

Minutes of the Ramsey County Library Board July 19, 2017

LIBRARY BOARD PRESENT:

John Hakes, Craig Klausing, Paula Mielke, Janice Rapheal, Kim Vanderwall

LIBRARY BOARD ABSENT:

Marisol Chiclana-Ayala, Hector Garcia

STAFF PRESENT:

Jill Boldenow, Library Director; Lynn Wyman, Deputy Director; Mary Larson, Library Board Coordinator; Jeff Eide, Policy & Planning Manager; Frances Veit, Mounds View Library Manager

OTHERS PRESENT:

Les Sipkema, Shoreview Resident, Bryan Olson, Falcon Heights Resident

CALL TO ORDER:

Klausing called the meeting to order at 6:30 p.m. in the Community Program Room of the Ramsey County Library in Mounds View, 2576 Mounds View Boulevard.

PUBLIC COMMENT:

Les Sipkema, Shoreview resident, suggested revisions to previous Library Board minutes, commented on naming practices for the Shoreview Capital Campaign and topics on the July Library Board agenda. Bryan Olson, Falcon Heights resident, spoke in favor of keeping project updates in the Library Board minutes, and commented on the posting schedule for Library Board packets on the Library's website.

APPROVAL OF AGENDA AND MINUTES:

Vanderwall made a motion to approve the agenda for July 19, 2017, and the minutes of June 21, 2017, as presented. Mielke seconded the motion, which was approved by unanimous vote.

DIRECTOR'S REPORT:

Important Dates—August 15: County Board budget hearing with EGCI service team; Library tentatively scheduled from 3:00-3:15 p.m. The Book It! 5K Walk/Run is September 16, and the Friends Annual Luncheon is October 14.

Naturalization Ceremony—On July 6, the Library hosted a naturalization ceremony, which resulted in 28 people—from 18 countries—becoming U.S. citizens. Carol Jackson partnered with the City of Shoreview and the Shoreview Human Rights Commission to plan and host this event at Shoreview Library. Some of the countries represented during the ceremony included Cameroon, China, Ethiopia, France, India, Kenya, Laos, Moldova, Russia, Somalia, Sri Lanka, Tunisia, the United Kingdom, and Vietnam.

Parks and Recreation Story Trails—Monica Stratton has collaborated with Ramsey County Parks & Recreation to present three Story Trails this summer. She installed large display boards along park trails depicting double-page spreads of a book. After finishing each book, visitors find a related activity. Monica selects books with simple language that are accessible to English language learners. In June, Keller Lake Park hosted a Story Trail with the book, *My Five Senses*. Battle Creek Park hosted the title, *Flower Garden*. From August 5-13, Long Lake will feature the book, *In the Tall, Tall Grass*. Monica made all of the book displays. She describes this project as a "labor of love . . . It's a fantastic way to reach underserved populations."

North Saint Paul Library—The Library has been in discussions with the City of North Saint Paul regarding maintenance and room use at its facility. One of the building tenants, MN Revolution Academy, has been in charge of the Library's custodial care. That tenant is leaving, and the Library is working with the City to

determine the plan for cleaning moving forward. With the tenant transition, the City has agreed to give the Library ongoing use of an adjacent room that has had limited accessibility in the past. The Library will pursue an agreement to this as a permanent change, and if so, will amend the contract. This room would provide valuable programming space for the Library, particularly to serve families at Storytime.

New Brighton Community Center—New Brighton City staff are recommending that the Ralph Reader Food Shelf move to New Brighton Community Center—in first floor spaces next to the Library. The Library welcomes the food shelf; but is concerned about losing access to the rooms (Room 100 A/B/C/D, and Room 122) that are currently used for Library storytimes, digital literacy programs, and a variety of summer reading program activities. The contract outlines the Library’s access to these rooms and others, though the contract also grants the landlord the right to substitute comparably sized rooms. Library staff have met with City and Community Center staff to discuss alternatives, and hope to access rooms across from the Library that are insulated from the louder sound levels near the Eagle’s Nest. If facility room numbers and room use agreements change, this contract will likely need to be amended.

Capital Planning—Boldenow met with Property Management and Library staff to discuss an RFP process and scope of work for a consultant. The Library aims to issue an RFP in the next few months to solicit a pre-design for Maplewood Library as well as a more general, system-wide capital plan with five-year priorities based on programmatic directions. Next steps include developing the RFP and obtaining funding approval (to hire a consultant) from the Capital Improvement Program Citizen’s Advisory Committee (CIPAC) and the County Board.

IT Consolidation—The Library anticipates that IT consolidation will occur in late summer or early fall. Library administration has met with Library Automation Services staff to discuss post-consolidation job options in the Library. The County Information Services (IS) department has not yet presented the job options in IS. Before consolidation can take place, IS must obtain approval from the County Board to add FTEs. Library staff continue to work with County staff to transition network administration to the County.

SaaS Migration—Kudos to Library Automation Services and other Library staff who led the planning, testing, communication, and implementation for the Horizon SaaS migration. On June 27, the migration began early in the morning, and was substantially completed in a few hours. This has been a remarkably smooth transition due to thorough planning, round-the-clock communications with vendors in several time zones, and great teamwork among Library staff.

