

**Ramsey County Library Advisory Board  
October 16, 2024  
New Brighton Community Center  
400 10<sup>th</sup> Street NW, New Brighton, MN 55112**

**I. Call to Order**

**II. Action Items**

- a. Approval of the October Agenda**
- b. Approval of September Meeting Minutes**

**III. Discussion Items**

- a. Animals Library and Service Centers Policy**
- b. End of Year Evaluations and Per Diem**
- c. Library Director Update**

**Library Advisory Board**

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

**Ramsey County Library Advisory Board Meeting**  
**September 18, 2024**  
**Ramsey County Library – North St. Paul**  
**2300 North St. Paul Drive, North St. Paul, MN 55109**

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

**STAFF PRESENT:** Pang Yang, Library Director; Chuck Wettergren, Digital Services Manager; Paige Fuller, Interim Branch Manager for the North St. Paul Branch, and Maggie Soukup, Library Board Coordinator.

**OTHERS PRESENT:** Melissa Nykanen, Friends of Ramsey County Library Executive Director.

**CALL TO ORDER**

Kirby-Stofferahn called the meeting to order at 6:31 p.m.

**ACTIONS ITEMS**

**Approval of the September Meeting Agenda**

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

**Approval of the August 21 Meeting Minutes**

Jansen made a motion to approved the August 21 meeting minutes as written. Doubek seconded the motion, which passed unanimously.

**Acknowledgement of Donations**

Board members acknowledged the donations make to Ramsey County Library during the months of August and September and thanked the anonymous donor for their generosity.

**North St. Paul Branch Tour**

Interim Branch Manager Paige Fuller gave the board members a tour of the North St. Paul branch.

**DISCUSSION ITEMS**

**Introduction of Friends Executive Director, Melissa Nykanen**

Nykanen introduced herself to the group and shared that she is excited to have the Friends office fully staffed and that she looking forward to working with the board members in the future. She encouraged everyone to consider becoming a member of the Friends and to visit the upcoming used book sale happening October 3<sup>rd</sup> through October 6<sup>th</sup>. Nykanen invited library board members to attend any of the future Friends board meetings.

**Request for Reconsideration (Banned Materials)**

Yang shared drafts of the request for reconsideration external process and internal process, as well as a form that patrons would complete to begin the process when submitting a request for reconsideration. Yang asked that board members review the draft documents and provide feedback. Yang explained

these documents, once finalized, will support the Collection Management policy that was shared with this group last month. The next steps will include approval from the Board of Commissioners, adding the policy and supporting documents to our public webpage, and training for frontline staff.

The group felt that the documents provided a clear, concise process and were in support of the 5-year decision period. It was suggested that clarifying the review committee would be helpful for patrons.

### **Director Updates**

Yang shared the following updates:

- Yang gave an update on the Deputy Director position. Yang hopes to make an announcement soon.
- MELSA will be announcing a new Executive Director in the next few days.
- Ramsey County and St Paul Public Libraries are jointly submitting a 8 Million dollar Digital Equity grant request. If successful, the grant would allow Ramsey County to add 6 FTE to the Digital Services team.
- All Ramsey County Libraries will be closed October 7 for staff In-Service day. If any board members would like to attend, please reach out to Pang.
- Yang met with staff involved with the food shelf pilot program to discuss how to make the program year-round. She shared that since this a pilot program, finding the right solution for each branch is necessary. She explained that based on the response of patrons, the service is needed and that finding adequate resources and sustainable funding is the next step.

### **ADJOURN**

Doubek made a motion to adjourn the meeting at 8:00pm. West seconded the motion, which passed unanimously.

# Ramsey County Library Board of Trustees Self-Evaluation 2021

## 1. Please indicate your level of satisfaction in the following areas:

	Very dissatisfied	Dissatisfied	Neutral	Satisfied	Very satisfied
Structuring discussions and presentations to keep our conversations at a strategic level during board meetings.					
Fulfilling our fiduciary duties (using care, acting in the best interest of the organization, adhering to appropriate laws, etc.).					
Fostering an environment that builds trust and respect among board members.					
Allotting sufficient time for questions, participation, and discussion during board meetings.					

Comments:

## 2. Please indicate your level of satisfaction in the following areas:

	Very dissatisfied	Dissatisfied	Neutral	Satisfied	Very satisfied
Your understanding of our history, mission, strategies, and values.					
Your sense of contribution in furthering the strategic priorities of Ramsey County Library.					
Board leadership's receptivity to your ideas or concerns.					
The extent to which we are utilizing your skills and experiences.					
The extent to which you find serving on the Board of Directors a satisfying and rewarding experience.					

Comments:

**3. What do you like best about serving on this board?**

**4. What changes might you suggest to make board meetings more informative, motivating or enjoyable?**

**5. What are the two or three key areas the board should focus on in the next year to improve its performance?**

## **Ramsey County Library Board of Trustees Self-Evaluation 2021**

**6. Are there any areas in which you feel you could add more value? What would need to happen for that to occur?**

**7. Is there anything else you'd like to say?**