
Minutes of the Ramsey County Library Board

August 21, 2019

LIBRARY BOARD PRESENT:

Deb Berry, Marisol Chiclana-Ayala, John Hakes, Craig Klausing, Sida Ly-Xiong, Sylvia Neblett, Gwen Willems

STAFF PRESENT:

Jill Boldenow, Library Director; Lynn Wyman, Deputy Director; Mary Larson, Library Board Coordinator; Jeff Eide, Senior Library Manager; Pete Hedberg, Circulation Supervisor

OTHERS PRESENT:

Mary Jo McGuire, Ramsey County Commissioner; Rong Kate Yang, Friends of the Ramsey County Libraries

CALL TO ORDER:

Ly-Xiong called the meeting to order at 6:35 p.m. in the Community Program Room of the Ramsey County Library in Roseville, 2180 Hamline Avenue North.

PUBLIC COMMENT:

No public comment was received.

APPROVAL OF AGENDA:

Neblett made a motion to approve the agenda for August 21, 2019, as presented. Willems seconded the motion, which was approved unanimously.

APPROVAL OF MINUTES:

Willems made a motion to approve the minutes of June 19, 2019 as presented. Berry seconded the motion, which was approved unanimously.

DIRECTOR'S REPORT:

Important Dates: All libraries are closed September 2, 2019.

Grant Awards — Nicole Brinkman, children's librarian at RCL-Roseville, received a \$10,000 grant from the Library Services and Technology Act (LSTA) Mini-Grant program to support new STEAM learning interactives in the RCL-Roseville children's garden. These amenities will be installed this fall, and will support programming in fall and the following spring. This is the second grant Nicole has secured this year; the other will enable staff to add new pollinator plants to the garden. Congratulations to Nicole! These funded projects will enhance the garden, expand opportunities for children and families to explore and learn in the garden, and increase engagement with area gardeners.

2018 Friends Grants Report — On July 22, I presented to the Board of the Friends of the Ramsey County Libraries on 2018 Friends grant outcomes. In 2018, in addition to capital campaign gifts and gala-supported collections funds of \$30,000, the Friends gave two program grants—totaling \$99,000—to the Library. These funds supported the following priorities from the Library's former strategic plan:

- **Literacy and Student Achievement**

Summer Learning Program (\$20,000); Children's Interactives (\$6,000); Children's & Teen Programs (\$9,000)

- **Economic Prosperity and Racial Equity**

Digital Literacy/CRA Programs (\$25,000); Community Well-Being Programs (\$5,000)

- **Community Engagement**

Explore Newsletter (\$6,000); Volunteer Program (\$5,000)

- **Vibrant Learning Spaces and Resources**

Children's Room Furnishings at North St. Paul (\$18,000); Employee Development (\$5,000)

Parking Lot Modifications at RCL-Roseville — In September, 2019, the parking lot at RCL-Roseville will be resurfaced. This will be done in stages to minimize disruptions for patrons. In addition, Ramsey County is working with Roseville City staff to modify the north entrance to the library parking lot to address concerns about traffic flow and safety. The current driveway into the north end of the library lot on Hamline Avenue will be closed. A new driveway will lead from the controlled intersection at Hamline Avenue and Commerce Drive into the north end of the library lot. This project will be constructed this fall or in spring, 2020.

New MELSA Director Scott Vrieze — The Metropolitan Library Service Agency (MELSA) welcomed Scott Vrieze as its new Executive Director on July 8, 2019. Vrieze was formerly President of the Wisconsin Library Association, where he worked with libraries of all types to make the case for support of libraries locally, regionally, and statewide. He has worked for several academic and public libraries as director and in other roles. Ken Behringer retired as MELSA Executive Director on July 12.

FRIENDS OF THE RAMSEY COUNTY LIBRARIES REPORT:

Stand Up for Standout Library Friends! — Every Friends of the Library can boast a few stand out members—movers and shakers whose dedication and boundless energy help the organization overcome obstacles. In recognition of this fact, the Minnesota Association of Library Friends created the Stand Up for Standout Library Friends award. This year, the Friends of the Ramsey County Library nominated Metta Fridley, our first Board President.

In 1979, a small group of suburban Ramsey County residents concerned about potential cuts to county funding for the Ramsey County Library banded together to form the Friends. The group counted 51 inaugural members that year and elected Metta Fridley as their first president (1979-1981). Metta set out to have the newly organized Friends group convince Ramsey County Commissioners that recent cuts to the library budget should be restored. She wrote letters to the commissioners, met with them in person, and encouraged the Friends to organize breakfast meetings where they could talk to the commissioners and make the case for the importance of the library. In their very first year, the Friends were successful in the restoring \$70,000 to the library budget.

