

Minutes of the Ramsey County Library Board

June 19, 2019

LIBRARY BOARD PRESENT:

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

LIBRARY BOARD ABSENT:

Marisol Chiclana-Ayala

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; Carol Jackson, Shoreview Library Manager & Adult Programming Coordinator; Therese Sonnek, White Bear Lake Library Manager

OTHERS PRESENT:

Victoria Reinhardt, Ramsey County Commissioner; Cyndi Cook, Ann Trapnell, Friends of the Ramsey County Libraries; 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 White Bear Lake, 2150 – 2nd Street.

PUBLIC COMMENT:

Sipkema commented on public comment at meetings, the driveway at RCL-Roseville, guest passes for Internet use, and the BiblioCommons contract.

APPROVAL OF AGENDA:

Boldenow proposed moving the Civic Engagement Programming Update forward on the agenda, to immediately follow the Consent Agenda. Klausing made a motion to approve the agenda for June 19, 2019, with the proposed revision. Neblett seconded the motion, which was approved unanimously.

APPROVAL OF MINUTES:

Klausing made a motion to approve the minutes of May 15, 2019 as presented, which was seconded by Willems. Neblett offered a friendly amendment, noting that she had convened the meeting rather than Ly-Xiong. Berry seconded the amended motion, which was approved unanimously.

DIRECTOR'S REPORT:

Important Dates: All libraries are closed July 4, 2019.

New Legal Resources — Ramsey County Law Library has allocated \$9,000 to purchase materials for Ramsey County Library that will help patrons address legal questions. With these funds, RCL has purchased a new database: Minnesota Legal Forms Library (Gale LegalForms). This database provides a wide selection of state-specific forms across the most popular legal areas including real estate contracts, wills, pre-marital agreements, bankruptcy, divorce, landlord/tenant forms, and more. Funding will also support the purchase of print materials, including guides addressing neighbor law, estate planning, housing questions, and other common legal issues.

This generous support is an extension of a long-standing partnership between RCL and the Ramsey County Law Library. Through this partnership, RCL has engaged the services of the Volunteer Lawyers Network to offer legal help programs, including criminal expungement clinics. We are grateful for Ramsey County Law Library's latest effort to enhance RCL's legal help offerings.

Ramsey County Library Cooling Center Plan — Staff in Ramsey County Emergency Management, St. Paul-Ramsey County Public Health, and Ramsey County Library have produced a plan to use libraries as evening cooling centers in a high heat index emergency. RCL-Roseville and RCL-Maplewood are preferred sites. If the high heat index will last later than 2:00 a.m., alternative overnight cooling shelters will be used. RCL-Roseville and RCL-Maplewood served as cooling centers in 2016. The new plan clarifies how we will continue to support this valuable public safety effort.

Best of Show Communications Award — The Minnesota Association of Government Communicators (MAGC) honored an RCL communications campaign with two Northern Lights Awards on May 22. The submission, *Meet Sting: The Greyhound*, won the Best of Show award, the event's highest honor! It also won the 1st place award in the Social Media Engagement category.

RCL's Paws to Read program went viral in 2018 thanks to a dog named Sting. When Sting had no readers on a winter night at RCL-White Bear Lake, his owner, John, posted about it on Facebook with photos of the long-faced dog. This post was shared several thousand times. Communications staff expanded the viral spread of this story – with more than 100,000 social media shares and coverage by the Today Show, KARE 11, KMSP, WCCO, the StarTribune, Pioneer Press, White Bear Press, the Daily Mail UK, and more. The Paws to Read animals were booked solid for months. Congratulations to everyone who supported this campaign, especially Kristi Saksvig, Pa Na Lor, and Ann Wahlstrom!

FRIENDS OF THE RAMSEY COUNTY LIBRARIES REPORT:

Friends Welcome New Board President—The Friends are pleased to welcome Ann Trapnell as our new Board President. Ann is an experienced marketing professional with strong leadership, organizational and strategic thinking skills. Ann joined the Friends in 2013, first serving on the Development Committee. She has gifted the organization with her boundless energy and talents as the Chair of the Friends Gala Committee for the past 5 years. Her community work also includes the MN River Valleys Girl Scouts, Turtle Lake Elementary PTA, St. Christopher's Episcopal Church, and the IBM Leadership Council.

The Friends owe a deep debt of gratitude to Frank Harris for more than 7 years of service on the Board and 6 years of service as Board President. Frank brought more than 40 years of nonprofit leadership and legal expertise to the Friends and led the Board through steady organizational growth. He also shared both wit and charm as the emcee of numerous Friends events over the years. We are happy to report that while he is passing the leadership baton to Ann, he will remain on the Friends Board of Directors and will serve an additional year on the Executive Committee to support this transition.

Membership Drive Underway—The Friends are celebrating 40 years of library advocacy this year. Since 1979, our members have helped raise community awareness of vital library resources and provided more than \$3.5 million to enhance library materials and programs. To build on this legacy, we are launching a campaign to grow Friends membership to 1,000 households over the next three years. Seven new members just signed up at the RCL Summer Learning Program Kick-Off, bringing our total to 692!

Book It 5K Celebrates 10th Anniversary—Thank you to all the runners, walkers, strollers, volunteers, Library staff, and sponsors who came out on Saturday, May 18, to support the Summer Learning Program!

