

**Ramsey County Library  
Board of Trustees Meeting  
February 15, 2023  
4560 Victoria Street North  
Shoreview, MN – 6:30 PM**

**CONNECT** community  
**INSPIRE** curiosity  
**CULTIVATE** learning

The meeting is available for public viewing at  
<https://zoom.us/j/96696534304?pwd=S2ROd1FYUE8vcHBWVhtSkpNU1lzZz09>  
Phone: 651 372 8299; Webinar ID: 966 9653 4304; Passcode: 023509

- I. **Call to Order**
- II. **Public Comment**
- III. **Review Agenda**
- IV. **Orientation Wrap Up**
  - a. Meeting Schedule/Attendance
  - b. Documents
    - Library Strategic Plan
    - Library Board Bylaws
    - Per Diem Process
  - c. Moving Toward an Advisory Board
- V. **Library Board Member Introductions**

*In advance of elections, all members are asked to share more about themselves. Some suggested topics: the neighborhood you live in, current profession and past professional experiences, current or past volunteer service, what you love most about libraries, what motivated you to volunteer for the Library Board, anything else you'd like the Library Board to know about you?*
- VI. **Action Items**
  - a. **Board Elections**
    - Chair
    - Vice Chair
    - Secretary
    - Liaison to the Ramsey County Library Friends Board
  - b. **Approval of December Meeting minutes**
- VII. **Discussion Items**
  - a. Deputy County Manager Update
  - b. Ramsey County Board Liaison Report
  - c. Future Meeting Topics
- VIII. **Adjournment**

**Library Board of Trustees**

Grace Atkins  
Stephen Fitze  
Jason Isaacson  
Marissa Kirby  
Sida Ly-Xiong  
Andrea West

**Ramsey County Board Liaison**  
Commissioner Victoria Reinhardt

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**Scheduled Upcoming Meetings**

<b>March 15, 2023</b> 6:30 p.m.	Ramsey County Library, Shoreview	4560 North Victoria Street Shoreview, MN 55126
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**Administrative Office**  
4560 North Victoria St.  
Shoreview, MN 55126  
Phone: (651) 486-2200  
[www.rclreads.org](http://www.rclreads.org)

# RCL Strategic Plan 2023-2025

## Priority 1

### **Extending our welcome**

We strive to grow welcoming spaces, to be more anti-racist, equitable, responsive, and effective for all communities.

Sub Priority 1.A: Amplify the voices of communities that have been marginalized

Sub Priority 1.B: Empower staff and strengthen customer service

Sub Priority 1.C: Diversify workforce

## Priority 2

### **Growing our partnerships and community presence**

We will be deliberate in igniting our communities and forging partnerships to maximize positive impact.

Sub Priority 2.A: Learn from current partnerships to build new ones

Sub Priority 2.B: Co-create library programs and services with partners in a continuous feedback loop

Sub Priority 2.C: Create programs that bring libraries to community and community to libraries

## Priority 3

### **Building resources to create positive change**

We will build our services, programs, spaces, technology, and collections to reflect the needs of the residents we serve, and to celebrate diverse cultures across our communities.

Sub Priority 3.A: Invest in our youth through responsive programming

Sub Priority 3.B: Reflect the interests and needs of the communities that have been most marginalized

Sub Priority 3.C: Provide dynamic spaces and opportunities that bring people together

## Ramsey County Library Board Direction January 2023

- Ramsey County is pursuing legislative changes to how it governs its library system and to establish the county library board as an advisory committee to the county board.
- The proposed new structure mirrors the approach used in five other metro counties. Anoka County is the only other county in the metro area with a similar governing structure and is partnering with us on making this legislative change.
- The library's department-focused governance structure, which dates back decades, does not reflect how a modern county delivers integrated services. By transitioning the library board to an advisory committee, we can more efficiently integrate library services into the county's operations – such as integrated county Service Centers – making these services more accessible, connected and effective for residents.
- The work of this year will be to fully determine what it means to be an advisory committee. Generally, under the new governance structure, the county will have the authority to manage the library's budget, make policies more consistent with county operations and hire the library director. The library advisory committee will focus on helping shape policy and reviewing resident-focused programs and services. Members will participate in the library director hiring process and represent Ramsey County residents.
- The new governance structure will achieve consistency with other county administrative and advisory board practices including:
  - County department head hiring, compensation and performance evaluation processes.
  - Day to day department operational management and performance management; department budget processes.
  - Other resident boards and commissions that provide valuable input on county programs and services, such as the Parks and Recreation Commission, Community Health Services Advisory Committee, Corrections Advisory Board and Human Services Community Advisory Council.

