

**Ramsey County Library
Board of Trustees Meeting
June 21, 2023
4560 Victoria Street North
Shoreview, MN – 6:30 PM**

<https://zoom.us/j/96696534304?pwd=S2ROd1FYUE8vcHBWVhtSkpNU1lZz09>

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

I. **Call to Order**

II. **Announcements**

- a. Advisory Status Update
- b. Subcommittee Assignments
- c. Summer Working Meetings
 - July Meeting and Workshop- public
 - August Subcommittee Working Sessions – closed

III. **Public Comment**

IV. **Approvals**

- a. June Agenda
- b. May Meeting Minutes

V. **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

VI. **Presentations**

- a. Digital Equity - Ling Becker, Director of Ramsey County Workforce Solutions
- b. Strategic Plan Project Charters (Digital Learning Lab) - Chuck Wettergren, Digital Services Manager

VII. **Updates**

- a. Deputy County Manager Update – Johanna Berg
- b. Ramsey County Board Liaison Report – Commissioner Reinhardt
- c. Ramsey County Libraries Deputy Director Update – Pang Yang
- d. RCL Friends Update – Mary Worley

VIII. **Discussion**

- a. Subcommittee Charges, Members, Timelines – Grace Atkins
- b. Future Meeting Topics

IX. **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
May 17, 2023

LIBRARY TRUSTEES PRESENT:

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

STAFF PRESENT:

Pang Yang, Deputy Director; Chuck Wettergren, Digital Services Manager; Jeff Eide, Senior Library Manager; Maggie Soukup, Library Board Coordinator; Meg Robertson, Library Branch Manager; Monica Stratton, Library Branch Manager.

OTHERS:

Nicole Frethem, Ramsey County Commissioner; Johanna Berg, Deputy County Manager; Antonio Montez, Ramsey County Racial and Health Equity Administrator; Valerie Wise, President of Ramsey County Library Friends; Kris Longhenry, Ramsey County EGCI Accounting Manager.

CALL TO ORDER:

Atkins called the meeting to order at 6:33 p.m.

MELSA FOLLOW-UP:

Atkins reminded Trustees that they sent a follow-up email regarding the April MELSA presentation that was cut short due to timing. They reminded Trustees that MELSA has no concerns with the Library Board possibly transitioning to an advisory role.

SUBCOMMITTEES: BY-LAWS AND POLICY, COMMUNITY ENGAGEMENT:

Atkins shared that there will be two subcommittees forming: bylaws and community engagement. They asked Trustees that are interested on either to reach out and that the subcommittee assignments will be finalized at the June meeting.

PUBLIC COMMENT:

To view public comments made by Susan Johnson, Ramsey County resident, follow this [link](#). (03:14)

APPROVALS:

April Agenda

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

March Meeting Minutes

Kirby made a motion to approve the March meeting minutes as presented. Fitze seconded the motion, which passed unanimously.

WELCOME NEW TRUSTEE: DAWNE BROWN WHITE

Trustees introduced themselves and shared a bit about why they are serving on the Library Board. To view the entire discussion, follow this [link](#). (09:44)

LIBRARY SHARECASE: Better know a library

To hear the Trustees interactions with the Ramsey County Libraries, follow this [link](#). (21:15)

PRESENTATIONS:**Library Budget and Overview**

Presented by Deputy County Manager Johanna Berg and Ramsey County EGCI Accounting Manager Kris Longhenry. Longhenry shared the 2023 approved library budget as well as a detailed explanation on where the funds come from and how the funds are spent. The PowerPoint presented will be shared with the Trustees after the meeting. To view the entire presentation and hear questions from the Trustees, follow this [link](#). (23:35)

CEI Update:

Presented by Ramsey County Racial and Health Equity Administrator Antonio Montez. Montez gave an update on the cultural transformation work that is being done with the help of the Center for Economic Inclusion (CEI). He shared that the Champions Team, made up of 18 library employees from across all branches and positions, have been meeting regularly and are currently working on developing an action plan to address inequity issues throughout the library. To view the entire presentation, follow this [link](#). (39:00)

Strategic Plan Project Charter:

Presented by Ramsey County Branch managers Meg Robertson (New Brighton branch) and Monica Stratton (Maplewood branch). The Homework Help project charter, lead by Robertson and Stratton, is focused on providing home help to the New Brighton residents (as a pilot) during the 2023-2024 school year with hopes of expanding the service to Maplewood the latter half of 2023-2024 school year. To view their presentation, follow this [link](#). (51:00)