Upcoming Events

- Friends Board of Directors on July 22, 2019 at Roseville
- Pop Up Book Sale, September 24-28, 2019 at Shoreview
- Author Luncheon, November 9, 2019, at North Oaks Golf Club
- Friends 2020 Gala—*The Roaring 20's!* February 1, 2020 at Roseville

CIVIC ENGAGEMENT PROGRAMMING UPDATE:

Carol Jackson, Adult Programming Coordinator, presented an overview of civic engagement programming at Ramsey County Library, including past successes, current challenges, and future plans. Jackson will be honored at the upcoming American Library Association conference as a Mover and Shaker for her programming efforts.

Jackson noted that civic engagement programming began in a more focused way after the shooting of Philando Castile in nearby Falcon Heights. Ramsey County Library held a standing-room only program to discuss the book “A Good Time for the Truth,” a collection of essays about race in Minnesota. Partnerships with several local organizations followed, including Do Good Roseville, YWCA, Better Angels, NAMI, and Green Card Voices. Several successful program series have been held, including the Ask series, the Social Justice Book Club, Civic Literacy 101, and the Becoming American series.

Future programs and series will include Why I Run: Women Finding Their Political Voice; a series on Elections, and programs on the upcoming census. The Library Board members and Commissioner Reinhardt thanked Jackson for her work, and suggested several topics and speakers for future programs.

BIBLIOCOMMONS CONTRACT APPROVAL:

Ramsey County Library seeks to sign a contract with BiblioCommons, to provide a replacement catalog search and discovery system. The Library Board authorized staff in December 2018 to negotiate the contract.

Ramsey County Library’s 2016–2018 Technology Plan identified the need to replace Aquabrowser, the current discovery layer that has been in place since a 2009 collaborative purchase by MELSA. Discovery layers provide web-based access and integration of library resources including physical materials, patron accounts, programming, readers’ advisory, eBooks and social media.

The BiblioCommons contract includes a suite of three products including BiblioCore (library catalog), BiblioWeb (integrated website management system) and BiblioEvents (integrated event management system). Funding for this purchase, along with initial annual maintenance costs, will be paid from MELSA phase monies available to Ramsey County Library. First year costs, including installation, configuration, maintenance and training, shall not exceed \$95,000. Subsequent years’ maintenance costs are estimated at \$65,000 and subject to cost adjustments not to exceed 6%. The contract will allow up to four annual renewals.

This contract agreement has been coordinated by the Ramsey County Procurement Center of Excellence under a new model that integrates contract review and approval by Ramsey County Procurement, Risk Management, Information Services, the Library, and the County Attorney’s Office. The contract review is nearing completion by all parties. With Library Board approval, the Director will sign a contract upon final approval by the Ramsey County Attorney’s Office.

Klausing made a motion authorizing the Library Director to sign an agreement with BiblioCommons with first year costs not to exceed \$95,000. Authorization is subject to contract approval by the Ramsey County Attorney’s Office. Hakes seconded the motion, which was approved by unanimous vote.

MSR FACILITIES MASTER PLAN:

In fall 2018, Ramsey County Library and Ramsey County Property Management commissioned MSR Design to produce a new Library Facility Master Plan. The project asked for:

- An evaluation of current conditions
- A furnishings refurbishment plan
- An analysis of service accessibility
- Recommendations supporting existing and emerging needs
- Capital priorities and budgets

County staff on the master planning team included: Amado Guevara, Ramsey County Property Management; and Library staff members Jill Boldenow, Lynn Wyman, Jeff Eide, Chuck Wettergren, and Bill Michel. Staff at all libraries contributed input to the project. Staff also helped design and implement public engagement, which included multilingual surveys, listening sessions, and interactive boards at libraries. This process engaged 2,600 public respondents.

In May 2019, Susan Morgan, Architect (AIA, LEED AP BD+C) at MSR Design, delivered the final master plan report. Boldenow presented key findings and recommendations for each branch for the next 10 years, and invited board discussion on the master plan.

Boldenow noted that three projects included in the Facilities Master Plan have been submitted as Capital Funding Requests via Ramsey County's CIPAC committee: the Maplewood remodel, creating a dedicated Makerspace in the atrium at Roseville, and reconfiguring of the staff workspace in Digital Services following alignment with Ramsey County Information Services.

WHITE BEAR LAKE BRANCH UPDATE:

Trends in the service area:

- New high-density housing and retail (HyVee) planning for the Hwy 61 and County Rd E area.
- Rush Line BRT (Purple Line) planning continues with many stops in White Bear Lake. Initial plans for a 3-story bus station across from the Library met with local resistance and changed to 7th St.
- White Bear Lake water levels have risen to 925.2 feet, slightly above the Ordinary High Water Level. It has recovered from a low of 918.84 feet in 2013.
- White Bear Lake was awarded 2019 "Best Minnesota Town" by Minnesota Monthly.
- School district 624 census shows a 73.5% white population, ACS shows WBL at 86.5% white.

Library issues and service trends:

- White Bear Lake has had more staff turnover this year, with a new Children's Librarian, and some new Pages. One Page has been promoted to a full-time Clerk position by combining two positions.
- The Library has continued complaints from staff and patrons about cold temperatures. HVAC analysis and adjustments are ongoing.
- White Bear Lake is once again a polling place, both for Early Voting and as a precinct.

Sonnek noted that the Park Rx kits piloted last year at White Bear Lake were quite successful, and the MN State Parks Department would like to expand them statewide if funding can be located.

NEXT MEETING:

July 17, 2019—Ramsey County Library in Shoreview, 4560 Victoria Street North, 6:30 p.m.

ADJOURNMENT:

Ly-Xiong adjourned the meeting at 8:20 p.m.

Respectfully Submitted,

Mary Larson
Library Board Coordinator