

**Ramsey County Library Advisory Board
April 15, 2026
Ramsey County Library – Roseville
2180 Hamline Ave N, Roseville, MN 55113**

- I. Call to Order**
- II. Action Items**
 - a. Approval of the April Agenda
 - b. Approval of 2026 March Meeting Minutes
 - c. Acceptance of Gifts
 - d. Appointment of Ramsey County Library Friends Liaison
- III. Discussion Items**
 - a. Ramsey County Library Friends Report
 - b. Ramsey County Library Advisory Board Bylaws and Evaluation
 - c. Ramsey County Library Board Advisory Membership Update
 - d. Library Advisory Board Roundtable
 - e. Library Director's April Report
- IV. Adjourn**

Library Advisory Board
Sandy Doubek
Megan Jacoby
Molly Jansen
Marissa Kirby-Stofferahn, Chair
Alex Kovarik
Kami Miller, Vice Chair

Ramsey County Library Advisory Board Meeting

March 18, 2026

Ramsey County Library – Maplewood

3025 Southlawn Drive Maplewood, Minnesota 55109

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

NOT PRESENT: Molly Jansen.

STAFF PRESENT: Ray Lockman, Library Deputy Director; Pang Yang, Library Director.

ALSO PRESENT: Melissa Nykanen, Executive Director, Ramsey County Library Friends.

CALL TO ORDER

Kirby-Stofferahn called the meeting to order at 6:33 p.m.

ACTION ITEMS

Approval of the March Agenda

West moved to approve agenda. Miller seconded the motion, which passed unanimously.

Approval of January meeting minutes

Miller moved to approve minutes. Doubek seconded the motion. West, abstained. The approval of meeting minutes goes through with a majority vote.

Approval of the 2025 Ramsey County Library State Report

Director Yang presented on 2025 data to be submitted to state per statute, comparing to 2024 data to illuminate possible trends. Director Yang requests approval to authorize the Library Board Chair and the Library Director to sign and submit the 2025 Minnesota Public Library Annual Report Approval Form to the Office of State Library Services as mandated by statute. West moved, Doubek seconded the motion, which passes unanimously.

DISCUSSION ITEMS

Ramsey County Library Advisory Board Bylaws and Evaluation

Deputy Director Lockman facilitated a Stop Start Continue exercise to discuss underlying values and approaches as well as the language and content of Board Bylaws.

Library Advisory Board Round Table

Members shared library-related news and anecdotes since the last meeting, including enjoyment of the Libby app and the Kindergarten Card Party.

Library Director's Report

Director Yang reported on an updates associated with relevant library e-book legislation, MN SF 3685 and HF 3698. Board members expressed interest in writing a letter of support for the bills and formed a subcommittee.

ADJOURN

The meeting adjourned at 8:32.

Request for Library Board Action

Meeting Date
April 15, 2026

Action Requested
Accept

Presented By
Pang Yang,
Library Director

SUBJECT:

Acceptance of Gifts

Donor	Purpose	Branch	Amount
Ramsey County Library Friends	Undesignated	WBL	\$1,000.00

BOARD ACTION REQUESTED:

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

Request for Library Board Action

Request for Library Board Action

Meeting Date

April 15, 2026

Action Requested

Appoint

Presented By

Marissa Kirby-Stofferahn,
Library Advisory Board Chair

SUBJECT:

Appointment of Ramsey County Library Friends Liaison

BACKGROUND:

Ramsey County Library Friends is a non-profit organization dedicated to supporting the Ramsey County Library in making information, books, music, and programs available to the public. An ex-officio seat is available to Ramsey County Library Advisory Board member to serve as a liaison.

Appointment would require the liaison to attend quarterly Ramsey County Library Friends board meetings, with the next occurring on May 18th from 6-7:45pm, provide updates regarding Library activity and reporting back Ramsey County Library Friends business.

Liaisons will serve year-long appointments, to complete at the end of the year.

