

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

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. **Approvals**
 - a. Meeting Guidelines and Voting Instructions
 - b. March Agenda
 - c. February Minutes
 - d. 2022 Year End Reserve
- IV. **Library Sharecase: Better Know a Library**

Have any Trustees interacted with any of the Ramsey County Libraries in a new or interesting way since the previous meeting? Please share a short reflection of your experience if you have. Optional reflection framework: Know, Wonder, Learn
- V. **Discussion Items**
 - a. Deputy County Manager Update
 - Budget Presentation
 - CEI Update
 - b. Ramsey County Board Liaison Report
 - c. Strategic Plan Presentation
 - d. Future Meeting Topics
 - Space for Standing Update on Transitional Status
 - RCL Friends Update
 - Board Purpose Statement
- VI. **Adjournment**

Library Board of Trustees

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

Ramsey County Board Liaison
Commissioner Victoria Reinhardt

Scheduled Upcoming Meetings

April 19, 2023 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

RCLB Meeting Procedures
March 15, 2023

- **Meeting Procedure Purpose:** RCLB meeting procedures are in the spirit of Rosenberg's Rules four pillars:
 1. **Rules should establish order.** The first purpose of rules of parliamentary procedure is to establish a framework for the orderly conduct of meetings.
 2. **Rules should be clear.** Simple rules lead to wider understanding and participation. Complex rules create two classes: those who understand and participate; and those who do not fully understand and do not fully participate.
 3. **Rules should be user friendly.** That is, the rules must be simple enough that the public is invited into the body and feels that it has participated in the process.
 4. **Rules should enforce the will of the majority while protecting the rights of the minority.** The ultimate purpose of rules of procedure is to encourage discussion and to facilitate decision making by the body. In a democracy, majority rules. The rules must enable the majority to express itself and fashion a result, while permitting the minority to also express itself, but not dominate, while fully participating in the process.
- **Facilitation Procedure:** Meetings are facilitated by the chair with the assistance of the executive committee.
 - The chair's facilitation duties include: starting the meeting, moving the agenda along, taking votes, and adjourning the meeting.
 - The executive committee has the right to move the agenda along in the interest of time and/or productivity.
 - "For all intents and purposes, the chair makes the final ruling on the rules every time the chair states an action. In fact, all decisions by the chair are final unless overruled by the body itself." - pg. 2 [*Rosenberg's Rules of Order: Simple Parliamentary Procedures for the 21st Century*](#) 2011 ed.
- **Voting Procedure:** Rosenberg's Rules will be used for formal voting.
 - There must be a quorum in order to take a vote: at least four out of the seven board members must be present.
 - Rosenberg's Rules has a process for calling for a motion. We are simplifying the process by having the chair call for a vote after the board has collectively finalized the wording of what we are voting on.
 - "The chair takes a vote. Simply asking for the "ayes" and then asking for the "nays" normally does this. If members of the body do not vote, then they "abstain." Unless the rules of the body provide otherwise (or unless a super majority is required as delineated later in these rules), then a simple majority (as defined in law or the rules of the body as delineated later in these rules) determines whether the motion passes or is defeated."
- pg. 3 [*Rosenberg's Rules of Order: Simple Parliamentary Procedures for the 21st Century*](#) 2011 ed.

- **Interaction Guidelines:**

- Expect people to act with best intentions and expect best intentions from others.
- Treat each other with respect. Disrespectful language, tone of voice, etc. will not be tolerated.
- Focus on ideas: If you disagree with something that has been said, question the idea or practice, not the person.
- We will focus our energies on how we can better meet the needs of the community while supporting greater inclusiveness, accessibility and equity.
- Attendance is essential to get the work done: if you will not be attending, contact the Board Chair as soon as you are aware you can't attend.

Minutes of the Ramsey County Library Board of Trustees
February 15, 2023

LIBRARY TRUSTEES PRESENT:

Grace Atkins, Stephen Fitze, Jason Isaacson, Marissa Kirby, Kami Miller, Andrea West.

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.

CALL TO ORDER:

Berg called the meeting to order at 6:35pm.

PUBLIC COMMENT

To view the public comments made by Susan Johnson, Ramsey County resident, follow this [link](#). (0:42)

ORIENTATION WRAP UP

Meeting Schedule and Attendance/ Library Board Documents

Soukup shared that the 2023 meeting dates had been approved but there was some flexibility in the meeting location. She asked that if any Trustees are unable to attend a meeting that they contact the Board Chair and herself to ensure that the meeting has a quorum. Soukup also shared that a per diem form is available at each meeting for Trustees as well as sent electronically after each meeting.

Advisory Board Update

As a follow up to the discussion in January, Berg shared more information on the possible transition to an advisory board. She explained that with the new structure the county will oversee the library's budget, make policies more consistent with county operations and hire the new library director. In turn, the Trustees would focus on helping shape policy and reviewing the resident-focused programs and services.