## **Current Statutory Language**

### **134.11 ORGANIZATION OF BOARD; DUTIES.**

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#### **Subdivision 1. Organization.**

Immediately after appointment, the library board shall organize by electing one of its number as president and one as secretary, and from time to time it may appoint such other officers as it deems necessary.

#### **Subd. 2. Duties.**

The library board shall adopt bylaws and regulations for the government of the library and for the conduct of its business as may be expedient and conformable to law. It shall have exclusive control of the expenditure of all money collected for or placed to the credit of the library fund, of interest earned on all money collected for or placed to the credit of the library fund, of the construction of library buildings, and of the grounds, rooms, and buildings provided for library purposes. All money received for the library shall be paid into the city or county treasury, credited to the library fund, kept separate from other money of the city or county, and paid out only upon approval by the board. The library board may lease rooms for library use. The library board shall appoint a qualified library director and other staff as necessary, establish the compensation of employees, and remove any of them for cause. With the approval of the council or board of county commissioners, the library board may purchase grounds and erect a library building thereon.

## **Ramsey County 2023 State Legislative Platform Language**

Pursue legislation, in partnership with Anoka County, to establish the county library board as an advisory committee to the county board, mirroring a governance structure currently used by five counties across the metropolitan area, that ensures that county services most effectively support residents and employees.

**Minutes of the Ramsey County Library Board of Trustees  
December 14, 2022**

**LIBRARY TRUSTEES PRESENT:**

Grace Atkins, Claire Chang, Sida, Andrea West, Steve Woods.

**STAFF PRESENT:**

Pang Yang, Deputy Director; Chuck Wettergren, Digital Services Manager; Maggie Soukup, Library Board Coordinator.

**OTHERS:**

Victoria Reinhardt, Ramsey County Commissioner; Johanna Berg, Deputy County Manager; Mary Worley, Executive Director, Ramsey County Library Friends.

**CALL TO ORDER:**

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

**PUBLIC COMMENT**

None.

**APPROVAL OF AGENDA**

Chang made a motion to approve the agenda as presented. West seconded the motion, which passed unanimously.

**APPROVAL OF CONSENT AGENDA**

West made a motion to approve the consent agenda as presented. Atkins seconded the motion, which passed unanimously.

**STRATEGIC PLAN 2:00**

Yang shared the strategic priorities as well as the three sub priorities for each section. She reminded the Trustees that this is a high-level overview, and that the communications department would be working on the formatting and language to ensure that the document is easily digestible for readers. Pang explained that this document should be flexible and responsive to the community needs over the next three years.

Trustee Atkins led a discussion centered around feedback on the document. They asked the Trustees to share their thoughts on the priorities, success measures, descriptions, and the rationales.

Atkins made a motion to endorse the priorities and sub priorities as presented. West seconded the motion, which passed unanimously.

To view the discussion in its entirety, follow this [link](#) (2:00).

### **RAMSEY COUNTY BOARD LIAISON REPORT**

Commissioner Reinhardt thanked the outgoing Trustees for their commitment and service to the Library Board and community. She also thanked the Trustees for their work on strategic plan. She acknowledge that this is a milestone and a great accomplishment for the board.

Her entire report can be found by following this [link](#) (45:12).

### **DEPUTY COUNTY MANAGER UPDATE**

Presented by Deputy County Manager Berg. Her update can be found by following this [link](#). (47:55)

### **RAMSEY COUNTY LIBRARY FRIENDS UPDATE**

Presented by Executive Director Mary Worley. Her update can be found by following this [link](#). (49:46)

### **PERFORMACE MEASURES**

Deputy County Manger Berg led a follow up conversation from the November meeting centered around what measures Trustees would like to see continue in the next biennium. She also asked Trustees to identify information that was presented at each meeting that they found helpful and information that could be eliminated or condensed to an annual report.

To view the discussion in its entirety, follow this [link](#). (54:30)

### **2023 BOARD OF TRUSTEES MEETINGS DATES**

Deputy County Manger Berg suggested to use the January meeting as a welcome and orientation workshop for the 2023 Trustees. The workshop would allow the new Trustees to become familiar with the other Trustees, meet county and library staff, and have a better understanding of the board processes and what is expected of the officer positions. Berg clarified that from a county perspective there is nothing that needs to be voted on during the January meeting and that any official business can be held until the February meeting.

