

**Ramsey County Library Advisory Board
January 17, 2024
Ramsey County Maplewood Library
3025 Southlawn Drive, Maplewood Minnesota, 55109
6:30 P.M.**

I. Call to Order

II. Welcome Molly Jansen and Library Advisory Board Member Introductions

In advance of elections, all members are asked to share more about themselves. Some suggested topics: the 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 Advisory Board, anything else you'd like the Library Advisory Board to know about you?

III. Action Items

a. Elections

- i. Chair
- ii. Vice Chair

b. Approval of 2024 Meeting Dates

c. Approval of November 2023 Meeting Minutes

d. Acceptance of 2023 Library Donations

IV. Discussion Items

a. Maplewood Renovation and Tour

b. Project Charter – Incarcerated Individuals

c. Policy Review

d. Deputy County Manager Update

e. Deputy Library Director Update

f. Future Meeting Topics

V. Adjournment

Library Advisory Board
Jason Isaacson
Molly Jansen
Marissa Kirby-Stofferahn
Kami Miller
Andrea West
Dawne Brown White

The Ramsey County Library Board currently meets at 6:30 p.m. on the third Wednesday of each month. Additional meetings may be scheduled on the first Wednesday of a month or any other date as necessary.

Library Advisory Board	February 21, 2024	Ramsey County Library, Shoreview
Library Advisory Board	March 20, 2024	Ramsey County Library, Shoreview
Library Advisory Board	April 17, 2024	Ramsey County Library, Shoreview
Library Advisory Board	May 15, 2024	Ramsey County Library, Shoreview
Library Advisory Board	June 19, 2024	Ramsey County Library, Shoreview
Library Advisory Board	July 17, 2024	Ramsey County Library, Shoreview
Library Advisory Board	August 21, 2024	Ramsey County Library, Shoreview
Library Advisory Board	September 18, 2024	Ramsey County Library, Shoreview
Library Advisory Board	October 16, 2024	Ramsey County Library, Shoreview
Library Advisory Board	November 20, 2024	Ramsey County Library, Shoreview
Library Advisory Board	December 18, 2024	Ramsey County Library, Shoreview

Minutes of the Ramsey County Library Board
November 15, 2023

LIBRARY ADVISORY PRESENT:

Grace Atkins, Marissa Kirby-Stofferahn, Kami Miller, Andrea West

STAFF PRESENT:

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

OTHERS:

Johanna Berg, Deputy County Manager.

CALL TO ORDER:

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

APPROVALS

November Agenda

A motion was made by West to approve the November agenda as presented. The motion was seconded by Miller, which was approved unanimously.

June 21, 2023 Meeting Minutes

A motion was made by Kirby-Stofferahn to approve the October 18 meeting minutes as written. The motion was seconded by Miller, which was approved unanimously.

Ramsey County Library Board Bylaws

A motion was made by West to approve the Library Advisory Board Bylaws with the proposed changes. Miller seconded the motion, which was approved unanimously.

UPDATES

Johanna Berg, Deputy County Manager

Berg shared that the 2024-25 operating budget will go to the December 12 County Board meeting for approval. Berg explained that there had been two public hearings as well as opportunities for staff to provide feedback.

When asked for an update on the status of the Library Director position Berg explained that she was working closely with the folks from Center for Economic Inclusion (CEI) to gauge their sense of readiness to move forward with the posting. Berg will provide updates as more information becomes available.

Pang Yang, Ramsey County Libraries Deputy Director

Yang shared that the Maplewood grand opening event was very successful with over 400 visitors in the first hour and over 1,300 throughout the day. She also shared that at the November 14 County Board meeting, Commissioners accepted two large donations for Ramsey County Libraries. The first was an \$18,000 donation from the Roseville Rotary and the second was a \$10,000 from the Baxter estate. Pang explained that the Rotary donation funds will be used to update the furniture in the Children's Reading Room at the Roseville branch and the Baxter estate funds will be used to support outreach initiatives to underserved communities.

NEXT STEPS

Chair Atkins reminded the board that December meeting has been cancelled and that the next meeting is scheduled for January 17, 2024 at the Ramsey County Maplewood library. At the meeting in January the 2024 meeting dates will be approved as well voting for the Chair and Vice Chair position. Future meeting agenda items identified by the board include staff project charter updates, outreach and community engagement initiatives, data security, strengthening the relationship with the Friends, and updates from staff and frontline employees.

