

Ramsey County Library Board of Trustees Meeting July 20, 2022 4560 Victoria Street North Shoreview, MN – 6:30 PM

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The meeting is available for public viewing at

https://zoom.us/j/96696534304?pwd=S2ROd1FYUE8vcHBWWVhtSkpNU1IzZz09 Phone: 651 372 8299; Webinar ID: 966 9653 4304; Passcode: 023509

- I. Call to Order
- II. Welcome Trustee Andrea West
- III. **Public Comment** (6:30-6:35)
- IV. Approval of Agenda (6:35)
- V. **Consent Agenda** (6:35-6:40)
 - a. Approval of June 15, 2022 Minutes
 - b. Director's Report
 - c. Friends of the Ramsey County Libraries Report
 - d. 2022 Meeting Schedule updated to reflect the Shoreview location
 - e. Resolution for Donna Lennon
 - f. Audio Visual Materials Contract

VI. **Discussion Items** (6:40-7:30)

- a. Ramsey County Board Liaison Report (verbal)
- b. Strategic Planning Discussion
- c. Maplewood Renovation Update

VII. Adjournment (7:30)

Scheduled Upcoming Meetings			Library Board of Trustees Steve Woods, Chair Sylvia Neblett, Vice Chair
August 15, 2022 6:30 p.m.	RCL – Shoreview 4560 Victoria Street North	Strategic Planning Discussion Friends Update 2 nd Quarter Reports Teen Services Update CTEP Contract Approval Third Grade Reading Assessment	Claire Chang, Secretary Grace Atkins Sida Ly-Xiong David Perry Andrea West Ramsey County Board Liaison
September 21, 2022 6:30 p.m.	RCL – Shoreview 4560 Victoria Street North	Strategic Planning Discussion History Project Volunteer Program MELSA Presentation Branch Update	Commissioner Victoria Reinhardt Library Director Jake Grussing
		•	Administrative Office

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Minutes of the Ramsey County Library Board of Trustees June 15, 2022

LIBRARY TRUSTEES PRESENT:

Grace Atkins, Claire Chang, Sida Ly-Xiong, Sylvia Neblett, Steve Woods.

STAFF PRESENT:

Jake Grussing, Library Director; Pang Yang, Deputy Director; Jeff Eide, Senior Library Manager; Chuck Wettergren, Digital Services Manager; Jason Lyons, Digital Services Librarian; Jenny Jackson, Digital Services Librarian; Julie Comine, Clerk Typist; Maggie Soukup, Library Board Coordinator.

OTHERS:

Victoria Reinhardt, Ramsey County Commissioner; Ling Becker, Director of Workforce Solutions; Mary Worley, Executive Director, Friends of the Ramsey County Libraries; Les Sipkma, Shoreview Resident.

CALL TO ORDER:

Woods called the meeting to order at 6:30pm.

PUBLIC COMMENT:

Les Sipkma, Shoreview resident asked for more detail regarding the progress of the Maplewood renovation project. Specifically, he would like to know more about the following updates: the square footage reserved for the Service Center, the teen area location within the library and if there will be glass walls around it, how the County's plans to acquire the specific type of ceiling (is this correct?), and if HGA has contracted with a specific vendor to address the acoustic issues.

Julie Comine, Clerk Typist for the Ramsey County Shoreview Library, shared that the State Frontline Worker Pay, a program that is allowing Minnesotans who worked the frontline during the pandemic the opportunity to apply for pandemic-related payment, excludes the library staff. Comine reminded the Trustees that library staff provided continuous support to the community without interruptions throughout the peacetime emergency. She explained that the local unions as well as the Library Directors across the Metro area have communicated with the state officials trying to reclassify the eligibility. Comine asked the Trustees to advocate on behalf of the Library staff to their local elected officials and provided contact information.

Commissioner Reinhardt shared that Ramsey County has gone on record to declare library workers as essential workers and that the County will the support the local AFSCME union in the efforts to get that message across to the state officials.

