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## Minutes of the Ramsey County Library Board August 18, 2021

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**LIBRARY TRUSTEES PRESENT:**

Claire Chang, Marisol Chiclana-Ayala, Sida Ly-Xiong (arrived at 7:10 p.m.), Sylvia Neblett, Gwen Willems, Steve Woods

**LIBRARY TRUSTEES ABSENT:**

Deb Berry

**STAFF PRESENT:**

Karen Saltis, Interim Library Director; Pang Yang, Deputy Director; Mary Larson, Library Board Coordinator; Erica Redden, Teen Services Coordinator; Jeff Eide, Senior Library Manager

**OTHERS PRESENT:**

Trista MatasCastillo, Ramsey County Commissioner; Lynn Belgea, Friends of the Ramsey County Libraries; Jennifer McMaster, Ramsey County Project Manager; Cas Delveaux, AmeriCorps CTEP Worker; Les Sipkema, Shoreview resident

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**CALL TO ORDER:**

Willems called the meeting to order at 6:30 p.m. in the Community Program Room of the Ramsey County Library in Roseville, 2180 Hamline Avenue North.

**PUBLIC COMMENT:**

Les Sipkema shared several concerns with the Library Board Trustees.

**APPROVAL OF AGENDA:**

Neblett made a motion to approve the agenda for August 18, 2021, as presented. Chiclana-Ayala seconded the motion, which was approved unanimously.

**APPROVAL OF MINUTES:**

Chang made a motion to approve the minutes of July 21, 2021 as presented. Neblett seconded the motion, which was approved by majority vote, with Woods abstaining due to his absence at the July meeting.

**DIRECTOR'S REPORT:**

In addition to the written report submitted, Saltis indicated that branch reports would resume beginning in September.

**Replacement Resource for Lynda.com/LinkedIn Learning Chosen:** Udemy has been chosen to replace the Lynda.com/LinkedIn Learning resource that was eliminated in May. It contains over 6,000 video courses in English, Spanish, and several other languages. Topics include technology, business, design, and diversity & inclusion. Udemy can be found under Resources A-Z, or the Business & Finance and Education subject guides. Thanks to Charles Mosner for leading the effort to find a replacement that will meet patron needs and satisfy our internal security requirements.

**IT Consolidation Update:** In preparation for county-wide support of public computing infrastructure, the Library's network hardware and related configurations need to be updated and aligned with standards utilized by Information Services (IS). Best practices will continue to have the Library's public computing running on an isolated network, but with the infrastructure managed through IS. As a proof of concept, Ramsey County Library-Mounds View updated its public network hardware and configurations the week of August 9th. If no issues arise, other locations will follow over the next several weeks.

**Countywide Updates:**

- A new mask requirement was effective Wednesday, August 4<sup>th</sup> in county buildings. Based on updated guidance from the Centers for Disease Control (CDC) and Prevention, Ramsey County is once again requiring face coverings of employees and visitors in Ramsey County buildings and workspaces. Although compared to many areas of the

United States, our overall vaccination rate is strong-nonetheless many Minnesota counties have been identified by the CDC as “substantial” or “high” for community transmission. Ramsey County is currently meeting the “substantial” threshold. CDC recommends indoor masking for counties that meet the “substantial” or “high” threshold to reduce the spread of infection.

- Ramsey County is pursuing a staff vaccination mandate. Those staff who choose not to be vaccinated must test weekly for COVID-19. At the time of this writing, details have not been solidified. Vaccine incentives are also being pursued. This requirement is tentatively expected to be effective sometime in September.

**FRIENDS OF THE RAMSEY COUNTY LIBRARIES REPORT:**

**Friends Executive Director search**

We're pleased to announce our search for an Executive Director has been completed successfully. A more detailed announcement will be made in September. Cyndi Cook will continue to lead the Friends and assist with the transition until that time. Our thanks go to Cyndi for being such a dedicated leader for the Friends and staunch Library advocate. We are looking forward to starting a new chapter next month!

