

**Ramsey County Library Advisory Board
February 19, 2025
Ramsey County Library – Shoreview
4560 Victoria St N, Shoreview, MN 55126**

- I. Call to Order**
- II. Action Items**
 - a. Approval of the February Agenda
 - b. Approval of 2025 January Meeting Minutes
 - c. Approval of Bylaws
 - d. 2025 Gift Acceptance
- III. Discussion Items**
 - a. Data Privacy Policy
 - b. Legislative Update
 - c. Library Director’s Report
- IV. 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
January 15, 2025
Ramsey County Library – White Bear Lake
2150 2nd St, White Bear Lake, MN 55110

LIBRARY ADVISORY BOARD PRESENT: Marissa Kirby-Stofferahn, Alex Kovarik, Kami Miller, and Dawne Brown-White

NOT PRESENT: Sandy Doubek, Molly Jansen, and Andrea West

STAFF PRESENT: Pang Yang, Library Director; Ray Lockman, Library Deputy Director; Jeff Eide, Roseville Senior Branch Manager; Chuck Wettergren, Digital Services Manager; Milissa Nykanen, Ramsey County Library Friends Director; Lola Ryan, Library Board Coordinator

ANNUAL MEETING

CALL TO ORDER

Kirby-Stofferahn called the meeting to order at 6:44 p.m.

ACTION ITEMS

- **Chair**
Kirby-Stofferahn made a motion to nominate herself as Board Chair. The motion passed unanimously.
- **Vice Chair**
Miller made a motion to nominate herself as Vice Chair. The motion passed unanimously.

Ramsey County Library Advisory Board Bylaws

The members of the Library Board had the opportunity to review and discuss proposed edits and modifications. In accordance with Article 8, amendments to the Bylaws may be amended by a majority vote of the Library Advisory Board during any regular meeting. It is required that written notice detailing the contents of the proposed amendments be provided to Board members at least ten (10) days prior to the meeting. Board members made grammatical corrections to the document that will be voted on in February.

APPROVAL OF 2025 MEETING DATES

Kirby-Stofferahn made a motion to approve the meeting dates as presented. Kovarik seconded the motion, which passed unanimously.

ADJOURN

Brown-White made a motion to adjourn the meeting at 7:02 p.m. Kovarik seconded the motion, which passed unanimously.

JANUARY MEETING

CALL TO ORDER

Kirby-Stofferahn called the meeting to order at 7:02 p.m.

Approval of the January Meeting Agenda

Kirby-Stofferahn made a motion to approve the agenda as presented. Miller seconded the motion, which passed unanimously.

Approval of the 2024 November Meeting Minutes

Miller made a motion to approve the November 20 meeting minutes as written. Kovarik seconded the motion, which passed unanimously.

ACKNOWLEDGEMENT OF 2024 LIBRARY DONATIONS

All donations under \$5,000.00 donated to the library come to the Library Advisory board for acknowledgement. Donations over \$5,000.00 are accepted by the County Board on behalf of the libraries. The library had received a number of year-end donations and the board to review and acknowledge the donations. Miller made a motion to acknowledge the donations to the Ramsey County Libraries as presented. Kovarik seconded the motion, which passed unanimously.

DISCUSSION ITEMS

Library Director Updates

Yang provided December staff updates and informed the Library Board that the biannual budget cycle for 2026-2027 will start now and continue until the end of the year. Deputy Director Ray Lockman participated in collective bargaining for the period of 2025-2027, and an agreement was finalized in December 2024. On January 7, 2025, Tara Jebens-Singh (District 1) and Kelly Miller (District 7) were appointed as new commissioners, and Mary Jo McGuire was re-elected to serve District 2. The Board of Commissioners will recognize retiring staff Meg Robertson on January 28, 2025, and Nicole Herold on February 18, 2025. Furthermore, all libraries will be closed on January 20, 2025, in observance of Martin Luther King Jr. Day, and on February 17, 2025, for President's Day.

Ramsey County Library Friends Executive Director Updates

Ramsey County Library Friends (RCLF) is a 501c3 non-profit that advocates for and supports the Ramsey County Library system to enhance literacy, education, and community engagement. The Board of Directors consists of 13 members and three part-time staff, alongside over 600 Friends members. The RCLF provides a \$130,000 grant to the library and promotes it through used bookstores, book sales, social media, e-newsletters, fundraising, a literacy program, and capital campaigns. Ramsey County Library Friends held several events in 2024, including the State of the Friends. Their semi-annual Book Sale at the Roseville Library on October 3-6 raised approximately \$13,000, and a total of \$27,000 through their Year End Appeal.

Ramsey County Library Friends Board voted to disburse \$250,000 from the Varns estate gift to help fund the planning and design phase for the Mounds View Library. The RCLF will host several events in the future, including Library Legislative Day on February 20th and Virtual Library Legislative Week from February 17th - 21st. A Breakfast Fundraiser is planned for April 12th at the Manitou Event Center in White Bear Lake, and the Spring Book Sale will take place from April 24th - 27th in Roseville. Ramsey County Library Friends requests that if anyone has suggestions for organizations that may accept book donations, to contact the executive director.

