

Ramsey County Library
Board of Trustees Annual Meeting
January 20, 2021
Virtual Meeting Agenda
6:30 PM

CONNECT community
INSPIRE curiosity
CULTIVATE learning

The meeting is available for public viewing at
<https://zoom.us/j/93856918231?pwd=SEFJTdGWTREUZYOFU3TnB6QlcxQT09>
 Phone: 651-372-8299; Meeting ID: 938 5691 8231; Passcode: 247326

Pursuant to Minn. Stat. § 13D.021 and 13D.04 Subd. 3, the Chair of the Ramsey County Library Board has determined that an in-person meeting is not practical or prudent because of the COVID-19 pandemic and the declared state and local emergencies. Board members will participate by telephone or other electronic means. In addition, it may not be feasible to have any Library Board member, staff, or members of the public present at the regular meeting location due to the COVID-19 pandemic and the declared emergencies. Members of the public will be able to watch the meeting live online. Part of the Executive Session will be closed to the public pursuant to Minn. Stat. § 13D.05, subd. 3.

- I. Call to Order**
- II. Public Comment (6:30-6:35)**
- III. Approval of Agenda (6:35)**
- IV. Consent Agenda (6:35-6:40)**
 - A. Approval of December 7, 2020 Minutes (2)
 - B. Approval of December 16, 2020 Minutes (3)
 - C. Director's Report (4)
 - D. Friends of the Ramsey County Libraries Report (5)
 - E. Library Board Thank You (6)
- V. Annual Meeting (6:40-7:00)**
 - A. Election of Officers (7)
 - B. Library Board By-Laws and Policies (8)
 - C. Liaison and Library Board Committee Appointments (9)
 - D. Annual Schedule of Meetings (10)
- VI. Action Items (7:00-7:15)**
 - A. Termination of License Agreement (11)
- VII. Discussion Items (7:15-8:30)**
 - A. Library Director Search Update (12)
 - B. Deputy Director Search Input and Interview Panels (13)
 - C. Maplewood Renovation Project (14)
 - D. Task Force Update (15)
 - E. Other
- VIII. Adjournment (8:30)**

Scheduled Upcoming Meetings

February 17, 2021 6:30 p.m.	Virtual Meeting	Library Director Search Update 2020 Fourth Quarter Reports Year End Reserve Lists
March 17, 2021 6:30 p.m.	Virtual Meeting	Library Director Search Update Annual Report to State 2022-2023 Budget Overview/Timeline Review Fines & Fees

Library Board

Sylvia Neblett, Chair
Gwen Willems, Vice Chair
Debra Berry, Secretary
Claire Chang
Marisol Chiclana-Ayala
Sida Ly-Xiong
Steve Woods

Interim Library Director
Karen Saltis

Administrative Office
4560 North Victoria St.
Shoreview, MN 55126
Phone: (651) 486-2200
www.rclreads.org

Minutes of the Ramsey County Library Board December 7, 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; Mary Larson, Library Board Coordinator

OTHERS PRESENT:

Johanna Berg, Deputy County Manager

CALL TO ORDER:

Neblett called the virtual meeting to order at 6:05 p.m. via Zoom video conference.

PUBLIC COMMENT:

No public comment.

CLOSED SESSION:

Chiclana-Ayala made a motion to go into closed session to discuss Library personnel matters. Willems seconded the motion, which was approved unanimously via roll call vote.

Following the conclusion of the closed session, Woods made a motion to adjourn the meeting. Chang seconded the motion, which was approved unanimously via roll call vote.

NEXT MEETING:

December 16, 2020 – 6:30 p.m.

ADJOURNMENT:

Neblett adjourned the virtual meeting at 8:00 p.m.

Respectfully Submitted,

Mary Larson
Library Board Coordinator

Minutes of the Ramsey County Library Board December 16, 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; Mary Larson, Library Board Coordinator; Lynn Wyman, Deputy Director; Jeff Eide, Senior Library Manager; Chuck Wettergren, Digital Services Manager

OTHERS PRESENT:

Mary Jo McGuire, Ramsey County Commissioner; Karen Saltis, Ramsey County Human Services; Paula Mielke, Falcon Heights resident; Kim Vanderwall, Roseville resident

CALL TO ORDER:

Neblett called the virtual meeting to order at 6:35 p.m. via Zoom video conference. Karen Saltis was introduced as the Interim Library Director effective January 6, 2021.

PUBLIC COMMENT:

No public comment.

APPROVAL OF AGENDA:

Berry made a motion to approve the agenda for December 16, 2020, as presented. Woods seconded the motion, which was approved unanimously via roll call vote.

APPROVAL OF MINUTES:

Willems made a motion to approve the minutes of November 18, 2020 as presented. Chiclana-Ayala seconded the motion, which was approved unanimously via roll call vote.

DIRECTOR'S REPORT:

Important Dates – All libraries are closed December 24, December 25, and January 1. All libraries close at 5:00 p.m. on December 31.

Ramsey County Library named a Star Library – For the eighth 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, public internet computer use, WiFi sessions, and access of other online content. We were among thirty-two libraries nationally with budgets between \$10-\$30 million to be honored. Minnesota libraries honored in other budget categories were Ely Public Library and Two Harbors Public Library.

Thank you! – As we approach the end of 2020, there is much to reflect on. First, I want to express my profound gratitude to Library staff, Board Members, Friends, volunteers, and others for their service in this difficult year. I recognize all that you have done and the impact you have made on residents. Just this week, we heard from two patrons whose families greatly appreciate Ramsey County Library services and staff dedication this year.

One said, "While being largely homebound since March, my kids have participated in summer reading programs from home through the gift of a book each, they have engaged in at-home creative activities, and I have supported my mental health through (many, many) digital audiobooks while I take daily walks. Prior to the pandemic, we also benefitted through the Paws to Read program and used the library as a quiet space for group study projects...I must also mention that the librarians and staff that I have had the occasion or need to consult are always knowledgeable, helpful, flexible, and welcoming – in person and over the phone. The library's value to

us is incalculable and while I don't often pause to reflect, I just wanted you to know how grateful we are for you all.

Another commented, "I wanted to write to let you know how much my family appreciates the library's efforts to provide books during COVID. Books were second only to food during our family's efforts to socially distance over the last eight months. My husband drove a 6 hour round trip to pick up books every other week (we were staying with and taking care of elderly parents). It was the bright point in my 10 year old daughter's summer and one of the few pleasures that we were able to still indulge in during an otherwise chaotic year. We appreciate the dedication of the staff that made this possible and hope that you all have a healthy and happy holiday season."

Because I am moving to a new position in January, 2021, I am also reflecting on my career at Ramsey County Library. I have so much appreciation for this opportunity to work with terrific individuals and teams over these years to support learning, community, and equity.

I offer my best wishes to you and yours in 2021 and beyond, for good health and well-being, and continued success delivering transformative library services! Thank you.

FRIENDS OF THE RAMSEY COUNTY LIBRARIES REPORT:

2020 Grant Commitment Fulfilled - The Friends have fulfilled our \$130,000 grant commitment to RCL which supports the Library collection (including digital materials in high demand due to the COVID-19 modified services); in-person and virtual programming and other resources for adults, teens and children; the Summer Learning Program, and other programs and services.

Virtual Happy Hour with William Kent Krueger - 76 households dialed in via Zoom to enjoy a lively conversation in November between chart-topping novelist William Kent Krueger and Board Member Frank Harris. Attendees received a party pack with recipe cards and photo props and were treated to fun author trivia during the welcome session. Board President Ann Trapnell and Development Committee Chair Kate Huebsch announced the launch of the Friends new *Ruth Palmer Award*. We greatly appreciate the generosity of participants and donors for helping to raise more than \$2,500 to support the Library.

Friends Used Bookstore Goes Virtual - Our Virtual Used Bookstore is now open for business! Books of many genres, videos, games, music CDs and audiobooks are available to browse, order online and pick up "grab and go" style at the library in Shoreview. Click the tab "Buy and Donate Books" on the Friends website and follow the prompts to the Virtual Used Bookstore.

Planned Giving, Legacy Circle, and Ruth Palmer Award - The Development Committee has been working in high gear in 2020. They recently completed a significant renewal of our planned giving materials, enhanced the Legacy Circle Program, and launched the new *Ruth Palmer Award*. The Legacy Circle now has 20 confirmed members who have included the Friends in their will or estate planning. In the spring of 2021, Friends members will begin nominations for the first *Ruth Palmer Award* and Legacy Circle members will select the winner to be announced in the fall.

