

**Ramsey County Library Advisory Board**  
**April 17, 2024**  
**Ramsey County Library – White Bear Lake**  
**2150 2<sup>nd</sup> Street, White Bear Lake, MN 55110**

**I. Call to Order**

**II. Action Items**

- a. **Approval of the April Agenda**
- b. **Approval of March Meeting Minutes**
- c. **Donation Acceptance**

**III. Discussion Items**

- a. **Tour of library – White Bear Lake**
- b. **Ramsey County Data Security Presentation**
  - Chuck Wettergren, Digital Services Manager, Ramsey County Libraries
  - Stacy Kaiser, Chief Information Security Officer, Ramsey County
- c. **Deputy County Manager Update**
- c. **Deputy Library Director Update**
- d. **Unattended Child Policy**
- f. **Future Meeting Topics**

**Library Advisory Board**

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

**Ramsey County Library Advisory Board Meeting**  
**March 20, 2024**  
**Ramsey County New Brighton Library**  
**400 10<sup>th</sup> St. NW, New Brighton, MN 55112**

**LIBRARY ADVISORY BOARD PRESENT:** Molly Jansen, Marissa Kirby-Stofferahn, Kami Miller.

**STAFF PRESENT:** Pang Yang, Library Deputy Director.

**OTHERS PRESENT:** Kari Collins, Interim Deputy County Manager of Economic Growth and Community Investment.

**CALL TO ORDER**

Kirby-Stofferahn called the meeting to order at 6:35 p.m.

**ACTIONS ITEMS**

**Approval of the March 20 meeting agenda**

Miller made a motion to approve the agenda as presented. Jansen seconded the motion, which passed unanimously.

**Approval of the February 21 meeting minutes**

Miller made a motion to approve the January 17 meeting minutes as presented. Jansen seconded the motion, which passed unanimously.

**PRESENTATION**

**Ramsey County Food Security**

Carissa Dillion, Ramsey County Planning Manager and Food Security Coordinator, and Moriah Cebulla, Ramsey County Intern, shared a presentation on Food Security throughout Ramsey County. Dillion shared the efforts being made to connect residents with available resources and her ideas on how the Ramsey County Libraries can be a part of the process. She added that hosting food distribution sites at libraries will broaden outreach and community engagement and increase hopefully increase referrals to public benefits. Dillion explained that the pilot partnership with the libraries is still in the development stages, but she is hopeful to have a plan in place by the end of April. To read more about Ramsey County food resources, follow this link to the [County webpage](#).

**BRANCH TOUR**

**New Brighton Branch**

New Brighton Library Associate, Choua Yang, gave the board members a tour of the branch.

**UPDATES**

**Deputy County Manager Update**

Collins shared that the interviews for the Library Director position have been scheduled to start the third week in April. She added that there was a lot of interest in the position and HR had received many applications from qualified individuals. Collins also shared that over the next few weeks/months she

would be doing a deep dive on all the services that the EGCI department offers and ensuring that the co-existing services make the most sense for our residents. As an example, she shared the positive partnership between the New Brighton Library, the New Brighton Community Center, and the various services available at that location such as SNAP and WIC offices.

### **Deputy Library Director Update**

Yang announced that the County Board of Commissioner accepted the Friends annual donation of \$130,00.00 during the March 12 meeting. She also shared that on February 26 she was at the Capitol for the Library Legislative day. Yang thanked Jansen for joining her and other folks from the County. Also at the Capitol, Yang recently testified at the safety committee hearing and gave her thoughts on weapons in public spaces. Lastly, Pang shared that on February 14 Ramsey County Libraries hosted author Marissa Meyers for a special event that over 200 patrons attended!

### **POLICY REVIEW**

#### **Unattended Child Policy**

The board members discussed the proposed changes at length. There were questions about how the committee arrived at the age of 9 and what types of training are provided to staff to ensure they feel comfortable with the policy and procedures identified within the policy. Chair Kirby-Stofferahn requested that this discussion continue at the April meeting so the entire board can discuss the changes. Yang agreed and suggested that she invite Children's Librarian Ann Wahlstrom to attend the meeting next month to elaborate on the proposed changes and answer any questions that may come up. The board agreed.

