
Minutes of the Ramsey County Library Board November 18, 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; Monica Stratton, Maplewood Library Manager; Tami Lee, Maplewood Children's Librarian

OTHERS PRESENT:

Mary Jo McGuire, Ramsey County Commissioner; Maria Sarabia, Ramsey County Human Resources Manager

CALL TO ORDER:

Neblett called the virtual meeting to order at 6:30 p.m. via Zoom video conference.

PUBLIC COMMENT:

No public comment.

APPROVAL OF AGENDA:

Willems made a motion to approve the agenda for November 18, 2020, as presented. Berry seconded the motion, which was approved unanimously via roll call vote.

APPROVAL OF MINUTES:

Berry made a motion to approve the minutes of September 16, 2020 as presented. Chang seconded the motion, which was approved unanimously via roll call vote.

DIRECTOR'S REPORT:

Important Dates – For the Thanksgiving holiday, all libraries and offices are closed November 26; Administration and Technical Services are closed November 27.

Lynn Wyman Retiring – With mixed emotions, I share that Lynn Wyman will retire after 40 years of employment at Ramsey County Library. Lynn's last day is February 26, 2021. There will be more to come to highlight and celebrate Lynn's career accomplishments at RCL. For now, we acknowledge that Lynn has had a huge impact on the organization and on us, and we will certainly miss her. She has much to be proud of here and much to look forward to in her well-deserved retirement!

Elections at Libraries – Ramsey County Library hosted voting at several sites this election season, one marked by remarkably high voter turnout. RCL-Roseville saw record numbers of people queuing up to vote and drop off ballots between September 18 and November 3. We also accepted ballots at RCL-Shoreview and Maplewood. RCL-White Bear Lake hosted voting a week prior to Election Day, and RCL-Maplewood was a polling place on Election Day. Ramsey County Elections staff, Library staff, and all election judges and others who supported this activity deserve a big hand for managing this process and the impressive turnout.

Elections Results – Three incumbents were re-elected to serve on the Ramsey County Board of Commissioners. Congratulations to Commissioners **Mary Jo McGuire**, representing District 2; **Nicole Joy Frethem**, representing District 1; and **Victoria Reinhardt**, representing District 7.

One Book | One Minnesota – We invite participation in the statewide book club engaging Minnesotans to read and discuss a common title. The new title is Louise Erdrich’s *The Plague of Doves*. The e-book and e-audiobook are available through Ebooks Minnesota until December 13th. Librarian Paul Lai leads a book club discussion on Thursday, December 3, at 7:00 p.m. Learn more here:

<https://rclreads.bibliocommons.com/events/search?q=plague%20of%20doves/event/5f8e017d17d56731005d6287>

New County Leaders Announced – Kathy Hedin was recently named Ramsey County Deputy County Manager of Health and Wellness. She was previously Ramsey County’s Public Health Director, serving as a visible and trusted leader throughout the pandemic. Keith Lattimore was recently named the first director of Ramsey County’s Housing Stability department, which is part of the Economic Growth and Community Investment (EGCI) service team. Lattimore was previously director of the MNChoices and Aging & Disability Services division of Social Services and has served as Operations Chief for Homelessness and Housing Stability during the pandemic.

RESOLUTION REGARDING THE RETIREMENT OF ANNETTE GAGNELIUS:

Berry made a motion to approve the Resolution Regarding the Retirement of Annette Gagnelius, and to authorize the Library Board Chair to sign the document. Chang seconded the motion, which was approved unanimously via roll call vote.

2020 THIRD 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, Senior Library Manager
- Incident Report – prepared by Mickey Ladich, Property Manager

The Library Board accepted the third quarter reports as presented.

2021 HOLIDAY CALENDAR:

Each year, the Library staff prepares a holiday calendar for the upcoming year for Library Board approval. The calendar includes all the dates designated as paid holidays by Ramsey County, as well as other dates when the libraries are closed.

The Library’s calendar includes Staff Inservice Days, which allow time for staff training and facilities-related projects such as painting or shifting the collection. Inservice Day closures will depend on the public health recommendations in place regarding the COVID-19 pandemic at the time of the scheduled events.

The libraries may also close as needed for facility- or technology-related improvements. These closed days will be selected based on their branch needs, and publicized in advance in the Library’s newsletter and on the website.

