, which was approved by majority vote with Klausing abstaining.

DIRECTOR'S REPORT:

Important Dates: All libraries are closed April 21.

In-Service Day – Ramsey County Library hosted another inspiring Staff In-service day on April 4, 2019, with 111 in attendance. Everyone participated in sessions featuring Digital Services updates; Beanstack, the online Summer Reading Program platform; and a presentation on navigating cultural differences. Breakout sessions featured Library outreach; working with patrons affected by mental illness; understanding privilege; circulation Q & A; selectors' best practices; back and neck clinic; and new employee orientation. Many of the sessions were led by Library staff. Thanks to all 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!

BiblioCommons – Library staff are working with a team of County colleagues on a contract with BiblioCommons—to provide a new Library discovery layer and web interface. The Library is hoping to finalize a contract and bring action to the Library Board for approval in May, 2019.

IT Consolidation – IT Consolidation continues to advance, though more slowly than anticipated. Library and Information Services (IS) staff are working together on plans and knowledge-sharing. When complete, the IS department will assume responsibility for the Library’s network and server administration and desktop support. IS staff are assuming most desktop support functions today. IS will focus on Library servers this spring and the network in August.

County Classification and Compensation Study – Ramsey County has initiated work with a consultant to modernize the County’s job classification and compensation systems. All Library staff will participate in position description questionnaires, and some will take part in interviews. The purpose is to ensure that jobs are classified appropriately and compensation is competitive and equitable. The County is also working on a related project to update personnel rules.

Accessible Service Delivery and Facilities – Ramsey County has developed a new framework for improving residents-first service delivery. It is based on recent resident surveys and additional research. The County intends to consolidate many public services in a new, central facility (TBD) near transit and parking. Additional, satellite locations will offer a suite of services. Libraries hold great potential to be built out to serve as satellite locations for new services, because of our trusted position and other amenities. Libraries may also host kiosks or other technology to support the County’s accessible service delivery goals. Ramsey County Library will be at the table with colleagues exploring the options to achieve Accessible Service Delivery, and we are excited by the opportunity to enhance services for patrons and all residents.

DIRECTOR’S MID-YEAR PERFORMANCE REPORT:

The Library Board conducts a performance evaluation of the Library Director each year in September. At that time, Board members will complete a form rating the Director’s performance in eight job dimensions. A mid-year report on performance in these areas was presented to the Library Board.

FRIENDS OF THE RAMSEY COUNTY LIBRARIES REPORT:

Friends Celebrate 40th Anniversary: In conjunction with their Annual Meeting/Board Meeting, the Friends are hosting a gathering of their members on April 22nd to celebrate 40 great years of working to strengthen, support and advocate for the Ramsey County Library. Honored guests and speakers include:

- Metta Fridley – Metta was elected to serve as the Friends first President in 1979 and has been an active Friends member and leader ever since.
- Nancy Guerino – Nancy is a former President of the Friends and currently serves as a Friends Board Member and Archivist and as President of the MN Association of Library Friends.
- Heidi Holland – Heidi recently retired after 41 years of service at Ramsey County Library. During that time, she served as a Librarian and Volunteer Coordinator and for many years as RCL staff liaison to the Friends Board of Directors.
- Norman & Karen Vinnes – Norman served as the Ramsey County Library Director from 1971-1993 and Karen served on the Friends Board of Directors from 1998-2002.

The 10th Anniversary Book It 5K Walk/Run will be held Saturday May 18, 2019. Help raise funds for the Ramsey County Library Summer Reading Program for children and teens while enjoying a healthy, family-friendly activity.

- All ages welcome. Stroller friendly. (No pets or inline skates please.)
- Begins at the Ramsey County Library in Roseville 2180 Hamline Ave North and proceeds around Roseville’s scenic Central Park.
- Race begins at 9:00 am. In-person registration begins at 7:30 a.m.

RESOLUTION REGARDING THE RETIREMENT OF GAIL ERICKSON:

Library Associate Gail Erickson has announced her retirement, effective April 30, 2019. A resolution honoring Gail for her 44 years of service was shared at the meeting.

Berry made a motion to approve the Resolution Regarding the Retirement of Gail Erickson, and to authorize the Library Board Chair to sign the document. Klausing seconded the motion, which was unanimously approved.

RESOLUTION REGARDING THE RETIREMENT OF LINDA LARSON:

Library Page Linda Larson has announced her retirement, effective April 30, 2019. A resolution honoring Linda for her 16 years of service was shared at the meeting.

Berry made a motion to approve the Resolution Regarding the Retirement of Linda Larson, and to authorize the Library Board Chair to sign the document. Klausing seconded the motion, which was approved by unanimous vote.

Commissioner McGuire expressed appreciation to both Erickson and Larson on behalf of the County Board of Commissioners.

AWARD LIBRARY GOLD CARDS:

Ramsey County Library awards gold cards to volunteers and other individuals whose contributions have enhanced services to our library patrons. For 2019, the Friends of the Ramsey County Libraries have nominated three volunteers for gold cards:

- Mary Ellen Carlson
- Dick and Mary Fowler

Library staff also nominated several dedicated volunteers who assist staff with tasks in public services:

- Sharon Dueber
- Judy Godfrey
- Monell Jakel
- Karen Mitka
- Jan Schultz
- Pat Wittkop

Willems made a motion to award Library Gold Cards to Mary Ellen Carlson, Dick and Mary Fowler, Judy Godfrey, Jan Schultz, Sharon Dueber, Monell Jakel, Karen Mitka, and Pat Wittkop as a symbol of appreciation for their contributions to the Ramsey County Library and to authorize the Library Board Chair to sign the Gold Card certificates. Berry seconded the motion, which was approved by unanimous vote.

