

**Ramsey County Library Advisory Board
November 20, 2024
Ramsey County Library – Maplewood
3025 Southlawn Drive, Maplewood, MN 55109**

- I. Call to Order**
- II. Introductions**
 - a. Ray Lockman, Deputy Director
- III. Action Items**
 - a. Approval of the November Agenda
 - b. Approval of the October Meeting Minutes
 - c. Acknowledgement of Donations
- IV. Discussion Items**
 - a. Cultural Transformation Update
 - i. Marcus Lowry, Shoreview Branch Manager and Monica Stratton, Maplewood Branch Manager
 - b. 2024 Library Advisory Board Evaluation Results Discussion
 - c. Elections
- v. Adjourn**

<p>Library Advisory Board Sandy Doubek Molly Jansen Marissa Kirby-Stofferahn, Chair Alex Kovarik Kami Miller, Vice Chair Andrea West Dawne Brown White</p>

Ramsey County Library Advisory Board Meeting
October 16, 2024
New Brighton Community Center
400 10th Street NW, New Brighton, MN 55112

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

STAFF PRESENT: Pang Yang, Library Director; Jeff Eide, Roseville Senior Branch Manager, and Maggie Soukup, Library Board Coordinator.

CALL TO ORDER

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

ACTIONS ITEMS

Approval of the September Meeting Agenda

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

Approval of the August 21 Meeting Minutes

West made a motion to approved the September 18 meeting minutes as written. Kovarik seconded the motion, which passed unanimously.

DISCUSSION ITEMS

Animals in Library and Service Center Spaces Procedure

Eide shared the proposed procedures for staff dealing with animals in library spaces. He explained that the procedures outline steps to help staff abide by federal laws related to animals in public spaces. Yang shared that this is a common occurrence at the library and often result in tough conversations with patrons. Yang shared that this procedure, once finalized, will be a starting point for staff training. Board members suggested that talking points and roleplaying may help staff feel more comfortable when having to address an animal in a library space.

End of Year Evaluations and Per Diem

Yang shared a copy of an End of Year Evaluation that was used by the Library Board in years past. She explained that the document was meant as a starting point since the board has since transitioned to an advisory board (from a governing board) and priorities has shifted. She shared that the purpose of the evaluation was to identify top priorities, future meeting topics, and overall level of satisfaction. The board reviewed the document and suggested edits. It was agreed that the updated End of Year Evaluation would be sent out the board members and should be returned to Maggie by November 15, 2024, so that the results could be added to the November board packet.

Library Director Updates

Yang shared the following updates:

- Ray Lockman has accepted the Deputy Director position and will be joining Ramsey County on Monday, October 28. Ray will be attending the November Library Board meeting.
- MELSA recently announced that Sherry Wichitchu has accepted the Executive Director position.
- Early voting will start at the Shoreview and Roseville branches beginning October 18, 2024.
- 12 staff members will be attending the annual Minnesota Library Association conference next week in Rochester, MN.
- All libraries will be closed November 11, 2024, to observe Veteran's Day.

ADJOURN

West made a motion to adjourn the meeting at 8:07pm. Doubek seconded the motion, which passed unanimously.

DRAFT

Request for Library Board Action

Meeting Date
November 20, 2024

Action Requested
Acknowledge

Presented By
Pang Yang, Library Director

SUBJECT:

October Donations

BOARD ACTION REQUESTED:

Review and acknowledge donations of up to \$5000 made to the Ramsey County Libraries during the month of October:

Donor	Purpose	Branch	Amount
C K Hansen	RV General Fund	RV	\$100.00
B B Mackenzie	WB General Fund	WB	\$75.00

Request for Library Board Action

Please indicate your level of satisfaction for the Library Advisory Board in the following areas:

	Very dissatisfied 1	Dissatisfied 2	Neutral 3	Satisfied 4	Very satisfied 5
Structuring discussions and presentations to keep our conversations at a strategic level during board meetings.					
Fulfilling our advisory duties (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.					
Board Chair and Vice Chair receptivity to your ideas or concerns.					

Comments:

Please indicate your level of satisfaction in the following areas:

	Very dissatisfied 1	Dissatisfied 2	Neutral 3	Satisfied 4	Very satisfied 5
Your understanding of our history, mission, strategies, and values.					
Your sense of contribution in furthering the strategic priorities of Ramsey County Library.					
The extent to which we are utilizing your skills and experiences.					
The extent to which you find serving on the Library Advisory Board a satisfying and rewarding experience.					
I feel welcomed and respected as a board member by library staff and library administration.					

Comments:

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

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

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

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

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