

# DULUTH PUBLIC LIBRARY BOARD

## Notice of Meeting

DATE: January 23, 2018

TIME: 4:30 p.m.

PLACE: Mt. Royal Branch Library Blue Room

### AGENDA

Call to order

Review and approve agenda

Public comments

Approve minutes of November 28, 2017 meeting

#### **Reports**

Friends of the Library – Powers

Duluth Library Foundation – Disbursement summary to be distributed at meeting

Library Manager's Report – Powers

#### **Old Business**

Main Library facility (relates to Goal 2)

Library Advocacy Team update (relates to Goal 2)

Compass consortium update (relates to Goal 4)

#### **New Business**

Minnesota Public Library Trustee Handbook p. 72-82

Adjournment

Next regular meeting: Tuesday, February 27, 2018, at 4:30 p.m. in the Main Library Conference Room

**DULUTH PUBLIC LIBRARY BOARD**  
**Minutes of Regular Meeting**  
**November 28, 2017**

**Call to Order:** Vice President Sperl called the meeting of the Duluth Library Board to order at 4:31 p.m. on Tuesday, November 28, 2017.

**Members Present:** Lizzy Luoma, Sandy Scheiber, Nick Foucault, Sue Henke, Neil Glazman, Sister Edith Bogue, David Sperl, Sue Henke, Betty Ramsland.

**Also Present:** Carla Powers, City Council liaison Em Westerlund (arrived at 4:40 p.m.)

**Absent:** Matt Rosendahl

Agenda approved with voice consent.

**Minutes:** Minutes of the October 24, 2017 board meeting were approved as drafted with voice consent.

**Reports:**

Friends of Duluth Public Library

- The Friends have suggested working with Comfort systems to distribute information to entire population once a year of library events. DPL public relations staff will consider this.

Duluth Library Foundation

- A pre-signing of Brian Freeman's new book featuring the name of two Duluth residents is planned for April 30. These residents bid on a live auction item for this right at the Learning & Libations event, with the donations going to the Library Foundation.
- A fall fundraising campaign is underway with \$6,555 raised so far.

Manager's Report

- Staff development day was held on October 27, with an active shooter drill, mindfulness based stress reduction, and workshop on downloading electronic content to mobile devices. The next development day is planned for October 5, 2018.
- The two new half-time positions for library technicians have been hired from a pool of 106 applications.
- Due to the Foundation's sponsorship agreement with the Blue Cross Blue Shield Foundation, Duluth City Attorney Gunnar Johnson suggested drafting an agreement between the DPL and its Foundation to formalize their relationship. The agreement will be drafted by the Foundation, reviewed by the Library Board, finalized by the attorney's office, and ultimately approved by the City Council.
- Reading Without Walls Challenge, a partnership with UMD, invites people of all ages to read a book about something they don't normally read. It is designed to spread better appreciation and understanding of others and to learn new things. This challenge runs January 18 through February 24.
- One Book Northland will feature a book written by local author Katharine Johnson.

**Old Business:**

Main Library facility

- Dampeners to better control airflow have been ordered and are expected to be installed in late December 2017. No disruption in regular hours is anticipated.
- Capital improvement needs for 2018 include improved lighting and fixing building leak during Superior Street construction project.

- Kaleidoscope children's programming may be impacted during Superior Street construction project due to noise during the outdoor presentations. Staff are looking into alternate solutions.

#### Advocacy Update

- The Advocacy Board met with Mayor Larson on November 17, 2017 to thank her (and Jim Filby Williams) for ongoing support for the library as evidenced by being spared any funding cuts this year. The board highlighted ongoing concerns with the main library facility and the need to consider long-term solutions as well as the need for an early literacy specialist as outlined in the 5-year strategic plan.

#### Compass Consortium Update

- The library was not awarded grant funding. Additional resources are needed to initiate and complete the transition. Library management will be meeting with Filby Williams from the city and ALS staff to discuss the direction to take with moving forward.

#### Virtual Library Cards for Youth

- This project, which was discussed at length during the October 2017 board meeting, is designed to improve student access to library resources in collaboration with the public schools.
- The city attorney's office is working on a Memorandum of Understanding between the City of Duluth and ISD 709.

