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## Minutes of the Ramsey County Library Board February 19, 2020

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**LIBRARY BOARD PRESENT:**

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

**LIBRARY BOARD ABSENT:**

Sida Ly-Xiong

**STAFF PRESENT:**

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

**OTHERS PRESENT:**

Mary Jo McGuire, Ramsey County Commissioner; John Hakes, Shoreview resident

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**CALL TO ORDER:**

Neblett 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.

**PUBLIC COMMENT:**

No public comment.

**APPROVAL OF AGENDA:**

Willems made a motion to approve the agenda for February 19, 2020, as presented. Berry seconded the motion, which was approved unanimously.

**APPROVAL OF MINUTES:**

Berry made a motion to approve the minutes of January 15, 2020 as presented. Woods seconded the motion, which was approved unanimously.

**DIRECTOR'S REPORT:**

**Important Dates** – All Ramsey County Libraries will be closed on April 2 and April 12.

**A new digital library!** – The Library launched a new digital library on February 3 at [rclreads.org](http://rclreads.org)! I want to commend and congratulate the many Library staff whose excellent work made this transition possible. Chuck Wettergren, Jenny Jackson, Jason Lyons, Zach Tessier, Nathan Coan, Kayla Syrocki, and Nicole Herold led the implementation of the new site on a very short timeline. Many other staff took part in testing and training. This has been a tremendous group effort! The platform seamlessly integrates the Library's catalog, events, and web pages. With the new design and mobile-friendly features, our digital library spaces are now more accessible. New features include smarter searching, better browsing, and personalized accounts.

**Kindergarten Card Party:** Kids and families streamed into RCL-Shoreview on January 25 for a lively Kindergarten Card party. Kids enjoyed a presentation and book signing with LeUyen Pham, book giveaways, a scavenger hunt, and getting a new library card. RCL children's librarians visited 2,408 kindergarteners in school visits to promote this opportunity. RCL received 1,366 card applications, and the party drew 239 kindergartners to get their library card in person. (Others will be mailed). Thanks to Library Board member Sylvia Neblett and Commissioners Trista MatasCastillo, Victoria Reinhardt, and Nicole Frethem (and her aide Sheena Denny) for helping to greet participants and give away books. Kudos to the children's librarians, volunteers, and Shoreview Library staff for pulling off this great event! Big thanks to the Friends and event sponsors for supporting this effort.

**Ramsey County Library named a Star Library** – For the seventh consecutive year, RCL has been named a Star Library by *Library Journal*. This designation is given to libraries with a high index rating based on per capita library visits, print and e-circulation, program attendance, Wi-Fi use, and public internet computer use. We were among thirty-three libraries nationally with budgets between \$10-\$30 million to be honored. Other Minnesota libraries honored in other budget categories included Ely Public Library and Edgerton Public Library.

#### **2019 FOURTH QUARTER REPORTS:**

On a quarterly basis, Library staff presents several reports to the Library Board for information and discussion. The reports include:

- Workplan Report – prepared by Jill Boldenow, Library Director
- Financial Report – prepared by Mary Larson, Financial Manager
- Statistical Report – prepared by Jeff Eide, Planning & Analysis Manager
- Incident Report – prepared by Mickey Ladich, Property Manager

The Library Board accepted the fourth quarter reports as presented.

#### **AWARD LIBRARY GOLD CARD:**

Ramsey County Library awards gold cards to volunteers and other individuals whose contributions have enhanced services to our library patrons. Library Board Trustee John Hakes completed his second consecutive term in December 2019. To honor his service on the Library Board and his contributions to the Library and the community, Boldenow presented a gold card to Hakes as a symbol of appreciation.

#### **VIDEO STREAMING SUBSCRIPTION:**

Ramsey County Library seeks to enter into a contract with a streaming video service to provide content to patrons. Librarian Charles Mosner was present to review the options available in the library market as well as the Collections Steering Team's preferred provider.

Mosner indicated that Ramsey County Library decided to look into streaming video services for several reasons:

- Patron demand
- Complements existing digital library offerings
- Program possibilities
- Community engagement

The Collections Steering Team determined the options desired in a streaming service:

- Racial and language diversity
- Children's content
- Public performance usage (PPU) rights
- Ease of use and access

Mosner noted that there are currently three companies that offer streaming video subscriptions to libraries: hoopla, Kanopy, and RBDigital. The services offered by each company varied widely, with only Kanopy meeting all four desired criteria. Hoopla did not offer children's content, while RBDigital requires bundled purchasing with e-books and e-audio books, and lacks public performance rights. The Library Board discussed the capped pricing plan offered by Kanopy, which carries over any unused monthly credits, and the metrics that the Library would use to determine whether the service was successful and cost effective.

Chang made a motion to authorize the Library Director to pursue procurement and contracting with the preferred video streaming provider at an annual cost not to exceed \$35,000. Willems seconded the motion, which was approved unanimously.

