

## Minutes of the Ramsey County Library Board

### May 16, 2018

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**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; Bill Michel, Maplewood Library Manager

**OTHERS PRESENT:**

Elizabeth Tolzmann, Ramsey County Policy & Planning Director; Ken Behringer, MELSA Director; Cyndi Cook, Friends of the Ramsey County Library Executive Director; Les Sipkema, Shoreview Resident

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**CALL TO ORDER:**

Klausing called the meeting to order at 6:30 p.m. at the Ramsey County Library in Maplewood, 3025 Southlawn Drive.

**PUBLIC COMMENT:**

Les Sipkema, Shoreview resident, spoke about racial equity, consent agenda procedures, the Library Board's fiduciary responsibility, the lease agreement with North St. Paul, and staff job assignments.

**APPROVAL OF AGENDA:**

No changes were made to the agenda as presented.

**APPROVAL OF MINUTES:**

Chiclana-Ayala made a motion to approve the minutes of April 18, 2018 as presented. Neblett seconded the motion, which was unanimously approved.

**DIRECTOR'S REPORT:**

Important Dates: The Friends Book It! 5K Walk-Run is May 19. All libraries are closed May 28. The Summer Reading Program and Make It Festival kickoff is June 9 at Roseville Library with programs for kids and teens.

Here is great news from Marcus Lowry: *"Be on the lookout at your branch for new materials in world languages in the coming months. We are making a greater effort to have books, DVDs, and CDs in the languages that many people in our community speak. In 2018, we have added Somali, Spanish, Arabic, Hindi, Tamil, Hmong, Chinese, and Vietnamese titles. Upcoming will be Minnesota area indigenous languages as well as Tibetan and Korean."* In addition to serving as Manager of Ramsey County Library in Mounds View, Marcus is the Library's selector of world language collections.

On April 19, 105 Library staff participated in In-Service Day training. Boldenow kicked off the welcome session by thanking staff, sharing 2017 Friends grant outcomes, and reviewing the state of the Library—including the strategic plan, program highlights, upcoming planning, and County initiatives. Librarian and Teen Coordinator Amy Boese presented about her leadership experience as 2017 Minnesota Library Association President. Morning breakout sessions, led by staff and invited speakers, included: Hands-only CPR; ESL and Cultural Competence; Intro to Outlook; Inclusive Customer Service for Patrons with Disabilities; Circulation Q & A; and Summer Reading Sneak Peek. In the afternoon, staff returned to branch libraries to review safety procedures. Many thanks to the staff who organized and participated in this educational day.

On April 23, Boldenow presented at the Annual Meeting of the Friends of the Ramsey County Libraries on 2017 Friends grant outcomes. In 2017, in addition to capital campaign gifts and gala-supported collections funds, the Friends gave two grants—totaling \$99,000—to the Library. These funds supported the following strategic objectives and initiatives:

**Literacy and Student Achievement**

- Children's & Teen Programs (\$9,000); Summer Reading Program (\$20,000)

**Economic Prosperity and Racial Equity**

- Tech Literacy/Life Skills Programs (\$25,000); Racial Equity Programs (\$5,000)

**Community Engagement**

- Popup Library (\$10,000); Newsletter (\$6,000); Volunteer Program (\$5,000)

**Vibrant Learning Spaces and Resources**

- Furniture (\$5,000); E-Books (\$9,000); Employee Development (\$5,000)

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

We are grateful to the Reading Friends Literacy Program volunteers who gave of their time and talent in the past 2017-18 school year: Aleli Balagtas, Susan Benjamin, Lyn Cariveau, Carol Diemert, Ruth Holm, Brad Larson, Nancy Lee, Susan Miller, Joann Morse, Gretchen Needham, Marilyn Pope, Mary Santi, Sophia Vigil, Beth Warren, and Jeannine Wiegert. Reading Friends volunteers shared good books and great times with children at Community Partners with Youth in New Brighton. They worked individually with K-5 children to reinforce literacy skills, assist with homework assignments, and help build children's self-esteem. The lives of many children were enriched this year because of our dedicated and generous Reading Friends.

