
Minutes of the Ramsey County Library Board

April 18, 2018

LIBRARY BOARD PRESENT:

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

STAFF PRESENT:

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

OTHERS PRESENT:

Mary Jo McGuire, Ramsey County Commissioner; Les Sipkema, Shoreview Resident

CALL TO ORDER:

Klausing called the meeting to order at 6:35 p.m. at the Ramsey County Library in Roseville, 2180 Hamline Avenue North.

PUBLIC COMMENT:

Les Sipkema, Shoreview resident, spoke about purchasing, consent agenda procedures, and the Library Board's fiduciary responsibility.

APPROVAL OF AGENDA:

Klausing asked that the First Quarter Reports be moved from the Consent Agenda to the Action Items section. No other changes were made to the agenda as presented.

APPROVAL OF MINUTES:

Neblett made a motion to approve the minutes of March 21, 2018 as presented. Berry seconded the motion, which was unanimously approved.

DIRECTOR'S REPORT:

On April 19, all libraries will be closed for staff in-service day. Registration is open for the Friends Book It! 5K Walk-Run on May 19. Read more at www.rclfriends.org/5k2018.

Maplewood Library hosted a teen job fair on March 3 to build teens' job search skills and connect them to employers with jobs. Librarians worked with teens to produce resumes, gain interview skills, and participate in mock interviews. Teens also met with employers, including the Library, Ramsey County Workforce Solutions ULEAD program, City of Maplewood, Como Park Zoo, Target, Goodwill, AmeriCorps CTEP program, and Buffalo Wild Wings. The Library hires summer workers from this fair.

Thanks to Ramsey County Commissioners Mary Jo McGuire, Victoria Reinhardt, and Janice Rettman for being special guests at storytimes throughout National Library Week, April 9-13!

Two upcoming Library workshops will foster respectful communication and mutual learning across polarized political lines. Better Angels presents "How to Talk Across the Political Divide" at Roseville Library on May 10 at 6:30 p.m. On May 17, they will lead a 6:00 p.m. workshop (registration required) to practice listening and reflecting rather than debating. Carol Jackson organized this series, which is presented with partners Do Good Roseville.

The Library will host two naturalization ceremonies this spring. Naturalization is the final step for a person not born in the United States to voluntarily become a U.S. citizen. Maplewood Library hosts a ceremony on April 26

at 1:30 p.m., and Shoreview hosts one on May 7 at 1:30 p.m. Ramsey County Library held its first naturalization ceremony last July, at which 28 people from 18 countries became U.S. citizens.

Karen Francois will join Ramsey County as Deputy County Manager – Information and Public Records on May 1. The IPR service team includes Communications, County Assessor, Government Relations, Information Services, Property Tax, Records and Election Services, Project Management Office, and Information and Public Records Administration. Francois has served as Assistant Commissioner of the Minnesota Department of Employment and Economic Development since 2016. Prior to that, she served as Director of the Contract Compliance and Employment Equity divisions at the City of Minneapolis and Director of Jacobs Well and Oasis India, an anti-human trafficking non-governmental organization that she founded based in Bangalore, India.

FRIENDS OF THE RAMSEY COUNTY LIBRARIES REPORT:

The mission of the Friends of the Ramsey County Libraries is to strengthen, support and advocate for the Ramsey County Library system in order to enrich the lives of our library users, promote literacy and education, and foster community. Toward that end, the Friends provide multiple sources of financial support to the Ramsey County Library, including an annual grant. At their meeting in January, the Friends Board of Directors voted to provide a grant of \$70,000 to the Ramsey County Library in 2018. This grant supports the following library initiatives:

- **Summer Reading Program - \$20,000** This funding covers the kick-off program, weekly programs at each library, prizes for readers, and promotion.
- **Technology Literacy/Adult Life Skills - \$25,000** This funding pays for the coordination of the programs, curriculum development, substitutes for librarians so they can teach classes to residents, and promotion.
- **Children's Programs - \$5,000** These funds will support the Kindergarten Sign-Up program and party. It also supports supplies used in story times, other early literacy activities, and year-round educational programs for kids.
- **Teen Programs - \$4,000** These funds will provide the teen librarians with a budget for teen programs at all seven library sites throughout the year.
- **Library Newsletter - \$6,000** This investment maintains the Friends of the Libraries commitment to the newsletter at the \$6,000 level.
- **Volunteer Program Development - \$5,000** This investment provides recognition to Library volunteers as well as training and recruiting materials.
- **Employee Development - \$5,000** These funds are used for staff development and to support the two in-service training days for all staff and volunteers.

