

Minutes of the Ramsey County Library Board February 17, 2021

LIBRARY TRUSTEES 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; Amber Soler, Personnel Transactions Assistant

OTHERS PRESENT:

Victoria Reinhardt, Ramsey County Commissioner and Liaison to the Library Board of Trustees; Jane McMahon, Friends of the Ramsey County Library Board Member; Les Sipkema, Shoreview resident

CALL TO ORDER:

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

PUBLIC COMMENT:

Les Sipkema spoke to the Library Board Trustees about several topics and his suggestions for improvement.

APPROVAL OF AGENDA:

Berry made a motion to approve the agenda for February 17, 2021, as presented. Chiclana-Ayala seconded the motion, which was approved unanimously via roll call vote.

APPROVAL OF MINUTES:

Neblett made a motion to approve the minutes of January 20, 2021 as presented. Willems seconded the motion, which was approved unanimously via roll call vote.

DIRECTOR'S REPORT:

Deputy Director Hiring Update: First and second round interviews have been conducted. We're currently in the reference and background check stage. The goal is to appoint and onboard the successful candidate as close to Lynn's retirement at the end of the month as possible.

IT Consolidation Update: Consolidation has made significant progress. The timetable to begin moving staff onto the county network is late February to early March. Digital Services is working with Information Services to iron out the many details around software configurations, desktop setups, shared folder access, phones and business applications.

Near-term milestones include updated/added cabling and network access (in progress), new phones (February), and new computers (February/March).

Service Delivery Redesign: Approval has been granted for the American Association of Retired Persons (AARP) Tax Preparation Assistance to be offered three days per week at the Ramsey County Library-Maplewood starting February 17th. RCL worked collaboratively with AARP, Public Health, Property Management, Service Centers, and Workforce Solutions to make this valuable community service available in a safe manner.

Other potential adjustments to library service delivery, such as a pilot to open Roseville for limited browsing, are in the planning stages. Staff will be engaged through the safety committee and other ways to provide valuable feedback for consideration prior to moving forward. Public Health, Property Management, and Service Centers will also be actively engaged. No timeframe has been determined for implementation.

OverDrive Transition Update: The Metropolitan Library Service Agency (MELSA) has confirmed they are migrating their cloudLibrary purchased content to Libby and OverDrive on Monday, February 22nd. RCL's cloudLibrary collection migrates and goes live on Libby and OverDrive on Tuesday, February 23rd. Staff is preparing for questions from patrons regarding this change.

Staff News: Monthly I will be highlighting examples of exemplary staff performance. This is my method to share positive feedback and is in no way meant to diminish the hard work of other staff who are not mentioned. All staff efforts are highly valued!

Kudos to the Teen Librarians, including Erica Redden who is the lead, for their efforts behind the MakerTeen @ Home kits. The following is praise from a parent to our Friends president Cyndi Cook.

"Hello Cyndi,

Thank you for the warm welcome letter.

That I could see, there was no place to add a note as to why I donated to your wonderful organization. I would just like to share with you that it is because of the fantastic MakerTeen kits you have all put together, I am reaching out to you. The kits have so impressed me! I have shared the information with many families that have teens because they are so neat and organized. I couldn't be more appreciative.

Thanks for providing some much needed and well thought out activities for myself, my family and the community. Well done."

And Cyndi's response is as follows:

"The Friends provide the funding behind the kits and we are proud partners of this effort. But it is the Teen Librarians who are the true heroes behind this RCL resource.

I've copied the lead Teen Librarian, Erica Redden, so she can share your high praise with the team at the Library.

Thank you so much for sharing your experience."

Countywide Updates:

1. The 2022/2023 budget kickoff is planned for late February. A detailed timeline and summary of expectations will be part of the March Library Board of Trustees meeting.
2. The 2022/2023 Capital Improvement Program (CIP) requests have been submitted through the countywide process, which is coordinated through our service team, Economic Growth & Community Investment. As a reminder, requests for projects at RCL-Maplewood and RCL-Roseville are being considered. These projects are being led by Property Management in conjunction with library staff and will incorporate building changes that support county service center operations. Presentations to the Capital Improvement Program Advisory Committee are scheduled for March 4.
3. The Service Delivery Senior Advisory Council and Operations Advisory Council are holding their first meetings in February. I serve on the **Senior Advisory Council** and **Jeff Eide** serves on the **Operations Advisory Council**. Routinely I will share information on the progress of these councils in my monthly director's report.

Saying goodbye to Lynn: I've only known Lynn for a couple short months but in that time, her exemplary dedication to the Ramsey County Library has really shown. For more than four decades, Lynn has put her heart and soul into making the patron and staff experience the best that it could be. Thank you, Lynn, for everything you've done, and we wish you a long and happy retirement!

