

Dakota County Library Board
October 12, 2011
5:30 p.m.
Dakota County Inver Glen Library

Present: Mr. Larsen, Ms. Hanauer, Ms. Berggren, Ms. Zenk, Mr. Hendrickson, Ms. Schatz

Library Staff: Ken Behringer, Library Director; Kathy Peterson, admin staff

Others in attendance: Commissioner Liz Workman, Peg Schmook, Cluster Manager I; Ken Harrington, Dakota County Facilities Management

President Larsen called the meeting to order at 5:30 p.m.

Approval of Consent Agenda: (item 4) After a revision to the September 2011 minutes, correcting the date for the Inver Glen and Farmington needs assessments to 2012, and an addition to the agenda, Mr. Hendrickson moved and Ms. Berggren seconded that the consent agenda be approved. Motion passed unanimously.

Director's Report: (item 5) Ms. Schmook welcomed the Library Board members to Inver Glen and talked about the busy summer and fall events that were happening at Inver Glen. These include the *Haunted Bonfire* that they are having in conjunction with Parks and Rec, and the return of school age kids. She said that she and her staff were having fun and were looking forward to the upcoming needs assessment.

Mr. Behringer reported that after meeting and discussing the theft situation with staff, DVDs and games from the hold shelves will be kept behind the service desks and be available much like the "Lucky U" items.

He said that Dewey's Café is looking forward to a second year of serving the clientele at Wescott and again mentioned his appreciation of the work and support of the Wescott Friends.

Mr. Behringer is looking forward to serving with a County group that will be establishing compliance with service aspects of the Americans with Disabilities Act.

He reported that the Overdrive platform has begun providing Kindle downloads. While this is a source of happiness for librarians and Kindle owners, it remains to be seen how this will affect the adequacy of our e-book holdings and the future of our current print to electronic collections ratios.

Customers are happy with and using the credit card swipe at DCL self-checks to pay off fines. South St. Paul is looking to buy a machine and use DCL's agreement with the company to also take advantage of this.

Maureen Gormley continues to meet with County Communications about a Facebook page for the Library. The next meeting will address a draft schedule of updates to the page. More information will be provided at the next meeting.

(Item 6.a.) Update on Dakota County Library Budget Development Process for 2012: Mr. Behringer provided a draft version of the 2012 budget that will be considered in the final County Budget document. He highlighted the fact that the County has released the \$293,000 that resulted in the elimination of the agreed upon six positions to the Library for a one-time use in 2012. This will be put towards equipment and other needs in the Library buildings. He stated that "everything continues to move forward" and it appears that that things are "in good shape."

(Item 6.b.) Consideration of Process for Selecting Consulting and Architectural Services for the Farmington Library and Inver Glen Library Renovation Projects: Ken Harrington of Facilities Management described the process for beginning the needs assessments of the two buildings. He suggested that it would be simpler and more economical to proceed with a single RFP document for both assessments and subsequent design and construction. The Library Board agreed and Mr. Hendrickson moved that the single RFP be endorsed. Ms. Schatz seconded the motion and it passed unanimously.

Ms. Zenk suggested that the Library Board function as a committee of the whole when it comes to making decisions about the remodeling rather than create subcommittees. The Library Board agreed and authorized acting as a committee of the whole for decisions pertaining to the Inver Glen and Farmington remodels.

Mr. Harrington described in detail the usual County process of sending out RFP, selecting and scoring architects with the input of staff and then presenting the top candidates to the Library Board for interview and selection. With time being of the essence, the Library Board saw no need to oversee this process and will gladly interview the firms recommended by County and Library staff. The Library Board authorized Mr. Harrington to go forward with selecting and scoring architectural firms for them to interview for the Inver Glen and Farmington remodels.

Mr. Harrington is pursuing an aggressive time schedule, hoping to release the RFP before Thanksgiving and to interview architects in December at either the regular DCL Board meeting or a special meeting if need be.

He also spoke to Mr. Behringer's position on de-linking Galaxie from the Western Service Center for purposes of renovation. He said that this proposal is now in the recommendations to the County Board for consideration in the 2012 budget process.

(Item 6.c.) Amendment to the 2011 Holiday & Closure Schedule for the Dakota County Library: With the Library having the resources to permit Staff Day, Ms. Hanauer moved that the 2011 schedule be amended to reflect closure on December 2, 2011. Ms. Berggren seconded. Motion passed unanimously.

(Item 6.d.) Other: Permission to Purchase Early Literacy Computers: Mr. Behringer handed out materials describing new, low maintenance AWE Early Literacy Station computers. He would like to purchase these for each branch location with up to \$55,000 of MELSA Phase money. Phase funds are in a capital account at MELSA and available to member libraries by request only in July and January. If approved, Mr. Behringer will seek terms with the vendor to complete the purchase during a period the units are on sale and delay payment until the MELSA money becomes available. Mr. Hendrickson moved that the Library Board authorize Mr. Behringer to proceed with the purchase in an amount not to exceed \$55,000. Ms. Schatz seconded. Motion passed unanimously.

There were no other questions or topics to discuss. Ms. Zenk moved that the meeting be adjourned. Ms. Hanauer seconded the motion. Motion passed unanimously. President Larsen adjourned the meeting at 6:30 pm.

Paul Larsen, Library Board President

Barbara Berggren, Library Board Secretary