In addition to her advocacy efforts, Metta authored the Friends newsletter beginning with the 1979 August-September issue. Under her leadership, the Friends ran a contest inviting the community to submit ideas for the Friends first official logo. Metta also compiled the first archive scrapbook in 1979 to capture Friends activities and achievements. This tradition has continued to the present. Metta's support for the library via the Friends continued over the years—as a board officer, board member, event volunteer, scheduler for library computer class volunteers, and by making significant financial contributions.

Most recently, Metta was one of four speakers at the Friends 40th Anniversary celebration held at our 2019 Annual Meeting in April. She captivated the audience with her favorite memories of our group over the years, including those early and challenging visits with the commissioners.

Friends "POP-UP" Used Book Sale — The Friends of the Ramsey County Libraries is hosting a Used Book Sale at the Ramsey County Library in Shoreview, 4560 North Victoria Street. Thousands of books, DVDs, and CDs from all seven Ramsey County Library branches, as well as private donations, will be sold. Most items sell for \$1 or less. Friday and Saturday are ALL DAY BAG SALE DAYS...all the books you can fit into a bag for \$5.00!

NEW THIS YEAR...the first 100 people in line on September 25 for the sale will receive a Friends Book Tote!

MALF Workshop at White Bear Lake: *Storming the Forts: Library Services on the Move* – The Friends will be co-hosting a Minnesota Association of Library Friends (MALF) at White Bear Lake on October 4, 2019 from 11:30-3:30. The keynote speaker will be Nick Dimassis, director of the Beloit (WI) Public Library who will focus on ways that Friends organizations can assist their library along the journey to “service excellence.” The event is free and open to all Friends members and library staff or board members who are interested. Contact Cyndi Cook at ccook@rclfriends for more information.

Registration Now Open for the 40th Annual Author Talk and Luncheon – Friends of the Ramsey County Libraries is hosting our 40th annual Author Talk and Luncheon at the North Oaks Golf Club on November 9, 2019. Proceeds will help expand the collection of large print, audio and electronic materials available at the seven Ramsey County Library locations in Maplewood, Mounds View, New Brighton, North St. Paul, Roseville, Shoreview and White Bear Lake.

The Author Talk features Sarah Stonich, award-winning author of internationally acclaimed books *Vacationland*, *These Granite Islands* and *The Ice Chorus*. Ms. Stonich won the 2019 Minnesota Book Award for Best Novel with her latest book, *Laurentian Divide*. Returning to the northern Minnesota town of Hatchet Inlet, *Laurentian Divide* picks up the story where *Vacationland* left off, providing a poignant portrayal of life on the edge in border country.

Friends members and their guests receive discounted registration but membership is not required to attend. Registration is \$28 for members and their guests, \$38 for non-members. Visit rclfriends.org/events/luncheon to register online or print a mail-in form. You can also pick up a paper form from any Ramsey County Library location or Friends Used Bookstore.

Upcoming Events

- Friends Board of Directors, November 18, 2019 at Roseville
- Pop Up Book Sale, September 24-28, 2019 at Shoreview
- MALF workshop, October 4, 2019 at White Bear Lake
- Author Luncheon, November 9, 2019, at North Oaks Golf Club
- SAVE the DATE--Friends 2020 Gala—*Hats off to the Library—Welcome to The Roaring 20's!* February 1, 2020 at Roseville

LIBRARY MATERIALS CONTRACT:

Ramsey County Library obtains the bulk of its library materials through a primary vendor, currently Ingram Library Services Inc. The term of Ingram’s current contract to deliver library materials expired on August 1, 2019, prompting a new solicitation process.

In accordance with Ramsey County solicitation policies, Library staff worked with a Ramsey County Procurement Specialist to prepare a request for bid for library materials vendors. The request for bids was released on July 10, 2019, with responses due on August 1, 2019. Bids were received from three vendors:

1. Baker & Taylor, LLC
2. Brodart Co.
3. Ingram Library Services Inc.

One of the vendors, Brodart Co., was deemed non-responsive as they did not bid on all required items. The lowest responsive and responsible bidder was Baker & Taylor, LLC.

