

**Ramsey County Library Advisory Board  
January 15, 2025  
Ramsey County Library – White Bear Lake  
2150 2<sup>nd</sup> St, Saint Paul, MN 55110**

- I. Call to Order**
- II. Annual Meeting**
  - a. Elections
  - b. Ramsey County Library Advisory Bylaws
  - c. 2025 Library Board Schedule
- III. Action Items**
  - a. Approval of the January Agenda
  - b. Approval of 2024 November Meeting Minutes
  - c. 2024 Gift Acceptances
- IV. Discussion Items**
  - a. Library Director Report
  - b. Ramsey County Library Friends Executive Director Updates
- V. Adjourn**

**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 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, or
- 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.

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.

Library Advisory Board	January 15, 2025	Ramsey County Library, White Bear Lake
Library Advisory Board	February 19, 2025	Ramsey County Library, Shoreview
Library Advisory Board	March 19, 2025	Ramsey County Library, Maplewood
Library Advisory Board	April 16, 2025	Ramsey County Library, Roseville
Library Advisory Board	May 21, 2025	Ramsey County Library, White Bear Lake
Library Advisory Board	June 18, 2025	Ramsey County Library, Mounds View
Library Advisory Board	July 16, 2025	Ramsey County Library, New Brighton
Library Advisory Board	August 20, 2025	Ramsey County Library, North St. Paul
Library Advisory Board	September 17, 2025	Ramsey County Library, Shoreview
Library Advisory Board	October 15, 2025	Ramsey County Library, Maplewood
Library Advisory Board	November 19, 2025	Ramsey County Library, Roseville
Library Advisory Board	December 17, 2025	Ramsey County Library, Shoreview

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

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

**STAFF PRESENT:** Pang Yang, Library Director; Ray Lockman, Library Deputy Director; Marcus Lowry, Shoreview Branch Manager; Monica Stratton, Maplewood Branch Manager; Lola Ryan, Incoming Library Board Coordinator; Maggie Soukup, Outgoing Library Board Coordinator.

**CALL TO ORDER**

Kirby-Stofferahn called the meeting to order at 6:36 p.m.

**INTRODUCTIONS**

Yang introduced both Library Deputy Director, Ray Lockman and Office Manager and Library Board Coordinator, Lola Ryan. Lockman joined Ramsey County Libraries the last week in October while Ryan is set to start the first week in December.

**ACTIONS ITEMS**

**Approval of the September Meeting Agenda**

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

**Approval of the August 21 Meeting Minutes**

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

**Acknowledgment of the October Donations**

Doubek made a motion to acknowledge the two donations made to the Ramsey County Libraries during the month of October. West seconded the motion, which passed unanimously.

**DISCUSSION ITEMS**

**Culture Transformation Update**

Marcus Lowry and Monica Stratton, members of the Culture Transformation Core Team, gave an update on the work that has been happening over the last year. Stratton shared that the Culture Transformation work began in 2022 by collecting data, both qualitative and quantitative, to create an action plan to strengthen the library's anti-racist culture. In early 2024, after compiling and reviewing the data, the team came up with two major goals to help move forward culture transformation.

They shared that to meet the goals, 4 workgroups were created to focus on specific areas. The 4 areas that the workgroups are focusing on are mentorship, racialized incidents, programming, and Human

Resources/Union/Library staff. All workgroups have various representation from across all 7 branches. The workgroups will continue their work into 2025 with guidance from the core team and library leadership.

### **2024 Library Advisory Board Evaluations**

Yang shared the results of the 2024 evaluations with the board members. All 7 board members were represented in the evaluation feedback. After giving the board members time to review the document, Yang facilitated a conversation about the results. Board members reflected on responses.

### **Library Advisory Board Elections**

Yang reminded the board that during the January meeting, the board will need to elect a Chair and Vice Chair. She added that if any of the board members had questions about either role, they could reach out to her or the current board chair and vice chair.

### **Library Director Updates**

Yang shared the following updates:

- The kindergarten card party is scheduled for February 8, 2025! If you'd like to volunteer at the event, please email Pang.
- The libraries will be closed November 28, 2024, December 26, 2024 and January 1, 2025. All branches will close at 5:00pm on December 31, 2024.

### **ADJOURN**

Doubek made a motion to adjourn the meeting at 8:0pm. Kovarik seconded the motion, which passed unanimously.

## Request for Library Board Action

Meeting Date  
January 15, 2025

Action Requested  
Acknowledge

Presented By  
Pang Yang, Library Director

**SUBJECT:**  
December Donations

**BOARD ACTION REQUESTED:**  
Review and acknowledge donations of up to \$5000 made to the Ramsey County Libraries during the month of December:

<b>Donor</b>	<b>Purpose</b>	<b>Branch</b>	<b>Amount</b>
D J Callahan	RV General Fund	RV	\$100.00



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**LIBRARY DIRECTOR'S REPORT****January 2025**

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**December Staff Updates:**

Transferred: Lola Ryan, from Ramsey County's Chief Clerk's Office to RCL Administration  
Carla Barrios, from intermittent to RCL Roseville  
Naw-Amelia Kacher, from intermittent to RCL Shoreview

Promoted: Chris Weygland, RCL Maplewood  
Lauren Sampedro, intermittent  
Lauren Howard, interim RCL New Brighton

Retired: Meg Robertson, RCL New Brighton

**Important Dates:** All libraries will be closed on January 20<sup>th</sup>, 2025, in observation of Martin Luther King Jr. Day.  
All libraries will be closed on February 17, 2025, in observation of President's Day.

During an odd number of years, Ramsey County leans into our biannual budget cycle, planning finances for the next two years. In 2025, we will be budgeting for the 2026-2027 years. This process starts now and continues through the end of the year.

**Bargaining:** Ramsey County Library Deputy Director Ray Lockman jumped right into collective bargaining for 2025-2027. Bargaining between Ramsey County and several unions began during the summer of 2024, and an agreement was reached in December, with the adoption of a new contract.

**Countywide updates:** Ramsey County has welcomed two new commissioners to the Ramsey County Board of Commissioners. Tara Jebens-Singh has been elected to serve their first term representing District 1, and Kelly Miller has been elected to serve their first term representing District 7. Mary Jo McGuire was re-elected to represent District 2. The commissioners took their oaths of office on January 7, 2025.

**Requests to Ramsey County Board of Commissioners:** Ramsey County Library will go to the board to recognize two library staff members who are retiring in the first quarter of 2025. Meg Robertson will be recognized on January 28, and Nicole Herold will be recognized on February 18.

*Pang Yang*