FRIENDS OF THE RAMSEY COUNTY LIBRARIES REPORT:

Shoreview Library Capital Campaign and Special Events

- Cyndi Cook, Friends Executive Director, had the pleasure of attending the Daughters of the American Revolution, Harriet G. Walker Chapter flagpole dedication ceremony on Sunday July 9, 2017 led by their Regent, Tricia Pepin. The Shoreview chapter of the DAR was formed five years ago and their Shoreview capital campaign contribution was their first major fundraising effort for the Shoreview community. We thank them for their support!
- The Friends are hosting a donor/artist reception on July 14, 2017 at the Shoreview Library to honor and thank the local Chinese community families who raised over \$12,000 to support the reclaimed oak bench on the west wall of the library and to commission a large painting by artist Yudong Shen for the Community Room. Yudong Shen is well known in Asia and the United States and he has won numerous awards. He has had one-man shows in Chicago and Minneapolis and his work has been featured in exhibits in Japan, Hong Kong and Taiwan. He also teaches painting and drawing at his MeiLin Studios in Shoreview and the St. Paul Midway area.
- The Friends are trying a new “pop-up” style approach to hosting a book sale this year with a shortened timeline for book donations to address the storage issues. The next used book sale will be held at the Shoreview Library on October 26-28. We will be seeking book donations for the sale starting October 1st.

Book It 5K Walk/Run

The BookIt 5K planning committee is in high gear getting ready for the annual walk/run to support the RCL Summer Reading Program. Our fundraising goal this year is \$8,500 and the Friends hope to reach the goal through both race registrations and event sponsorship. Major sponsor commitments to date include Blue Cross Blue Shield of MN (Gold Level), and Kate Bennett Agency, Maguire Agency, and John W. Harris (Bronze Level). Kowalski's and Cub are providing in kind donations for food, water, and other supplies.

- The Walk/Run begins at 9:00 am at the Ramsey County Library in Roseville and winds around Roseville's scenic Central Park. All ages are welcome with prizes for top finishers in each age category. Registration forms are available in the seven Ramsey County libraries or participants may register online at www.active.com by searching for keywords "Book It! 2017."
- Racers can help even more by encouraging friends, family, and coworkers to sponsor their participation as a walker, runner, or stroller. Incentives are available for individual racer sponsorships based on the level of monies raised. Sign up for individual sponsorship at <https://fundraising.active.com/event/bookit2017>.
- Many volunteers of all ages are needed for this event. If you can help, please contact the Friends at 651-486-2213 or at rclfriends@rclreads.org.

Friends Annual Luncheon: Memoirs, Music, Manuscripts & Mystery

The Friends hope everyone will join us on October 14, 2017 to meet authors Erin Hart & Paddy O'Brien and learn about the true archeological discoveries and life experiences that have inspired their books *The Road from Castlebarnagh* and *The Book of Killowen*. Friends' members and their guests receive discounted registration fees. Registration forms can be found at any Ramsey County Library branch or register online at: www.rclfriends.org/events/luncheon2017

New Theme for the 2018 Friends Gala

The Friends are pleased to announce that the theme of our 2018 Friends Gala will be "*Whale of a Tale*." This fun event will be held on February 24, 2018 and will feature hors d'oeuvres, wine, a silent auction, a live auction, music, prizes, and much more. Proceeds will be used to add new items to the lending collection of the libraries located in Maplewood, Mounds View, New Brighton, North St. Paul, Roseville, Shoreview and White Bear Lake. If you have questions, or are interested in sponsoring or donating to the Gala, please contact Caitlin Carroll at 651-486-2263 or caitlin.carroll@rclreads.org.

Reading Friends Volunteer Opportunity

The Friends are currently seeking volunteers to become *Reading Friends* in the New Brighton area during the 2017-2018 school year. *Reading Friends* visit our community partner sites to serve neighborhood children who often do not have frequent opportunities to visit the libraries. Volunteers typically read with K-5 children after school either one-on-one or in small groups. This wonderful program helps reinforce literacy skills, build self-esteem, and promote a love a reading in children. Training is provided and the level of commitment is flexible. For more information about the program, the volunteer schedule, and the volunteer application process, please contact Caitlin Carroll at 651-486-2263 or caitlin.carroll@rclreads.org.

Upcoming events:

- Friends Board of Directors meeting on July 24, 2017 at the Roseville library.
- Book It! 5K Walk/Run on September 16, 2017 at the Roseville Library.
- Friends Annual Author Luncheon on Saturday, October 14, 2017 at the North Oaks Country Club.
- "Pop Up" Used Book Sale on October 26-28, 2017 at the Shoreview Library
- Friends Annual Gala: *Whale of a Tale!* on Saturday, February 24, 2018 at the Roseville Library.

2017 SECOND QUARTER REPORTS:

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

LIBRARY BOARD MINUTES FORMAT:

At the request of a previous Library Board, Library staff have produced detailed board meeting minutes that summarize reports and other content from the board meeting. When this practice began, the board meeting materials were not available online. Today, all meeting documents are readily available on the Library website; inclusion in the minutes is redundant. Library staff request board discussion and action, if necessary, to define meeting minutes format changes that staff should adopt.