Friends to Hold Online Auction in February - Due to the pandemic, we are not able to safely hold the annual Friends Gala in 2021. However, we're bringing back the online silent auction to support the Library from the comfort of your own home. The online auction opens Thursday, February 18 and runs through Thursday, February 25. Plan to do some shopping and liven up the gray winter days while supporting Ramsey County Library. Watch for auction item news in January and February on our website www.rclfriends.org and via our e-news and social media.

Thank You to Northeast Bank, the Friends 2021 Signature Sponsor!

MAPLEWOOD RENOVATION PROJECT:

Library staff continue to work with Ramsey County Property Management to develop a project plan to guide the renovation project at RCL-Maplewood. The Library has a pre-design for a renovation, but there are additional considerations that the pre-design does not address including repurposing the vacant café space and accommodating county service center programming.

It is recommended that the Library pursue a design-build delivery method that accommodates an additional pre-design phase to determine the needs and methods for incorporating service center elements, possibly through an addition. Property Management is close to releasing a Request for Solicitations. The Library Board discussed the possibility of adding more stop options to the contract based on funding availability and other factors. Boldenow noted that the Library Board should appoint a representative to the proposal review and interview team for the finalists in the solicitation process.

A preliminary schedule for this project is:

- RFP release: Early January, 2021
- Solicitation responses due: End of January, 2021
- Anticipated start date: April, 2021
- Pre-design phase: through July or August, 2021
- Implementation: Fall, 2021

CAPITAL IMPROVEMENT PROGRAM (CIP) BUDGET REQUESTS:

Every two years, Ramsey County develops a Capital Improvement Program (CIP) budget to support capital projects through bond financing. Requests for 2022-2023 CIP funds are due December 28, 2020. The Ramsey County Board of Commissioners will approve CIP project funding at the end of the year in 2021. Funds for budget year 2022 projects can be spent in the spring of 2022; funds for budget year 2023 projects can be spent in the spring of 2023.

Library staff propose requesting CIP funds for the following projects:

- At RCL-Maplewood, design and renovate spaces north of the lobby, including the Community Room and former café. The project purpose is to increase capacity to serve large groups, improve flexibility to support various sized events, and repurpose currently unused space. This is not in the scope of the currently funded renovation project. This project will coordinate with any building changes that support county service center operations—a project that would be funded separately.
- At RCL-Roseville, design and renovate space on the first floor to house a new digital learning center. The project purpose is to create a highly visible space to engage visitors with maker and digital literacy programming, to address the excess demand for bookable programming spaces, and to safely house and secure specialized program equipment. This project may be located in a newly enclosed atrium space or in the current café space, which is vacant following termination of the lease by the coffee shop franchisee.

BENCHMARKING RAMSEY COUNTY LIBRARY TO OTHER COMPARABLE LIBRARIES:

Jeff Eide, Senior Library Manager at the Ramsey County Library in Roseville, compiles a report each year showing comparisons between Ramsey County Library (RCL), the MELSA libraries, and other library systems of similar populations served and total income. Data used in the report is from 2019.

Eide noted that circulation of books has declined, but is offset by growth in electronic books. DVD usage has also declined, but still accounts for more than 20% of checkout statistics for the year. RCL is at or near the top in statistics tracking overall circulation, visits, and program attendance when compared with local and national peers.

Ramsey County Library was named a Star Library for the 8th year in a row by the Library Journal Index for 2019. The Index rates library visits, circulation, program attendance, public Internet computer use and wi-fi sessions to determine its ratings.

The Library Board discussed the statistical report, including the impact of the pandemic on 2020 usage numbers. Board members questioned whether Library Director salaries were available for comparison in the databases used by Eide to prepare the report, and asked for information to be provided at the next Library Board meeting as part of the Director Search update.

RAMSEY COUNTY CONDUCT POLICY:

Ramsey County is drafting a policy regarding conduct at County buildings and properties. The Library currently has a conduct policy (the “Library Use” policy) guiding acceptable behavior in Library spaces, which have some unique legal requirements. At the November meeting, the Library Board discussed whether the County policy should exclude the Library in order to retain existing Library policy and staff procedures; or whether the County policy will replace the Library Use policy and related staff procedures.

Boldenow reported that the County is pursuing a single Conduct Policy, to avoid confusion at the service centers located within Library facilities. Library-specific clauses including banning procedures are still under discussion for the County policy. Library Board members reiterated their desire for a separate Library policy, citing American Library Association recommendations and other concerns.

TASK FORCE UPDATE:

Willems reported that the task force created to address Library Board and Ramsey County roles and responsibilities is comprised of herself, Chiclana-Ayala, and Woods representing the Library Board. County staff are represented by Lidiya Girma and Elizabeth Tolzmann, and the County Board representatives are Commissioners McGuire, Frethem, and Matas-Castillo. The group has three meetings scheduled through the end of January, at which time the Task Force recommendations will come to the Library Board for discussion.

LIBRARY DIRECTOR SEARCH PROCESS:

Library Director Jill Boldenow is resigning from Ramsey County Library, with her last day to be January 5, 2021. Karen Saltis will serve as the Interim Library Director during the search process, starting January 6. Saltis, the Director of Administration for Health & Wellness, and has been with Ramsey County since 1989 in a variety of roles, and has also served as a school board member. Boldenow will meet with Saltis to go over the director duties, and Library Board Chair Sylvia Neblett will put together an orientation packet on the Library Board’s roles and responsibilities.

GOLD CARD PRESENTATION AND FAREWELL TO BOLDENOW:

After a break at the conclusion of the Library Board’s business meeting, former Board members Paula Mielke and Kim Vanderwall joined the Library Board in presenting a Ramsey County Library Gold Card to Jill Boldenow for her service as Library Director from 2016-2020.

During her tenure as Library Director, Boldenow led the development of the 2019-2029 Facilities Master Plan, the launch of a new digital library at rclreads.org, and the introduction of the Popup Library and expanded community engagement initiatives. She led policy changes to remove barriers to library access, including the elimination of overdue fees for library materials. Her swift response to the COVID-19 pandemic helped continue library offerings through modified services that are keeping both staff and patrons safe.

The Library Board members thanked her for her service and wished Boldenow good luck in her new position.

NEXT MEETING:

January 20, 2021 – 6:30 p.m.

ADJOURNMENT:

Following a motion by Woods and a second by Chiclana-Ayala, Neblett adjourned the meeting at 8:35 p.m.

Respectfully Submitted,

Mary Larson
Library Board Coordinator

draft

DIRECTOR'S REPORT**January 2021**

December Staff Updates:	Hired:	Zamira Laurie, Substitute Library Page
	Redeployed:	Kathy Sophie, Library Page at RCL-Roseville to Personnel Transaction Assistant for Housing Stability Department
	Promoted:	Anita Vue, Library Page at RCL-White Bear Lake to Clerk Typist at RCL-New Brighton
	Retired:	Linda Kernik, Library Page at RCL-Roseville

Greetings: During my first weeks as the interim library director, I've spent time getting to know Board Members, Friends, and Library staff. Thank you all for your willingness to meet and share your thoughts with me. I'm looking forward to this journey we are on together.

Deputy Director Hiring Update: The posting was shared with the following: ALA job list, Spectrum Scholar job list, Monster, Indeed, Diversity.com, Government jobs, and Linked In. Application screening has occurred and Round 1 interviews tentatively planned for February 4th with second round to follow shortly thereafter. Feedback has been solicited from the management team who directly reports to this position as well as from the board trustees. Discussion on this topic will occur during the January board meeting.

Staff News: From Monica Stratton-Branch Manager of the Ramsey County Library-Maplewood "It is with great joy and pride (and permission, of course) that I am emailing to let you all know that **Tasha (Nins)**, yes, our very own Tasha, has been selected to serve on the 2022 Caldecott Award Selection Committee. Please join me in offering her congratulations - this is a professional goal for many children's librarians and I am so proud that Tasha will be representing not only Ramsey County Library but also Minnesota and our local community as she dives into what will surely be a long but ultimately rewarding year serving on the committee. Congratulations, Tasha!!!"

Countywide Initiatives:

1. The Countywide Culture project related to theme one of the Talent Attraction, Retention and Promotion (TARP) strategic priority has regrouped after a pause due to COVID. Employees are encouraged to help put our values (People, Integrity, Community, Equity, and Leadership) into action by participating in the behavior alignment.
2. A talent priority classification and compensation update will be presented to county board on January 19, 2021. The update will include a discussion of the findings and recommendations. Employee information sessions will follow to share a summary and will focus on the overall market findings.
3. The Residents First strategic priority took a leap forward in 2020 by standing up five Countywide Service Centers, three of which are located in our regional library branches of Maplewood, Shoreview, and Roseville. In 2021, Service Delivery Advisory Councils are being launched. The **Senior Advisory Council** consists of senior-level service team representatives who are empowered to represent and communicate to multiple departments and programs within the Service Team. Primary responsibilities include service delivery roadmap ownership, process approval, resource allocation (personnel), and escalated issue resolution. I have been selected for this council.