**Friends Board of Directors**

At the Friends Annual Meeting in April, the Board recognized and thanked departing Board members, Lynn Belgea and Pamela Harris for nine years of devoted service on the Board of Directors. The Friends also welcomed three new board members:

- Jan Rapheal, White Bear Lake
- Valerie Wise, New Brighton
- Kate Rong Yang, Shoreview

**Book It 5K Walk/Run**

With the sunshine and warmer weather, registrations have picked up and we are looking forward to a fun and successful event! We greatly appreciate our generous sponsors who make the Book It 5K Walk/Run possible:

**Gold:** Blue Cross and Blue Shield of Minnesota Retail Centers and Xperience Fitness Roseville

**Silver:** Jaci Meyer Agency, State Farm and the Aplikowski Family

**Bronze:** Huntington Learning Center, Maguire Agency, Moms on the Run, Nick and Nora Charles, Frank Harris, John W. Harris, and Pamela Harris

**Summer Reading Program Kickoff on June 9**

The Friends will be recruiting our board and members to volunteer at the Summer Reading Program Scavenger Hunt table again this year. We will also be inviting Ramsey County Commissioners and Library Board members to greet participants as they arrive—a great opportunity to meet families in a fun and energetic setting!

**Shoreview Capital Campaign Donor and Artist Reception**

The reception planning committee is currently seeking sponsors and volunteers for the event as well as donations of door prizes from Gallery 96 artists and local businesses. 450 invitations for the reception have gone out to Shoreview Capital Campaign donors/volunteers and public officials.

### Upcoming Events

- **Friends Board of Directors** on July 23, 2018 at the Roseville Branch
- **Book It 5K** on Saturday, May 19, 2018 at the Roseville Branch
- **RCL Summer Reading Program Kick-off** on June 9, 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

### **FRIENDS SURPLUS GRANT:**

At the end of each fiscal year, the Friends of the Ramsey County Libraries close out their books and determine if additional funds are available to support Library programs and services. For 2018, the Friends indicated that \$29,000 was available for a supplementary grant request.

Library staff identified several initiatives, which were approved by the Friends Executive Board. In accordance with Library Board policies, the Library Board must approve all grants exceeding \$5,000.

Mielke made a motion to accept the surplus grant of \$29,000 from the Friends of the Ramsey County Libraries for 2018 initiatives identified by the Library. Ly-Xiong seconded the motion, which was approved unanimously.

### **ROSEVILLE CHILDREN’S GARDEN PLAY SURFACE:**

The Children’s Garden at the Ramsey County Library in Roseville includes a colorful play surface that is used for storytime programs and other events, as well as general play and passive programming in the garden. The surface was installed in 2010, and has reached the end of its life span.

Library staff earmarked funds for the replacement of this play surface from 2016 year end reserves. St. Croix Recreation of Stillwater, Minnesota, has a State Contract for park and playground equipment, including this type of poured-in-place play surface. The Library received a quote of \$29,690 to install a new play surface and remove and dispose of the existing material.

Berry made a motion to authorize the Library to purchase a new play surface for the Children’s Garden at the Ramsey County Library in Roseville from St. Croix Recreation of Stillwater, Minnesota at a cost not to exceed \$29,690.00 using 2016 year end reserves designated for the project. Ly-Xiong seconded the motion, which was approved unanimously.

### **LEASE AGREEMENT WITH CITY OF NORTH ST. PAUL:**

Ramsey County Library in North St. Paul leases space from the City of North St. Paul at 2300 North St. Paul Drive. The Library and the City have agreed to amend the lease to give the Library use of a program room adjacent to the current Library space. The terms are set forth in the Amendment to Joint Agreement, which was produced by the Ramsey County Attorney’s Office.

Neblett made a motion to approve the Amendment to Joint Agreement for Lease, Financing, Operations and Use of the Ramsey County Library at the North St. Paul Community Center and authorize the Library Board Chair and Library Director to sign the Amendment. Berry seconded the motion, which was unanimously approved.

### **MELSA OVERVIEW:**

Ken Behringer, Executive Director of the Metropolitan Library Service Agency (MELSA), was present at the meeting to provide an overview of the agency, regional public library systems in Minnesota, and the benefits Ramsey County Library receives as a member of MELSA.

