

**Ramsey County Library Advisory Board  
February 21, 2024  
Ramsey County Shoreview Library  
4650 North Victoria Street, Shoreview, MN 55126**

- I. Call to Order**
  
- II. Action Items**
  - a. Approval of the February Agenda**
  - b. Approval of January Meeting Minutes**
  
- III. Discussion Items**
  - a. Deputy County Manager Update**
  - b. Deputy Library Director Update**
  - c. Friends Update**
  - d. Culture Transformation Project Charter**
  - e. 2024 Library Board Meeting Locations**
  - f. 2024 Closure Calendar**
  - g. Art Policy**
  - h. Exhibit and Display Policy**
  - i. Future Meeting Topics**
  
- IV. Adjournment**

**Library Advisory Board**  
Molly Jansen  
Marissa Kirby-Stofferahn, Chair  
Kami Miller, Vice Chair  
Andrea West  
Dawne Brown White

**Ramsey County Library Advisory Board Meeting**  
**January 17, 2024**  
**Ramsey County Maplewood Library**  
**3025 Southlawn Drive, Maplewood, MN 55109**  
**6:30 p.m.**

**LIBRARY ADVISORY BOARD PRESENT:** Molly Jansen, Marissa Kirby-Stofferahn, Kami Miller, Andrea West, Dawne Brown-White.

**STAFF PRESENT:** Pang Yang, Library Deputy Director; Jeff Eide Senior Library Manager, Planning and Analysis; Meg Roberts New Brighton Branch Manager; Maggie Soukup, Library Board Coordinator.

**OTHERS PRESENT:** Johanna Berg, Deputy County Manager.

**CALL TO ORDER:**

Deputy County Manager Berg called the meeting to order at 6:30 p.m.

**WELCOME AND INTRODUCTIONS**

The board welcomed new member Molly Jansen and introduced themselves.

**MAPLEWOOD TOUR**

Maplewood Librarian Lauren Howard lead board members on a tour of the newly renovated branch.

**ACTIONS ITEMS**

**ELECTIONS**

- **CHAIR**

A motion was made by West to nominate Kirby-Stofferahn as Board Chair. The motion passed unanimously.

- **VICE CHAIR**

Miller made a motion to nominate herself as Vice Chair. The motion passed unanimously.

**APPROVAL OF 2024 MEETING DATES**

Brown- White made a motion to approve the meeting dates as presented. Kirby-Stofferahn seconded the motion, which passed unanimously. The board will discuss meeting locations at the February meeting.

**APPROVAL OF 2023 NOVEMBER MEETING MINUTES**

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

**ACCEPTANCE OF 2023 LIBRARY DONATIONS**

Yang shared that all donations under \$5,000.00 donated to the library come to the Library Advisory board for acceptance. Donations over \$5,000.00 are accepted by the County Board on behalf of the libraries. She explained that the library had received a number of year-end donations and the board to review and accept the donations.

Berg clarified that the board would be notified of any donations that went to the County Board for acceptance.

Jansen made a motion to accept the donations as presented. West seconded the motion, which was approved unanimously.

## **DISCUSSION ITEMS**

### **PROJECT CHARTER – INCARCERATED INDIVIDUALS**

Branch Manager Meg Robertson gave an update on the Expanding Services to Incarcerated Individuals project charter. Robertson shared that the incarcerated individuals use secure terminals to communicate with librarians to request specific titles or ask for recommendations. Every week the outreach librarians deliver books to the Ramsey County Correctional Facility (RCCF) and since the start of the program, over 8000 books have been delivered. Robertson explained that they are continually updating the database to better accommodate the requests they are receiving. Her hope is to eventually partner with the Ramsey County juvenile detention center.

### **POLICY REVIEW**

Yang asked board members to review the Library Security Camera policy and provide feedback before the February meeting. Feedback and comments can be emailed to Maggie.

### **DEPUTY COUNTY MANAGER UPDATE**

Berg explained that the Library Director position will be posted in the next couple week. She asked that Maggie send the link to the board members as soon as it is posted.

Berg shared that County Manager O'Connor would be offboarding at the end of February and that she would be stepping in as the Interim County Manager. In her absence, Deputy County Manager Kari Collins would fill in as the Library Board liaison. Collins will be at the February meeting.

### **DEPUTY LIBRARY DIRECTOR UPDATE**

Yang explained that over the last few weeks, library systems across the state had received disturbing phone calls threatening violence. Directors across the state have been working with the BCA, Department of Homeland Security, and the Sheriff's department to determine if the threats were credible. As of now, the threats were deemed not credible. Yang shared that she spoke to all branch managers to make them aware of the situation and to reiterate that staff and patron safety was of utmost importance. Thankfully Ramsey County did not receive a threatening call. Yang will provide any updates if they become available.

Yang shared that there are two events: the annual Kindergarten Card Party will be held on January 27 at the Maplewood branch and the Library Legislative Day is February 26 at the Capitol. If you are interested in attending either event, please contact Maggie for more information.

Lastly, Pang shared that the library app is still down. Digital Services is working closely with MELSA to find a replacement app. The RC library website is still up and running and is mobile friendly.

**FUTURE MEETING TOPICS**

Berg asked that board members send any future meeting topics to Maggie ahead of the February meeting.

**ADJOURN**

Jansen made a motion to end the meeting at 8:00 p.m. West seconded the motion, which passed unanimously.

DRAFT

## **Friends Executive Director Report**

### **February 15, 2024**

#### **Friends RCL Grant Update**

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 unanimously approved the following motion for the 2024 Ramsey County Library Grant Request at the January 22, 2024 Friends Board Meeting:

***MOTION** – Approve 2024 RCL Grant of \$130,000 as outlined in the January 11, 2024 meeting with ED Mary Worley and EC members Cathy Croghan and Nancy Guerino: \$50,000 Children's Programming; \$26,000 Teens Programming; \$24,000 Adult Programming; and \$30,000 Library Collections.*

The Friends have submitted the approved grant to the Ramsey County Board of Commissioners and it is slated to be reviewed at the March 5, 2024 meeting.

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

#### **Friends Board Retreat**


The Friends Board will be hosting a board retreat on February 28, 2024. The retreat will be an opportunity for board members to reconnect with each other, get re-inspired about the Friends mission, and build confidence in their role contributing to that mission.

#### **Friends Executive Director Resignation**

On January 8, 2024, I formally resigned from my role as the Friends Executive Director. As noted in my resignation letter, it has been a very turbulent 18-month period trying to accomplish our mission of supporting the Library without a permanent Library Director. While I remain passionate about the Friends mission, I have decided to step down from my role as the Executive Director effective February 29, 2024. I'd like to thank you for your support during my tenure.

Respectfully submitted,  
Mary Flynn Worley

# Culture Transformation - PROJECT CHARTER, V. 1

THE OPPORTUNITY – Culture Transformation	PROJECT BENEFITS
Improve library culture to better support racially and ethnically diverse staff and create a more welcome and inclusive staff to serve the diverse population that visits library locations. Many employees new to the organization, who are often racially and ethnically diverse, have more negative workplace experiences compared to more tenured, white employees.	Transforming the culture of libraries to better support employees and patrons from racially and ethnically diverse communities is necessary to advance all three of the RCL strategic priorities. To extend our welcome, grow our partnerships and community presence, and build resources to create positive change. We must be an anti-racist organization, committed to advancing racial equity, and representative of the community by centering their voice.
GOAL STATEMENTS	PROJECT SCOPE
Meet regularly with CEI and Champions Team Set roles, responsibilities, and expectations Determine goals Document culture patterns, identify pathways to address issues, and develop next steps with aggressive timelines to advance change in the department.	Starting Point or activity step: 1/1/2023                      Stopping Point or activity step: 12/31/2024  In Scope <ul style="list-style-type: none"><li>•Shared understanding of anti-racism and racial equity</li><li>•Creating a strategic action plan that sets vision, goals, and strategies to transform culture<ul style="list-style-type: none"><li>•Identify harmful patterns and solutions<ul style="list-style-type: none"><li>•Workplace, hiring, employee's, patrons</li></ul></li></ul></li><li>•Leadership coaching to support leaders to advance library culture transformation</li><li>•Operationalize Champions team learning to normalize work in rest of library</li></ul> Out of Scope <ul style="list-style-type: none"><li>•Operational Initiatives (reviewing diverse catalog)</li><li>•Insert here (e.g. Location 2)</li></ul>
PROJECT PLAN	TEAM
<b>Phase 1:</b> Org. assessment - Data analysis, staff interviews/Focus groups. Q1 2023 <b>Phase 2:</b> Learning/Cultural readiness. Racism/Anti-racism, how to create plan. Q2 2023 <b>Phase 3:</b> Development/design of the strategic action plan. Q4 2023 <b>Phase 4:</b> Implementing the strategic action plan. Q1 2024 <b>Phase 5:</b> Final reporting. Q4 2024	Executive Sponsor – Joanna Berg and Pang Yang RCL Core Team – Monica, Marcus, and Antonio RCL Champions Team CEI  

# Ramsey County

## PROJECT ROLES AND RESPONSIBILITIES

### **EXECUTIVE CHAMPION – Johanna Berg and Pang Yang**

- Provides high-level direction, priority-setting, approvals
- Removes barriers to success
- Commits sufficient resources

### **PROJECT SPONSOR – Antonio Montez**

- Communicate with Executive Champion
- Ensure project progress toward goals

### **PROJECT TEAM LEADER – Antonio Montez**

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

### **PROJECT TEAM MEMBERS – Monica Stratton, Marcus Lowry, Antonio Montez**

- Responsible for tasks and executing project deliverables
- Develop a charter
- Develop and implement a work plan
- Explore innovative solutions
- Deliver improved results

### **STEERING COMMITTEE – Champions Team**

- Provide direction and decision-making
- Ensure cross-departmental collaboration
- Members: Executive Champion, Project Sponsor(s)

### **SUBJECT MATTER EXPERT – Center for Economic Inclusion**

- 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

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	New Brighton Community Center, <i>*pending</i>
Library Advisory Board	April 17, 2024	Ramsey County Library, White Bear Lake
Library Advisory Board	May 15, 2024	Ramsey County Library, Mounds View
Library Advisory Board	June 19, 2024	Ramsey County Library, North St. Paul
Library Advisory Board	July 17, 2024	Ramsey County Library, Shoreview
Library Advisory Board	August 21, 2024	Ramsey County Library, Roseville
Library Advisory Board	September 18, 2024	Ramsey County Library, White Bear Lake
Library Advisory Board	October 16, 2024	New Brighton Community Center <i>*pending</i>
Library Advisory Board	November 20, 2024	Ramsey County Library, Maplewood
Library Advisory Board	December 18, 2024	Ramsey County Library, Shoreview



## 2024 HOLIDAY CALENDAR

Holiday	Status
New Year's	Open Sunday, December 31
Martin Luther King Jr. Day	Closed Monday, January 1 Closed Monday, January 15
Presidents' Day	Closed Monday, February 19
Staff Inservice Day	Closed Thursday, April 4*
Memorial Day	Closed Monday, May 27
Juneteenth	Closed Wednesday, June 19
Independence Day	Closed Thursday, July 4
Labor Day	Closed Monday, September 2
Staff Inservice Day	Closed Monday, October 7*
Veterans' Day	Closed Monday, November 11
Thanksgiving	Closed Thursday, November 28 Open Friday, November 29 Administration & Technical Services Closed**
Christmas	Closed Tuesday, December 24* Closed Wednesday, December 25
New Year's	Open Tuesday, December 31 until 5 p.m. Closed Wednesday, January 1, 2025

\* Not a paid holiday under Ramsey County Personnel Rules.

\*\* Non-public service staff follow Court House schedule.

## Art ~~Acquisitions~~ Policy

Approved by: Library Board

Approved Date: ~~Wednesday, April 17, 2013~~

Revised Date: ~~June 21, 2017~~ February 2024

Review Schedule: Every 5 years

Next Review Date: ~~2022~~ 2029

### PURPOSE

The ~~Ramsey County Library Board recognizes that the~~ presence of public art in the Library contributes to the vitality and cultural life of our community. It supports our mission and it enhances the library user's experience.

All works of art purchased for or donated to the Library become the property of the Ramsey County Library.

This policy applies to donations from the Friends and items purchased with County Library funds.