APPROVAL OF THE AGENDA:

Neblett made a motion to approve the agenda as presented. Atkins seconded the motion, which was approved unanimously.

CONSET AGENDA:

Neblett made a motion to approve the consent agenda items as presented. Atkins seconded the motion, which was approved unanimously.

DIRECTOR'S REPORT, JAKE GRUSSING May Staff Updates

Administrative Office 4560 North Victoria St. Shoreview, MN 55126 Phone: (651) 486-2200 www.rclreads.org We congratulate the following staff who were promoted:

• Megan Demeuse, Librarian at RCL – Roseville (working out of class)

We say farewell to the following staff who resigned:

• Pa Lor, Library Page at RCL – Maplewood

Maplewood Renovation

Chair Steve Woods, Vice Chair Sylvia Neblett, and the County team of Monica Stratton, Pang Yang, Mickey Ladich, and Jennifer McMaster continue to work with Adolfson & Peterson and HGA on the renovation project. Currently, the team is validating direction for interior finishes, approving quantities and locations for equipment, and approving designs and locations for service desks. The most recent meeting was in person, and the excitement around this project is increasing as it moves from concept to reality.

Frontline Worker Pay

Minnesota's Department of Labor and Industry (DLI) opened the Frontline Worker Pay application period on June 8. We shared this information with staff so they could connect residents with the opportunity.

Eligibility criteria for Frontline Worker Pay, which were set forth in the Frontline Worker Pay law, did not specifically call out public library workers. When the program was first announced, several metro area library directors advocated for the inclusion of public library workers, but those efforts did not yield the desired results. The explanation from the Department of Labor and Industry noted that public library services are in the information services sector, which was not included in the frontline sector definition.

Given that for the past two years our library workers and others across the state have demonstrated their ability to reinvent services, programs, and spaces to meet urgent community needs, the exclusion of public library workers is disappointing. I am grateful to Ramsey County for recognizing library staff as essential workers through its own pandemic pay effort.

Welcoming Residents to Our Spaces

With the start of summer programming, our libraries are seeing an increase in the number of residents visiting our spaces. Some of those faces are familiar, and some are new. With that in mind, I want to share an excerpt from a message one of our staff sent me:

It seems easy enough to explain to staff the importance of a simple greeting. And yet it continues, at times, to be shrugged off as a "given," or a "formality." But upon deeper reflection one might realize how important it is not just generally, but particularly when a patron's body language indicates (and it's often very clear) that they are visiting for the first time and, for one reason or another are experiencing discomfort. And taking it a step further, it can truly be a make or break moment for individuals who identify as immigrants, many of whom are recent arrivals likely asking themselves if and how their different culture and a language barrier, might impede their first library experience. It's at once exciting and a bit sad to see how positively these people respond to a simple, genuinely welcoming comment. Exciting because it feels like a small, invisible barrier may have disappeared in that instant, and sad because their initial trepidation tells me that they haven't always be welcomed so openly in other venues. Empathy in these encounters is not difficult to find if one would genuinely try to put themselves in these people's shoes, and try to recognize that what might seem routine to us can be (no exaggeration) an act of courage for some others.

As residents return to our spaces, staff are working hard to truly see and welcome them with brief eye contact, a nod, a smile, and a friendly greeting. I want to thank John Bergeron, Principal Circulation Supervisor, for so

eloquently articulating what we stand to lose if we aren't intentional about doing those small things that let residents know we see them, we hear them, and we are here to help them.

FRIENDS OF THE RAMSEY COUNTY LIBRARIES REPORT, MARY WORLEY



RCL-Roseville Used Book Sale May 13-15, 2022

We hosted a used book sale at the Roseville Library Used Book Store May 13-15, 2022. A huge selection of book genres, DVDs, CDs were available for sale. Total sales were \$4,677.50 and 21 people became Friends members.



