

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 8:07 p.m. Doubek seconded the motion, which passed unanimously.