The Library Board discussed the current format, with members in favor of keeping project reports and other information in the official minutes for ease of public access. The Board members also discussed the posting schedule for the Library Board packets, and agreed that the packets should be posted on the Library's website prior to the meeting, at the same time as the meeting agenda.

WRITE-OFF UNCOLLECTIBLE DEBT:

According to the Library's Receivables Policy, approved 7-15-09, when an account is determined to be uncollectible, the account may be written off the Library's financial accounting records and no longer recognized as an account receivable for financial reporting purposes. The write-off of a receivable should be considered only when one or more of the following criteria have been met:

- At least six years have elapsed since the debt was incurred;
- All reasonable and appropriate collection efforts have been exhausted;
- The Library determines that further collection efforts are not in the best economic interests of the County;
- No reasonable expectation of payment can be expected.

The Library shall obtain approval from the County Attorney's Office to write-off uncollectible accounts of less than \$1,000.00. The Library shall document the reasons for the write-off and make such documentation available for review by the County Attorney's Office. Write-off of debts \$1,000.00 or more must be approved by the Library Board.

The Library identified 4,019 patron accounts meeting the criteria for write-off, totaling \$91,740.39. None of these accounts exceed the \$1,000 threshold requiring Library Board approval, and over 50% are \$10 or less. In addition, 14 records belonging to ILL (interlibrary loan) agencies met the criteria, with a total of \$916.43 eligible for write-off. The proposed write-offs will be forwarded to the County Attorney's Office and Finance Department as outlined in the Library's Receivables Policy.

LIBRARY BOARD NAMETAGS:

Several Library Board members have requested nametags to wear at Ramsey County Library programs and events. Since the name tags worn by staff are part of an electronic card access system at the seven libraries, a different type of tag would be recommended for the Library Board.

The Board members agreed that the nametags would be helpful at Library or County events, but should not be worn outside official events. Staff will order tags for the Board members featuring the Library logo.

LIBRARY DIRECTOR PERFORMANCE EVALUATION PROCESS:

The Library Board completes an annual performance evaluation of the Library Director in September. The following schedule is proposed for this process.

Monday, August 14

- Gail Blackstone, Ramsey County Human Resources Director, sends the performance evaluation form and instructions to Library Board Members.

Friday, September 1

- Completed evaluations from all Board Members are due to Gail Blackstone's office.

Thursday, September 7

- Ramsey County Human Resources sends the compiled evaluation data, including ratings averages and comment summaries, to the Library Board Chair.

Date and Time TBD

- The Library Board Chair convenes the Personnel Committee to prepare for the executive session.

Wednesday, September 20

- Part of this Library Board meeting will include a closed, executive session with the Director to discuss the evaluation.

MOUNDS VIEW BRANCH UPDATE & TOUR:Trends in the Service Area:

- A new Mounds View mayor, Carol Mueller, has been elected. Ms. Mueller worked with the library in her previous role as a city council member, and we look forward to strengthening that relationship during her tenure as mayor.
- County Road 10 was renamed Mounds View Boulevard. Mobile mapping services were quickly updated and there has been little impact to library patrons.
- More than 20% of Mounds View residents are people of color. 8% are foreign born, and 12.5% speak a language other than English at home.
- Over 9% of Mounds View residents have a disability status.
- Nearly 30% of Mounds View residents rent their housing.
- 7.7% of Mounds View residents are unemployed (slightly higher than the Twin Cities average of 6.5%).
- Mounds View residents have an overall lower educational level than the general Twin Cities.

Library Issues and Service Trends:

- Circulation of children's materials at Mounds View Library remains very high in proportion to the physical space allocated for children and families. This year, staff rearranged collections to make additional space for children's materials. New children's literacy and STEM toys were also added.
- Children's programming is back up and running after a staffing transition in early 2016. Mary Wetterlin is growing in her new role and attracts a healthy audience for her storytimes and children's programs.
- Decisions were made to pull the Tech & Coffee, Jobs Assistance, and MNsure help sessions from the Mounds View branch in 2016. Tech & Coffee had seen dwindling attendance, while partners for the other two programs decided to focus their attention at larger branches.
- Patrons continue to use the fax machine and scanner at high rates.
- Partnerships with area schools and organizations has grown. Frances Veit attended several outreach events at area schools, visited with the Mounds View City Council, and spoke at a PTA meeting at Pinewood Elementary. Mary Wetterlin routinely visits area schools and has developed relationships with school staff.

NEXT MEETING:

Due to a lack of pending action items, Mielke made a motion to cancel the August 2017 Library Board meeting. Rapheal seconded the motion, which was approved unanimously. The next meeting will be held September 20, 2017, at the Ramsey County Library in New Brighton, 400 10th Street N.W., 6:30 p.m.

ADJOURNMENT:

The meeting adjourned at 7:35 p.m.

Respectfully Submitted,
Mary Larson
Library Board Coordinator