#### **Community Meeting Room Policy**

No questions or comments regarding the community meeting room policy updates.

### **FUTURE MEETING TOPICS**

Future meeting topics suggested by the group:

- Possible partnerships with Be SMART, a program that teaches families about secure gun storage.

### **ADJOURN**

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

## Request for Library Board Action

**Meeting Date**  
April 17, 2024

**Action Requested**  
Review and Accept

**Presented By**  
Pang Yang, Deputy Library  
Director

**SUBJECT:**

Accept 2024 Ramsey County Library Donations

**BOARD ACTION REQUESTED:**

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

<b>Donor</b>	<b>Purpose</b>	<b>Branch</b>	<b>Amount</b>
Robert & Marilyn Bush	David Norrgard Memorial		\$25.00
Fern Thornbury	Myrna Boyken Memorial		\$100.00
Annette Schardin	Dan Gougman Memorial		\$100.00
Anonymous Cash Donation			\$10.50

## P Unattended Child Policy

Revised Date: 2024

Review Schedule: Every 5 years

Next Review Date: 2027

Ramsey County Library offers many programs and services that encourage children to develop a love of books, reading and learning. The staff in each of the Ramsey County Library buildings strives to create an inviting and fun environment for children of all ages.

Ramsey County Library buildings are public spaces. ~~It is with Ce~~ cooperation of parents and caregivers is necessary to ensure that the Ramsey County Library buildings provide a safe and pleasant experience for all who use them. It is not in the best interest of children to be left unattended. An unattended child is an unattended child of any age whose safety or well-being would be at risk if sent outside the library building.

- Children 9 and under are required to be accompanied by an adult or a responsible older adolescent and must be always in easy sight or sound of their caregivers within the library building.
- Ramsey County Library does not take responsibility for children using the Library. Parents or caregivers are responsible for the actions and safety of their children under the age of 18.
- Library staff are not expected to provide supervision to unattended children and are unable to prevent an unattended minor child from leaving the building alone or with a stranger.
- In the situation that an unattended child comes to the attention of Library staff, staff will make a good faith attempt to contact the parent or guardian. If the parent or guardian cannot be reached, the child will be referred to local law enforcement.
- In the ~~situation that an unattended child experiences a medical~~ event of an emergency, the library staff cannot take legal responsibility, other than to call emergency personnel.
- Parents and caregivers are expected to be aware of the library's opening and closing times and that operating hours may change with little notice. Emergency personnel will be called after 15 minutes from building closure if children ~~11 and under~~ are not picked up.
- All library visitors are subject to the Ramsey County Visitor Conduct Policy. The failure of any patron, including children, to comply with these policies will result in their removal from the library.

Commented [WA1]: Age 8 or 9? Is the age listen in a state statute?

The Unattended Child Policy may also be applied in assistance to older minors and unattended vulnerable adults.

# Unattended Child

Approved by: Library Board

Approved Date: March 18, 2009

Revised Date: April 5, 2017

Review Schedule: Every 5 years

Next Review Date: 2022

Ramsey County Library offers many programs and services that encourage children to develop a love of books, reading and learning. The staff in each of the Ramsey County Library buildings strives to create an inviting and fun environment for children.

Parents and caregivers must be aware that libraries are public buildings and it is not in the best interest of children to be left unattended. Children under the age of eight are required to be accompanied by an adult or a responsible older adolescent. Parents and legal guardians are responsible for the behavior of their minor children in the Library or on Library grounds whether they accompany them or not. Ramsey County Library does not take responsibility for children using the Library.

If an unattended child\* comes to the attention of Library staff, staff will make a good faith attempt to contact the parent or guardian. If the parent or guardian cannot be reached, the child will be referred to the local law enforcement agency.

Library staff cannot be expected to monitor or prevent an unattended minor child from leaving the building.

\* An unattended child is an unattended child of any age whose safety or well-being would be at risk if sent outside the Library building. Examples include: a child who is too young to be on his/her own, a child in an unsafe area, or a child left alone outside of the library after business hours. Although this definition may apply to older children, it applies to all children under the age of eight. Children under the age of eight are required to be accompanied by an adult or responsible older adolescent.