Book It 5K Walk/Run

It is hard to imagine with snow in the forecast, but spring *will* arrive and we will be celebrating the season with the annual Book It 5K Walk/Run on Saturday, May 19, 2018. April 27 is the deadline for businesses to get their logos on the race t-shirts. Our generous sponsors to date include: Blue Cross and Blue Shield of Minnesota (Gold), Maguire Agency (Bronze), and Mom's on the Run (Bronze). Kowalski's will be providing water and bananas for the race participants again this year.

Shoreview Capital Campaign Final Tally

As of March 31, 2018, the Friends have raised \$251,000 in the Shoreview Library Capital Campaign!

Upcoming Events

- **Friends Board of Directors/Annual Meeting** on April 23, 2018 at the Shoreview Branch.
- **Book It 5K** on Saturday, May 19, 2018 at the Roseville Branch.
- **Shoreview Capital Campaign Artist/Donor 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.

DIGITAL LITERACY LAPTOP LAB REPLACEMENT:

Ramsey County Library has leveraged the use of portable laptop labs to support its Digital Literacy programming. These labs consist of 15 laptops and a secure cart that allows easy and secure transportation. These labs have allowed the Library to make best use of meeting space (in a variety of locations) without the need to create dedicated computer labs.

The library manages five laptop labs. Staggering their refresh cycle allows the Library the opportunity to take advantage of technology improvements without having to update all its labs at once.

Two labs are approaching seven and eight years old. Ramsey County Library applied for and received \$36,000 of MELSA phase funding to purchase replacement laptops for these two oldest labs.

Neblett made a motion to approve the Library to purchase 30 laptops for its digital literacy program utilizing MELSA phase funding and existing County/State contracts. The total purchase price not to exceed \$36,000. Any remaining savings will be used toward replacement/repair of laptop carts and mice. Berry seconded the motion, which was approved unanimously.

2018 FIRST QUARTER REPORTS:

The Library Board reviewed the first quarter workplan, financial report, statistics, and incident reports.

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 2018, the Friends of the Ramsey County Libraries have nominated two volunteers for gold cards:

- Judy Anderson
- Pamela Harris

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

- Mary Cheyne
- Mary Jo Durand
- Dick Key
- Betty Win

The Library Board discussed the selection criteria for gold cards, which is a through nomination from the Friends Executive Director and the Library volunteer coordinators at each location.

Chiclana-Ayala made a motion to award Library Gold Cards to Judy Anderson, Pamela Harris, Mary Cheyne, Mary Jo Durand, Dick Key, and Betty Win 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. Neblett seconded the motion, which was approved by unanimous vote.

PUBLIC POLICIES UPDATE:

Five policies are under consideration this month: Programming, Unattended Vulnerable Adult, Community Rooms, Public Bulletin Boards, and Free Materials.

Staff is recommending that the Programming Policy and the Unattended Vulnerable Adult Policy be rescinded. The Programming Policy dates to the early days of adult programming when programming was considered an incidental library activity rather than a core service. The Unattended Vulnerable Adult Policy is no longer needed, because the new Library Use Policy and Library Use procedures provide guidance and direction for the conduct expectations for all adults using the library.

Staff is recommending a reorganization of the Community Rooms Policy for better clarity and minor language changes to the policy, including the insertion of the sentence: *The person reserving the community room determines the attendees for their meeting or event.* The Library Board discussed how community room events are publicized. Ly-Xiong recommended that the schedule of events posted each day outside the community rooms include whether the events are open to the public or private events.

Staff is recommending that Public Bulletin Boards and Free Materials policies be combined into a single Public Bulletin Boards and Free Publications Policy, which will govern the display and distribution of materials in or near library entries.