ADJOURNMENT

Atkins asked for a motion to adjourn. West made a motion to adjourn the meeting at 7:51 p.m. Kirby-Stofferahn seconded the motion, which was approved unanimously.

DRAFT

Request for Library Board Action

Meeting Date
January 17, 2024

Action Requested
Review and Accept

Presented By
Pang Yang, Deputy Library
Director

SUBJECT:

Accept 2023 Ramsey County Library Donations

BOARD ACTION REQUESTED:

Review and accept donations of up to \$5000 made to the Ramsey County Libraries in 2023:

Donor	Purpose	Branch	Amount
Eugene & Debra Crandall	Undesignated	RV	\$25.00
Terri J. Cavanaugh	Undesignated	RV	\$100.00
Ann & Richard Christiansen	Undesignated	SV	\$25.00
Dennis Callahan	Undesignated	RV	\$100.00
B.B. MacKenzie	Undesignated	WB	\$100.00
Carolyn & James Rabata	Myrna Boyken Memorial	RV	\$20.00
Judith Olson	Myrna Boyken Memorial	RV	\$50.00
Kay Sorgatz	Myrna Boyken Memorial	RV	\$50.00
Phyllis Bentley	Myrna Boyken Memorial	RV	\$100.00
Cash Donation	Myrna Boyken Memorial	RV	\$30.00
Friends of RCL	History Programming		\$500.00
Friends of RCL	Restricted Memorial		\$455.75
Friends of RCL	Large Print Books		\$2100.00
Friends of RCL	E-books and E-magazines		\$250.00
Friends of RCL	Teen Books		\$100.00
Ramsey County Law Library	Legal Resource Donation		\$5,000.00

Expanding services to incarcerated individuals

THE OPPORTUNITY	PROJECT BENEFITS
RCL currently serves residents incarcerated at Ramsey County Correctional Facility (RCCF) with direct request delivery services. This includes female residents formerly housed at the Law Enforcement Center (LEC). In addition, RCL provides outreach to Volunteers of America Reentry Center and attends Transition Fairs held at various area correctional facilities. To provide library services to more incarcerated residents, RCL will partner with the Ramsey County Juvenile Detention Center.	Providing library services to incarcerated individuals combines the resources of multiple county departments to benefit all residents. Increased opportunities for knowledge acquisition and literacy development for incarcerated residents benefits not just individuals, but their family and community members as well when they reenter society. RCL collections benefit from expanded suggestions for collection development from underserved residents.
GOAL STATEMENTS	PROJECT SCOPE
Current outreach services to RCCF, Volunteers of America Reentry Center and correctional facility transition fairs will continue. Delivery of requested library books to the Ramsey County Juvenile Detention Center will be added in 2024	<p>Starting Point or activity step: Establish partnership with RC Juvenile Detention center</p> <p>Stopping Point or activity step: Delivery of requested RCL books weekly to RC Juvenile Detention Center</p> <p>In Scope Library services to RCCF and RC Juvenile Detention Center</p> <p>Out of Scope Library services to LEC</p>
PROJECT PLAN	TEAM
<p>Connect with RC Juvenile Detention Center staff July 2023</p> <p>Begin delivery of library materials 2024</p>	<p>Meg Robertson RCL Manager (Responsible, Accountable)</p> <p>Elizabeth Reetz Community Corr Juvenile/Admin (Responsible, Accountable)</p> <p>Carly Sanft RCL Outreach staff (Consulted)</p> <p>Rebecca Cooper RCL Outreach staff (Consulted)</p> <p>Alyssa Stevenski RCL reference team (Consulted)</p> <p>Abeni Hill RCL reference team (Consulted)</p> <p>Pang Yang RCL Deputy Director (Informed)</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

Library Security Cameras

Approved by: Library Board Approved Date: February 27, 2019

Review Schedule: Every 5 years

Next Review Date: 2024

Purpose of cameras

The Library strives to maintain a safe and secure environment for its staff and patrons. Selected areas of the library premises are equipped with video security systems that record images twenty-four hours a day. The library's video security system is used for the protection and safety of patrons, employees, and property.