ADJOURN

Kirby-Stofferahn made a motion to adjourn the meeting at 7:35 p.m. Kovarik seconded the motion, which passed unanimously.

DRAFT

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.

Request for Library Board Action

Meeting Date
February 19, 2025

Action Requested
Acknowledge

Presented By
Pang Yang, Library Director

SUBJECT:

Acknowledge 2024 Ramsey County Library Donations

BOARD ACTION REQUESTED:

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

Donor	Purpose	Branch	Amount
Friends of RCL	Children's Activity Room		\$1500.00
Friends of RCL	Undesignated	WB	\$1000.00
Friends of RCL	History Program		\$500.00
Friends of RCL	Large Print Books		\$100.00
Friends of RCL	Book Club in a Bag		\$250.00
Friends of RCL	E-books and E-magazines		\$250.00

Data Privacy

Approved by: Library Board

Approved Date: April 16, 2008

Revised Date: April 5, 2017

Review Schedule: Every 5 years

Next Review Date: 2022

Data Practices Act

Minnesota has enacted legislation addressing the privacy of library records. Relevant points of the Data Practices Act regarding library records are as follows:

Private Data: Library Borrowers

Section 13.40 subd. 2:

(a) Except as provided in paragraph (b), the following data maintained by a library are private data on individuals and may not be disclosed for other than library purposes except pursuant to a court order.

(1) data that link a library patron's name with materials requested or borrowed by the patron or that link a patron's name with a specific subject about which the patron has requested information or materials; or

(2) data in applications for borrower cards, other than the name of the borrower.

(b) A library may release reserved materials to a family member or other person who resides with a library patron and who is picking up the material on behalf of the patron. A patron may request that reserved materials be released only to the patron.

Section 13.02, subd. 12:

"Private data on individuals" are data made by statute or federal law applicable to the data: (a) not public; and (b) accessible to the individual subject of the data.

Relationship of Minors to Parents/Guardians

Section 13.02, subd. 8: "Individual" means a natural person. In the case of a minor or an incapacitated person as defined in section 524.5-102, subdivision 6, "individual" includes a parent or guardian or an individual acting as a parent or guardian in the absence of a parent or guardian, except that the responsible authority shall withhold data from parents or guardians, or individuals acting as parents or guardians in the absence of parents or guardians, upon request by the minor if the responsible authority determines that withholding the data would be in the best interest of the minor.

"Minor" means an individual under the age of 18. (Minnesota Statutes, sec. 645.451, subd. 2)

LIBRARY DIRECTOR'S REPORT**February 2025**

February Staff Updates:	Hired:	Stefanie Jimenez, intermittent Amit Sharma, intermittent Ting Cheng, RCL Roseville Kudjo Bosu, RCL Shoreview
	Promoted:	Maria Malik, RCL Technical Services
	Resigned:	Jenna Emmans, RCL Roseville

Black History Month is a crucial part of United States history and a time to reflect, educate, recognize, honor, and celebrate the rich and complex experiences of our Black and African American community members. Join the library to find books, information, and activities, including Black History Heroes: a passive program for children at Ramsey County Library Shoreview.

Technology: Ramsey County Library is working with Information Services and the Procurement Department to develop solicitations for a Request for Proposals to renew or replace the Library's Integrated Library System (ILS). The ILS is a database that library staff uses to facilitate library business and holds information such as private library data, material circulation, and cataloging. The Request for Proposals will open this year.

Ramsey County Library is an E-Rate Schools & Libraries USF Program participant, a support program that provides financial assistance to eligible schools and libraries. Through this program, schools and libraries have the opportunity to apply for and receive discounts between 20-90% on eligible costs, including internet connections and telecommunication services. As Ramsey County Library is in the process of selecting a new internet service provider and working towards consolidating public internet service, we will also reapply for an E-Rate discount.

Staff development: Ramsey County Library is supporting four Ramsey County employees' participation in The Partnership's leadership development programs. Lola Ryan, Lauren Howard, Abeni Hill, and Aaronica Jackson are participating in programs that focus on personal growth, leadership, and organizational development.

Countywide updates: Kari Collins has been announced as the Deputy County Manager of the Economic Growth and Community Investment (EGCI) service team. Kari formerly served as the Directory of Community & Economic Development and has over 20 years of economic development and community investment leadership experience in the City of Roseville and the City of Milwaukee. The EGCI service team includes Community & Economic Development, Housing Stability, Parks & Recreation, Property Management, Public Works, Workforce Solutions, Financial Assistance Services, and Ramsey County Library. The EGCI team collectively has a budget of \$139 million with 572 employees.

Pang Yang