Ly-Xiong made a motion to rescind the Programming and Unattended Vulnerable Adult policies; to approve the newly combined and revised Public Bulletin Boards and Free Publications Policy; and to approve the revised Community Rooms Policy. Mielke seconded the motion, which was approved unanimously.

2019 SUPPLEMENTAL BUDGET & PERFORMANCE MEASURES:

Library staff are working to produce a department overview and performance measures as required for the 2019 supplemental budget process. Boldenow indicated that this is the reporting year of the County's two-year budget cycle. The Library will not have a supplementary budget request, but will take this year to analyze staffing needs and request additional funds next year as part of the 2020-2021 budget cycle.

Timeline:

- Department performance measures and supplemental budget forms due: April 25, 2018
- EGCI service team/Library meeting with County Manager, Finance, and Policy: May 17, 2018
- Department documents due to Finance Department: July 6, 2018
- County Manager presents performance measures and proposed budget: August 7, 2018
- County Board hearings on EGCI service team budgets: August 13, 2018
- County Board certifies 2019 maximum property tax levy: September 18, 2018
- County Board approves 2019 supplemental budget and property tax levy: December 11, 2018

STRATEGIC PLANNING:

The Library is guided by the Strategic Plan 2016-2018, which was produced by the Library Board with support from members of the Library staff. This high-level plan identifies Ramsey County Library's mission, strategic priorities, and guiding principles. Other plans include the Ramsey County Library Facilities Master Plan 2008-2018 and the Ramsey County Library 2016-2018 Technology Plan.

All the plans require revision this year. The Library Board will produce a new strategic plan with the support of Library staff. The first strategic planning meeting will be held on June 6 at Shoreview starting at 6:00 p.m. Staff recommend presenting an environmental scan, SWOT analysis, and findings from recent community surveys. This will provide context for the Board's review of the current strategic plan and identification of new directions. The Board may work at monthly meetings as needed to complete a new plan.

The goal is to complete a new strategic plan by September in order to allow time at year-end for staff to produce the next work plan and technology plan. Staff will also work with a consultant to produce a new system-wide facility plan (2019-2025) by the end of this year.

The Library Board and Commissioner McGuire discussed the County's goals and initiatives and how they might be incorporated into the Library's next Strategic Plan. Boldenow will invite the County's new director of Policy & Planning to share an overview of the County's priorities with the Library Board at its May meeting. The Board also discussed obtaining stakeholder input, and possible methods including tabling at the libraries, presenting to City Councils, etc.

LIBRARY SIGN:

One of the Library's guiding principles from the 2016-2018 Strategic Plan is to "provide services to the whole spectrum of the community." To support the commitment to this principle, the Library launched a campaign in February 2017 on the theme "All Are Welcome Here." All Library branches displayed signs with this message and collected survey responses about how the Library can be most welcoming. Staff selected signage, created by a group of Minnesota designers, which had appeared in many community sites. Today, the signs are present in several Ramsey County departments, in lawns, libraries, schools, offices, and online. Most branches continue to display the signs.

On April 5, a White Bear Lake community member posted a photo of the White Bear Lake Library's entryway sign on Nextdoor (an online resident forum) with the question, "A political sign in the library—is this OK?" In the comments that followed, residents expressed opinions ranging from appreciation of the message to concern about its appropriateness. A contributor posted the contact information of the Library Director and all Board members. Four emails have been received, all expressing appreciation for the signs.

The Library Board discussed the public response to the signs, and whether the same message could be expressed in a different format or with the County logo to mitigate the perception of a political statement. The majority of the Library Board felt the signs were very appropriate and declined to remove or modify them.

LIBRARY DIRECTOR PERFORMANCE DIMENSIONS:

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

NEXT MEETING: May 16, 2018—RCL Maplewood, 3025 Southlawn Drive, 6:30 p.m.

ADJOURNMENT:

Following a motion by Mielke and a second by Chiclana-Ayala, Klausing adjourned the meeting at 8:00 p.m.

Respectfully Submitted,

Mary Larson
Library Board Coordinator