The Operations Advisory Council is an operations-level group of representatives. Primary responsibilities include service prioritization and onboarding, process design, service center/department relationship, issue resolution and escalation. **Jeff Eide** has been selected for this council.

Thank you for this opportunity to serve as the Interim Ramsey County Library Director. I will work hard to share information with you in a transparent manner. Please provide me feedback if you feel I'm not striking the right balance. I look forward to working more closely with you and the staff in the months ahead.

Karen Saltis

Friends Update—January 2021

Friends Board to vote on 2021 funding support for Ramsey County Library

Karen Saltis and Jeff Eide attended the Friends Executive Committee meeting via Zoom on January 12, 2021. The Executive Committee was pleased to have the opportunity to meet Karen and expressed their interest in working with her in the months ahead in her new role as RCL Interim Director. Jeff provided a PowerPoint overview of the many things RCL accomplished with the support of the Friends funding in 2020 and presented the RCL priorities for 2021. The Executive Committee was unanimous in their support of providing a grant of \$130,000 to RCL in 2021 and will present their recommendation to the full Board of Directors at their meeting January 25, 2021.

Friends now accepting *Drop & Go* Donations at Maplewood, Roseville, and Shoreview

Patron donations are essential to the success of our new Virtual Used Bookstore and we are now able to accept gently used books, DVDs and CDs at the Maplewood, Roseville and Shoreview locations only. There are labeled bins near or in the Friends used bookstore areas to drop off donations with the following guidelines:

- Masks are required to enter the library and donors are asked to practice social distancing during drop-off.
- Donations can be made anytime during regular library hours.
- Volunteer and storage capacity require that we limit donations to two grocery bags or similarly sized boxes per donor, per day.
- Leaving donations with librarians is not permitted. Library staff are not currently authorized to receive donations and should not be burdened with the additional responsibility of handling our donations.
- For a complete list of what we can and cannot accept for donations visit:
www.rclfriends.org/buy-books/donate-books

Donations are coming in for the February *Hats Off to the Library!* Online Auction

The Gala Planning Committee pivoted to an online auction in lieu of the Annual Gala this year and donations are starting to come in. Watch for auction item news in January and February on our website www.rclfriends.org and via our e-news and social media.

We are grateful again this year for the generous support and partnership of the Friends 2021 Signature Sponsor, Northeast Bank!

Request for Library Board Action

Meeting Date
January 20, 2021

Action Requested
Information & Discussion

Presented By
Sylvia Neblett,
Library Board Chair

SUBJECT:

Library Board Thank You

BACKGROUND:

Board Chair Sylvia Neblett submitted the attached message to Library staff for the January meeting agenda.

BOARD ACTION REQUESTED:

For information and discussion.

"We were poor but never impoverished." What's the difference?

"The library! There was a world beyond where I lived."

Peter Hamill, Reporter for the New York Post & Daily News

HAPPY NEW YEAR RAMSEY COUNTY LIBRARY STAFF!!

We made it through 2020 and are looking forward to 2021 with hope and anticipation. As we leave the year 2020, looking back, the Ramsey County Library staff has many things to be proud of for serving our community during the lockdown.

Think about the quote above, can you imagine what we would have done this year if we had not had the library to check out books to read or listen to? Think about the parents with little ones who could still have their story time and learn their letters on line. Think about the school age students who could create things by picking up an all inclusive craft bag at their library to have something extra special to do. Think about all the people who still came to the library to pick up their ordered books without going into the library. Think about the displays in our library windows that encouraged and guided ways for us to learn and have conversations about race in this country, at such a time as this.

But none of this, none of this could have been done without the staff of the Ramsey County Libraries and we as your Trustee Board wanted to acknowledge that and say THANK YOU! Thank you for your creativity, your bravery, your hard work and for keeping this wonderful, necessary, free resource available to our community. We are ever so Thankful!

With Hope and Anticipation, We Move Onward into 2021!!
Ramsey County Board of Trustees

Request for Library Board Action

Meeting Date
January 20, 2021

Action Requested
Approve Elections

Presented By
Karen Saltis,
Interim Library Director

SUBJECT:

Election of Chair, Vice Chair, and Secretary

BACKGROUND:

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 this meeting, the Board will solicit nominations and vote to elect a chair for 2021. Following this election, the Board will solicit nominations and vote to elect a vice chair, and similarly elect a secretary for 2021.

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.

BOARD ACTION REQUESTED:

Approve the election of a chair, vice chair, and secretary of the Board of Trustees for 2021.

Request for Library Board Action

Meeting Date
January 20, 2021

Action Requested
Approve By-Laws
And Policies

Presented By
Karen Saltis,
Interim Library Director

SUBJECT:

Library Board By-Laws and Policies

BACKGROUND:

The Library Board completed a comprehensive review of the by-laws and policies in 2016-2017, and revisions were approved in April 2017. Both documents were significantly revised, and a chart clarifying roles of the Library Director, Library Board, Friends of the Library, and County Board was developed.

The by-laws were revised again in 2020 to improve consistency and clarify intent regarding the annual meeting, term lengths, and library director performance appraisals. The policies were revised to cover the purchase of professional services and contracted services, which were not mentioned in the previous version. The threshold for grant acceptance by the Library Director was raised to \$25,000 for consistency with gift acceptance and purchasing authority.

No changes to the by-laws or policies are proposed for 2021.

BOARD ACTION REQUESTED:

To approve the Library Board By-Laws and Policies as presented.

Ramsey County Library Board of Trustees

By-Laws

Updated 2/19/20

ARTICLE I Identification

The name of the organization is the Ramsey County Library, located in suburban Ramsey County, Minnesota, with administrative office at 4560 North Victoria Street in Shoreview, and libraries in Maplewood, Mounds View, New Brighton, North St. Paul, Roseville, Shoreview and White Bear Lake.

ARTICLE II Purpose

The mission of the Ramsey County Library is to CONNECT community, INSPIRE curiosity, and CULTIVATE learning. The purpose of the Ramsey County Library Board of Trustees as established by Minnesota Statute is to provide the legal, financial, policy and planning responsibility for all operations of the Ramsey County Library. The Library Board also selects, supervises and evaluates the Library Director.

ARTICLE III Board of Trustees

Section 1. Number and qualifications.

The governing body of the library is the Board of Trustees, which is composed of seven members as appointed by the Board of Ramsey County Commissioners. Members shall be residents of suburban Ramsey County.

Section 2. Term of office.

The term of office of trustees shall be three years. No trustee shall serve more than three consecutive terms. Terms will be staggered to ensure continuity. A trustee whose term expired may continue to serve until an appointment is made. If a member is appointed to serve an unexpired term of office and serves more than half of a regular term, it shall be considered a full term of office.

Section 3. Disqualifications, vacancies.

Any member who moves out of suburban Ramsey County shall vacate their position. The Board of County Commissioners may remove any member for misconduct or neglect.

Section 4. Officers.

Officers of the Board of Trustees shall be a chair, vice chair, and secretary. Officers shall be elected at the annual meeting. An officer may serve two consecutive one-year terms. Vacancies in office shall be filled by majority vote at the next regular meeting of the Board after the vacancy occurs.

The duties of the officers are as follows:

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.

Section 5. Indemnification.

Subject to limitations set forth in Minnesota Statutes 466.04, Ramsey County will defend and indemnify any of its officers and employees, whether elective or appointive, for damages, including punitive damages, claimed or levied against the officer or employee, provided that the officer was acting in the performance of the duties of the position; and was not guilty of malfeasance in office, willful neglect of duty, or bad faith.

ARTICLE IV

Meetings

Section 1. Time and place.

The first meeting of the year shall be the annual meeting, at which the Board of Trustees shall specify the annual meeting schedule, elect officers, appoint a liaison to the Friends Board, and establish committees as desired. The Library Board will give public notice of all meetings and all meetings will be open to the public in accordance with Minnesota's Open Meeting Law.

Section 2. Special meetings.

Special meetings of the Board of Trustees may be called by the Chair or upon the written request of four members for the transaction of business as stated in the meeting request.

Section 3. Notices of meetings.

