

**Ramsey County Library Advisory Board
November 15, 2023
4560 Victoria Street North Shoreview, MN
6:30 P.M.**

- I. Call to Order**
- II. Approvals**
 - a. November Agenda
 - b. October 18, 2023 Meeting Minutes
 - c. Bylaws
- III. Updates**
 - a. Deputy County Manager Update – Johanna Berg
 - b. Ramsey County Board Liaison Report – Commissioner Victoria Reinhardt
 - c. Ramsey County Libraries Deputy Director Report – Pang Yang
 - d. Ramsey County Library Friends Update – Mary Flynn Worley
- IV. Next Steps Discussion**
- V. Adjournment**

Library Board

Grace Atkins, Chair
Jason Isaacson
Marissa Kirby-Stofferahn
Kami Miller
Andrea West, Secretary
Dawne Brown White

Ramsey County Board Liaison
Commissioner Victoria Reinhardt

Minutes of the Ramsey County Library Board
October 18, 2023

LIBRARY ADVISORY PRESENT:

Grace Atkins, Marissa Kirby-Stofferahn, Kami Miller, Andrea West, Dawne Brown White

STAFF PRESENT:

Pang Yang, Deputy Director; Maggie Soukup, Library Board Coordinator

OTHERS:

Johanna Berg, Deputy County Manager; Rose Lindsay, Ramsey County Director of Communications and Public Relations; Pa Na Lor, Communications Associate; Mary Flynn Worley, Executive Director, Ramsey County Library Friends

CALL TO ORDER:

Atkins called the meeting to order at 6:35 p.m.

APPROVALS

October Agenda

Atkins amended the agenda to include an announcement before the presentations. A motion was made by Kirby-Stofferahn to approve the amended agenda. West seconded the motion, which passed unanimously.

June 21, 2023 Meeting Minutes

Kirby-Stofferahn made a motion to approve the June 21, 2023 meeting minutes as presented. West seconded the motion, which was passed unanimously.

ANNOUNCEMENTS

Atkins shared that Stephen Fitze had submitted his resignation earlier this week. Fitze stated in an email to Atkins that the time commitment to the board no longer worked with his schedule. Fitze's term was scheduled to end December 31, 2023. Given the timing of his resignation his seat will not be filled.

Secondly, Atkins shared that they are canceling the December board meeting. Atkins explained that they are confident that the board members can complete the remaining tasks during the November meeting and that the December meeting often has low attendance due to holiday commitments.

PRESENTATIONS

Rose Lindsay, Ramsey County Director of Communication and Public Relations and Pa Na Lor, Communications Associate, shared a presentation on the efforts to modernized library communications. The presentation detailed the rationale for sunsetting the paper newsletter and what the plan is for moving forward. Lor explained that not only is the paper newsletter expensive and time consuming, but it is also no longer reaching all suburban Ramsey residents. Lor went on to explain that by moving to digital/virtual communications they can target specific areas with localized and relevant promotions. There will still be printed flyers, brochures, and calendars available with branch specific programs and events.

Lindsay shared that the last printed newsletter will be distributed to branches the first week in November. She explained that the newsletter will include instructions on how to sign up for the electronic newsletter and other relevant information.

UPDATES

Johanna Berg, Deputy County Manager

Berg shared that the 2024-2025 proposed budget has been published on the Ramsey County website and the first of two public hearings has been completed. She explained that the County Board will vote on the budget on December 12. Berg will send an email update to the board members after the vote takes place.

Commissioner Victoria Reinhardt, Ramsey County Board Liaison

Commissioner Reinhardt shared that she is not seeking re-election next year and that after the November board meeting, she will no longer serve as the County Board liaison. She expressed her appreciation to the current board members and commended Chair Atkins on their leadership through the transition from a governing board to an advisory board.

Pang Yang, Ramsey County Libraries Deputy Director

Yang shared that earlier this week the library held fall in-service day. She explained that all staff (full time and part time) are invited to attend the paid, day-long training. She added that the theme for the years training focused on antiracism, disability allyship, and de-escalation training.

Yang shared that there is a lot happening around the branches: Maplewood grand opening is scheduled for Saturday, November 4 at 10:00am, the mural in the teen section at the Shoreview branch was recently completed, and that the virtual programming continues to be extremely successful with Dungeons and Dragons remaining the most popular!

Mary Flynn Worley, Ramsey County Library Friends

Worley gave an updated on the status of the Ramsey County Library Friends. She shared that they had recently completed an external audit, staff completed and distributed the 2022 financial impact statement, and that the Friends board is currently working on updating its policies. Worley reminded the board that the used book sale is taking place October 26 through October 29.