**Condolences**

Our deep condolences go out to the loved ones of Mary Anne Lindberg, who passed away on July 31<sup>st</sup> at the age of 98. Mary Anne was a founding member of the Friends in 1979 and she continued to be a strong library advocate for more than 40 years. Her unwavering support meant so much to the Friends and to Ramsey County Library.

**Thank you to our 2021 Friend’s Partners:**

Northeast Bank	Richard & Mary Fowler	Wallace & Nancy Olson
Roseville Area Community Foundation	Elizabeth & William Frank	Sheff & Deirdre Otis
Silver Lake Smile Family Dentistry	Judith Froehling	Jennifer Peterson & Mark Traynor
Twin Cities Pioneer Press	Nancy & Jim Guerino	Ron & Sandi Riach
John & Mary Bachhuber	Frank & Jayne Harris	Kris Robertson-Smith
Courtney & Andrew Billing	John W. Harris	Dr. Krishna Saxena
Mary & Wayne Carter	Pamela Harris	Swami & Lalitha Sundaram
Cathy Croghan & Kathy Robbins	Barbara Heinemann	John & Ann Trapnell
Jeff & Paula DeZellar	Kate & Rob Huebsch	Susan Vandenberg
Mary Disch	Steven Johnson & Susan Iverson	Margaret Walsh
Lambers & Alicia Fisher	Forum Kamdar	Rong Yang & Haifeng Xiao
	Susan Miller	

**2021 SECOND 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

**CTEP AGREEMENT WITH SAINT PAUL NEIGHBORHOOD NETWORK:**

Since 2010, Ramsey County Library has entered into annual agreements with St. Paul Neighborhood Network (SPNN) to serve as a host site for the Community Technology Empowerment Project (CTEP) AmeriCorps Program. The Library hosts CTEP AmeriCorps members who provide digital literacy and job search programming for teens and adults at libraries and in the community. CTEP members serve full-time for a year beginning in September. They receive a stipend, a health care option, and an educational award upon completion of service.

The Library pays a stipend of \$10,200 per first year member, and \$11,000 for second year members. For the 2021-2022 program Ramsey County Library was awarded four CTEP member positions: three first year members and one second year member for a total payment of \$41,600. Library Board Trustees must approve expenditures of \$25,000 or more.

Neblett made a motion to authorize the Library Director to sign the 2021-2022 Host Site Agreement with St. Paul Neighborhood Network and host four CTEP AmeriCorps members at a cost not to exceed \$41,600. Chiclana-Ayala seconded the motion, which was approved unanimously.

#### **TEEN SERVICES REPORT:**

Erica Redden, Teen Services Coordinator, and Cas Delveaux, AmeriCorps CTEP worker assigned to teen services at Maplewood, were present to give an overview of teen programming and services at Ramsey County Library.

Redden reported that, prior to the pandemic, teen services were primarily location specific. When the Library closed to walk-in services, the teen services team, with the assistance of Digital Services staff, was able to utilize licensed Zoom access to provide virtual programs for teens, along with new website content, video content, and MakerTeen@Home kits. In 2020 and 2021, the teen librarians offered 37 different MakerTeen@Home kits and distributed a total of 3,285 kits. Kit offerings changed quarterly.

The Teen Summer Learning Program was also revamped for the pandemic, becoming Teen Summer Break @ Home. As in previous years, teens read and completed short reviews on Beanstack for a chance to win \$10 gift cards. In 2020, 410 teens registered on Beanstack, completing 2,439 reviews. In 2021, 661 teens registered on Beanstack, writing 2,915 reviews. Both years, weekly drawings were held to award \$10 gift cards to help keep up the momentum of reading.

Virtual Teen Gaming programs have also been popular, led by Roseville Teen Librarian Devin Warner. Using tools like Tabletopia, Twitch, Roll20, and Zoom, the teen services team has been able to offer weekly Virtual Dungeons and Dragons and weekly gaming sessions that alternate between playing video games together virtually and playing board games virtually.