To view the entire discussion, follow this [link](#). (9:40)

LIBRARY BOARD MEMBER INTRODUCTIONS

To listen to the introductions, follow this [link](#). (13:33)

BOARD ELECTIONS

A motion was made by Trustee West to nominate Grace Atkins as Library Board Chair. The motion passed unanimously.

Trustee Fitze made a motion to nominate himself as Vice Chair. The motion passed unanimously.

A motion was made by Trustee Atkins to nominate Andrea West as Secretary. The motion passed unanimously.

Miller volunteered to be the primary liaison to the Ramsey County Library Friends. If she is unable to attend one of the scheduled meetings a alternate Trustee will attend in her place.

APPROVAL OF DECEMBER 2022 MEETING MINUTES

A motion was made by West to approve the December meeting minutes as presented. Isaacson seconded the motion. The motion passed unanimously.

DEPUTY COUNTY MANAGER UPDATE

Presented by Deputy County Manager Berg. Her update can be found by following this [link](#). (38:06)

RAMSEY COUNTY BOARD LIAISON REPORT

Presented by Commissioner Reinhardt. Her report can be viewed by following this [link](#). (46:45)

FUTURE MEETING TOPICS

Atkins led a discussion about what the Trustees would like to see as future meeting topics. They stated that reoccurring topics would include items such as strategic plan updates and budget planning discussions. Atkins also suggested that at the beginning of each meeting, Trustees could share if they had any interactions with or at the libraries.

Several Trustees indicated that they would like to revisit the conversation around the director search process and progress. Berg gave a brief update on the search and agreed to share the foundational agreement, that was signed last December, with the Trustees.

Atkins reiterated that Trustees could email them or Soukup at any point throughout the month if they had topics they would like to see added to the agenda.

To view the entire discussion, follow this [link](#). (48:30)

ADJOURNMENT:

Fitze made a motion to adjourn the meeting at 7:40pm. Isaacson seconded the motion, which passed unanimously.

Request for Library Board Action

Meeting Date
March 15, 2023

Action Requested
Approve Year End Reserves

Presented By
**Mary Larson, Accounting
Support Supervisor**

SUBJECT:

2022 Year End Reserves

BACKGROUND:

At the end of each fiscal year, all Ramsey County departments including the Library are required to submit a list of unpaid invoices and encumbrances. Any funds not expended or encumbered at the end of the fiscal year fall into fund balance. The Library's fund balance is separate from the general fund, which is utilized for most County departments.

Under Minnesota Statute 383B.114, Subd. 2, funds reserved for capital expenditures can be encumbered for up to three additional years. The proposed capital expenditures can be included with the Library year end reserves for Library Board approval. Departments that are part of the County's general fund follow a separate Critical Needs process that is reviewed by the County Manager and Executive Team, and ultimately approved by the County Board of Commissioners.

A summary of the Library's available funds and proposed capital reserves is included below:

2022 Funds Available:

Unspent and Unencumbered Funds	\$360,000
<u>Library Revenue Shortfall</u>	<u>(\$100,000)</u>
Total 2022 Funds Available:	\$260,000

2022 Proposed Capital Reserves:

Collection Budget	\$100,000
Refurbishment Fund	\$30,000
<u>Community Artwork</u>	<u>\$130,000</u>
Total 2022 Proposed Capital Reserves:	\$260,000

Budget reserves must be expended within three years, after which they fall into the Library's fund balance. Reserves approved previously by the Library Board from 2021 and 2019 funds are still in the process of being expended. (The 2019 funds included below are reserved based on signed quotations for services completed before December 31, 2022.) No reserves from 2020 are remaining for carryover. Proposed carryover reserves include:

2021 Proposed Carryover Reserves:

ACET Final Payment	\$3,557
Collection Budget	\$224,477
Total 2021 Carryover Reserves:	\$228,034

2019 Proposed Carryover Reserves:

Refurbishment Fund	\$75,348
Total 2019 Carryover Reserves:	\$75,348

BOARD ACTION REQUESTED:

To approve the 2022, 2021, and 2019 year-end reserves as proposed.

March 2023

Library Board Update: Culture Transformation Work

Culture consultant contract with the Center for Economic Inclusion (CEI) approved by the Library Board in October 2022. Scope of services: Lead and execute organizational change management and development of an anti-racist culture strategy. Component parts – **bold** reflects active stage(s):

- A) **Organizational Assessment of Library Department Current State**
December 2022 – March 2023
- B) **Employer Learning and Cultural Readiness**
December 2022 – April 2023
- C) Strategic Action Plan Development and Design
May 2023 – October 2023
- D) Strategic Action Plan Implementation
November 2023 – November 2024
- E) Final Reporting
December 2024

March 2023 Status

- Internal structures to support and advance the work, including core and champions teams, formed and operationalized. Learning sessions underway to learn about race, racism and what it means to be anti-racist. Establishing this shared understanding is foundational to developing an action plan.
- Information gathering and data analysis underway to obtain a broader picture of library culture. This includes analysis of human resources data and workforce statistics to identify trends and patterns as well as conducting individual employee interviews and focus groups to gather information about different employee experiences within the library.