ANNUAL REPORT TO STATE:

State Library Services, a division of the Minnesota Department of Education, coordinates a statistical survey on library usage, collection size, staffing distribution, etc. for every library in Minnesota each year. Libraries are required to submit their annual data to the State Library Services Office no later than April 1.

Policymakers, library administrators and the general public use the statistical data to plan and evaluate library development and services. Data for public, academic and state library agencies is available from the Institute of Museum and Library Services (IMLS). The report will be available electronically after the data has been vetted by State Library Services. Eide noted that statistical information is also available on the Ramsey County Data Portal, with stories now included.

Neblett made a motion to authorize the Library Board Chair and Library Director to sign and submit the 2018 Minnesota Public Library Annual Report Approval Form to the Office of State Library Services as mandated. Chiclana-Ayala seconded the motion, which was approved unanimously.

NOVEMBER MEETING DATE:

The November Library Board meeting is currently scheduled for November 20, 2019, at the Ramsey County Library in Roseville. With Library Director Jill Boldenow scheduled to be out of town on that date, it is proposed that the November meeting date be moved one week earlier, to fall on November 13. The December meeting date would remain unchanged, falling on December 18.

Klausing made a motion to change the November Library Board meeting date to November 13, 2019. Hakes seconded the motion. Following discussion on the motion, it was determined that not all Library Board members are available on the proposed November 13 date.

Chiclana-Ayala made a motion to change the November Library Board meeting date to November 12, 2019. Willems seconded the motion, which was approved by majority vote with Hakes abstaining. The meeting location will be announced after room availability is determined for the new date.

2020-2021 LIBRARY BUDGET REQUEST:

The Library submitted its 2020-2021 budget request to the County on April 10, 2019. Boldenow highlighted the status of strategic priorities in the draft budget process. The County Manager will set his proposed 2020-2021 budget on June 5, 2019 and present it to the County Board of Commissioners on August 6, 2019.

ROSEVILLE BRANCH REPORT:**Trends in the service area:**

- 31% of students in District 623 have languages other than English spoken at home with Spanish, Karen, and Hmong the most prevalent home languages.
- Roseville Area Schools student ethnicity is: 43% white, 20% Asian, 16% Black, 14% Hispanic, 7% Multiracial, 1% American Indian.
- 48% students qualify for free or reduced lunches.
- The weekly free circulator bus in south Roseville has expanded to serve immigrants in the southeast part of the city, as well as residents in senior housing; one of the stops on the route is the library.
- In March, the Gateway Area Planning Committee hired the Saint Paul Area Chamber of Commerce to staff the new Rice-Larpenteur Gateway Alliance and manage implementation of the Rice-Larpenteur Vision Plan. The Rice-Larpenteur Vision plan was a collaborative effort of the Cities of Maplewood, Roseville, Saint Paul and Ramsey County. The primary purpose of this plan is to create a strategy to manage future growth within the corridor that will cultivate an attractive area with strong businesses, vibrant neighborhoods, and beautiful spaces.

Library issues and service trends:

- Circulation was down 5.7% last year.
- Visits to the library increased by 2%.
- Attendance at programming increased by over 23% in just one year.

Lyons noted that Roseville has had unprecedented staff turnover in recent months, including a new children's librarian, a new teen librarian, a new outreach librarian, and two new reference desk staff. She highlighted several public programs held over the last year, and the use of Roseville for early voting in Ramsey County.

RAMSEY COUNTY UPDATE:

Commissioner McGuire updated the Library Board members on recent happenings in Ramsey County. She noted that Northeast Youth & Family Services (NYFS) will hold their annual Leadership Luncheon on May 1. McGuire also noted that the County Board of Commissioners held a workshop this week on hiring statistics in Ramsey County, with the data available on the Ramsey County Data Portal.

MAKER PROGRAMS:

Jennifer Jackson, Makerspace Librarian, was present to discuss emerging trends and practices in Maker Programs at Ramsey County Library. She noted that the adult makerspace programs started in January 2018 with mainstream equipment including a 3D printer, cameo cutting machine, sewing machine, etc. Informational classes were also offered, including a series by the Etsy Entrepreneurship program. Weekly Makerspace classes are held at Roseville and Shoreview.

Jackson and Chuck Wettergren, Digital Services Manager, demonstrated some of the newest equipment and programs that have been or will be introduced, some of which is supported by a Library Services Technology Act (LSTA) grant. They discussed options for building out space at RCL-Roseville and other emerging opportunities and challenges being considered as this set of programs moves ahead.

NEXT MEETING:

May 15, 2019—Ramsey County Library in Maplewood, 3025 Southlawn Drive, 6:30 p.m.

ADJOURNMENT:

Following a motion by Neblett and a second by Chiclana-Ayala, Ly-Xiong adjourned the meeting at 8:35 p.m.

Respectfully Submitted,

Mary Larson
Library Board Coordinator