DEPUTY COUNTY MANAGER UPDATE:

Presented by Deputy County Manager Berg. The update can be viewed by following this [link](#). (01:15:05)

RAMSEY COUNTY BOARD LIASON REPORT:

Presented by Commissioner Frethem. The report can be viewed by following this [link](#). (01:26:05)

RAMSEY COUNTY LIBRARIES DEPUTY DIRECTOR UPDATE:

Presented by Deputy Director Yang. Her update can be viewed by following this [link](#). (01:30:00)

RAMSEY COUNTY LIBRARY FRIENDS LIASON UPDATE:

Ramsey County Library Friends President, Valerie Wise, shared an update. Her update can be viewed by following this [link](#). (01:31:30)

FUTURE MEETING TOPICS

Upcoming meeting topics will include digital equity and the advancement efforts around the Library and County and how programing (events/courses) for the library is chosen.

ADJOURMENT:

A motion was made by Kirby to adjourn the meeting at 8:10 p.m. The motion was seconded by Isaacson, which passed unanimously.

Library Board Transition to Advisory June 2023 Update to Library Board

County Board Interactions

- Request for Board Action (RBA) to approve the session law – June 20 Board agenda
- RBA to approve Administrative Code updates to reflect new structure – timing tbd

Library Board Interactions

- Update Library Board bylaws
- Update Library Board policies

County Administrative Interactions

- Align Library department practices to countywide practices for County Board interactions, financial management, contracting, etc.
- Update department policies where they intersect with the Library Board; determine Ramsey County Library Advisory Board (RCL AB) role vis a vis department policies moving forward, in consultation with the RCL AB Chair.
- Review department administrative processes for other points of connection with the Library Board; update as needed in consultation with the RCL AB Chair.
- Align Library Director hiring. Future Library Directors will be hired as Ramsey County employees, following standard county hiring and management processes.
- Open meeting law impact. Under review by the County Attorney's Office.

Not Directly Impacted by the Transition

- County Board appointments to the Library Board
- County Board's gift acceptance delegation to the Library Board

Digital Learning Lab

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

THE OPPORTUNITY	PROJECT BENEFITS
<p>Maker Adult, a program line that provides community access to unique software and equipment out of reach for many residents, has been offering an open lab in the Roseville Atrium since 2018. The atrium’s highly visible and easily accessible location has proven to be an ideal place for the community to gather, learn, and be creative. However, the openness of the space required staff to set up and take down equipment between programs.</p> <p>Several years ago, Ramsey County Library set aside capital improvement funds to improve the functionality of the atrium. Work updating infrastructure (electric, lighting, and furniture) and installing walls to provide a functional space was completed in May 2023.</p>	<ul style="list-style-type: none"> • Create an easily identifiable and inclusive programming space in the Library’s main common area • Define programming space dedicated to personal development, creative thinking, and grassroots innovation • Improve access to equipment, resources and staff in collaboration with patrons and community partners • Reduce conflicts around scheduling public meeting rooms for maker and digital literacy programs
GOAL STATEMENTS	PROJECT SCOPE
<ul style="list-style-type: none"> • Provide equitable access to equipment and resources • Establish a dedicated space for maker programming and related equipment • Leverage this space for other digital inclusion efforts, including Drop-in Computer and Tech Help 	<p>In Scope</p> <ul style="list-style-type: none"> • Update the Roseville Atrium • Pilot use of the space and the Digital Learning Lab concept • Collect community input around use of space <p>Out of Scope</p> <ul style="list-style-type: none"> • Immediately expand pilot to other locations
PROJECT PLAN	TEAM
<p>Install Roseville Atrium walls – May 2023</p> <p>Create permanent home for maker equipment – May/June 2023</p> <p>Consolidate technology assistance labs in space – July/August 2023</p> <p>Identify and engage with community partners – August 2023</p>	<p>Chuck Wettergren, Digital Services Manager (RA)</p> <p>Jenny Jackson, Maker Coordinator (RA)</p> <p>Jason Lyons, Digital Literacy Coordinator (RA)</p> <p>Jeff Eide, Roseville Manager (C)</p> <p>Carrie Lyons – Roseville Manger (C)</p> <p>Pang Yang – Deputy Director (I)</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

PROJECT SPONSOR

- Communicate with Executive Champion
- Ensure project progress toward goals

PROJECT TEAM LEADER

- Day-to-day manager of project
- Lead toward improved results

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