

Minutes of the Ramsey County Library Board

June 20, 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; Jeff Eide, Senior Library Manager; Bill Michel, Maplewood Library Manager; Therese Sonnek, White Bear Lake Library Manager

OTHERS PRESENT:

Susan Morgan, MSR Design; Kim Vanderwall, Vanderwall Consulting; 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 White Bear Lake, 2150 2nd Street.

PUBLIC COMMENT:

Les Sipkema, Shoreview resident, spoke about the Library Board packet, minority contracting, the lease agreement with North St. Paul, digital literacy classes for Facebook, computer replacements, and the Maplewood pre-design.

APPROVAL OF AGENDA:

No changes were made to the agenda as presented.

APPROVAL OF MINUTES:

Berry made a motion to approve the minutes of May 16, 2018 as presented. Hakes seconded the motion, which was unanimously approved.

DIRECTOR'S REPORT:

Summer is here! We kicked off our summer of learning at the Ramsey County Library in Roseville on June 9. Thanks to Library Board Vice-Chair Paula Mielke and Commissioners Victoria Reinhardt and Blake Huffman for volunteering! Thanks to the Friends for supporting the Summer Reading Program!

The program theme is R.E.A.D.—Read, Explore, Adventure, and Discover. Each week, kids and teens will find a stellar lineup of Library programs and self-guided activities. Kudos to the Children's and Teen Librarians for producing another great season of opportunities. Thanks to Pa Na Lor and Kristi Saksvig for our colorful program materials. I also want to credit the team effort that launched the Library's newest digital platform—Beanstack—just in time for June 9. Beanstack enables kids and teens to log reading, activities, and reviews online and track earned badges and prizes. The platform also provides personalized reading and event recommendations.

We have further enhanced the summer learning experience by launching "1,000 Books Before Kindergarten," a nationwide program to encourage parents/caregivers to read to their newborns, infants, and toddlers. Participants can use Beanstack or our new, printed reading logs to track program progress and earn prizes along the way.

Our summer meal program is expanding. For the second year, Ramsey County Library in Maplewood is a site for the USDA Summer Food Service Program. Youth 18 and under may have a cold lunch and/or an afternoon snack

Monday through Thursday, courtesy of Youthprise. We will also offer late afternoon bag lunches for youth in the reading garden at Ramsey County Library in Roseville, delivered weekdays by the St. Paul Public Schools food truck.

The Library has been well represented in recent press. Check out the book recommendations by Librarians Tami Lee, Marcus Lowry, Erica Redden, Anna Haynes, and Holly Pierson in a *Star Tribune* piece by Laurie Hertzell. "Great summer books picked by the experts, your Twin Cities librarians," is found at <http://strib.mn/2LQpVHJ>. Library Manager Meg Lloyd Robertson's collaboration with WIC is highlighted in the June *American Libraries* article, "Bringing Libraries to WIC." With the help of the Friends, Meg secured a grant to provide early literacy toys, books, and brochures to clients of the WIC clinic in the New Brighton Community Center, where the Library is located. This article is here: <https://americanlibrariesmagazine.org/2018/06/01/bringing-libraries-to-wic>.

FRIENDS OF THE RAMSEY COUNTY LIBRARIES REPORT:

2017 Recap

Thanks to our generous donors, members, volunteers, and event sponsors, the Friends were able to provide \$174,441 to the Ramsey County Library in 2017 to support vital programs/resources and added \$33,000 worth of donated books to the library collection. Our enthusiastic volunteers put in 7,505 hours valued at \$185,298 to make that happen.

Book It 5K Walk/Run

120 participants crossed the finish line at the 2018 Book It 5K Walk/Run helping to raise more than \$5,900 to support the Ramsey County Library Summer Reading Program in Maplewood, Mounds View, New Brighton, North Saint Paul, Roseville, Shoreview and White Bear Lake.