All members shall be notified of all meetings at least two days before the meeting. Notice for any meeting not scheduled in accordance with Section 1 above shall be accomplished through U.S. Mail, making a good faith effort to contact a trustee via telephone, or by sending an electronic mail message to the address so designated by the Trustee.

In addition, notices shall be posted in all libraries and released to the press. All meetings of the Ramsey County Library Board of Trustees are held in accordance with the Minnesota Open Meeting Law (Minn. Stat. 471.705).

Section 4. Quorum.

A quorum for the transaction of business shall consist of four voting members of the Board of Trustees.

Section 5. Parliamentary authority.

Should any questions arise as to procedure, Rosenberg's Rules of Order (latest edition) shall be followed.

ARTICLE V Committees

The Chair may appoint standing committees as needed by the Board of Trustees. Ad hoc committees for the study of special issues may also be appointed by the Chair; such committees to serve until completion of the work for which they were appointed.

ARTICLE VI Duties of the Board of Trustees

1. Recruit and employ a qualified library director.
2. Conduct an annual performance appraisal of the director.
3. Identify and adopt written policies to govern the operation and programs of the library.
4. In conjunction with the Library Director and library staff, do strategic planning to assure that the Ramsey County Library will continue to meet the information needs of its community in the years to come.
5. Seek adequate funds to carry out library operations.
6. Assist in the preparation of and approve the annual budget.
7. Monitor organization performance.
8. Promote the mission of the library within the community.
9. Advocate for the library to policymakers.
10. Advocate on behalf of the Friends to the community.
11. Maintain a liaison to the Friends board.

ARTICLE VII
Conflicts of Interest

Board members must avoid any conflict of interest with respect to their fiduciary responsibilities. There must be no self-dealing or conduct of private business or personal services between any Board member and the library except as procedurally controlled to assure openness, competitive opportunity and equal access to information. Board members must not use their position to obtain for themselves, family members or close associates employment within the library. Should a trustee be faced with a conflict of interest, they must abstain from board deliberation and voting.

ARTICLE VIII
Compensation

Members of the Board of Trustees shall be paid a per diem of \$50.00 per meeting for a maximum of two meetings per month. There shall be no reimbursement for mileage expense.

ARTICLE IX
Liaison with Board of Ramsey County Commissioners

A Ramsey County Commissioner may be appointed by the Board of Ramsey County Commissioners to serve as liaison between the Library Board of Trustees and the Board of Commissioners.

ARTICLE X
Amendments

These by-laws may be amended at any regular meeting of the Board of Trustees with a quorum present, by a majority vote of the voting members present, providing the amendment was stated in the call for the meeting.

These by-laws will be in force upon adoption by the Board of Trustees of the Ramsey County Library.

ARTICLE XI
Policy Enactment

Unless otherwise specified by the Board of Trustees, the Director shall enact all policies and procedures adopted by the Library Board on the first day of the month no less than 90 days following Board approval.

Ramsey County Library Board of Trustees Policies

Updated 2/19/20

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I. Governance Process

POLICY A: BOARD MEMBERS' CODE OF CONDUCT

The Ramsey County Library Board expects that its members will conduct themselves in an ethical and businesslike manner. Board members will act only within the scope of their legal authority and will perform the work of the Board in a manner that is respectful of the community, library staff, and each other.

1. Board members must avoid conflicts of interests. A conflict of interest exists where the board member's ability to act in the best interests of the library system is limited by the member's personal or business interests; including interests as a member of other community groups, or membership on other boards or staffs. If a Board member has a conflict of interest, the Board member should abstain from participation in that matter.
2. Board members must avoid any conflict of interest with respect to their fiduciary responsibility.
 - a. There must be no self-dealing or any conduct of private business or personal services between any Board member and the Ramsey County Library except as procedurally controlled to assure openness, competitive opportunity, and equal access to "inside" information.
 - b. Board members must not use their positions to obtain for themselves, family members, or close associates employment within the Ramsey County Library.
 - c. Should a trustee be considered for employment by the Ramsey County Library, the trustee must temporarily withdraw from Board deliberation and voting.
3. No individual Board member, officer, or committee has authority over the Library Director. Information may be requested, but if such request, in the Library Director's judgment, requires a material amount of staff time, it may be refused.
 - a. Board members' interaction with the Library Director or with staff must recognize the lack of authority in any individual trustee or group of Board members except as noted above.
 - b. Board members' interaction with the public, press, or other entities must recognize the same limitation and the similar inability of any trustee or Board members to speak for the Board.

POLICY B: ATTENDANCE POLICY

1. Library Board members are expected to attend all regularly scheduled Library Board meetings. Board members must notify the Chair if they are unable to attend a Library Board meeting.
2. Regular attendance at Library Board meetings is essential so that decisions made represent the opinions of the Board as a whole.
3. A Library Board member may forfeit their appointment as a result of poor attendance. Poor attendance is defined as three unexcused absences in a calendar year. Should this occur, the member will be contacted by the Chair asking the member to re-commit to the Library Board or relinquish their position to allow another individual to be appointed. The member's response will promptly be shared by the Chair with the entire Board at the next Board meeting. In that meeting, the Board will decide what actions to take regarding the Board member's future membership on the Board.

POLICY C: COMMITTEE PRINCIPLES

The Board may establish committees to help carry out its responsibilities. To preserve Board integrity, committees will be used sparingly. Committees will be used so as to minimally interfere with the wholeness of the Board's job, and so as never to interfere with delegation from Board to Library Director.

1. Board committees may not speak or act for the Board except when formally given such authority for specific and time-limited purposes. Such authority will be carefully stated in order not to conflict with authority delegated to the Library Director.
2. Board committees are to help the Board do its job, not to help the staff do its jobs. Committees will assist the Board chiefly by preparing policy alternatives and implications for Board deliberation. Board committees are not to be created by the Board to advise staff.
3. Board committees cannot exercise authority over staff and, in keeping with the Board's focus on the future, Board committees will not ordinarily have direct dealings with current staff operations. Further, the Board will not impede its direct delegation to the Library Director by requiring approval of a Board committee before an executive action. The Library Director works for the Board, never for a Board committee, officer, or trustee.
4. This policy applies only to committees that are formed by Board action, whether or not the committees include non-Board members. It does not apply to committees formed under the authority of the Library Director.

II. Executive Policies

POLICY A: FINANCIAL PLANNING

The Library Director will follow Ramsey County's accounting guidelines and shall assure the financial integrity of the Ramsey County Library when planning or executing the budget for all or any remaining part of a fiscal period.

Accordingly, the Library Director is responsible for:

1. Providing sufficient budget detail to the Board including a reasonably accurate projection of revenues and expenses, separation of capital and operational items, cash flow and subsequent trails, and disclosure planning assumptions.
2. Plans for expenditures in any fiscal year shall be based on revenues reasonably projected to be received in that period.
3. The budget shall be consistent with Board-stated priorities in its allocation among competing budgetary needs.
4. The budget shall comply with the guidelines and procedures of the Ramsey County Finance Department and the County Manager's Office.

POLICY B: FINANCIAL AUTHORIZATIONS

The Library Director shall assure Ramsey County Library's fiscal integrity by adhering to the fiscal policies and procedures established by the Ramsey County Finance Department and by the Library Board.

Accordingly, the Library Director is specifically authorized to:

1. Approve bills for payment and to transfer funds within the various Library accounts, including the facilities fund, during each fiscal year. A financial condition report shall be submitted to the Board on a quarterly basis.
2. Make purchases of budgeted supplies, equipment, and contract and professional services up to \$25,000, such purchases to be made in accordance with state laws. Purchases exceeding \$25,000 are to be brought to the Board for appropriate action.
3. Purchase for the Ramsey County Library books, periodicals, audiovisual materials and other library materials as may be necessary to meet the Library's needs, without advertising for competitive bids, since no significant advantage can be gained by advertising for competitive bids for the purchase of books, periodicals, audiovisual materials and other library materials that are protected by patent, copyright or exclusive franchise, and are noncompetitive in nature.

4. Accept gifts, consistent with Library Board policy, of cash and personal property valued up to \$25,000. Gifts exceeding \$25,000 in cash or personal property are to be brought to the Library Board for appropriate action. A quarterly report of gifts received by the Library will be submitted to the Board.
5. Apply for and accept grants, in accordance with Ramsey County guidelines, of up to \$25,000. Grants exceeding \$25,000 are to be brought to the Board for appropriate action.