The Library Board discussed the procurement process and the criteria used to determine the successful bidder. Procurements for supplies and equipment are awarded based on bid price or discount versus weighted criteria.

Klausing made a motion to approve the rate-setting contract for library materials with Baker & Taylor, LLC (contract ID: CC002988) and authorize Library Director Jill Boldenow to execute the agreement. Contract period to be August 22, 2019 through August 21, 2020, with an option to renew on an annual basis for up to four additional years. Chiclana-Ayala seconded the motion, which was approved by unanimous vote.

SPNN PAYMENT APPROVAL:

Since 2010, Ramsey County Library has entered into annual agreements with the St. Paul Neighborhood Network (SPNN) to serve as a host site for the Community Technology Empowerment Project (CTEP) AmeriCorps Program. The Library hosts CTEP AmeriCorps members who provide digital literacy and job search programming for teens and adults at libraries and in the community.

CTEP members serve full-time for a year beginning in September. They receive a stipend, a health care option, and an educational award upon completion of service. The Library pays a stipend of \$9,200 per member. For the 2019-2020 program we will be awarded 3-5 CTEP member positions.

Depending upon the final number of positions awarded, the agreement will be to pay between \$27,600 and \$46,000. The Library Board must approve expenditures of \$25,000 or more. The agreement has been reviewed by the Ramsey County Attorney's Office. The Library Director will sign the CTEP agreement with SPNN by September, when the program begins.

Berry made a motion to approve the Library Director to sign the 2019-2020 Host Site Agreement with St. Paul Neighborhood Network and host up to five CTEP members at a cost not to exceed \$46,000. Chiclana-Ayala seconded the motion, which was approved by unanimous vote.

COMMUNITY RESOURCE ADVOCATES PROGRAM UPDATE:

Peter Hedberg, Circulation Supervisor at RCL-Maplewood, has coordinated the Community Resource Advocates (CRA) for a number of years. The Library offers CRA open house events weekly at RCL-Maplewood (Tuesdays, 1:30-3:00 p.m.) and RCL-Roseville (Wednesdays, 1:30-3:00 p.m.). People Incorporated, the program co-sponsor, brings staff experts to the Library to help individuals and families with questions relating to housing, accessing benefits, food assistance, employment, teen services, early childhood, crisis intervention, and more. All are welcome at this program, and no appointments are necessary. This program has had a transformative impact on numerous Library patrons.

Hedberg launched the CRA program at the Ramsey County Library in Maplewood in 2015, after locating community partners. The program was immediately successful, finding housing for ten homeless individuals in the first year. Based on the success at Maplewood, the program was expanded to the Ramsey County Library in Roseville. Both sites continue to see high demand, and staff have become more adept at dealing with these issues outside of CRA program hours.

Chiclana-Ayala thanked Hedberg for his work on the project, and asked about the possibility of expanding it. Ly-Xiong suggested that Ramsey County Library partner with St. Paul Public Library, which has embedded a full-time social worker. Boldenow recognized Hedberg for his leadership, which has resulted in a more informed approach to serving patrons facing homelessness, mental health issues, etc.

2020-2021 BUDGET UPDATE:

County Manager Ryan O'Connor presented a proposed 2020-2021 budget on August 6, 2019, to the Ramsey County Board of Commissioners. Boldenow reviewed the Library initiatives that are supported in the proposed budget and outlined next steps in the budget process, which include County Board certification of the 2020 maximum property tax levy on September 17, 2019, and approval of the 2020-2021 budget on December 17, 2019.

2019 SECOND QUARTER REPORTS:

On a quarterly basis, Library staff presents several reports to the Library Board for information and discussion.

The reports include:

- Workplan Report – prepared by Jill Boldenow, Library Director
- Financial Report – prepared by Mary Larson, Financial Manager
- Statistical Report – prepared by Jeff Eide, Planning & Analysis Manager
- Incident Report – prepared by Mickey Ladich, Property Manager

The Library Board reviewed the second quarter reports as presented.

RAMSEY COUNTY UPDATE:

Commissioner McGuire updated the Library Board on recent happenings in Ramsey County, including the Library's budget hearing with the County Board on August 20, 2019, as part of the Economic Growth and Community Investment service team.

NEXT MEETING:

September 18, 2019—New Brighton Community Center, 400 – 10th Street N.W., Room 218, 6:30 p.m.

ADJOURNMENT:

Ly-Xiong adjourned the meeting at 8:40 p.m.

Respectfully Submitted,

Mary Larson
Library Board Coordinator