**2019 YEAR END RESERVE LIST:**

At the end of each budget year, all Ramsey County departments are required to submit a list of unpaid obligations and planned expenditures. A summary of the Library's remaining 2019 obligations and proposed reserves reviewed by Larson. Balances also remain from the 2018 and 2017 reserves approved last year, as well as outstanding expenses from 2016 reserves that have not been invoiced. Those reserves would be carried forward for another year, and earmarked for the same purpose.

Chiclana-Ayala made a motion to approve the 2019, 2018, 2017 and 2016 year-end reserves as proposed. Berry seconded the motion, which was approved by unanimous vote.

**EGCI ADMINISTRATIVE SERVICES:**

In 2015, Ramsey County reorganized its services into four services teams: Health & Wellness, Safety and Justice, Economic Growth & Community Investment, and Information & Public Records. The Library is part of the Economic Growth & Community Investment (EGCI) Team.

Each team has a small administrative staff, comprised of a Deputy County Manager, Controller, and Administrative Assistant in EGCI. This administrative team is funded primarily through the County's property tax levy. For 2019, the County Manager asked each team to supplement the County funding from revenue sources within the service teams. EGCI departments were asked to contribute a pro-rated amount to the administrative service costs for the team.

This expense is similar to payments for services included in the County's Administrative Overhead account, which funds services provided by the Finance Department, Human Resources, the County Manager's Office, etc.

Chiclana-Ayala made a motion to authorize the transfer of \$35,000 from the Library's unexpended 2019 funds to the Economic Growth and Community Investment office to cover the cost of administrative services provided in 2019. Berry seconded the motion, which was approved unanimously.

**CHECKOUT POLICY:**

Lynn Wyman, Deputy Director, presented the proposed changes to the Checkout Policy to reflect recent loan period changes and to add clarifying language around circulation limits.

She noted that the loan period for DVDs recently was increased from seven days to three weeks. The updated language reflects that change.

High demand items no longer have a reduced loan period. The updated languages removes the sentence about reduced loan periods and articulates the right of the Library to establish checkout limits for specific formats and collections.

The current policy permits the Library Director to place checkout and request limits on individuals on a case-by-case basis. Appeal language has been added.

Willems made a motion to approve the updated version of the Checkout Policy as proposed. Chiclana-Ayala seconded the motion, which was approved by unanimous vote.

**BY-LAWS AND POLICIES:**

Neblett reported that the Library Board's Executive Committee met recently to discuss the by-laws and policies. The committee recommends that the Library Board continue to have these organizational documents in place, with changes made in the future if needed.

Willems suggested several minor changes to the wording of the by-laws, to improve consistency and clarify intent regarding the annual meeting, term lengths, and library director performance appraisals. Chiclana-Ayala made a motion to ratify the Library Board By-laws with the changes proposed. Willems seconded the motion, which was approved by unanimous vote.

Boldenow suggested changes in the language of the policies to cover the purchase of professional services and contracted services, which are not mentioned in the current version. The Library Board also suggested increasing the threshold for grant acceptance by the Library Director to \$25,000 for consistency with gift acceptance and purchasing authority. Chiclana made a motion to ratify the Library Board Policies with the recommended changes. Willems seconded the motion, which was approved unanimously.

**NAMING RIGHTS POLICY:**

Ramsey County is considering the adoption of a new Countywide Facility and Site Naming Policy. The Library's current naming rights policy and the draft County policy were discussed by the Library Board.

Chiclana-Ayala noted that Ramsey County staff attended the September 2019 Library Board meeting to gather Library Board input into the proposed new policy. However, neither the Board's feedback nor the contributions of the Friends of the Ramsey County Library were reflected in the new policy draft, which would prohibit future naming of rooms or public areas in County facilities. The Library Board had also asked that the draft policy be shared with the Library Board before it was presented to the County Board for consideration, which did not occur.

The Board discussed how to request an exception to the policy for the Library before the County Board meeting on February 25, allowing the Library's policy to stand. The current Library Naming Rights policy was reviewed. Staff suggested removing the first paragraph, which refers to the County's former naming rights resolution that will be replaced with the new policy.

Chiclana-Ayala made a motion that the Library Board's Executive Committee draft a letter requesting an exception to the Countywide Facility and Site Naming Policy to allow for naming of rooms and public areas within Library Facilities as part of the Friends fundraising efforts, and to include the updated Library Naming Rights policy with the first paragraph removed. Berry seconded the motion, which was approved by unanimous vote of the Library Board.

**NEXT MEETING:**

March 18, 2020—Ramsey County Library in North St. Paul, 2300 North St. Paul Drive, 6:30 p.m.

**ADJOURNMENT:**

Neblett adjourned the meeting at 8:35 p.m.

Respectfully Submitted,

Mary Larson  
Library Board Coordinator