The Family Fun Day event with held in collaboration of the Friends, RCL and the Shoreview Community Center to bring all of our patrons together for an inside/outside scavenger hunt on Saturday May 21st. There were 211 children participating in the scavenger hunt who received ice cream or popsicles and over 100 adults attending were eligible for prizes. Some participants mentioned that they had never been in the Shoreview Library and a number of people registered for library cards. It was a successful event bringing together the Library staff, the Friends, the Shoreview Community Center and community volunteers.

Legacy Circle news: I am pleased to announce two estate gifts that the Friends will be receiving in the near future:

1. An estate gift from Eileen Adams – according to the executor of the estate, the unrestricted gift to the Friends of the Ramsey County Library will be around \$300,000.

2. The second gift is from Ronald Varns designated for the betterment of the Mounds View Library. Progress towards preparing the Varns house for sale:

- An estate sale was conducted May 26th- 27th, 2022 to sell the household assets.
- Repair of a sewage pipe was completed on May 31, 2022.
- The baby grand piano will be stored temporarily at the Mounds View Library later this month.

We hope to have the house ready to put on the market for sale in July 2022.

We plan to hold community meetings in the Mounds View area to get input from the residents about the best uses for this generous gift.

RAMSEY COUNTY BOARD LIASION REPORT, COMMISSIONER REINHARDT

Commissioner Reinhardt shared that the commissioners are currently in the process of developing the budget. She explained that many advocates, including herself and Director Grussing, are promoting the strength of the libraries and what an asset they are to the County.

DIGITAL EQUITY OVERVIEW, LING BECKER

Ling Becker, Director of Ramsey County Workforce Solutions, gave a presentation on digital equity and an update on the Connectivity Blueprint. To view the presentation and listen to the Trustee discussion, please follow this <u>link</u>. Ling's presentation starts at 12:02.

DIGITAL LITERACY OVERVIEW, JASON LYONS

Jason Lyons, Digital Services Librarian, gave an overview of the digital literacy overview. To view the presentation and listen to the Trustee discussion, please follow this <u>link</u>. Lyon's presentation starts at 36.51.

STRATEGIC PLANNING DISCUSSION

The Trustees participated in an in-person strategic planning discussion led by Board Chair Woods and Secretary Chang. To listen to the discussion, please follow this <u>link</u>. The discussion starts at 1:03.00.

See Attachment A.

ADJOURNMENT

Neblett made a motion to adjourn the meeting at 8:30pm. Atkins seconded the motion, which was approved unanimously.

What values would best guide our library system to deliver on our mission to <u>connect community</u>, <u>inspire curiosity</u> and <u>cultivate learning</u>?





DIRECTOR'S REPORT

Library Emergency Cooling Center

On Monday, June 20, Ramsey County libraries in Maplewood and Roseville extended their hours to serve as emergency cooling centers from 8pm-11pm that evening. Emergency cooling centers are activated when heat indexes are predicted after 9pm to be at or above 90 degrees for more than 1 hour. As the decision to activate emergency cooling centers is dependent on weather forecasts, the situation remained fluid until 24 hours before activation. Because of the staff who were willing to work additional hours and the supervisors who coordinated the details of extending library hours, we were able to serve residents well. Approximately 40 residents used the libraries not only to cool off but also to access computers, use study rooms, check out materials, and receive food and water. This was a true team effort, with critical support from Emergency Management, Property Management, and Communications. Thanks to everyone who made this happen.

RCL-Shoreview Branch Manager Update

First round interviews are scheduled for the last two weeks of July and second round interviews are scheduled for the first week of August. We look forward to welcoming the new Branch Manager to our team by mid-September.

Countywide Updates

1. 2022 Strategic Plan

Ramsey County's <u>2022 Strategic Plan</u> is now available online. The priorities outlined in the plan set an 18-month outlook to guide our collective work and advance our goals of strengthening well-being, cultivating prosperity, enhancing opportunity, and modeling accountability. As the library is one among many departments that support and deliver on the plan, I encourage Trustees and staff alike to reflect on how our work aligns with these priorities and how they can be reflected in our departmental strategic plan.

