

Ramsey County Library Advisory Board

January 21, 2026

Ramsey County Library – White Bear
2150 2nd St, White Bear Lake, MN 55110

I. Call to Order

II. Annual Meeting

- a. Elections
- b. Ramsey County Library Advisory Board Bylaws
- c. 2026 Library Board Schedule

III. Action Items

- a. Approval of the January Agenda
- b. Approval of 2025 November Meeting Minutes
- c. 2025 Gift Acceptances

IV. Discussion Items

- a. Racial Equity with Ramsey County Boards and Committees
- b. Library Director's Report

V. Adjourn

Library Advisory Board

Sandy Doubek
Megan Jacoby
Molly Jansen
Marissa Kirby-Stofferahn, Chair
Alex Kovarik
Kami Miller, Vice Chair
Andrea West

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. An annual schedule of the Library Advisory Board meetings will be published in January. Meetings may be canceled by the Library Advisory Board Chair or designated authority.
- 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. All members shall be notified of all meetings at least two (2) days before the meeting date.
- 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 or another Library Advisory Board member as delegated by the Chair.
- 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 Ramsey County Board.

Article 6Open meeting

Library Advisory Board meetings shall be open to the public.

Article 7Attendance

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 without advance notice
- Misses more than three consecutive meetings with advance notice
- Misses 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 8Amendment 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 amendment(s) has been given to Board members at least ten (10) days prior to the meeting.

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.

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|------------------------|--------------------|--|
| Library Advisory Board | January 21, 2026 | Ramsey County Library, White Bear Lake |
| Library Advisory Board | February 18, 2026 | Ramsey County Library, Shoreview |
| Library Advisory Board | March 18, 2026 | Ramsey County Library, Maplewood |
| Library Advisory Board | April 15, 2026 | Ramsey County Library, Roseville |
| Library Advisory Board | May 20, 2026 | Ramsey County Library, White Bear Lake |
| Library Advisory Board | June 17, 2026 | Ramsey County Library, Mounds View |
| Library Advisory Board | July 15, 2026 | Ramsey County Library, New Brighton |
| Library Advisory Board | August 19, 2026 | Ramsey County Library, North St. Paul |
| Library Advisory Board | September 16, 2026 | Ramsey County Library, Shoreview |
| Library Advisory Board | October 21, 2026 | Ramsey County Library, Maplewood |
| Library Advisory Board | November 18, 2026 | Ramsey County Library, Roseville |
| Library Advisory Board | December 16, 2026 | Ramsey County Library, Shoreview |

Ramsey County Library Advisory Board Meeting

November 19, 2025

Ramsey County Library – Roseville

2180 Hamline Ave N. Roseville, MN 55113

LIBRARY ADVISORY BOARD PRESENT: Sandy Doubek, Marissa Kirby-Stofferahn, Alex Kovarik, Kami Miller, and Andrea West

NOT PRESENT: Molly Jansen, Dawne Brown White

STAFF PRESENT: Ray Lockman, Library Deputy Director; Monica Stratton, Branch Manager; Pang Yang, Library Director

CALL TO ORDER

Kirby-Stofferahn called the meeting to order at 6:32 p.m.

ACTION ITEMS

Approval of the November Meeting Agenda

Kovarik made a motion to approve the agenda as presented. West seconded the motion, which passed unanimously.

Approval of the 2025 September Meeting Minutes

Request was made to strike Melissa Nykanen from the “staff present” section of the meeting minutes.

Doubek made a motion to approve the minutes. West seconded the motion, which was passed unanimously.

Approval of Gift Acceptances

Two undesignated funds for Roseville were presented.

West made a motion to approve the gift acceptances. Doubek seconded the motion, which was passed unanimously.

DISCUSSION ITEMS

Library Board Evaluation

The self-evaluation form for library board members was shared. Evaluations will be gathered anonymously by Christina Thury. Director Yang will send an electronic communication with Christina Thury’s contact information.

Letter to Ramsey County

A letter to the Ramsey County Board of Commissioners was presented by the subcommittee in

response to the Ramsey County Library 2026-2027 budget. Miller asked that the letter be edited down to a single page. Changes were made to achieve this goal and all members present approved the final draft to send to the Ramsey County Board of Commissioners.

Library Director's Report

Director Yang welcomed new Digital Services Manager Kelsey Lied in absentia.

An update on the county's food drive efforts, taking place at Maplewood, Mounds View, and Roseville, was shared. Director Yang shared the library's intention to request \$150,000 from the Friends of the Ramsey County Library to support program efforts and other library initiatives. Director Yang reported that the library has purchased a new delivery truck.

Yang reported that 2026 is Ramsey County Library's 75th anniversary. The request was made for the Library Board to form a sub committee to help plan celebrations. Included in this celebration will be the introduction of new library cards for residents.

