

Minutes of the Ramsey County Library Board January 15, 2020

LIBRARY BOARD PRESENT:

Deb Berry, Claire Chang, Marisol Chiclana-Ayala, Sida Ly-Xiong, Sylvia Neblett, Gwen Willems, Steve Woods

STAFF PRESENT:

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

OTHERS PRESENT:

Cyndi Cook, Friends of the Ramsey County Library Executive Director; Mary Jo McGuire, Ramsey County Commissioner; Melitta Dreschler, Assistant Ramsey County Attorney; Jennifer Nelson, Minnesota State Librarian

CALL TO ORDER:

Ly-Xiong called the meeting to order at 6:30 p.m. in the Community Program Room of the Ramsey County Library in Shoreview, 4560 Victoria Street North. New Library Board Trustees Claire Chang and Steve Woods were introduced to Library Board members and staff.

PUBLIC COMMENT:

No public comment.

APPROVAL OF AGENDA:

Willems made a motion to approve the agenda for January 15, 2020, as presented. Neblett seconded the motion, which was approved unanimously.

APPROVAL OF MINUTES:

Neblett made a motion to approve the minutes of December 18, 2019 as presented. Berry seconded the motion, which was approved unanimously.

DIRECTOR'S REPORT:

Important Dates – All Ramsey County Libraries will be closed on January 20 and February 17. The Friends Gala is February 1, with the theme: *"Welcome to the Roaring 20s."*

Implemented: No Fines on Youth Materials – Ramsey County Library has implemented its new Fines and Fees policy; we no longer charge overdue fines for youth materials. The new policy also makes loan periods more uniform and easier for patrons to follow. The Library completed a one-time waive of existing charges on the accounts of all patrons under 18. We are now ready to welcome back over 6,000 youth whose borrowing privileges have been restored. Staff will be launching communications and outreach to youth and parents to share this news, welcome back lapsed users, and encourage more Library use to support youth learning!

Coming Soon: New RCL Website – Ramsey County Library is on the verge of launching a new website. Within the next month, patrons will have a new and improved online Library experience that puts them front and center. The URL will remain the same: www.rclreads.org.

The new website will feature smarter searching. Patrons can use plain language to find what they're looking for and discover related resources. Patrons will be able to easily browse new titles, award winners, events, and staff or reader lists. They may share ratings and reviews and maintain a private record of titles they have read or saved to read later. The website is mobile-friendly. Patrons will now be able to create a custom username to make it easier to log in to their account. Placing holds and selecting a preferred pickup location will be

streamlined. We are excited for the launch and will continue to develop user-friendly content for the site throughout this year.

Legal Resources Supported by Ramsey County Law Library – Ramsey County Law Library has allocated funds in 2020 to support new legal print resources and maintain the database: *Minnesota Legal Forms Library* at Ramsey County Library. This database provides public access to real estate contracts, wills, pre-marital agreements, bankruptcy, divorce, landlord/tenant forms, and more. Thanks to Ramsey County Law Library for their support of online and print resources as well as for providing free legal help programs in the Library.

Library to Employ Youth in Public Sector Academy – The Library is participating in an exciting pilot with Ramsey County Workforce Solutions to provide young job seekers with public sector experience from January through March. The Young Adult Public Sector Career Academy is a 10-week paid internship program for residents between the ages of 18 and 24. Interns will earn a customer service credential from Saint Paul College and will rotate between Ramsey County Library, Parks and Recreation, Property Management, and Public Works.

Ramsey County Commissioner Officers and Appointments – The Ramsey County Board of Commissioners elected Commissioner Toni Carter to serve as Chair and Commissioner Mary Jo McGuire to serve as Vice-Chair in 2020. The County Board appointed Commissioner McGuire to serve as the Ramsey County Library Board of Trustees Liaison (with Commissioner Reinhardt as alternate). The County Board also appointed Commissioner McGuire to serve on the Metropolitan Library Services Agency (MELSA) Board of Trustees.

FRIENDS OF THE RAMSEY COUNTY LIBRARIES REPORT:

2020 Signature Sponsor – The Friends are excited to announce Northeast Bank as the first ever Friends 2020 Signature Sponsor! This is a new sponsorship opportunity and Northeast Bank is donating \$10,000 to support Reading Friends and Ramsey County Library programs throughout the year. Northeast Bank funding will enhance and expand both the Friends and Ramsey County Library's outreach to low income and underserved communities.