2. Smoking and Commercial Tobacco Use Ordinance

On August 26, 2022, the Ramsey County smoking and commercial tobacco use ordinance will go into effect. The Board of Commissioners adopted the ordinance at its July 12 meeting. The ordinance will prohibit smoking and vaping commercial tobacco product use:

• On property owned, leased, rented, contracted or otherwise used or controlled by Ramsey County.

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- In both indoor and outdoor spaces.
- In private vehicles parked on Ramsey County property.

Because the new ordinance applies to the spaces in and on which we provide library service, staff will be working with our county colleagues on communication and enforcement.



Ramsey County Library Board Update July 2022

Name Change:

At the April Friends of the Ramsey County Library meeting, the board passed a resolution to change the organization's name to Ramsey County Library Friends. We are in the process of changing the Articles of Incorporation to be filed with the Secretary of State and will be updating the bylaws and policies over the coming months. Additionally, a new logo is in the process of being created for the new name.

Legacy Circle news:

I am pleased to announce two estate gifts that the Friends will be receiving in the near future:

1. An estate gift from Eileen Adams – according to the executor of the estate, the unrestricted gift to the Friends of the Ramsey County Library will be around \$300,000and should be received by the end of 2022.

2. The second gift is from Ronald Varns designated for the betterment of the Mounds View Library. Progress towards preparing the Varns house for sale:

- We are in the process of liquidating Mr. Varns certificates of deposits, annuities and investment accounts.
- We hope to have the house ready to put on the market for sale by the end of July 2022.
- In collaboration with the Ramsey County Library and Ramsey County, we will be holding community meetings in the Mounds View area this fall to get input from the residents about the best uses for this generous gift.

Upcoming Friends events:

State of the Library Thursday September 15, 2022 RCL Shoreview 6:00pm - 7:30pm We will be holding a State of the Library event at the Shoreview Library on September 15, 2022 for our Legacy Circle members, Friends Board and Committee Members, Library Board members, major donors and key Library staff. The State of the Library event will be our way of thanking our closest friends with a keynote message from Jake Grussing who will describe his vision of the future of the Ramsey County Library.

Books and Brews with Brian Freeman Thursday, October 13 RCL-Shoreview Registration: rclfriends.org 5:30pm – 8:00pm



Join us for an evening of Books and Brews with Minnesota author Brian Freeman! Fair State Brewing and Northeast Bank are the signature sponsors for this event.

Brian Freeman is a *New York Times* and *USA Today* bestselling author of more than two dozen psychological thrillers. He was also selected by the Robert Ludlum estate to take over Ludlum's iconic Jason Bourne series.

We will be featuring Fair State Beer, wine, soft drinks and appetizers. The price of admission is \$25 for Friends members and \$40 for non-members.

Proceeds from this event will support the growing outreach and engagement programs of Ramsey County Library. Outreach Librarians provide services to immigrant groups, incarcerated residents, seniors, and non-library users throughout local communities.



Meeting Date July 20, 2022 Action Requested Approve Schedule <u>Presented By</u> Maggie Soukup, Library Board Coordinator

SUBJECT:

2022 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. If this schedule is acceptable to individual Library Board members, the meeting dates will be as follows for the remainder of 2022:

August 17, 2022	RCL – Shoreview 4560 North Victoria Street
September 21, 2022	RCL – Shoreview 4560 North Victoria Street
October 19, 2022	RCL – Shoreview 4560 North Victoria Street
November 16, 2022	RCL – Shoreview 4560 North Victoria Street
December 14, 2022	RCL – Shoreview 4560 North Victoria Street

BOARD ACTION REQUESTED:

To approve the remainder of the 2022 annual schedule of Library Board meetings.



Meeting Date July 20, 2022 Action Requested Approve Resolution Presented By Jake Grussing, Library Director

SUBJECT:

Resolution Regarding the Retirement of Donna Lennon.

