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
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 LIASION 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 programming (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

<table>
<thead>
<tr>
<th>THE OPPORTUNITY</th>
<th>PROJECT BENEFITS</th>
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<td>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. 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.</td>
<td>• 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</td>
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<tr>
<th>GOAL STATEMENTS</th>
<th>PROJECT SCOPE</th>
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<td>• 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</td>
<td>In Scope  • Update the Roseville Atrium  • Pilot use of the space and the Digital Learning Lab concept  • Collect community input around use of space  Out of Scope  • Immediately expand pilot to other locations</td>
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<th>PROJECT PLAN</th>
<th>TEAM</th>
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<td>Install Roseville Atrium walls – May 2023  Create permanent home for maker equipment – May/June 2023  Consolidate technology assistance labs in space – July/August 2023  Identify and engage with community partners – August 2023</td>
<td>Chuck Wettergren, Digital Services Manager (RA)  Jenny Jackson, Maker Coordinator (RA)  Jason Lyons, Digital Literacy Coordinator (RA)  Jeff Eide, Roseville Manager (C)  Carrie Lyons – Roseville Manager (C)  Pang Yang – Deputy Director (I)</td>
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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