Library Responsibilities

Responsibilities	Library Director	Library Board	Friends	County Board
General Administrative	<ul style="list-style-type: none"> Administer daily operation of the library including personnel, collection development, fiscal, physical plant and programming. Act as advisor to the Board and provide support to the Friends. Speak publically on behalf of the library. Develop communications planning and messaging. 	<ul style="list-style-type: none"> Recruit and employ a qualified library director. Maintain an ongoing performance appraisal of the director. 	<ul style="list-style-type: none"> Support quality library services in the community through fund raising, volunteerism and advocacy. 	<ul style="list-style-type: none"> Appoints Library Board members, from among County residents, to maintain a seven-member board. Hear reports on library impacts and outcomes related to County priorities.
Policy	<ul style="list-style-type: none"> Apprise Library Board of the need to develop new and revise current policies. Ensure implementation of adopted Board policies. 	<ul style="list-style-type: none"> Identify and adopt written policies to govern the operation and programs of the library. 	<ul style="list-style-type: none"> Support the policies of the library as adopted by the Library Board. 	
Planning	<ul style="list-style-type: none"> Coordinate and implement a strategic plan with the Library Board, Friends, staff and community. 	<ul style="list-style-type: none"> Ensure that the library has a strategic plan with implementation and evaluation components. 	<ul style="list-style-type: none"> Provide input into the library's strategic plan and support its implementation. 	<ul style="list-style-type: none"> Sets County priorities.
Fiscal/Operational	<ul style="list-style-type: none"> Prepare an annual budget for the library in accordance with County instructions. Provide appropriate monitoring data. 	<ul style="list-style-type: none"> Seek adequate funds to carry out library operations. Assist in the preparation and approve the annual budget. Monitor organization performance. 	<ul style="list-style-type: none"> Conduct fund raising to support the library's mission and plans. 	<ul style="list-style-type: none"> Sets the library levy to provide a library fund. Approves the library budget.
Advocacy	<ul style="list-style-type: none"> Promote the mission of the library within the community. Educate the Library Board, Friends and community regarding local, state and national issues that impact the library. 	<ul style="list-style-type: none"> Promote the mission of the library within the community. Advocate for the library to policymakers. Advocate on behalf of the Friends to the community. 	<ul style="list-style-type: none"> Promote the mission of the library within the community. Advocate for the library to policymakers. 	<ul style="list-style-type: none"> Encouraged to attend library and Friends functions and to advocate for the library to the community.
Meetings	<ul style="list-style-type: none"> Participate in Library Board and Friends board meetings. 	<ul style="list-style-type: none"> Maintain a liaison to the Friends' board. 	<ul style="list-style-type: none"> Maintain a liaison to the Library Board. 	<ul style="list-style-type: none"> Maintain a liaison to the Library Board to serve as a nonvoting member.

Request for Library Board Action

Meeting Date
January 20, 2021

Action Requested
Approve Appointments

Presented By
Karen Saltis,
Interim Library Director

SUBJECT:

Liaison and Library Board Committee Appointments

BACKGROUND:

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.

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.

The Board may consider appointing the officers to serve on a Personnel Committee to take up personnel issues as needed.

BOARD ACTION REQUESTED:

To appoint a Library Board member as a 2021 liaison to the Friends of the Ramsey County Libraries Board; and to appoint Library Board members to 2021 committees it desires to form.

Request for Library Board Action

Meeting Date
January 20, 2021

Action Requested
Approve Schedule

Presented By
Mary Larson,
Library Board Coordinator

SUBJECT:
2021 Annual Schedule of Meetings

BACKGROUND:

The Ramsey County Library Board currently meets at 6:30 p.m. on the third Wednesday of each month. Additional meetings may be scheduled on the first Wednesday of a month or any other date as necessary. Meetings are currently being held remotely via online video conference due to the COVID-19 pandemic. If onsite meetings resume at some point in 2021, the following locations have been reserved. If this schedule is acceptable to individual Board members, the meeting dates will be as follows for the remainder of 2021:

February 17, 2021	RCL – Roseville 2180 Hamline Avenue North
March 17, 2021	RCL – North St. Paul 2300 North St. Paul Drive
April 21, 2021	RCL – Mounds View 2576 Mounds View Boulevard
May 19, 2021	RCL – Maplewood 3025 Southlawn Drive
June 16, 2021	RCL – White Bear Lake 2150 – 2 nd Street
July 21, 2021	RCL – Shoreview 4560 North Victoria Street
August 18, 2021	RCL – Roseville 2180 Hamline Avenue North
September 15, 2021	RCL – Maplewood 3025 Southlawn Drive
October 20, 2021	RCL – New Brighton 400 – 10 th Street N.W.
November 17, 2021	RCL – Roseville 2180 Hamline Avenue North
December 15, 2021	RCL – Shoreview 4560 North Victoria Street

BOARD ACTION REQUESTED:



To approve the 2021 Annual Schedule of Library Board Meetings.

Request for Library Board Action

Meeting Date
January 20, 2021

Action Requested
Approve Notice of Default
and Termination

Presented By
Jean Krueger,
Property Mgmt. Director

SUBJECT:

Termination of License Agreement

BACKGROUND:

On October 25, 2020, Ramsey County Library received notice that the Dunn Bros. coffee shop would be closing on December 15, 2020. The franchise agreement was up for renewal in 2021, requiring a significant financial investment from KADE 2. Due to the renewal fee and reduced revenue in 2020 from the pandemic, the franchise owner was unable to meet these conditions.

The current license agreement is in effect until 2025, and does not allow for termination by the licensee for financial hardship. Ramsey County Attorney's Office has advised that termination through a notice of default and termination is possible as approved by the Library Board. The Attorney's Office is working with Property Management and Library staff to determine the financial obligations of the franchise owner under the license agreement, and to finalize the legal document for the signature of the Library Board Chair.

BOARD ACTION REQUESTED:

Approve the notice of default and termination of license agreement as prepared by the Ramsey County Attorney's Office and Ramsey County Property Management, and to authorize the signature of the Library Board Chair on the notice.

Request for Library Board Action

Meeting Date
January 20, 2021

Action Requested
Information and Discussion

Presented By
Karen Saltis,
Interim Library Director

SUBJECT:

Library Director Search Update

BACKGROUND:

The Library Board will discuss the status of the Library Director search.

As requested at the December Library Board meeting, a chart showing Minnesota library director salaries and/or salary ranges for 2019 is attached.

BOARD ACTION REQUESTED:

For information and discussion.