SUBCOMMITTEE REPORTS

The board reviewed and discussed updates presented by the subcommittees. Both the bylaws and the community engagement charter are being updated to reflect the new charge of the Library Advisory board. West shared that the community engagement subcommittee had identified five recommendations for the board: move forward with hiring a director, reconcile the relationship with the Ramsey County Library Friends, adding flyers/promotional materials to utility bills throughout suburban Ramsey County to reach new residents, semi-annual strategic priorities updates for board members to track progress or recalibrate if necessary, and find ways to gather feedback from the community.

Atkins asked board members to review the updated bylaws and to send any feedback/edits to them. They also asked that the board be ready to discuss further and vote at the November meeting.

ADJOURNMENT

Atkins asked for a motion to adjourn. Kirby-Stofferahn made a motion to adjourn the meeting at 8:00 p.m. West seconded the motion, which passed unanimously.

Ramsey County Library Advisory Board Bylaws

Article 1

Purpose.

The Ramsey County Library Advisory Board shall provide advice and make recommendations on matters pertaining to county library services. The Ramsey County Library Advisory Board shall provide recommendations regarding integrated county service delivery that impacts or is enhanced by library services. The county board may delegate additional powers and duties to the Ramsey County Library Advisory Board.

Article 2

Organization.

- The Ramsey County Library Advisory Board is comprised of seven residents of suburban Ramsey County appointed by the Ramsey County Board of Commissioners.
- The Library Advisory Board shall, at its first regular meeting in a calendar year, elect a Chair and Vice Chair to serve for that calendar year. An officer may serve two consecutive terms.
- Ramsey County will provide administrative support to the Library Advisory Board, including serving as recording secretary.

Article 3

Meetings.

- The Library Advisory Board shall meet at least quarterly but intends to hold regular monthly meetings. All members shall be notified of all meetings at least two (2) days before the meeting date.
- Special meetings may be called by the Chair or upon the written request of four members for the transaction of business as stated in the meeting request. Special meetings may consider only those items specified in advance.
- The Chair may appoint standing committees as needed by the Library Advisory Board. Ad hoc committees for the study of special issues may also be appointed by the Chair; such committees to serve until the completion of the work for which they were appointed.
- The principal place for meetings shall be at the Shoreview Library; however, the Library Advisory Board may hold meetings in other places within the County as desired.

Article 4

Conduct of Business

- Meetings shall be facilitated by the Chair or by the Vice Chair in the Chair's absence, with the assistance of the Executive Committee.
- A quorum shall consist of a majority of the appointed members; there must be a quorum to conduct a vote.
- Rosenberg's Rules will be used for formal voting.
- The Library Advisory Board shall:
 - Expect people to act with best intentions and expect best intentions from others.
 - Treat each other with respect.
 - Not tolerate disrespectful language, tone of voice, or behavior.
 - Focus on ideas: If you disagree with something that has been said, question the idea or practice, not the person.

- Focus our energies on how we can better meet the needs of the community while supporting greater inclusiveness, accessibility and equity.

Article 5

Duties of the Library Advisory Board.

- Provide advice and make recommendations on matters pertaining to county library services. Examples include:
 - Ensure the inclusion of voices from our community of residents in determining department programs and services.
 - Advise library staff on existing and newly-proposed resident-facing services, programs, spaces, technology and collections on behalf of residents, with an equity lens focused on our communities that experience marginalization.
 - Advise library staff on where additional community input should be solicited; review programs and services for gaps and duplication with other county and externally-provided services.
 - Review and make recommendations on long-range plans for the library.
 - Participate in department strategic plan development and monitoring.
 - Advocate for libraries at the legislature and other venues, in collaboration with library staff.
 - Advise library staff on priorities within operating and capital budget development processes.
 - Review and advise library staff on department-level policies.
- Provide recommendations regarding integrated county service delivery that impacts or is enhanced by library services. Examples include:
 - Schedule briefings on countywide initiatives such as Digital Equity; foster thoughtful and strategic discussions about opportunities and challenges for the library; advise library staff on impacts and enhancement opportunities from a resident perspective.
 - Bring personal and professional expertise and interests to the table in considering new integrated service delivery opportunities.
- Accept gifts to the library of up to \$5,000, under the delegated authority from the County Board.

Article 6

Open meeting.

Library Advisory Board meetings shall be open to the public.

Article 7

Attendance.

Library Advisory Board members are expected to attend all regularly scheduled meetings and must notify the Chair if they are unable to attend a meeting.

Any member of the Library Advisory Board who misses more than two consecutive meetings or one-third of announced Library Advisory Board meetings within a period of 12 months, may be recommended to the Chair of the Ramsey County Board of Commissioners for removal from the Library Advisory Board.

Article 8

Amendment of Bylaws. The Library Advisory Board shall adopt bylaws and update them at least annually. Bylaws may be amended by a majority vote of the Library Advisory Board at any regular meeting, provided that written notice setting forth in detail the contents of the proposed amendments(s) has been given to Board members at least ten (10) days prior to the meeting.

DRAFT