Even with the ongoing pandemic, the Teen Team has been trying to serve patrons needs to the best of their ability. To combat food insecurity in the Maplewood area, Redden partnered with Youthprise to help distribute food bags containing seven days' worth of prepared lunches and snacks to families. Since June of 2020, 2,260 bags of food have been distributed to families in need. To accomplish this work, the Library partnered with Ramsey County Workforce Center's ULEAD program to hire teen workers to distribute the food bags from Youthprise. Two workers were hired in June 2020 and three in June 2021. The ULEAD workers not only helped distribute food to families, but also helped assemble MakerTeen@Home kits, Read.Make.Do. kits for younger children, and assisted Maplewood circulation staff.

For Fall 2021, the Teen Services Team is planning to bring some in-person programming back to the Maplewood, Roseville, and Shoreview libraries. Some programs will remain virtual, and the team will attempt two new hybrid in-person/virtual programs. Safety factors may push back in-person programming to Winter 2021 or later.

A new reading program for teens will be rolled out in September. For teens in grades 6-8, the challenge is 100 Books Before High School. For teens in grades 9-12, the challenge is 100 Books Before Graduation. It is intended to be a multi-year challenge for teens, to read for pleasure as well as for school. Participants will receive books and other small rewards when they reach 25, 50, and 75 read books, and when they read 100 books, they will receive High School Survival kits and After Graduation Survival kits for the next steps in their journey.

Saltis and the Library Board Trustees thanked Redden, the teen librarians, and the CTEP workers for their hard work and success in providing teen programming and services.

**MAPLEWOOD RENOVATION UPDATE:**

Jennifer McMaster, Project Manager for Ramsey County Property Management, was present to update the Library Board of Trustees on the Maplewood renovation project.

The Request for Proposals for the project was issued on July 14, 2021, with a required pre-solicitation meeting for all bidders held on July 29. The pre-solicitation walk-through was well attended. Proposals are due August 19, 2021 at 2:00 p.m. and must be submitted in a design/build team format. Phase 1 of the project will commence in October 2021 and run through March 2022, culminating in a guaranteed maximum price. Phase 2 includes creation of construction documents and construction.

The Library Board Trustees raised many issues, include how the Service Center will be incorporated into the project, how staff will be engaged, and how the Library Board Trustees can participate in the process. McMaster noted that the 2019 pre-design drawings will be reviewed and updated to reflect the Library Building Program and current needs not included in the pre-design, such as the Ramsey County Service Center.

**STRATEGIC PLANNING UPDATE:**

Saltis reported that Ramsey County Community Engagement grant funds will be used to hire a consultant from the diverse pool of candidates available via Ramsey County Master Contract to lead the strategic planning process. The funds must be used or encumbered by December 31, 2021, but the timeline will have the new strategic plan finalized in early 2022. The Library Board Trustees discussed their role in the process, which will include conversations with the consultant as key stakeholders to the new plan.

**TASK FORCE UPDATE:**

Library Board Trustee task force members met with County management in a facilitated meeting on Monday, August 16. This meeting was a follow-up to the four task force meetings held with representatives from the County Board of Commissioners earlier in the year. Following those meetings, the Library's Roles & Responsibilities matrix was amended by County management. There were 46 changes in total, in four major areas. The ten significant issues flagged by the task force trustees were discussed by the full Board of Trustees to identify which issues they weighed most heavily.

Commissioner MatasCastillo noted that the changes were initiated by County staff after the series of meetings held with the Library Board at the beginning of the year. The changes proposed by County staff attempt to address day-to-day responsibilities for decision-making. County Manager Ryan O'Connor has indicated his support for the clarification process.

The task force members will hold another facilitated meeting to review the full Library Board Trustees' input on the proposed changes.

Chiclana-Ayala inquired about whether the Library Board should begin reviewing the Library Director description, so that the posting can take place immediately once the roles and responsibilities are resolved.

**NEXT MEETING** –September 15, 2021, 6:30 p.m., Ramsey County Library in Roseville, 2180 Hamline Avenue North

**ADJOURNMENT:**

Ly-Xiong adjourned the meeting at 9:00 p.m.

Respectfully Submitted,

Mary Larson  
Library Board of Trustees Coordinator