Director Salary Survey

Location	Population of the Legal Service Area	Total Operating Revenue	Library Director Low - Hourly	Library Director Low - Annual	Library Director High - Hourly	Library Director High - Annual
ALBERT LEA PUBLIC LIBRARY	30,281	\$1,079,618	\$29.02	\$60,362	\$35.98	\$74,838
ANOKA COUNTY LIBRARY	331,854	\$8,684,789	\$41.23	\$85,758	\$60.52	\$125,882
ARROWHEAD LIBRARY SYSTEM	313,627	\$3,235,975	\$0.00	\$0	\$0.00	\$0
AURORA PUBLIC LIBRARY	1,670	\$127,537			\$26.35	\$54,808
AUSTIN PUBLIC LIBRARY	35,917	\$1,360,865	\$36.28	\$75,462	\$43.18	\$89,814
BABBITT PUBLIC LIBRARY	1,454	\$143,515	\$27.30	\$56,784	\$27.30	\$56,784
BAUDETTE PUBLIC LIBRARY	1,004	\$104,170	\$19.38	\$40,310	\$24.06	\$50,045
BAYPORT PUBLIC LIBRARY	3,832	\$347,989	\$32.46	\$67,517	\$46.00	\$95,680
BLUE EARTH COMMUNITY LIBRARY	6,288		\$26.10	\$54,288	\$30.00	\$62,400
BLUE EARTH COUNTY LIBRARY	67,785	\$1,156,434	\$37.03	\$77,022	\$51.33	\$106,766
BOVEY PUBLIC LIBRARY	804	\$40,102	\$20.00	\$41,600	\$31.58	\$65,686
BROWNS VALLEY PUBLIC LIBRARY	733	\$100,318	\$12.88	\$26,790	\$14.31	\$29,765
BROWNSDALE PUBLIC LIBRARY	676	\$62,734	\$19.50	\$40,560	\$18.50	\$38,480
BUHL PUBLIC LIBRARY	1,000	\$74,424	\$14.65	\$30,472	\$16.50	\$34,320
CALEDONIA PUBLIC LIBRARY	6,081	\$135,686	\$19.57	\$40,706	\$20.00	\$41,600
CALUMET PUBLIC LIBRARY	365	\$57,801	\$22.13	\$46,030	\$23.29	\$48,443
CANNON FALLS LIBRARY	9,402	\$504,607	\$29.61	\$61,589	\$37.51	\$78,021
CARLTON AREA PUBLIC LIBRARY	979	\$31,582			\$17.00	\$35,360
CARVER COUNTY LIBRARY SYSTEM	105,970	\$4,818,878	\$41.78	\$86,902	\$62.66	\$130,333
CHATFIELD PUBLIC LIBRARY	8,753	\$264,445	\$25.43	\$52,894	\$36.46	\$75,837
CHISHOLM PUBLIC LIBRARY	4,916	\$241,600	\$25.61	\$53,269	\$32.01	\$66,581
CLARKFIELD PUBLIC LIBRARY	812	\$73,528	\$17.14	\$35,651	\$19.79	\$41,163
CLOQUET PUBLIC LIBRARY	12,022	\$427,951	\$28.67	\$59,634	\$37.75	\$78,520
COLERAINE PUBLIC LIBRARY	1,947	\$99,208	\$25.48	\$52,998	\$25.48	\$52,998
COLUMBIA HEIGHTS PUBLIC LIBRARY	20,840	\$1,006,636	\$45.54	\$94,723	\$54.88	\$114,150
COMFREY AREA LIBRARY	580	\$42,765	\$13.40	\$27,872	\$13.40	\$27,872
COOK PUBLIC LIBRARY	547	\$59,483	\$17.68	\$36,774	\$23.80	\$49,504
CROSBY: JESSIE F. HALLETT MEMORIAL L	2,360	\$149,346			\$20.75	\$43,160
DAKOTA COUNTY LIBRARY	425,423	\$13,820,045	\$56.94	\$118,435	\$88.96	\$185,037
DODGE CENTER PUBLIC LIBRARY	6,985	\$186,431	\$25.87	\$53,810	\$30.08	\$62,566
DOUGLAS COUNTY LIBRARY	38,041	\$1,204,104	\$35.65	\$74,152	\$46.91	\$97,573
DULUTH PUBLIC LIBRARY	87,213	\$5,326,304	\$37.32	\$77,626	\$52.40	\$108,992
EAST CENTRAL REGIONAL LIBRARY	182,112	\$3,365,520	\$0.00	\$0	\$0.00	\$0
EAST GRAND FORKS CAMPBELL LIBRARY	8,895	\$685,017	\$45.55	\$94,744	\$54.55	\$113,464
EDGERTON PUBLIC LIBRARY	1,879	\$76,044			\$16.00	\$33,280
ELBOW LAKE: THORSON MEM LIBRARY	1,949	\$185,979	\$21.52	\$44,762	\$29.82	\$62,026

Director Salary Survey

Location	Population of the Legal Service Area	Total Operating Revenue	Library Director Low - Hourly	Library Director Low - Annual	Library Director High - Hourly	Library Director High - Annual
ELMORE PUBLIC LIBRARY	963	\$49,797	\$12.88	\$26,790	\$12.88	\$26,790
ELY PUBLIC LIBRARY	3,410	\$328,612	\$32.18	\$66,934	\$32.18	\$66,934
EVELETH PUBLIC LIBRARY	3,622	\$179,209			\$26.46	\$55,037
FARIBAULT: BUCKHAM MEMORIAL LIBRARY	34,000	\$1,107,036	\$47.87	\$99,570	\$65.65	\$136,552
FERGUS FALLS PUBLIC LIBRARY	18,931	\$931,707	\$35.54	\$73,923	\$49.77	\$103,522
FULDA MEMORIAL LIBRARY	1,897	\$92,297	\$21.35	\$44,408	\$21.78	\$45,302
GILBERT PUBLIC LIBRARY	1,796	\$120,856	\$22.00	\$45,760	\$23.00	\$47,840
GLENWOOD PUBLIC LIBRARY	5,073	\$246,826	\$19.75	\$41,080	\$29.86	\$62,109
GRAND MARAIS PUBLIC LIBRARY	1,410	\$361,861	\$24.95	\$51,896	\$29.94	\$62,275
GRAND MEADOW PUBLIC LIBRARY	1,211	\$133,883	\$18.00	\$37,440	\$18.51	\$38,501
GRAND RAPIDS AREA LIBRARY	21,234	\$949,016	\$31.72	\$65,978	\$40.31	\$83,845
GREAT RIVER REGIONAL LIBRARY	490,206	\$10,048,738				
HANCOCK COMMUNITY LIBRARY	1,297	\$25,945	\$14.50	\$30,160	\$14.50	\$30,160
HANSKA PUBLIC LIBRARY	1,100	\$24,026	\$10.50	\$21,840	\$12.50	\$26,000
HARMONY PUBLIC LIBRARY	2,852	\$136,220	\$25.10	\$52,208	\$25.10	\$52,208
HENDRICKS: SIVERSON PUBLIC LIBRARY	895	\$31,263			\$11.50	\$23,920
HENNEPIN COUNTY LIBRARY	1,261,104	\$82,491,052	\$66.06	\$137,405	\$87.14	\$181,251
HIBBING PUBLIC LIBRARY	16,093	\$664,221				
HOKAH PUBLIC LIBRARY	2,319	\$50,944	\$18.00	\$37,440	\$19.00	\$39,520
HOUSTON PUBLIC LIBRARY	3,121	\$105,676			\$20.86	\$43,389
HOYT LAKES PUBLIC LIBRARY	2,000	\$165,008			\$31.20	\$64,896
INTERNATIONAL FALLS PUBLIC LIBRARY	5,930	\$388,930			\$31.87	\$66,290
IVANHOE PUBLIC LIBRARY	1,904	\$46,752			\$15.25	\$31,720
JACKSON COUNTY LIBRARY	10,113	\$666,897	\$27.82	\$57,866	\$36.16	\$75,213
KASSON PUBLIC LIBRARY	16,604	\$408,594	\$30.38	\$63,190	\$36.81	\$76,565
KEEWATIN PUBLIC LIBRARY	1,068	\$56,916	\$12.00	\$24,960	\$17.00	\$35,360
KENYON PUBLIC LIBRARY	5,754	\$210,747			\$24.54	\$51,043
KINNEY PUBLIC LIBRARY	171		\$8.00	\$16,640	\$10.00	\$20,800
KITCHIGAMI REGIONAL LIBRARY	173,502	\$2,939,364				
LA CRESCENT PUBLIC LIBRARY	9,426	\$243,547	\$23.57	\$49,026	\$28.37	\$59,010
LAKE AGASSIZ REGIONAL LIBRARY	148,287	\$3,769,995				
LAKE BENTON PUBLIC LIBRARY	1,420	\$53,713	\$10.75	\$22,360	\$11.50	\$23,920
LAKE CITY PUBLIC LIBRARY	8,104	\$335,043	\$30.42	\$63,274	\$37.79	\$78,603
LAKE ELMO PUBLIC LIBRARY - Closed Pos			\$23.80	\$49,504	\$23.80	\$49,504
LAMBERTON PUBLIC LIBRARY	1,314	\$90,077	\$19.10	\$39,728	\$26.43	\$54,974
LANESBORO PUBLIC LIBRARY	2,300	\$101,636			\$23.00	\$47,840