### **New Business:**

#### Arrowhead Library System Multitype Membership Agreement

- A new agreement has been drafted by ALS. After reviewing the document formalizing the library's role in the Arrowhead Library System there was a motion by Bogue and seconded by Ramsland to support it. Motion approved unanimously.

#### Smoking on Main Library Grounds

Concerns have been brought to the library by a patron and a staff member regarding cigarette smoking in front of the main doors.

- Views in favor of continuing to allow smoking: library staff would take on additional role of enforcement and it may discourage patrons who smoke from using library. Em Westerlund mentioned that it is legal to smoke on the sidewalk anywhere in Duluth including outside of public buildings. The area in question is partially library property and partially public sidewalk.
- Views in favor of banning smoking: second hand smoke is unhealthy for our patrons to walk through outside, some smoke enters the building, it is banned in other areas such as the Lakewalk, transit centers, and health care facilities, as well as smoking already banned within 15 feet of bus hub.

Board members agreed that redesigning the area in front of the Library with the street construction in summer 2018 would be an ideal time to address smoking concerns. Possibilities suggested: directing smokers to a desirable location nearby that would result in less smoke entering the building.

#### Minnesota Public Library Trustees' Handbook

Pages 45-48, 60-71 were discussed.

**Adjournment:** Meeting adjourned at 6:01 pm.

**Next meeting:** Tuesday, January 23, 2018; 4:30 p.m. at Mt. Royal Library branch.

**Friends of the Library Report**  
From meeting of January 16, 2018

- The Littlest Holiday Book Sale made \$1225 last December. In addition to being a nice little fundraising event, this sale also acts as a “friendraiser,” providing extra visibility for the Friends of the Library in the Mt. Royal neighborhood.
- The Friends board voted to turn over \$20,000 to the library to be used for 2018 library programming.
- Library PR staff has designed new DPL coffee mugs that will be available for a minimum \$10 donation to the Friends. Watch for them to be available at your favorite library location soon!
- The Friends board is in need of a few new members. If you have a friend or family member who would like to help support the library by considering a seat on this board please have them get in touch with Betty Ramsland or me.

*Submitted by Carla Powers*

## **Manager's Report to Library Board January 2018**

**Winter Reading Program.** The 2018 Winter Reading Program kicked off on Saturday, January 13. With a theme of "Reading Without Walls," the program invites people to read a book in a format they don't normally read, a book about a subject they don't know much about, and a book about a character who doesn't look or live like them. Special incentives to complete the challenge will be offered to kids, teens and adults. The reading program will run for six weeks, with events and prizes for participants of all ages. There were 255 in attendance for the kickoff. The highlight of this year's program will be a visit by well-known author Gene Luen Yang on January 22. DPL staff has arranged for him to speak to students at Lincoln Park Middle School that morning, and UMD is hosting a public event at 6:00 in the evening in the Kirby Ballroom.

**Priority Based Budgeting.** The City of Duluth is working on a new budget initiative designed to help ensure that the city budget is aligned with community priorities. Called priority based budgeting, this approach uses software to track what services are provided by the city's departments and divisions, as well as how much personnel and operational funding are required to provide these services. The first step is to identify our services (called "programs" in the software). That work is going on this month. Plans call for having the PBB framework in place for the 2019 budget process, which will begin in June.

**Virtual Library Card Update.** This project continues to move forward. The city attorney's office has drafted a legal agreement between the City and ISD 709, which currently is under review by city IT staff and staff from the school district. Sue Schumacher and I will ask for approval of the project from the city's IT Steering Committee next month, and a timeline is being developed for informing school media specialists and publicizing the new service.

**Pop-up Library Program.** Lately we've been running into a few problems in the lounge area on the top floor of the Main Library. A couple of our staff members, Julie and Jess, put their heads together to find a positive way to engage some of the people who are using this space. On December 20 Jess held a "pop-up" library program where she set up a table in the lounge, served hot chocolate and cookies, offered up books from the Friends' free cart, and answered people's questions about library materials and services. She reached 48 people, some of whom came up and asked questions, and others who just took a hot drink and said thanks. The program hasn't solved all of the problems, but Jess has noticed that more people smile and greet her and the rest of the staff now than in the past. She hopes to do another pop-up program in the future.