BOARD ACTION REQUESTED:

Appoint a Library Advisory Board to serve as liaison to the Ramsey County Library Friends.

Request for Library Board Action

Meeting Date
April 15, 2026

Action Requested
Information and Discussion

Presented By
Melissa Nykanen,
Ramsey County Library
Friends Executive Director

SUBJECT:

Ramsey County Library Friends Report

BACKGROUND:

Melissa Nykanen, Executive Director of the Ramsey County Library Friends, will attend the February Library Board meeting to provide an update on recent activities and accomplishments of the Friends.

BOARD ACTION REQUESTED:

For information and discussion.



Report for the Ramsey County Library Advisory Board Meeting

April 15, 2026

Presented by Melissa Nykanen, Executive Director

Updates

- Our November Used Book Sale was highly successful, with gross proceeds of over \$13,000 for the second sale in a row. The Members' Pre-Sale was very popular.
- In November, our Board approved a \$150,000 grant request from the Library for 2026. This is a \$20,000 increase over the past few years. Funds will be used to support Library programs, collections, and improvements.
- In December, we coordinated a group of about 25 Library supporters to attend the County's public hearing on the 2026-2027 budget. We believe this helped raise awareness of the importance of the Library in its community.
- Our annual giving in 2025 was up over previous years, including a 46% increase in unrestricted giving. Because of this, we intend to give the Library an additional gift in 2026, beyond the grant.

Coming Up

- The Friends' next Board Meeting will be held February 23 in the Shoreview Library Community Room. All are welcome.
- Library Legislative Day is February 25 at the State Capitol.
- We are hosting Breakfast with Friends on Saturday, February 28. This is a fundraiser to support purchases of materials for the Library's collection. The featured author is V. V. Ganeshanathan, author of *Brotherless Night*, in conversation with Shoreview Library Manager Marcus Lowry. We will also host a raffle.
- National Library Workers' Day is April 14, and our Board will be delivering cards and treats to the Library staff that week.
- The next semi-annual used book sale will be April 22-26 at the Roseville Library.

Opportunities

- If you don't get our email newsletters or our mail and would like to, please email Melissa at mnykanen@rclfriends.org.

Request for Library Board Action

Meeting Date
April 15, 2026

Action Requested
Information and Discussion

Presented By
Ray Lockman,
Library Deputy Director

SUBJECT:

Ramsey County Library Advisory Board Bylaws and Evaluation

BACKGROUND:

Ray Lockman, Library Deputy Director, will complete a facilitated discussion around Library Advisory Board evaluations for 2025 to inform edits to the bylaws and future meetings. Edits to the bylaws will be voted on in a future meeting.

BOARD ACTION REQUESTED:

For information and discussion.

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 6

Open meeting

Library Advisory Board meetings shall be open to the public.

Article 7

Attendance

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 8

Amendment 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 amendments(s) has been given to Board members at least ten (10) days prior to the meeting.

Request for Library Board Action

Meeting Date

April 15, 2026

Action Requested

Information and Discussion

Presented By

Pang Yang
Library Director

SUBJECT:

Ramsey County Library Advisory Board Membership Update

BACKGROUND:

Ramsey County Library Advisory Board members are appointed by the Ramsey County Board of Commissioners. There are usually seven board members representing various areas of suburban Ramsey County. Any vote requires a quorum.

BOARD ACTION REQUESTED:

For information and discussion.

Request for Library Board Action

Request for Library Board Action

Meeting Date
April 15, 2026

Action Requested
Information and Discussion

Presented By
Marissa Kirby-Stofferahn,
Library Advisory Board Chair

SUBJECT:

Library Advisory Board Roundtable

BACKGROUND:

Library Advisory Board members are encouraged to participate, volunteer and engage with Ramsey County Library, literacy, and learning activities. Board members are invited to share their experiences.

BOARD ACTION REQUESTED:

For information and discussion.