Director Salary Survey

Location	Population of the Legal Service Area	Total Operating Revenue	Library Director Low - Hourly	Library Director Low - Annual	Library Director High - Hourly	Library Director High - Annual
LE ROY PUBLIC LIBRARY	946	\$117,276			\$16.00	\$33,280
LONSDALE PUBLIC LIBRARY	9,472	\$164,037	\$19.07	\$39,666	\$28.92	\$60,154
MABEL PUBLIC LIBRARY	2,094	\$69,168	\$15.46	\$32,157	\$20.01	\$41,621
MARBLE PUBLIC LIBRARY	701	\$32,849	\$21.76	\$45,261	\$26.23	\$54,558
MARSHALL-LYON COUNTY LIBRARY	22,195	\$996,677	\$33.54	\$69,763	\$44.72	\$93,018
MARTIN COUNTY LIBRARY	20,840	\$857,805	\$32.69	\$67,995	\$49.03	\$101,982
METROPOLITAN LIBRARY SERVICE AGENCY	3,113,338	\$7,230,150	\$0.00	\$0	\$0.00	\$0
MINNEOTA PUBLIC LIBRARY	1,373	\$57,237	\$13.45	\$27,976	\$13.45	\$27,976
MOOSE LAKE PUBLIC LIBRARY	2,798	\$154,659	\$0.00	\$0	\$21.12	\$43,930
MORGAN PUBLIC LIBRARY	2,307	\$45,595			\$14.36	\$29,869
MORRIS PUBLIC LIBRARY	6,941	\$343,805	\$26.50	\$55,120	\$30.00	\$62,400
MOUNTAIN IRON PUBLIC LIBRARY	2,863	\$183,223			\$28.00	\$58,240
MOUNTAIN LAKE PUBLIC LIBRARY	3,320	\$192,010			\$24.73	\$51,438
NEW ULM PUBLIC LIBRARY	13,645	\$848,688	\$33.13	\$68,910	\$40.30	\$83,824
NEW YORK MILLS PUBLIC LIBRARY	2,952	\$161,305	\$25.10	\$52,208	\$25.10	\$52,208
NOBLES COUNTY LIBRARY	22,021	\$650,535	\$33.78	\$70,262	\$42.56	\$88,525
NORTH MANKATO TAYLOR LIBRARY	16,236	\$715,546			\$37.00	\$76,960
NORTHFIELD PUBLIC LIBRARY	27,110	\$1,414,408	\$60.44	\$125,715	\$60.44	\$125,715
NORTHWEST REGIONAL LIBRARY	47,214	\$1,219,857				
OWATONNA-STEELE COUNTY LIBRARY	36,381	\$1,484,858	\$40.25	\$83,720	\$52.32	\$108,826
PELICAN RAPIDS PUBLIC LIBRARY	4,635	\$264,507	\$21.93	\$45,614	\$29.24	\$60,819
PERHAM AREA PUBLIC LIBRARY	6,414	\$214,278	\$22.67	\$47,154	\$29.47	\$61,298
PINE ISLAND: VAN HORN PUBLIC LIBRARY	10,495	\$225,498			\$24.68	\$51,334
PIONEERLAND LIBRARY SYSTEM	159,536	\$5,500,106	\$40.07	\$83,346	\$50.09	\$104,187
PIPESTONE: MEINDERS COMMUNITY LIBRARY	8,410	\$279,507	\$21.65	\$45,032	\$22.48	\$46,758
PLAINVIEW PUBLIC LIBRARY	7,154	\$262,472	\$24.48	\$50,918	\$30.60	\$63,648
PLUM CREEK LIBRARY SYSTEM	117,006	\$833,438				
PRESTON PUBLIC LIBRARY	3,572	\$151,662	\$30.51	\$63,461	\$30.51	\$63,461
RAMSEY COUNTY LIBRARY	242,515	\$12,720,269	\$65.62	\$136,490	\$65.62	\$136,490
RED WING PUBLIC LIBRARY	21,222	\$1,418,440	\$40.64	\$84,531	\$49.58	\$103,126
REDWOOD FALLS PUBLIC LIBRARY	7,070	\$450,765	\$23.93	\$49,774	\$30.91	\$64,293
ROCHESTER PUBLIC LIBRARY	149,191	\$8,683,534	\$60.92	\$126,714	\$87.02	\$181,002
ROCK COUNTY COMMUNITY LIBRARY	9,491	\$329,243	\$25.11	\$52,229	\$35.74	\$74,339
RUSHFORD PUBLIC LIBRARY	4,291	\$165,639	\$23.49	\$48,859	\$33.91	\$70,533
SAINT PAUL PUBLIC LIBRARY	313,010	\$20,432,218	\$49.17	\$102,274	\$67.15	\$139,672
SCOTT COUNTY LIBRARY	146,111	\$3,852,101	\$52.62	\$109,450	\$82.22	\$171,018

Director Salary Survey

Location	Population of the Legal Service Area	Total Operating Revenue	Library Director Low - Hourly	Library Director Low - Annual	Library Director High - Hourly	Library Director High - Annual
SIBLEY COUNTY LIBRARY	15,479	\$550,282	\$17.77	\$36,962	\$25.09	\$52,187
SILVER BAY PUBLIC LIBRARY	3,100	\$212,583	\$31.20	\$64,896	\$31.55	\$65,624
SLAYTON PUBLIC LIBRARY	4,624	\$141,853	\$17.00	\$35,360	\$20.00	\$41,600
SLEEPY EYE: DYCKMAN FREE LIBRARY	5,125	\$153,642	\$27.29	\$56,763	\$27.29	\$56,763
SOUTH SAINT PAUL PUBLIC LIBRARY	20,878	\$802,291	\$39.00	\$81,120	\$46.43	\$96,574
SOUTHEASTERN LIBRARIES COOPERATING	510,781	\$2,826,336	\$0.00	\$0	\$0.00	\$0
SPRING GROVE PUBLIC LIBRARY	3,071	\$165,882	\$22.01	\$45,781	\$22.01	\$45,781
SPRING VALLEY PUBLIC LIBRARY	6,277	\$195,631	\$20.15	\$41,912	\$26.99	\$56,139
SPRINGFIELD PUBLIC LIBRARY	2,947	\$224,633	\$19.06	\$39,645	\$25.31	\$52,645
ST. CHARLES PUBLIC LIBRARY	7,883		\$12.57	\$26,146	\$27.53	\$57,262
ST. PETER PUBLIC LIBRARY	20,220	\$427,741	\$0.00	\$0	\$25.93	\$53,934
STEWARTVILLE PUBLIC LIBRARY	10,200	\$362,161			\$29.21	\$60,757
STILLWATER PUBLIC LIBRARY	19,915	\$1,539,965	\$37.86	\$78,749	\$54.08	\$112,486
TAYLORS FALLS PUBLIC LIBRARY	1,011	\$12,200			\$10.66	\$22,173
TRACY PUBLIC LIBRARY	2,123	\$126,641			\$23.50	\$48,880
TRAVERSE DES SIOUX LIBRARY COOPERATING	223,527	\$1,275,312				
TWO HARBORS PUBLIC LIBRARY	3,517	\$304,977			\$35.93	\$74,734
TYLER PUBLIC LIBRARY	1,861	\$79,832	\$20.31	\$42,245	\$20.31	\$42,245
VIKING LIBRARY SYSTEM	126,793	\$1,768,833	\$0.00	\$0	\$0.00	\$0
VIRGINIA PUBLIC LIBRARY	8,591	\$1,109,080			\$39.00	\$81,120
WABASHA PUBLIC LIBRARY	5,159	\$242,645	\$24.36	\$50,669	\$25.35	\$52,728
WABASSO PUBLIC LIBRARY	2,258	\$114,868	\$15.00	\$31,200	\$22.00	\$45,760
WASECA-LE SUEUR REGIONAL LIBRARY	47,170	\$1,295,824	\$30.93	\$64,334	\$40.35	\$83,928
WASHINGTON COUNTY LIBRARY	237,704	\$8,183,119	\$60.37	\$125,570	\$82.70	\$172,016
WATONWAN COUNTY LIBRARY	10,839	\$679,863	\$27.66	\$57,533	\$38.14	\$79,331
WELLS PUBLIC LIBRARY	4,283	\$129,876	\$15.00	\$31,200	\$16.00	\$33,280
WEST CONCORD PUBLIC LIBRARY	2,522	\$76,429	\$15.00	\$31,200	\$22.00	\$45,760
WESTBROOK PUBLIC LIBRARY	1,558	\$78,830	\$18.84	\$39,187	\$19.50	\$40,560
WHEATON COMMUNITY LIBRARY	1,838	\$122,491	\$20.64	\$42,931	\$21.89	\$45,531
WINDOM PUBLIC LIBRARY	4,539	\$219,787	\$25.08	\$52,166	\$31.25	\$65,000
WINNEBAGO: MUIR LIBRARY	2,771	\$115,412	\$25.30	\$52,624	\$25.30	\$52,624
WINONA PUBLIC LIBRARY	50,798	\$1,297,603			\$43.80	\$91,104
ZUMBROTA PUBLIC LIBRARY	10,657	\$397,160	\$26.46	\$55,037	\$32.94	\$68,515

Request for Library Board Action

Meeting Date
January 20, 2021

Action Requested
Information and Discussion

Presented By
Karen Saltis,
Interim Library Director

SUBJECT:

Deputy Director Search Input and Interview Panels

BACKGROUND:

At this meeting, the Library Board will discuss the status the Deputy Director search process.

BOARD ACTION REQUESTED:

For information and discussion.

Request for Library Board Action

Meeting Date
January 20, 2021

Action Requested
Information and Discussion

Presented By
Karen Saltis,
Interim Library Director

SUBJECT:

Ramsey County Library in Maplewood Renovation Update

BACKGROUND:

Library staff continue to work with Ramsey County Property Management to develop a project plan to guide the renovation project at RCL-Maplewood. Since the last update, the release date for the Request for Proposals (RFP) has been delayed to better align schedules with further development of the service centers and the Residents First Facilities initiative. This will allow for a better definition of service center components that might be at Maplewood for the pre-design work.

