

**Ramsey County Library
Board of Trustees Meeting
May 17, 2023
4560 Victoria Street North
Shoreview, MN – 6:30 PM**

<https://zoom.us/j/96696534304?pwd=S2ROd1FYUE8vcHBWVWhtSkpNU1IzZz09>

Phone: 651 372 8299; Webinar ID: 966 9653 4304; Passcode: 023509

- I. **Call to Order**
- II. **Announcements**
 - a. MELSA Follow-up
 - b. Subcommittees: by-laws and policy, community engagement
- III. **Public Comment**
- IV. **Approvals**
 - a. May Agenda
 - b. April Meeting Minutes
- V. **Welcome to new trustee: Dawne Brown White**

Board members introduce themselves: Some suggested topics: 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 our new trustee to know about you?
- VI. **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
- VII. **Presentations**
 - a. Library Budget Update and Overview – Johanna Berg and Kris Longhenry
 - b. CEI Update – Antonio Montez
 - c. Strategic Plan Project Charters - Meg Robertson and Monica Stratton
- VIII. **Updates**
 - a. Deputy County Manager Update – Johanna Berg
 - b. Ramsey County Board Liaison Report – Commissioner Frethem
 - c. Ramsey County Libraries Deputy Director Update – Pang Yang
 - d. RCL Friends Update – Mary Worley
- IX. **Discussion**
 - a. Future meeting topics
 - Digital equity
 - Library programs
- X. **Adjournment**

Library Board of Trustees
Grace Atkins, Chair
Stephen Fitze, Vice Chair
Jason Isaacson
Marissa Kirby
Kami Miller
Andrea West, Secretary
Dawne Brown White

Ramsey County Board Liaison
Commissioner Victoria Reinhardt

Minutes of the Ramsey County Library Board of Trustees
April 19, 2023

LIBRARY TRUSTEES PRESENT:

Grace Atkins, Marissa Kirby, Kami Miller, Andrea West.

STAFF PRESENT:

Pang Yang, Deputy Director; Chuck Wettergren, Digital Services Manager; Jeff Eide, Senior Library 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; Jennifer McMaster, Director of Planning and Project Management; Scott Vrieze, MELSA Executive Director.

CALL TO ORDER:

Atkins called the meeting to order at 6:00 p.m.

PUBLIC COMMENT:

To view the public comments made by Susan Johnson, Ramsey county resident, follow this [link](#). (00:10)

APPROVALS:

April Agenda

Atkins made a motion to approve the revised agenda to include an update on the Ramsey County Friends from Trustee Miller. Kirby seconded the motion, which was approved unanimously.

March Meeting Minutes

Miller made a motion to approve the meeting minutes as written. West seconded the motion, which was approved unanimously.

LIBRARY SHARECASE: Better know a library

To hear the Trustees interactions with the Ramsey County Libraries, follow this [link](#). (05:55)

MELSA OVERVIEW AND UPDATE:

Scott Vrieze, Executive Director of MELSA, gave an overview of the organization and explained the relationship between MELSA and RCL. To view the presentation and listen to the discussion, follow this [link](#). (08:35)

MAPLEWOOD RENOVATION OVERVIEW:

Jennifer McMaster, Director of project and Planning for Ramsey County, gave an update on the Maplewood renovation project and shared current photos of the space. To view the entire presentation and listen to the discussion, follow this [link](#). (01:04:00)

RAMSEY COUNTY LIBRARY FRIENDS LIASION UPDATE:

Trustee Miller will serve as the liaison to the Ramsey County Library Friends and will attend the quarterly meetings on behalf of the Trustees. To hear Millers update, follow this [link](#). (01:27:15)

DEPUTY COUNTY MANAGER UPDATE:

Presented by Deputy County Manager Berg. The update can be viewed by following this [link](#). (01:33:18)

RAMSEY COUNTY LIBRARIES DEPUTY DIRECTOR UPDATE:

Presented by Deputy Director Yang. Her update can be viewed by following this [link](#). (01:35:00)

RAMSEY COUNTY BOARD LIASON REPORT:

Presented by Commissioner Reinhardt. Her update can be viewed by following this [link](#). (01:39:22)

FUTURE MEETING TOPICS

The Trustees have requested to hear more about biennial budget process as well updates on strategic plan charters as they become available. Chair Atkins also noted that starting in May the agenda will include a monthly update from Ramsey County Library Friends Executive Director Mary Worley.

ADJOURNMENT:

A motion was made by Miller to adjourn the meeting at 8:15 p.m. The motion was seconded by West, which was approved unanimously.

May 17, 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

May 2023 Status

- Learning sessions continued into May with two goals: review the qualitative and quantitative data and learn about the Results-Based Accountability framework.
 - The champions team reviewed and processed the qualitative and quantitative data results from CEI’s organizational assessment phase. Learning how to focus on results and interpretation while withholding creating a narrative about the data.
 - The champions team learned about the CEI’s Results-Based Accountability framework, which will be used in the strategic action plan development and design phase.
- Beginning in May the champions team will start monthly strategic action plan development and design meetings with CEI to create strategies that build an anti-racist library culture that are informed by the Results-Based Accountability framework.
- The RCL core team is reviewing the qualitative and quantitative data with RCL leadership during its monthly leadership meeting. This work is important as we prepare to share the data with library staff.

HOMEWORK HELP

| THE OPPORTUNITY | PROJECT BENEFITS |
|--|---|
| <p>Use the model at the Roseville Library to develop and launch homework help programming for residents at the New Brighton and Maplewood locations. Partner with local community organizations to develop responsive homework help programs for the East African community (NB) and at-risk and immigrant communities (MP).</p> | <p>Respond to the growing need and request from residents in the Maplewood and New Brighton communities for library supported homework help for school-aged children (K-12) Building social infrastructure to assist in creating positive change that reflects the needs of our residents.</p> |
| GOAL STATEMENTS | PROJECT SCOPE |
| <ul style="list-style-type: none"> ➤ Provide staffed homework help to NB residents as pilot project in 2023-2024 school year. ➤ Expand service to MP residents in the latter half of the 2023-2024 school year. | <p>Starting Point or activity step: Stopping Point or activity step:</p> <p>In Scope</p> <ul style="list-style-type: none"> •Homework Help at NB •Homework Help at MP <p>Out of Scope</p> <ul style="list-style-type: none"> •Homework Help at MV, NS, SV and WB •Tutoring beyond scope of school-generated inquiries |
| PROJECT PLAN | TEAM |
| <p>May 2023 : present initial plan to Library Board for information/feedback Summer 2023 : identify and make connections with community partners</p> | <p>Meg Robertson, NB Branch Manager (Responsible, Accountable) Monica Stratton, MP Branch Manager (Responsible, Accountable) Nicole Brinkman (Consulted) Pang Yang, Deputy Director (Informed)</p> |