MELSA serves as the regional library system for the eight library systems in the Twin Cities metro area. Regional public library systems manage several State programs including:

- Regional Library Basic System Support (RLBSS)
- Arts & Cultural Heritage/Legacy Funds
- Regional Library Telecommunications Aid

Behringer outlined the financial support Ramsey County Library received as a member of MELSA in 2017, including support for:

- Library technology & interlibrary loan
- Electronic resources and downloadable content
- Children and teen programming and services
- Computer classes
- Staff training and development
- Promotional support
- General operations

#### **RAMSEY COUNTY GOALS AND STRATEGIES:**

Elizabeth Tolzmann, Director of Ramsey County Policy and Planning, was present to provide an overview of Ramsey County goals and strategies to provide context for the Library Board's strategic planning process. She noted that the Library is part of Ramsey County's Economic Growth and Community Investment service team. The County's four goals are:

- **Well-Being.** Strengthen individual, family and community health, safety and wellbeing.
- **Prosperity.** Cultivate economic prosperity and invest in neighborhoods with concentrated financial poverty.
- **Opportunity.** Enhance access to opportunity and mobility for all residents and businesses.
- **Accountability.** Model fiscal accountability, transparency and strategic investments.

#### **LIBRARY PERFORMANCE MEASURES AND DEPARTMENT OVERVIEW:**

The Library Board discussed the drafts of the Ramsey County Library department overview and performance measures that were prepared as part of the County's 2019 supplemental budget process. Library staff will work with County staff to revise the drafts before final submission in July.

#### **COMMUNITY SURVEYS:**

The Library utilizes community surveys to collect data about residents, library usage, needs, and performance. Board members discussed key findings of three recent surveys, presented for discussion and to provide context for the Library Board's strategic planning process. The Library Board requested library trend data be shared at the upcoming strategic planning retreat.

1. Morris Leatherman Company—Residential Survey (2016). This phone survey was conducted with 600 households from August 15-31, 2016. It provides statistically valid demographic data about suburban Ramsey County residents and Ramsey County Library users. It shows Library users' service ratings, sources of Library information, and e-reader use.
2. The Impact Survey (2016). This online survey tool enables public libraries to understand how people use their public technology resources and services. This survey appeared from November 22-December 6, 2016 on the Ramsey County Library website, and it had 1,037 responses.

3. MELSA—Resident Survey: Technology Use and Access (2016). This survey was mailed to households in the MELSA region in 2016. A total of 5,393 surveys provided scientifically valid data. It shows home access to internet, computers, and other technology necessary to participate in e-government and e-learning. The survey shows residents' use of library technology and interest in technology instruction. It also reveals disparities to access by race, age, and income.

**CAPITAL PLANNING:**

Library staff continue to work with MSR Design to produce pre-design options for Ramsey County Library in Maplewood. Staff will share recommendations to the Library Board when complete.

Ramsey County Property Management is issuing an RFQ to hire a consultant to produce a Ramsey County Library Facilities Master plan for 2019-2025. The RFQ is tentatively scheduled to be open from May 16-June 14. A consultant will be selected in mid-July, and work will occur from August to mid-December. Ramsey County Property Management will manage the RFQ process. The announcement will go to CERT program vendors, which includes certified minority-owned business enterprises, women-owned business enterprises, and small business enterprises.

Boldenow requested that a Library Board member participate on a proposal review and interview team, which will include Ramsey County Library and Property Management staff. Team members will review applicants' proposals from mid-late June and take part in interviews tentatively scheduled for July 9-11. Mielke volunteered to serve as the Library Board representative on the review and interview team.

**NEXT MEETINGS:**

June 6, 2018—RCL Shoreview, 4560 North Victoria Street, 6:00 p.m. (Strategic Planning)

June 20, 2018—RCL White Bear Lake, 2150 – 2<sup>nd</sup> Street, 6:30 p.m.

**ADJOURNMENT:**

Following a motion by Neblett and a second by Berry, Klausing adjourned the meeting at 8:30 p.m.

Respectfully Submitted,

Mary Larson  
Library Board Coordinator