Location of cameras

Reasonable efforts will be made to safeguard the privacy of patrons and employees. Video cameras will not be positioned in areas where there is a reasonable expectation of privacy such as in restrooms. The video cameras will be positioned to record only those areas specified by the Library and Property Management Director and will complement other measures to maintain a safe and secure environment in compliance with library policies. Camera locations will not be changed or added without the permission of the Library Director.

Access to video

Stored images will not be reviewed by library staff, except when specifically authorized by the Library Director or designee. Images from the library video security systems are stored digitally. The Library will retain all recorded images for no more than 14 days. When recorded images are pulled as a result of a data request, these records will be held for one year following the conclusion of an investigation or legal proceeding. Any records produced by the video security system will be kept in a secure manner.

Use/disclosure of archived video

In the event of an incident, the Library Director may release digital records to appropriate law enforcement officials. While the library cannot release security camera footage directly to the public or media, footage may be requested from Ramsey County as a data practices request.

Friends Executive Director Report January 12, 2024

Friends RCL Grant Update

The Friends communications over the past six months with Ramsey County Library (RCL) and Ramsey County management led to an agreement to maintain our annual RCL grant and have been recently advised that the 2023 RCL grant would be accepted as defined by the Friends. In response on November 5, 2023, the Friends Board passed the following revised resolution:

Motion: *Approve amended 2023 RCL Grant- Annual grant of \$130,000 with the following provisions: \$40,000 to be spent on Collections and \$90,000 to be divided among four categories- Children's Programming, Teen Programming, Adult Programming, Outreach Services.*

The Friends submitted the \$130,000 check to the Ramsey County Library on December 14, 2023. Due to the timing of the 2023 grant, the Friends recognized that some of the funds will need to be carried over to the 2024 fiscal year.

On January 11, 2024, Ramsey County Deputy Director Berg, Ramsey County Library Deputy Library Director Yang, Friends Secretary Croghan, Friends Vice President Guerino and I met to discuss the 2024 Friends Ramsey County Library Grant. Yang proposed grant of \$130,000 to be divided as follows: \$100,000 for Children's, Teen and Adult Programming and \$30,000 for Collections. The Friends Board will review the proposed 2024 Grant Request at the January 22, 2024 Friends Board Meeting.

The Friends looks forward to working in partnership with RCL to continue our decades of support of the Library.

2023 Friends Annual Appeal

The Friends 2023 Annual Appeal was sent to all donors and members from 2021-2023 (approximately 1,000 households). The Friends Board members and Board Alumni contributed to a match of \$11,200 for the appeal. The Friends received a total of \$36,928.50 from 185 donors for the 2023 Annual Appeal. We are very grateful for the generosity of our Board, Board Alumni and members.

2023 Ruth Palmer Award

The Ruth Palmer Award is the Friends award honoring Ruth Palmer who was the first librarian at RCL. The annual award celebrates a volunteer or staff member who has had a lasting, transformative effect on the Friends and/or RCL. All Friends members were invited to nominate candidates for the award and the Friends Legacy Circle (individuals who have left an estate gift to the Friends) were asked to vote on the

nominees. The winner of the 2023 Ruth Palmer Award was Sue Gehrz. Here is an excerpt from her nomination form:

"It was a good day when Sue agreed to bring her infectious enthusiasm and visionary leadership to the Friends community. She served as Executive Director of RCLF for nine years (2008 - 2017), during which time the organization grew significantly in financial donations to support library amenities and programs, membership, and community engagement. She led successful capital campaigns for renovations of the Roseville, White Bear, New Brighton, and Shoreview Libraries that raised over \$900,000. Her tenure brought the quadrupling of Friends membership, and the initiation of high visibility Friends community activities like the 5K Fun Run, Book-a-Paloosa book sales, and Friends Annual Galas. Following her retirement, Sue continued to serve as a member of the Gala Committee. She remains an active, strong supporter of both the RCLF and Ramsey County Library.

Sue doesn't sit on the sidelines. She served 12 years as Mayor of Falcon Heights and continues to foster community through her involvement in numerous local organizations including the Falcon Heights-Lauderdale Lions Club, and most recently serving as co-chair of the Friends of the Philando Castile Peace Garden. The many connections Sue made through these and other groups helped her bring innumerable people to support the Friends as members, donors, volunteers and Board members."