Northeast Bank is a premier independent community bank committed to providing quality products and exceptional service. Founded in 1947, their mission is to build strong communities one relationship at a time. As such, Northeast Bank has a long and well-established history of working with the community -- from working with local school children, to helping grow businesses and supporting community organizations. Their philosophy of putting people first, and trusting that profitability will follow, has been proven true for more than half a century. As their clients have prospered, so has Northeast Bank and, in turn, the community they serve.

Upcoming Events

- Kindergarten Card Celebration, January 25, 2020 at RCL Shoreview
- Friends Board of Directors, January 27, 2020 at RCL-Shoreview
- Annual Hats Off to the Library Gala "Welcome to the Roaring 20s!" February 1, 2020 at RCL-Roseville

ANNUAL MEETING:

Election of Officers:

As per the Ramsey County Library Board of Trustees By-Laws, Article III, Section 4: the officers of the Board of Trustees shall be a chair, vice chair, and secretary.

Officers shall be elected by majority vote.

At the annual meeting, the Board will solicit nominations and vote to elect a chair for 2020. Following this election, the Board will solicit nominations and vote to elect a vice chair, and similarly elect a secretary for 2020.

The duties of the officers, as defined in by-laws:

The Chair of the Board of Trustees shall preside at all meetings, appoint all committees, authorize calls for any special meetings, execute documents authorized by the Board, and generally perform the duties of a presiding officer.

The Vice Chair of the Board of Trustees shall assume the duties of the Chair in the event of the absence or disability of the Chair. In addition, the Chair may assign duties to the Vice Chair with concurrence of the majority of the Board of Trustees.

The Secretary of the Board of Trustees shall be responsible for ensuring that a true and accurate account is kept of all proceedings of the Board meetings; that notices of all meetings are issued; that the minutes and other records of the Board are maintained; and that the Board of Ramsey County Commissioners is notified of any vacancies on the Library Board of Trustees.

Ly-Xiong nominated Neblett, and moved her election as Chair of the Ramsey County Library Board. Chiclana-Ayala seconded the motion. Neblett was unanimously elected as Chair for 2020.

Neblett nominated Willems, and moved her election as Vice Chair of the Ramsey County Library Board. Chiclana-Ayala seconded the motion. Willems was unanimously elected as Vice Chair for 2020.

Ly-Xiong nominated Berry, and moved her re-election as Secretary of the Ramsey County Library. Willems seconded the motion. Berry was unanimously re-elected as Secretary for 2020.

LIAISON AND LIBRARY BOARD COMMITTEE APPOINTMENTS:

Friends Board Liaison Appointment:

As per the Ramsey County Library Board of Trustees By-Laws, Article VI, Duties of the Board of Trustees: the Library Board will maintain a liaison to the Friends of the Ramsey County Libraries board. The Library Board makes this appointment each year. Marisol Chiclana-Ayala has served in this role since 2018, and volunteered to continue for 2020. Ly-Xiong seconded the self-nomination, which was approved unanimously.

Committees:

At each annual meeting, the Library Board appoints members to any committees they wish to form. The Library Board's By-Laws and Policies do not prescribe the formation of any committees. However, common committees include a Personnel Committee and a By-Laws and Policies Review Committee. Committees may be formed throughout the year as well.

Policy C of the Library Board Policies outlines committee principles, purposes, and authorities.

Boldenow recommended that the Library Board form a committee to review and recommend necessary revisions to the By-Laws and Policies, because it has been three years since the last review. The Board may also consider appointing the officers to serve on a Personnel Committee to take up personnel issues as needed.

Neblett indicated that she would like an Executive Committee, comprised of the Chair, Vice Chair, and Secretary, to work as a team to determine agenda topics, etc.

Annual Schedule of Meetings:

The Ramsey County Library Board currently meets at 6:30 p.m. on the third Wednesday of each month at locations throughout the library system. Additional meetings may be scheduled on the first Wednesday of a month or any other date as necessary.

Chiclana-Ayala made a motion to approve the 2020 Annual Schedule of Library Board Meetings as presented. Berry seconded the motion, which was approved by unanimous vote.