The current schedule for this project is:

RFP release: Spring, 2021

Pre-design phase: Summer, 2021

BOARD ACTION REQUESTED:

For information and discussion.

Request for Library Board Action

Meeting Date
January 20, 2021

Action Requested
Information and Discussion

Presented By
Board Members

SUBJECT:

Task Force Update

BACKGROUND:

At this meeting, Ramsey County Library Board Members who serve on a task force with County Commissioners and County staff will provide an update to the Board on their work.

BOARD ACTION REQUESTED:

For information and discussion.

Ramsey County Library in the news:


12/21:
Star Tribune

Looking to books to talk about race with kids <https://www.startribune.com/more-twin-cities-parents-asking-librarians-about-diverse-books-after-floyd-s-death/573407851/?refresh=true>

Facebook:

Ramsey County Library
Published by CoSchedule App [?] · December 18, 2020 ·

Thank you everyone who made a card for the Teen Holiday Card Drive. We had 130 requests for the Maker Teen @ Home kits and we received 847 cards to donate!



1,040 People Reached 69 Engagements [Boost Post](#)

Erica Redden, Angie Petrie and 37 others 3 Comments

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Kim Sacay So awesome!!
Like · Reply · Message · 3w

Jennifer Dietrich FABULOUS! How fantastic!
Like · Reply · Message · 3w

Jenny Stevenson That's amazing!!
Like · Reply · Message · 3w

Ramsey County Library
Published by CoSchedule App [?] · December 19, 2020 ·

Gallery 96, which has curated and displayed juried art exhibitions at the library in Shoreview, has switched to online, monthly exhibits on their website and Facebook. Take a look at some of the amazing work of local artists!
<http://www.gallery96.org/>



GALLERY96.ORG
Gallery 96
Our virtual art show for December is "Artist's Choice". Each Gallery 96...

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565 People Reached 16 Engagements [Boost Post](#)

Kay Bergerson Jacobson, Teresa Freeland and Sally Peters 1 Comment

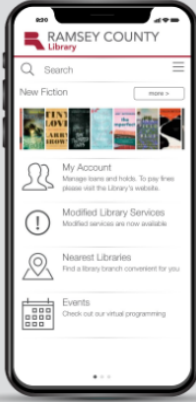
Like Comment Share

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Sally Peters Beautiful!
Like · Reply · Message · 3w

Ramsey County Library
Published by CoSchedule App [?] · December 27, 2020 ·

DYK? The Ramsey County Library app is available on both ios and android phones. Get access to your hold lists, renew items, place holds and more.
Apple: <https://apps.apple.com/us/app/id1519481118>
Play: <https://play.google.com/store/apps/details...>



Ramsey County Library Mobile App Now Available!

GET IT ON Google Play
Download on the App Store


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624 People Reached 16 Engagements [Boost Post](#)

Meghan K Johnson, Lynn Harty Ketelsen and 2 others

Ramsey County Library
Published by Pa Na Lor [?] · December 28, 2020 ·

Free online classes are available through Coursera! Sign up by December 31 for access to thousands of courses: <https://bit.ly/3ek5tff>



Register now!
Last Chance to Register for Coursera

m EMPLOYMENT AND ECONOMIC DEVELOPMENT *Leading CareerForce*

CareerForce
December 28, 2020 [Like Page](#)

Heads up! The deadline to apply for free online classes through Coursera is almost here. Sign up by December 31st to take advantage of this great opportunity. Check out the thousands of courses available here: <https://bit.ly/3ek5tff>

627 People Reached 35 Engagements [Boost Unavailable](#)

Jing Yang, Mark Larson and 2 others 1 Share



Ramsey County Library

Published by CoSchedule App [?] · December 29, 2020 ·

Discover Ramsey County parks by visiting each of the participating parks and look for activity clues. The scavenger hunt is appropriate for families with kids of all ages. Download Beanstack today.

App Store: <https://apps.apple.com/us/app/beanstack-tracker/id1360324277>

Google Play: <https://play.google.com/store/apps/details...>

DOWNLOAD THE BEANSTACK APP TODAY!



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589

People Reached

7

Engagements

Boost Post



Sally Peters and Deb Lunde Muleski

1 Share



Ramsey County Library

Published by CoSchedule App [?] · January 2 ·

Winter Reads encourages busy adults to delight in reading during the dark months of winter.

Sign up online at rclreads.beanstack.org.

Download the Beanstack app, available on Google Play or Apple App Store.

Select the Winter Reads program.



RCLREADS.BEANSTACK.ORG

Beanstack: Reading Challenges and Personalized Recommendations



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605

People Reached

21

Engagements

Boost Post



Ramsey County, Minnesota, Deb Lunde Muleski and Teresa Freeland

3 Shares



Ramsey County Library

Published by Pa Na Lor [?] · December 30, 2020 ·

Join the Ramsey County Library team as the Deputy Director. In this role, you'll direct and manage the administrative function of the library system.

The ideal candidate will have a passion for delivering excellent, equitable public service and an ability to inspire and support staff.

Learn more about the role: <https://bit.ly/3mVvK7Y>



RAMSEY COUNTY

ramseycounty.us/jobs

Ramsey County, Minnesota

December 29, 2020

Join the Ramsey County Library team as the Deputy Director. In this role, you'll direct and manage the administrative function of the library system.

The ideal ...

[See More](#)

785

People Reached

48

Engagements

Boost Unavailable



Sarah Lindberg, Deb Lunde Muleski and 2 others

2 Shares

701

People Reached

98

Engagements

Boost Post



Lori Hurley, Amber Soler and 3 others

3 Comments



Like



Comment



Share



Oldest



Dakota County Library Congratulations Jill! Best wishes.

[Like](#) [Reply](#) [Message](#) 5d

1



Julie Neville Congratulations Jill! Your leadership and calm demeanor will surely be missed.

[Like](#) [Reply](#) [Message](#) 5d

1



Heidi Wheelock I hope the progressive work providing services to patrons with different levels of resources continues.

[Like](#) [Reply](#) [Message](#) 4d

1



Ramsey County Library

Published by CoSchedule App [?] · 5d ·

Ramsey County Library Director Jill Boldenow has accepted a new position at Normandale Community College. We offer our sincerest thanks to Jill for her service and contributions to our libraries, residents and to Ramsey County. Congratulations!

Read more: <https://www.rclreads.org/.../library-director-accepts-new-op.../>



RCLREADS.ORG

Library Director Accepts New Opportunity

Ramsey County Library Director Jill Boldenow has accepted the position ...

Ramsey County Library
 Published by CoSchedule App [?] · 3d ·

STEM Kits are available for check out. You can request kits to be put on hold for pick up. Browse today: bit.ly/32thdYM

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680

34

Boost Post

People Reached
 Engagements

Joe Hsu, Jodi Nagle Lorence and 10 others

Ramsey County Library: Family Storytime: Waiting for Winter...
 We will read "Waiting for Winter" by Sebastian Meschenmoser and sing "Snowflake Snowflake in the Sky" and learn the very silly rhyme "The Minnesota Spider". Book read with permissions from the original German publishing house, Thienemann in der...

19:10 · Uploaded on 01/11/2021 · Owned · Appears Once · View Permalink · Copy Video ID

Total Video Performance		Showing All
Peak Live Viewers	10	>
Minutes Viewed	273	>
1-Minute Video Views	29	>
10-Second Video Views	142	>
3-Second Video Views	310	>
Average Video Watch Time	0:20	>
Audience Retention		>
Audience and Engagement		>

Google:

Ramsey County Library - Maplewood

3025 Southlawn Dr, Maplewood, MN

4.2 ★★★★★ 54 reviews

All kids 8 cafe 5 movies 4 reading 4 +4

Gail Van Horn
 163 reviews · 91 photos
 ★★★★★ 3 weeks ago
 Still can't go into Ramsey County libraries, but Hennepin County libraries are open

Ramsey County Library - Mounds View

2576 Mounds View Blvd, Mounds View, MN

4.6 ★★★★★ 19 reviews

All children 4

Theresa Ziegler
 19 reviews
 ★★★★★ a week ago
 Just happy that they have curbside pick up! The service is stellar!

Ramsey County Library - North St. Paul

2300 N St Paul Dr, North St Paul, MN

4.1 ★★★★★ 17 reviews

Sort by: N

Gail Van Horn
 163 reviews · 91 photos
 ★★★★★ a week ago
 The library was not open despite the posted sign showing that it was supposed to be. At least I could return a book in the box.

Twitter:

