

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.