FRIENDS OF THE RAMSEY COUNTY LIBRARIES REPORT:

Join the Friends at our **Hats Off to the Library! Online Auction** coming up from Thursday, February 18, through Thursday, February 25, 2021. Tip your hats (and your wallets) to help add 1000 new materials to the Ramsey County Library lending collection! The Friends auction will feature items such as dining and sightseeing experiences, artwork, autographed books, food and wine, sports, travel, and themed gift baskets. Shop and bid online from the comfort of your own home. Proceeds support Ramsey County Library online resources and locations in Maplewood, Mounds View, New Brighton, North St. Paul, Roseville, Shoreview, and White Bear Lake. Our goal is to raise \$15,500 toward the Friends 2021 grant commitment of \$30,000 for the Ramsey County Library collection.

Help the Friends grow to 1,000 library advocates strong!

The Friends are entering the final year of our three-year membership campaign to grow our membership to 1,000 households. Membership is currently at 753 households and the Membership Committee will be working hard in 2021 to raise community awareness and help reach this goal.

Thank you to our 2021 Partners for their generous support!

- Signature Sponsor Northeast Bank
- Media Sponsor Twin Cities Pioneer Press
- Mary and Wayne Carter
- Pamela Harris
- Kate and Rob Huebsch
- John and Ann Trapnell
- Rong Yang and Haifeng Xiao

Woods, the Library Board liaison to the Friends, encouraged the Library Board Trustees to become members of the Friends, and to support the upcoming online auction.

2020 FOURTH QUARTER REPORTS:

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

- Workplan Report – prepared by Karen Saltis, Interim 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 fourth quarter reports as presented.

ANNUAL GIFT ACCEPTANCE:

Each year, the Friends of the Ramsey County Libraries give a gift to the Library for a variety of program needs identified by Library staff. For 2021, the Library requested \$130,000 for collections, programming, the Summer Learning Program, closed captioning of online programs, home delivery by mail, the Library newsletter, and employee development. The Friends' Board approved the request at their meeting on January 25, 2021.

Neblett made a motion to accept the annual gift of \$130,000 from the Friends of the Ramsey County Libraries for 2021 program and service needs identified by the Library. Willems seconded the motion, which was approved unanimously via roll call vote.

RESOLUTION REGARDING THE RETIREMENT OF JANET SMIHI:

Library Page Janet Smihi announced her retirement effective February 17, 2021, after 22 years of service. Neblett made a motion to approve the Resolution Regarding the Retirement of Janet Smihi, and to authorize the Library Board of Trustees Chair to sign the document. Chang seconded the motion, which was approved unanimously via roll call vote.

RESOLUTION REGARDING THE RETIREMENT OF LYNN WYMAN:

Deputy Director Lynn Wyman announced her retirement effective February 26, 2021, after 40 years of service. Willems made a motion to approve the Resolution Regarding the Retirement of Lynn Wyman, and to authorize the Library Board of Trustees Chair to sign the document. Chiclana-Ayala seconded the motion, which was approved unanimously via roll call vote.

2020 YEAR END RESERVES:

At the end of each budget year, all Ramsey County departments are required to submit a list of unpaid obligations and planned expenditures. A summary of the Library's remaining 2020 obligations and proposed reserves was reviewed by Larson. Balances also remain from the 2019 and 2018 reserves approved last year, which would be carried forward another year and earmarked for the same purpose.

Berry made a motion to approve the 2020, 2019, and 2018 year-end reserves as proposed. Neblett seconded the motion, which was approved unanimously via roll call vote.

TASK FORCE UPDATE:

Willems reported that the task force created to address Library Board of Trustees and Ramsey County roles and responsibilities has completed its scheduled meetings, and shared an outline of the group's findings with the Library Board trustees. The task force identified what has been working well, and opportunities for improvement, including root causes and recommended solutions.

The Ramsey County Board of Commissioners will be invited to a future meeting to discuss the task force findings and recommendations, and the County Attorney's Office will be asked to review the final draft of the revised rules and responsibilities table and recommend the best approach to memorialize the process. Library Board Trustees discussed potential dates for the joint meeting with the County Board, which will be scheduled in March or April.

LIBRARY DIRECTOR SEARCH UPDATE:

The Library Board Trustees reviewed the hiring steps and timeline used by Ramsey County to hire new department heads. Ly-Xiong noted that she added a column to the chart to include the Library Board Trustee's role in the process. The Board Trustees discussed the County's process, and clarified that the chart was provided for informational purposes and will be adapted for the Library Director hiring process. Ly-Xiong indicated that she will ask the Executive Committee to revise the County hiring chart to include the roles and responsibilities of the Library Board Trustees. Commissioner Reinhardt suggested that the Library Board Trustees set up a subcommittee to oversee the hiring process and work with Ramsey County Human Resources on the director search.

CONDUCT POLICY UPDATE:

The Conduct Policy update was postponed to the next meeting.

NEXT MEETING:

March 17, 2021 – 6:30 p.m.

ADJOURNMENT:

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

Respectfully Submitted,

Mary Larson
Library Board of Trustees Coordinator