ADJOURN

West made a motion to adjourn the meeting at 7:24 p.m. Doubek seconded the motion, which passed unanimously.

Request for Library Board Action

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|---|-----------------------------------|--|
| <u>Meeting Date</u> January 21, 2025 | <u>Action Requested</u> Accept | <u>Presented By</u> Pang Yang Library Director |
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SUBJECT:

2025 Gift Acceptances

| Donor | Purpose | Branch | Amount |
|-------------------------------|-------------------------|--------|------------|
| Ramsey County Library Friends | History Programs | | \$50.00 |
| Ramsey County Library Friends | Children's Area | RV | \$1,000.00 |
| Ramsey County Library Friends | Large print collections | | \$2,000.00 |
| Ramsey County Library Friends | E-books and e-magazines | | \$500.00 |

BOARD ACTION REQUESTED:

Accept donations of up to \$5000 made to the Ramsey County Libraries during the month of December 2025.

LIBRARY DIRECTOR'S REPORT**January 2026**

| | | |
|-------------------------------|--------------------|---|
| January Staff Updates: | Hired: | Linden Galloway, RCL North Saint Paul Jordan Hill, RCL White Bear Lake |
| | Promoted: | Siri Ericson, RCL Roseville Brie Baumert, RCL Roseville |
| | Retirement: | Jeff Eide, RCL Roseville John Bergeron, RCL Roseville |

Important Dates: All Libraries will be closed on Monday, February 16, 2026, in observation of Presidents' Day.

Ramsey County is committed to providing a positive experience to everyone visiting and working at our properties. Visitors and staff should expect to find spaces that are welcoming, accessible, inclusive, respectful, clean, safe, healthy and comfortable. This includes an environment free from verbal abuse, harassment, bullying, intimidation, or any language or behavior showing hate, bias, or discrimination on the basis of race, ethnicity, religion, national origin, sex, gender identity or expression, disability, or other identity or group characteristic.

Changes and Transitions

The 2026-2027 Ramsey County biennial budget was approved on Tuesday December 16, 2025. This budget reflects the county's commitment to fiscal responsibility while centering the county's vision, mission, goals and values. The adoption of the budget introduces multiple changes to Ramsey County Library. As a result of staff reductions, Ramsey County Library – Shoreview will no longer be providing public service on Fridays and to keep up with inflationary expenses and maintain self-sustainability, rental book fees will increase from 25¢ to 50¢ per day.

The Ramsey County Library collection managers also made the difficult decision to end Kanopy services effective December 31, 2025. Kanopy is a video streaming service that allows users to view films online.

Ramsey County Library Food Drive

In response to suspension of SNAP benefits related to the federal government shutdown as well as larger food security needs experienced in the community, Ramsey County held a food drive from November 14th through December 15th. Three Ramsey County Libraries served as collection sites: Roseville, Maplewood, and Shoreview. In total, we collected 1,462 lbs. of food and distributed it to [Open Cupboard](#), [Keystone Community Services](#), and the [White Bear Area Food Shelf](#) to help ensure everyone has access to nutritious meals this winter. All three partners were already part of Ramsey County's cooperative agreement and provided us with lists of most- and least-needed products to make the community's donations go as far as possible. The food drive was led by Ramsey County Library – Mounds View Manager, Amy Mars.

Retirements

With a mix of gratitude and The Ramsey County Library – Roseville senior manager, Jeff Eide, announced his retirement effective January 16th. Jeff has played a huge role in the organizational development of Ramsey County Library; connecting libraries with community partnerships, mentoring several colleagues, and upholding values of libraries to the highest standard. Jeff also played a primary role in updating performance measures on the Open Data Portal and independently managed state mandated data reporting on behalf of the Library. Highly respected for his expertise, leadership and humor, Jeff will be departing Ramsey County Library after an almost 40 year tenure.

Additionally, the Ramsey County Library Principal Circulation Supervisor, John Bergeron tendered his retirement effective December 19, 2025. John managed the Roseville circulation team, handling over 800,000 items per year, and maintaining circulation policies and supporting staff across the Ramsey County Library system.

These retirements account for a collective 80+ years of public service, and lasting legacy. We congratulate them both as they depart Ramsey County Library for a fulfilling retirement.

Ramsey County Board of Commissioners

On Tuesday, January 13th, Ramsey County Library employee Julie Erding was recognized by the Ramsey County Board of Commissioners with an Employee Achievement Award for her service. Julie Erding is a Library Assistant on the Technical Services team, and is likely the first person to touch library materials as they enter processing at Ramsey County Library. Julie was recognized for her supportive mentorship.

Pang Yang