As the sun came up on Saturday, May 19, *Book It* committee members and volunteers were busy marking the course, setting up water stations, and preparing the parking lot and registration area for the arrival of walkers and runners. Ramsey County Library set up their new Pop Up Library, the Roseville Fire Department rolled in with a firetruck, and sponsors set up tables and canopies to provide fitness technology demos, kids' games, and lots of fun giveaways. Bliss Yoga led a soothing warm up session and Xperience Fitness pumped everyone up with some great Zumba moves. Blue Cross and Blue Shield of MN Retail Center sounded the air horn and the racers hit the trail. As a special treat while we waited for the race results to be tabulated, kids ages 3 to 12 ran in the new "Library Lap" and walked away with a free book to start their summer reading off right. The Book It 5K Walk/Run not only raised funds for a terrific cause, it also provided a fun and memorable experience for families from throughout the suburban Ramsey County area.

Legacy of Literacy

On June 4-5, 2018, the Friends joined forces with the Minnesota Association of Library Friends to raise awareness about legacy giving opportunities at the Minnesota Continuing Legal Education Probate and Trust Law Section Conference. We had the opportunity to meet and greet hundreds of probate and trust attorneys, sing the praises of the Ramsey County Library, and encourage attorneys to share information with their clients. Legacy gifts enable the Friends to continue to provide vital financial support for the public libraries in suburban Ramsey County.

Save the Date for Friends Gala 2019

The 6th annual Friends Gala will be held at the Ramsey County Library in Roseville at 2180 Hamline Avenue North on Saturday, February 2, 2019. To express our admiration and respect for the impressive Ramsey County Library system and their amazing staff and volunteers, the Gala theme for 2019 is "Hats off to the Library!" If you have questions, or are interested in sponsoring or donating to the Gala, please contact Caitlin Carroll at 651-486-2213 or caitlin.carroll@rclreads.org.

Upcoming Events

- **Friends Board of Directors** on July 23, 2018 at the Roseville 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 Gala 2019**, February 2, 2019 at the Roseville Branch

FRIENDS GALA GIFT:

The Friends of the Ramsey County Libraries held their 5th Annual Gala in March. Proceeds were earmarked for the Library’s collection budget, to replace well-worn favorites and bring in popular new releases. The Gala met its goal of raising \$30,000 for the adult and children’s lending collections, with a minimum of \$6,200 from the “special giving moment” restricted to the children’s collection.

Neblett made a motion to accept the proceeds of \$30,000 from the Friends of the Ramsey County Libraries 5th Annual Gala, designated for the adult and children’s lending collections, with a minimum of \$6,200 restricted to the children’s collection. Chiclana-Ayala seconded the motion, which was approved unanimously.

AGREEMENT WITH ST. PAUL NEIGHBORHOOD NETWORK:

Since 2010, Ramsey County Library has contracted with St. Paul Neighborhood Network’s AmeriCorps program to serve as a host site for the Community Technology Empowerment Project (CTEP). For the 2018-2019 program year, Ramsey County Library was awarded four full-time CTEP workers, who will support digital literacy programming for teens and adults. Two CTEPs will be assigned to Roseville, one will be at Maplewood, and one will be assigned to Shoreview.

CTEPs serve full-time (about 35 hours a week) for a year in a community technology center located within libraries, immigrant services organizations, employment centers, museums or media centers in the Twin Cities. They receive a living stipend, a health care option, and an educational award upon completion of service. About a third of AmeriCorps CTEP workers choose to do a second service year of CTEP.

As a host site for the CTEP program, the Library agrees to pay a site fee of \$8,000 for each member, plus an additional \$2,000 for any current member who decides to serve a 2nd year at a Ramsey County Library location. A travel stipend may also be included for some members.

The Library Board must approve contracts of \$25,000 or more. The agreement has been reviewed by the Ramsey County Attorney’s Office.

The Library Board discussed the work done by the CTEPs, which includes developing curricula and teaching digital literacy classes, staffing the drop in tech labs and one-to-one tech help sessions, and assisting with programming such as Makerspace for teens and adults.

Mielke made a motion to approve the 2018-2019 Host Site Agreement with St. Paul Neighborhood Network for four Community Technology Empowerment Project (CTEP) members at a maximum not to exceed cost of \$40,000, and authorize the Library Director to sign the agreement. Berry seconded the motion, which was approved by unanimous vote.