LIBRARY BOARD ROLES:

Jennifer Nelson, Executive Director of State Library Services and Charter Center, Minnesota Department of Education, was present to give an overview of the roles of public library boards in Minnesota. She shared population and usage statistics for Minnesota, noting several trends in the library community.

Nelson noted that public libraries and library boards are established under Minnesota Statute Chapter 134, with statutes covering appointment of board members, terms of office, board vacancies, organization of board and board duties, etc.

Board duties outlined in Minnesota Statute 134.11 subd. 2 include:

- The library board shall adopt bylaws and regulations for the government of the library and for the conduct of its business as may be expedient and conformable to law.
- It shall have exclusive control of the expenditure of all money collected for or placed to the credit of the library fund, of interest earned on all money collected for or placed to the credit of the library fund, of the construction of library buildings, and of the grounds, rooms, and buildings provided for library purposes.
- All money received for the library shall be paid into the city or county treasury, credited to the library fund, kept separate from other money of the city or county, and paid out only upon approval by the board.
- The library board may lease rooms for library use.
- The library board shall appoint a qualified library director and other staff as necessary, establish the compensation of employees, and remove any of them for cause.
- With the approval of the council or board of county commissioners, the library board may purchase grounds and erect a library building thereon.

Nelson summarized the roles and responsibilities of both governing and advisory library boards, including those that are vital for all library boards:

- Support the growth of library services to the community.
- Advocate for excellence and adequate funding.
- Obey all library laws, state and federal.
- Conduct analyses of the community and its needs, and implement responses to those needs.
- Building board policies and procedures that work together effectively on behalf of the community for needed library services.
- Provide a model of exemplary performance of a public body functioning as a part of government.

She concluded her overview with the characteristics of successful library board, and thanked the Ramsey County Library Board for their work and commitment to equity.

LIBRARY BOARD BY-LAWS AND POLICIES:

Boldenow recommended that the Library Board review its By-laws and Policies to inform members about the Board's governing rules and determine if revisions are needed.

Commissioner McGuire proposed that the Library Board wait to discuss its By-laws and Policies. McGuire proposed that the Library Board and the County Board develop a Memorandum of Understanding (MOU) outlining mutually agreed-upon roles and responsibilities of the Library Board and the County.

Library Board members expressed the need for more information from the County to understand the issues and proposed changes. Members discussed that the role of the Library Board is defined in statutes and By-laws, and

that the Library is strategically aligned and collaborative with others in the County. All members affirmed the need to receive more information from the County before assessing possible solutions. Neblett stated that any revision of By-laws and Policies would be undertaken by the Board, not staff.

A motion by Woods was amended by Ly-Xiong to request more information be brought to the next meeting to support a decision process. Berry seconded the motion, which was approved unanimously by the Library Board.

The By-laws and Policies agenda item was tabled.

CAPITAL IMPROVEMENT PROGRAM (CIP) BUDGET AMENDMENT:

The January 14th Ramsey County Board of Commissioners meeting included a request from the Finance Department for an amendment to the 2020 Capital Improvement Program Budget and Financing Plan.

In November, 2019, the Ramsey County Board of Commissioners adopted the 2020 Bonding Ordinance, and on December 17, 2019, the County Board approved the 2020 Capital Improvement Program Budget and Financing Plan. The Ordinance authorized the issuance of bonds to finance regular and major CIP project costs in 2020, including \$1,000,000 for the RCL-Maplewood renovation project and for other county projects.

The Finance Department amendment of January 14th calls for fund balances to be used, rather than bond issuance, for all 2020 regular and major CIP project costs, to save interest and issuance costs. This would require the Library to use \$1,000,000 of the Library's fund balance in 2020 to begin the RCL-Maplewood renovation project. (The remaining project cost is \$2,769,005, and is intended to be financed through a 2021 bonding process.)

The Finance Department also brought a Reimbursement Resolution to the January 14th County Board meeting to preserve the option for reimbursement from future bond proceeds to various fund balances if recommended.

NEXT MEETING:

February 19, 2020—Ramsey County Library in Roseville, 2180 Hamline Avenue North, 6:30 p.m.

ADJOURNMENT:

Neblett adjourned the meeting at 8:25 p.m.

Respectfully Submitted,

Mary Larson
Library Board Coordinator