Request for Library Board Action

Meeting Date
March 15, 2023

Action Requested
Information & Discussion

Presented By
Pang Yang,
Deputy Director

SUBJECT:

Strategic Plan Presentation

BACKGROUND:

Yang will provide an overview on the strategic plan and the work that is being done. Attached you will find the draft project charter for the computer access service expansion pilot. Trustees are asked to review the charter and provide feedback.

BOARD ACTION REQUESTED:

Information and Discussion

Computer Access Service Expansion Pilot

PROJECT CHARTER, V. 1

THE OPPORTUNITY	PROJECT BENEFITS
<p>Mounds View and North Saint Paul are libraries that have the most limited hours available to the public. Both of these libraries also serve some of the lowest incomes in suburban Ramsey County, with the highest need of library resources.</p> <p>In a recent MELSA survey completed by Wilder, space to access to computers, low-cost printing, access to internet were among the highest access points requests and need by communities of color, and those experiencing economic instability.</p> <p>Increasing access to computers and printers at Mounds View and North Saint Paul in alignment with computer access opportunities at New Brighton Library.</p> <p>This opportunity is aligned with the Library's Strategic Priorities: reflect the interests and needs of the communities that have been most marginalized.</p>	<ul style="list-style-type: none"> • Increased access Ramsey County resources • Access to computer, internet, and library resources beyond library open hours • Opportunity for prosperity, wealth building
GOAL STATEMENTS	PROJECT SCOPE
<ul style="list-style-type: none"> - Assess computer, internet, and study space during times that the library is closed (Tuesdays 10-8, Sundays 12-5, while Mounds View is closed. Fridays 10-5, Sundays 12-5 while N. St. Paul is closed) - ADA compliance - Creation of agreement for library users outside of library service hours 	<p>In Scope</p> <ul style="list-style-type: none"> • Installation at Mounds View and North Saint Paul <p>Out of Scope</p> <ul style="list-style-type: none"> • Installation at any other library facility • Installation at community locations • Access to library collection footprint
PROJECT PLAN	TEAM
<p>Timeline of milestones and deadlines</p> <ul style="list-style-type: none"> - 2022.12 information discovery and conversations - 2023.02 team partnership development, Libraries, PM, IS, CAO, RM - 2023.05 formulation and completion of project & charter - 2023.06 groundbreaking - 2023.09 public access to computers, alignment with reopening of Maplewood 	<p>Project Team Sponsor - Pang Yang</p> <p>Project Team Lead - Responsible: Chuck Wettergren</p> <p>Subject Matter Expert: Mickey Ladich Property Management</p> <p>Subject Matter Expert Consulted: County Attorney's Office, Risk Manager, Dakota County Library</p>

Ramsey County

PROJECT CHARTER TEMPLATE

1. Limited to 1 page only – focuses on documentation of the essence of key elements to set project up for success at the beginning
2. Gaps in any of these 6 areas illustrate the need to clarify and verify those gaps sooner than later so team can be set up for success.
3. Made in PowerPoint so that it can be used by Project Team Leader in presentations.
4. Living document – can be updated/edited as needed to maintain common understandings & expectations of the project effort.

Ramsey County

PROJECT ROLES AND RESPONSIBILITIES

EXECUTIVE CHAMPION

- Provides high-level direction, priority-setting, approvals
- Removes barriers to success
- Commits sufficient resources
- **RACI: Informed**

PROJECT SPONSOR

- Communicate with Executive Champion
- Ensure project progress toward goals
- **RACI: Accountable**

PROJECT TEAM LEADER

- Day-to-day manager of project
- Lead toward improved results
- **RACI: Responsible**

PROJECT TEAM MEMBERS

- Responsible for tasks and executing project deliverables
- Develop a charter

- Develop and implement a work plan
- Explore innovative solutions
- Deliver improved results

STEERING COMMITTEE

- Provide direction and decision-making
- Ensure cross-departmental collaboration
- Members: Executive Champion, Project Sponsor(s),

SUBJECT MATTER EXPERT

- Provides information or input based on relevant specialized skill or field knowledge
- Could be County staff or external colleagues, experts, or stakeholders
- Temporary team member that participates in project on an as-needed basis.
- **RACI: Consulted**

RCLB Purpose Statement: The purpose of the RCLB is to utilize the expertise, ideas, and resources of Ramsey County residents, employees, and elected officials to make informed decisions that ensure the Ramsey County libraries successfully meet its mission.

RCLB Relationship with Ramsey County

- We believe Ramsey County employees are experts and have the experience we need to be able to make good decisions.
- We respect RC employee opinions and want to hear them.
- We will actively work to forge a strong partnership between the RCLB and Ramsey County: together we are stronger.
- We believe the move from a Board to an Advisory Committee makes sense.