BACKGROUND:

Librarian 2 Donna Lennon has announced her retirement, effective July 15, 2022. A resolution honoring Donna for her years of service will be presented to Donna.

BOARD ACTION REQUESTED:

To approve the Resolution Regarding the Retirement of Donna Lennon, and to ratify the Trustee Board Chair's signature on the document.



Resolution Regarding the Retirement of Donna Lennon

Whereas,	Donna Lennon has been a Ramsey County Library employee since September 1996; and
Whereas,	During her career at Ramsey County Library she has worked as a Librarian 2 at Maplewood, White Bear Lake, and the Roseville branches; and
Whereas,	Donna had a strong desire to help patrons with their information needs and help them on their journey to lifelong learning. Her dedication to helping patrons was evident in her work out on the desk. She always went the extra mile. Donna kept meticulous notes when managing the periodicals and always was well-prepared with research before presentations; and
Whereas,	Donna was a careful and a conscientious coworker. She was known for her kindness, her gentleness, her dignity, and her grace. She was thoughtful and patient and attentive to detail. She was prompt in a culture of lateness. RCL is losing a fantastic employee; and
Whereas,	Donna has decided to retire from her position of Librarian 2 effective July 15, 2022; and
Now, Therefore Be It Resolved,	That the Ramsey County Library Board of Trustees and Library Staff extend their appreciation to Donna Lennon for her dedicated service to Ramsey County Library.

Library Board Chair Adopted July 20, 2022

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Meeting Date July 20, 2022 Action Requested Approve Contract Award <u>Presented By</u> Mary Larson, Accounting Supervisor

SUBJECT:

Audio Visual Materials Contract

BACKGROUND:

Ramsey County Library obtains the bulk of its DVDs and music CDs through a primary audiovisual materials vendor, currently Baker & Taylor. The term of Baker & Taylor's contract will expire on July 31, 2022, with no renewals remaining. The original five-year contract term expired in 2020, and two emergency extensions were approved by the Library Board due to a backlog of pandemic-related solicitation requests, and a staffing shortage in Ramsey County Procurement.

In accordance with Ramsey County solicitation policies, Procurement staff worked with Library staff to prepare a request for bid for the services of audio-visual materials vendors. Responses were due on July 14, 2022, and bids were received from three vendors:

- 1. Baker & Taylor LLC
- 2. Ingram Library Services, Inc.
- 3. Midwest Tape LLC

An analysis completed by the Procurement staff included reviewing discounts on materials and costs for processing. The lowest responsive and responsible bidder was Baker & Taylor.

BOARD ACTION REQUESTED:

Approve award of the contract of primary audio-visual materials vendor to Baker & Taylor LLC, and delegate authority to the Library Director to sign the contract. The contract period shall commence August 1, 2022 and run through July 31, 2027. Contract subject to approval by Ramsey County Procurement and the Ramsey County Attorney's Office.



Meeting Date July 20, 2022 Action Requested Ramsey County Board Liaison Report <u>Presented By</u> Victoria Reinhardt, Commissioner

SUBJECT:

Report from Commissioner Victoria Reinhardt.

BACKGROUND:

Commissioner Reinhardt will present a verbal report to the Library Board of Trustees if available.

BOARD ACTION REQUESTED:

For information and discussion.



Meeting Date July 20, 2022 Action Requested Information & Discussion Presented By Jake Grussing, Library Director

SUBJECT:

Strategic planning update/discussion.

BACKGROUND:

Jake Grussing, Library Director, will present an update on the strategic planning process to the Library Board of Trustees.