SHOREVIEW COMPUTER REPLACEMENTS:

When the new Ramsey County Library in Shoreview opened in January 2017, the Library installed existing laptops, computers, and other technology not yet at the end of a replacement cycle. Now, this technology is scheduled for replacement as per established technology life cycles. The Library proposes to use remaining Shoreview building project funds to replace 27 staff computers, 22 public computers, and eight staff laptops for

use at the library in Shoreview. The Library will purchase equipment from Ramsey County and/or State of MN master contracts for computers and laptops.

Chiclana-Ayala made a motion to approve the purchase of replacement personal computers and laptops for Ramsey County Library in Shoreview utilizing existing County/State master contracts, with the total purchase price not to exceed \$70,000. Mielke seconded the motion, which was unanimously approved.

MAPLEWOOD PRE-DESIGN REPORT:

Library staff have been working with MSR Design since January 2018, to produce pre-design concepts to improve the public spaces at Ramsey County Library in Maplewood. Pre-design is a discovery phase that identifies program needs, proposed spatial organization, and budget estimates. A pre-design concept serves as a guide to inform a design process.

Staff worked closely with consultants from MSR Design to assess a series of options and arrive at a recommended pre-design concept. This analysis will be woven into the Ramsey County Library Master Facilities Plan, which will be produced this fall. That plan will also be shaped by public input.

Susan Morgan, Architect (AIA, LEED AP BD+C) at MSR Design, was present at the meeting to present findings and recommendations and answer questions. She noted that key issues identified by Library staff were noise, sightlines, worn finishes, and lobby use. Potential use of the vacant coffee shop space was discussed but no final recommendation was made. Several options are still being considered. The proposed floor plan was reviewed, along with options for mitigating noise and improving sightlines. Budget estimates were also discussed.

STRATEGIC PLANNING:

The Library is guided by the Strategic Plan 2016-2018. This plan identifies Ramsey County Library's mission, strategic priorities, and guiding principles. The Ramsey County Library Board launched a new strategic planning process on June 6, 2018, in a workshop with Board Members and staff led by consultant Kim Vanderwall.

Vanderwall facilitated a strategic planning session, based on the June 6 workshop notes, and reviewed the current strategic plan and mission with the Library Board. Board members worked to begin identifying strategic direction and developing draft directional statements for the next three years.

WHITE BEAR LAKE BRANCH REPORT:

Trends in the Service Area

- Booming construction of new housing and retail near Centerville Road and County Rd 96.
- The Lakeshore Players have moved into their new home at the Hanifl Performing Arts Center.
- Stakeholders from all sectors of WBL have worked together to improve services to seniors, including new local housing and transportation guides and transport services.
- Population continues to become more diverse, though trailing other Ramsey County communities, with 88.0% white, 5.1% Asian, 3.4% two or more races, and 2.6% African American by 2017 estimates.

Library Issues and Service Trends

- Statistics for the last three years are skewed some due to closures of White Bear and neighboring Shoreview for parts of all three years, with 2015 artificially low and 2016 artificially high.
- Noise continues to bring conflict between young families and older adults with traditional views of the library. We are investigating acoustical remedies.
- Small study and group rooms are in demand, with almost daily queues at the door.
- Children's programming is very strong. Teen program attendance is low.

Sonnek shared highlights from the past year, including the media storm around Sting, the reading assistance dog, and the Park Rx Kits she developed using grant funds, which are only available at White Bear Lake. She noted that children's programming is extremely popular, and Ann Wahlstrom, the children's librarian, is frequently out in the community representing the Library.

NEXT MEETINGS:

July 18, 2018—RCL Shoreview, 4560 Victoria Street North, 6:30 p.m.

August 15, 2018—Cancelled

ADJOURNMENT:

Following a motion by Chiclana-Ayala and a second by Neblett, Klausning adjourned the meeting at 9:00 p.m.

Respectfully Submitted,

Mary Larson
Library Board Coordinator