

Dakota County Library Board
February 12, 2009
5:30 pm
Dakota County Robert Trail Library

Present: Ms. Zenk, Mr. Pogatchnik, Ms. Kes, Mr. Larsen, Mr. Duling, Mr. Olson

Library Staff: Ken Behringer, Library Director; Roseanne Byrne, Deputy Director; Jamie Jurgensen, Robert Trail Manager; Nancy Wisser, Roger Parish, Naomi Golv, Lee Schubert, and Maureen Bell.

Other County Representatives: Commissioner Nancy Schouweiler; Tom Novak, PS&R; Joe Lexa; Ken Harrington

Mr. Olson called to order at 5:38 pm after a small Open House for the Robert Trail Library.

Approval of Consent Agenda: (item 4) Mr. Behringer commented that circulation continues to be up and that the library was experiencing record activity. There has been a reduction in fine revenue but overall revenues are doing well. After amending the January minutes to read that the ribbon-cutting at Robert Trail would be February 12th, Mr. Pogatchnik moved and Ms. Zenk seconded that the consent agenda be approved. Motion passed unanimously.

Director's Report: (item 5) Mr. Behringer reported work on the lower level of Wescott continues. It is expected to be ready for the March Library Board meeting. Dakota County Library, Ramsey County Library and St. Paul Public Library are actively involved in the first-round implementation of the Aquabrowser software being purchased through MELSA. In light of the hard hiring freeze, Senior Management is working on addressing staffing patterns and assignments to deal with vacancies. Mr. Behringer will be meeting soon with Gail Plewacki to discuss the status of the library's branding process. Plans call for sharing the work product with the Library Board at an upcoming meeting. There has been a first meeting on the Burnhaven renovation with consideration of a garage for the Bookmobile.

(item 6.a.) Discussion on Preliminary Library Board review of Robert Trail Library: The Library Board members communicated their pleasure with Robert Trail and noted the positive community reactions. They felt that great work was done by all staff involved. Mr. Harrington noted that there were a few very minor problems to be corrected but overall Capital Planning Project Management (CPPM) was very happy with the outcome and all the hard work done by everyone to achieve the outcome. There was also a positive response to the Service and License Center. Of the total \$8.3 million budget, \$7.8 was spent. The balance of project funds remain with CPPM and may be used on other county projects. The collection budget needs to be spent by the end of the year.

Ms. Zenk reported that staff worked very hard and that the nice touches were there to welcome the public. They had a great opening day with circulation of almost 1000 by noon and a first-day gate count of 1565. 100 new library cards were issued. The project was completed on time and under budget with the resulting beautiful building despite some concerns with the project changing hands.

(item 6.b.) Report on CPPM Review of Issues Associated with the Wescott Remodeling: The project is still on time and under budget. The issues were placed in categories: a) incomplete and included on punch list (5 ½ pages) to be finished in conjunction with CPPM; and b) concerns that are changes to the project (items on sheet.)

Mr. Harrington addressed the items. The painted wood will be filled in and repainted so that it has a more "finished" look. The window frame and sheetrock gaps were there by design. The problem was they were not uniform. The gaps around Eric Austin's door will be fixed but not reveal space.

Punch list completion in several weeks. The list was marked to show progress. Mr. Novak expressed concern about the Board being satisfied with the completion of items. Mr. Pogatchnik had concerns about the quality of finishes and the work. Mr. Harrington suggested that the architects went for an urban, trendy look. Mr. Larsen said there were now two different styles in the building. Mr. Behringer noted that much was accomplished to meet the space utilization, staff workflow and darkness issues that affected the building before the remodeling. The March date will be kept for the re-opening celebration. The architect will be invited to March meeting. All of the lower level will be toured.

(item 6.c.) Report on Proposals to Solicit Vendors for Coffee Services at the Wescott Library: The Request for Proposals process required anyone interested in bidding to attend a vendor meeting – but no one did. Staff from the City of Eagan expressed interest in the project, noting that the City provides concession services at several of its facilities. They made recommendations as about a likely equipment list, health code and other requirements. The Wescott Friends were approached about funding and have expressed a willingness to assist in buying start-up equipment for a vendor. The RFP has been extended to February 20th with a second vendor meeting on February 17th. If there is no response from private sector individuals, city staff members are willing to go to the City Council with a proposal that the City run the coffee service, staff by city workers. An update will be made to the Board at the March 12th meeting. Mr. Novak suggested that written confirmation be provided if a partnership with the city develops.

(item 6.d.) Report on Proposals for Services Related to Acquisition of Library Materials: Under state law and county policy, the library requires a bid process to determine the most cost-effective way to procure library materials. In past years, the purchases had been made under the terms of a state contract, which is not being renewed and expires at the end of February 2009. As a result, Dakota County Library requires its own contract process and documents were sent to potential vendors soliciting bids. Following review of the responses received, it is recommended that we enter into a contract with Bro-Dart for print materials. The firm had good recommendations and offered a better discount than our current vendor. Midwest Tape is also recommended for procurement of audio-visuals. Mr. Pogatchnik moved to offer contracts to Bro-Dart and to Midwest Tape. Ms. Zenk seconded and the motion passed unanimously.

Ms. Byrne showed the Board *Armchair Travel* and *Learning Child's Play* brochures.

There were no further items to discuss; therefore, Mr. Larsen moved and Ms. Zenk seconded a motion to adjourn. Motion carried. The meeting was adjourned at 7:15 pm.

Next meeting will be March 12, 5:30 pm at the Wescott Library in Eagan.

Don Olson, Library Board President

Anita Kes, Library Board Secretary