Additionally, in preparation for strategic planning discussions in August and September, staff has prepared a reading list. We hope these writings will provide an awareness of current thought leadership in public libraries and stimulate critical thinking about our own library. We suggest the following as a starting point:

- 1. <u>"Value and Vision"</u> Eleanor "Joey" Rodger, former CEO of the Urban Libraries Council
- 2. <u>New Model Library: Pandemic Effects and Library Directions</u> OCLC
- 3. <u>Libraries in the Exponential Age: Moving from the Edge of Innovation to the Center of</u> <u>Community</u> – Aspen Institute
- 4. <u>Public Library Facilities for the Future</u> Margaret Sullivan
- 5. The State of America's Libraries (2020 and 2021) American Library Association
- 6. <u>The Customer-First Philosophy</u> and <u>Customer Experience for Public Libraries</u> Columbus Metropolitan Library
- 7. Urban Libraries Council Leadership Briefs
 - a. <u>Strengthening Libraries as Entrepreneurial Hubs</u>
 - b. <u>Partners Achieving Community Outcomes</u>
 - c. <u>Partners for Education</u>
 - d. Libraries Leading Civic Engagement
 - e. Library-School Partnerships to Improve Reading Proficiency
 - f. Leadership Roles for Library Trustees
 - g. Libraries Leading AI and Digital Citizenship
 - h. Digital Equity in the Age of COVID-19
 - *i.* <u>Anti-Racist Executive Leadership for Public Libraries</u>

BOARD ACTION REQUESTED:

For information and discussion.



Meeting Date July 20, 2022 Action Requested Information & Discussion Presented By Pang Yang, Deputy Director

SUBJECT:

Ramsey County Library in Maplewood Renovation and Pre-design Update.

BACKGROUND:

Pang Yang, Library Deputy Director, will present an update on the Maplewood renovation project to the Library Board of Trustees.

BOARD ACTION REQUESTED:

For information and discussion.







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1,470

People reached

52

Engagements

Distribution score

Boost post



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Boost post

Oldest 🚽



GOOGLE: Ramsey County Library - Maplewood 3025 Southlawn Dr, Maplewood, MN 4.4 ★★★★★ 90 reviews ① People often mention All kids 10 computers 7 cafe 5 read 5 +4 Sort by Most relevant Newest Highest Lowest Jenea Ylinen Fredrickson Local Guide · 94 reviews · 225 photos ★★★★★ a week ago NEW A great place to get work done! Ramsey County Library - Mounds View 🥕 Write a i 2576 Mounds View Blvd, Mounds View, MN 4.6 ★★★★★ 23 reviews ① People often mention All (small 4) (children 4 Sort by Most relevant Newest Highest Lowest Gemma Johnson : 8 reviews ***** 3 weeks ago NEW Centrally located in Mounds View; friendly, helpful staff; clean; quiet. Although I wish they were open more hours, the times seem to be set to accommodate most patrons with hours of 10-5 and 1-8 depending on the day. Closed Tuesdays & Sundays. Ramsey County Library - Roseville 2180 Hamline Ave N, Roseville, MN 🥕 Write a 4.7 $\star \star \star \star \star$ 183 reviews (i) Elizabeth Dunleap : 10 reviews ★★★★★ 3 weeks ago NEW The librarians were extra kind in this heat. And the library stayed open until 11pm because if the heat. Thanks rcl ststem







Katrina Monroe @AuthorKatM

When I moved to MN 10 years ago, the first thing I told my wife to find was the closest library. I practically lived at the Mounds View branch of @rclreads and now they're going to have my book on the shelf. I am verklempt.





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GREAT DAY kicking off the delivery of 10,000 @BellMuseum Science + Nature Kits for students and families to community partners, starting first in our own neighborhood, with @ISD_623 and @rcIreads!



12:25 PM - Jul 1, 2022 from Falcon Heights, MN - Twitter for iPhone

t Replying to @DrHolly @BellMuseum and 2 others Is there a way people can find out where to get them in their community? 0 1 **1** We have nearly 50 community, education and social service organization partners who are distributing directly to students and families they work with locally - some in a public way and others via their specific prgms. 01 1.

@rclreads @boulderlibrary sending high fives to libraries in my two