### COMMITTEE

~~Library staff will develop Art Committees for accessioning art for Ramsey County Library. The Library Board will maintain a standing Art Committee. The committee will review gifts of art and make recommendations. Recommendations to receive gifts valued at greater than \$25,000 will be brought to the Library Board for approval.~~

~~The Library Board delegates the authority to work with donors to commission appropriate works of art to the Art Committee. The Library Board will approve donations and scope of work for commissions of over \$25,000 at the beginning of the development process.~~

The standing Art Committee will include the Library Director or designee, Branch Manager, and a minimum of one Ramsey County resident or community partner organization., ~~the Friends Executive Director or designee, and a Branch Manager.~~

~~Ad Hoc members may include the donor or donor's representative, the branch manager of the library that will receive the gift, outside experts, and community volunteers.~~

The Art Committee may not give appraisals for any reason. Appraisals for gifts or bequests must be made by an independent person or agency as required by the IRS. In the case of donations, ~~The~~ donor is responsible for the costs of the appraisal. In cases of commissioned pieces of art, the artists' prices at the time of purchase will be the appraised value.

The Art Committee will also make deaccessioning decisions.

### CRITERIA

Donations and purchases for the Ramsey County Library art collection will:

1. Have artistic merit
- ~~2. Represent a broad spectrum of artistic expression~~
- ~~3.2.~~ 2. Be representative of the diverse populations within our community

3. Emphasize local and Minnesota artists

4. Represent a broad spectrum of artistic expression

4-

5. Be compatible with the architectural style of the library building
6. Have available, suitable locations
7. Not require costly ongoing care and maintenance

The Library reserves the right to decline any donation.

#### DEACCESSIONING

Upon accepting a gift, the Library should attempt to honor and respect the wishes of the donor. The Library reserves the right to move, remove and dispose of art pieces that no longer meet the needs of the Library.

A work of art may be given to other organizations, sold at public auction, or disposed of if the object is damaged or compromised, in compliance with all applicable state laws. Deaccessioned objects will not be given as gifts or sold to any employee of the Library or Friends.

~~When the Library decides to deaccession a piece of art that was commissioned and funded as a memorial, the Library and the Friends of the Ramsey County Libraries will attempt to contact the donor or his and her immediate family to give them right of first refusal to purchase the memorial piece at its current appraised value.~~

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## Exhibits and Displays

Approved by: Library Board

Approved Date: Tuesday, November 12, 2019

Review Schedule: Every 5 years

Next Review Date: 2029~~4~~

As part of its mission to ~~extending~~ our welcome, ~~growing~~ our partnerships and community presence, and ~~building~~ resources to create positive change, connect community, inspire curiosity, and cultivate learning, Ramsey County Library curates and co-sponsors educational and cultural exhibits and displays for the public. The Library provides exhibits and displays that reflect community interests, values, and trends and that appeal to the diverse interests and concerns of the community.

Library locations with designated community art space have the responsibility for scheduling their spaces and reviewing community members' proposals.

The Library may plan and develop exhibits and displays with Ramsey County departments and other local partners. Partners may include school districts, local non-profit art galleries, and other non-profit agencies.

The Library will allow exhibits or displays that:

- Do not disrupt library operations;
- Are consistent with the Library's mission;
- And do not primarily promote commercial interests.
- Be representative of the diverse populations within our community
- Emphasize local and Minnesota artists
- Represent a broad spectrum of artistic expression

Bulletin boards and free publications near library entrances are not considered exhibits or displays and are covered under the provisions of the Public Bulletin Boards and Free Publications Policy.

The Library is not responsible for loss or damage incurred while the exhibited items are on display at Ramsey County Library. All items are placed there at their owner's risk. Artists are required to sign an Agreement Form that releases the Library from liability responsibility for any and all items in the exhibit space. The Agreement Form must be signed and submitted before their works are placed in the exhibit.

Pricing information may not be displayed. Artist contact information may be placed in the exhibit space.

The library does not endorse nor take a position on any of the views presented in displayed artwork, and the library may refuse any pieces deemed inappropriate for an exhibition.

Patrons may protest the presence of any exhibit or display or element of an exhibit or display. ~~The Protested Materials Committee will review protests and will make a recommendation to the Library Director. The Director's decision may be appealed to the Library Board, which will make the final decision regarding the exhibit or display.~~

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Roles and Responsibilities

When reviewing artworks proposed for exhibition, staff:

- Use their professional judgment to apply guidelines to the review of applications for exhibition.
- Are mindful of the Library’s mission, vision and services.
- Weigh onsite conditions (e.g. available space) when considering pieces for exhibition.
- Upon acceptance, staff will give artist Agreement Form to be signed before the display of artwork.

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