Chiclana-Ayala made a motion to approve the 2021 Holiday Calendar as proposed. Chang seconded the motion, which was approved unanimously by roll call vote.

RAMSEY COUNTY IT CONSOLIDATION FUNDING:

The Ramsey County Information Services (IS) department has advanced IT Consolidation with all departments across the County. In 2018, IS began IT Consolidation with the Library. When this is complete, the IS department will assume responsibility for the Library’s network, servers, and desktop support. The Library’s Digital Services staff will continue to lead our technology planning, manage digital literacy and makerspace programming, and

manage Library-specific business applications such as the Integrated Library System, website, catalog, automated materials handling systems, self-checkout, printers, makerspace equipment, labs, and similar resources.

The IT Consolidation project is evolving in phases. Earlier this year, the Library hired a consultant in the Ramsey County Enterprise Project Management Office to accelerate completion by producing a project plan. The project plan was shared with the Library Board, and includes the request to commit additional funding to retain the Project Management consultant throughout the completion of the project. The one-time Project Management consultant fee is estimated at a total of \$150,000.

The Library Board discussed the proposal, along with the phases that have already been completed and the impact on Library staffing. Deputy Director Lynn Wyman noted that staff were given the option to remain with the Library or transfer to Ramsey County Information Services. Staffing transfers occurred in 2017-2018, and the Library's Digital Services Department has retained responsibility for managing Library business applications, Maker Space labs and equipment, and Library-specific equipment, including 3D printers, automated materials handling systems, and self-checkout equipment.

Willems made a motion to approve using fund balance to pay a Project Manager in the Ramsey County Enterprise Project Management Office to coordinate the completion of IT Consolidation, with a total cost not to exceed \$150,000. Berry seconded the motion, which was approved unanimously by roll call vote.

RAMSEY COUNTY LIBRARY IN MAPLEWOOD RENOVATION:

Library staff are working with Ramsey County Property Management to develop a project plan and timeline to guide the renovation project at RCL-Maplewood. We will soon issue a Request for Qualifications (RFQ) to hire a firm to produce a schematic design. Property Management will manage the RFQ process. The announcement will go to CERT program vendors, which includes certified minority-owned business enterprises, women-owned business enterprises, and small business enterprises.

The full project timeline and plan will be presented to the Library Board prior to hiring a firm. We will also seek a Library Board member to participate on a proposal review and interview team, which will include Ramsey County Library and Property Management staff.

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. Under discussion is whether the County policy will 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.

The Library Board discussed the differences between the draft County policy and the Library's current policy, and the feasibility of addressing all the Library-specific issues within the County-wide policy. Boldenow will ask for more clarification for further discussion at an upcoming meeting.

PERFORMANCE REVIEW PROCESS UPDATE:

Annually, the Library Board conducts a performance review of the Library Director. The Board intends to update the review process, and invited Maria Sarabia, Ramsey County Human Resources Manager to get the process started. Sarabia gave a presentation outlining an approach that the Human Resources staff could take to support this process moving forward.

The Library Board discussed the goals and a desire to clarify a new process before a new Library Director is hired. The Library Board will continue this work with Human Resources staff at future meetings.

LIBRARY DIRECTOR SEARCH PROCESS:

Library Director Jill Boldenow recently announced that she is taking a new position and is resigning from Ramsey County Library, with her last day to be January 5, 2021. Deputy Director Lynn Wyman outlined the steps and timing of the previous Library Director search process, which was conducted by the Library Board with the assistance of the Ramsey County Human Resources Department. The process was fast-tracked, and took over four months to complete with many extra meetings and interviews by the Library Board. Staff participation was part of the last process, and should be discussed for the upcoming search. An interim director will also need to be determined.

Woods made a motion to authorize Library Board Chair to contact Ramsey County Human Resources to initiate the director search process as quickly as possible, in order to utilize the expertise of Boldenow and Wyman during their remaining tenures with the Library system. Berry seconded the motion, which was approved unanimously by roll call vote.

NEXT MEETING:

December 16, 2020 – 6:30 p.m.

ADJOURNMENT:

Neblett adjourned the virtual meeting at 8:30 p.m.

Respectfully Submitted,

Mary Larson
Library Board Coordinator