West made a motion to approve the proposed 2023 meeting dates with the location removed. Change seconded the motion, which passed unanimously.

### **ADJOURNMENT:**

West made a motion to adjourn the meeting at 7:55pm. Atkins seconded the motion, which passed unanimously.

# Better Know a Library

## RCLB Standing Agenda Item Proposal

I'd like to kick off every board meeting with this share-out activity (unless there's extremely pressing business to attend to).

## Description

Has every board member been to every library location? (I know I haven't.) Has every board member used every virtual service and attended every virtual programming event? (I know I haven't).

In the spirit of getting to know the libraries we are tasked with advising, I invite board members to do any of the following between board meetings and then share out about it at the upcoming board meeting:

- visit a library location
- attend an in-person or virtual library event
- use a in-person or virtual library service

## Instructions

1. Do one of the following:

- visit a library location
- attend an in-person library event
- use a virtual library service
- attend a virtual library event

2. After your experience, do a short reflection and be prepared to verbally share-out at the next library board meeting.

Here's an optional reflection framework: KWL = Know, Wonder, Learn

- **Know:** What is something you already knew, but it was affirmed or validated by your new experience?
- **Wonder:** What is something you're still confused about or curious about following your experience?
- **Learn:** What is something you didn't already know that you learned during your experience?


# KWL Examples

## In-Person Event

Who: Grace

What/Where: Kindergarten Card Party at Shoreview

When: January 28, 2023

<b>KNOW</b> <i>What is something you already knew, but it was affirmed or validated by your new experience?</i>	<b>WONDER</b> <i>What is something you're still confused about or curious about following your experience?</i>	<b>LEARN</b> <i>What is something you didn't already know that you learned during your experience?</i>
<p>I've been to the Shoreview location many times, but I actually knew nothing about this rite of passage.</p> <p>There was a scavenger hunt that culminated in the kindergartener receiving their physical library card and a free book. There was also a local children's author presentation.</p> <p>It was a lot of fun!</p>	<p>I still don't quite understand the process leading up to the event. This is a partnership with local schools?</p>	<p>I volunteered at this event. At the scavenger hunt station I was assigned to, I was tasked with promoting the Paws to Read program. I was vaguely aware of how helpful these programs are for early childhood literacy, but didn't know how popular it was! The majority of families already knew about it. And, the Paws to Read program went viral 5 years ago?! <a href="#">Today.com article from Feb 2018</a></p> <div data-bbox="1270 1003 1900 1399"><p>— Sting the dog was all alone at the library with no one there to read to him. That's all changed now!</p></div>



## Virtual Service

Who: Grace

What: Libby app

<b>KNOW</b>	<b>WONDER</b>	<b>LEARN</b>
<p><i>What is something you already knew, but it was affirmed or validated by your new experience?</i></p>	<p><i>What is something you're still confused about or curious about following your experience?</i></p>	<p><i>What is something you didn't already know that you learned during your experience?</i></p>
<p>I'm a constant user of the <a href="#">Libby app</a>, which provides all MELSA library card holders with access to electronic books, magazine, and audiobooks. I'm always listening to audio books.</p>	<p>How does ordering work for this? Do RC librarians and staff play a role, or is it run exclusively by MELSA?</p> <p>An overview of the MELSA partnership for the library board would be fantastic.</p>	<p>I learned to go ahead and place a hold even if it says it could take weeks or months. The wait for Prince Harry's <i>Spare</i> audiobook was initially weeks long but then less than 1 week later, the app said my e-copy was ready to listen to.</p> <p>I assume if enough holds are placed, that alerts staff to order more?</p>

## Library Visit

Who: Grace

What: visited WBL library location for the first time

When: (haven't done this yet, but planning on going before the February 2023 board meeting)

<b>KNOW</b>	<b>WONDER</b>	<b>LEARN</b>
<p><i>What is something you already knew, but it was affirmed or validated by your new experience?</i></p>	<p><i>What is something you're still confused about or curious about following your experience?</i></p>	<p><i>What is something you didn't already know that you learned during your experience?</i></p>
<p>I've heard this library was very cozy, and anticipate this will be confirmed.</p>	<p>I'll see what questions I have after my visit.</p>	<p>Will see what I learn during my visit.</p>