

Minutes of the Ramsey County Library Board January 20, 2021

LIBRARY BOARD PRESENT:

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

STAFF PRESENT:

Karen Saltis, Interim Library Director; Mary Larson, Library Board Coordinator; Lynn Wyman, Deputy Director; Chuck Wettergren, Digital Services Manager; Jeff Eide, Senior Library Manager; Carol Jackson, Library Manager; Tami Lee, Children's Librarian

OTHERS PRESENT:

Victoria Reinhardt, Ramsey County Commissioner and Liaison to the Library Board of Trustees; Jean Krueger, Ramsey County Property Management Director; Cyndi Cook, Friends of the Ramsey County Library Director

CALL TO ORDER:

Neblett called the virtual meeting to order at 6:45 p.m. via Zoom video conference. She welcomed Commissioner Reinhardt as the new County Board liaison to the Library Board for 2021.

PUBLIC COMMENT:

No public comment.

APPROVAL OF AGENDA:

Woods made a motion to approve the agenda for January 20, 2021, as presented. Berry seconded the motion, which was approved unanimously via roll call vote.

APPROVAL OF MINUTES:

Willems made a motion to approve the minutes of December 7, 2020 and December 16, 2020 as presented. Berry seconded the motion, which was approved unanimously via roll call vote.

DIRECTOR'S REPORT:

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.

FRIENDS OF THE RAMSEY COUNTY LIBRARIES REPORT:

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!

LIBRARY BOARD THANK YOU:

Board Chair Sylvia Neblett drafted a thank you message to Library staff for the inclusion on the Library Board's consent agenda.

Willems made a motion to approve the Library Board thank you message to staff as presented. Berry seconded the message, which was approved unanimously via roll call vote.

ANNUAL MEETING:

Election of Chair, Vice Chair, and Secretary

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.

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.

Willems nominated Ly-Xiong, and moved her election as Chair of the Ramsey County Library Board. Berry nominated Willems, and moved her election as Chair. Willems thanked Berry but declined the nomination for 2021. With no other nominations, Ly-Xiong was unanimously elected as Chair for 2021 via roll call vote.

Neblett nominated Willems, and moved her re-election as Vice Chair of the Ramsey County Library Board. Chiclana-Ayala seconded the motion. Willems was unanimously re-elected as Vice Chair for 2021 via roll call vote.

Chiclana-Ayala nominated Chang, and moved her election as Secretary of the Ramsey County Library Board. Neblett seconded the motion. Chang was unanimously elected as Secretary for 2021 via roll call vote.

Library Board By-Laws and Policies

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 were proposed by staff for 2021. Woods noted that the responsibility chart was updated by Boldenow. The updated version will be shared with the Library Board members.

Chiclana-Ayala made a motion to approve the Library Board By-Laws as presented. Neblett seconded the motion, which was approved unanimously via roll call vote.

Chang suggested that the term 'Library Board member' be replaced with 'Library Board trustee' wherever it appears in the Library Board policies to clarify their roles.

Chiclana-Ayala made a motion to approve the Library Board Policies as amended. Willems seconded the motion, which was approved unanimously via roll call vote.

Liaison and Library Board Committee Appointments

Friends Board Liaison Appointment

As per the Ramsey County Library Board of Trustees By-Laws, Article VI, Duties of the Board of Trustees: the Library Board will maintain a liaison to the Friends of the Ramsey County Libraries board. The Library Board makes this appointment each year. Marisol Chiclana-Ayala has served in this role since 2018, and indicated that she would step down from the role to allow another trustee to be appointed.

Neblett nominated Woods and moved his appointment as Liaison to the Friends of the Ramsey County Libraries Board. Chiclana-Ayala seconded the motion, which was approved unanimously via roll call vote.

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 members of the Library Board Task Force, Willems, Chiclana-Ayala, and Woods, indicated that they will remain on the task force with County Commissioners and County staff in to complete that work that has been done to date on clarifying the roles and responsibilities of the Library Board and County Board. Other committees or task forces will be appointed as needed throughout the year.

2021 Annual Schedule of Meetings

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, meeting locations at the seven library branches have been reserved.

Neblett made a motion to approve the 2021 Annual Schedule of Library Board Meetings as presented. Berry seconded the motion, which was approved unanimously via roll call vote.

TERMINATION OF LICENSE AGREEMENT:

On October 25, 2020, Ramsey County Library received notice that Dunn Bros. coffee shop in RCL-Roseville 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.

Neblett made a motion to 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. Willems seconded the motion, which was approved unanimously via roll call vote.

LIBRARY DIRECTOR SEARCH UPDATE:

At the request of the Library Board during the December meeting, a chart showing Minnesota library director salaries and/or salary ranges for 2019 was shared. Commissioner Reinhardt noted that Ramsey County's last comparable worth salary study was completed in the 1980s. The County is in the process of reviewing all job classifications and salaries as part of its Talent Attraction Retention and Promotion initiative, with a County Board workshop held on 1/19/21 to update the Commissioners on the status of the study. A copy of the recording will be shared with the Library Board.

The Library Board requested an outline of the director search process from Ramsey County Human Resources and the name of the HR Manager who will lead the process. Multiple Library Board committees were utilized during the last director search prior to the final interviews, which were held with the full Board.

DEPUTY DIRECTOR SEARCH UPDATE:

Applications have been received and reviewed for the Deputy Director position, with first round interviews scheduled for February 4 and 5. Finalist interviews will be held February 12. Saltis requested Library Board input in the process via a representative on the first round interview panel. Neblett volunteered to serve as the Library Board representative.

MAPLEWOOD RENOVATION UPDATE:

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 Spring 2021 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 pre-design phase is projected to start in Summer 2021.

The Board members discussed the amended timeline for the project, and the need to keep the Library Board actively involved in the planning process. Commissioner Reinhardt gave the Library Board background on the Residents First Initiative that is the basis for the service centers. Funding for the service center will be separate from the suburban-only library levy for the renovation.

TASK FORCE UPDATE:

Willems reported that the task force created to address Library Board and Ramsey County roles and responsibilities met the previous week, and has additional meetings scheduled into early February. Task force members include Willems, Chiclana-Ayala, and Woods representing the Library Board; County staff Lidiya Girma and Elizabeth Tolzmann; and County Board representatives Commissioners McGuire, Frethem, and Matas-

Castillo. Once the group has completed its meetings, the Task Force recommendations will come to the Library Board for discussion.

NEXT MEETING:

February 17, 2021 – 6:30 p.m.

ADJOURNMENT:

Following a motion by Neblett and a second by Chiclana-Ayala, Ly-Xiong adjourned the meeting at 8:30 p.m.

Respectfully Submitted,

Mary Larson
Library Board Coordinator