

# DULUTH PUBLIC LIBRARY BOARD

## Notice of Meeting

DATE: February 27, 2018

TIME: 4:30 p.m.

PLACE: Main Library Conference Room

### AGENDA

Call to order

Review and approve agenda

Public comments

Approve minutes of January 23 meeting

#### **Reports**

Friends of the Library – Powers

Duluth Library Foundation – Rosendahl

Library Manager's Report – Powers

#### **Old Business**

January 22 safety incident update

#### **New Business**

Appropriate Library Behavior Policy

Contact information for board members

ALS workshop/April board meeting

Minnesota Public Library Trustee Handbook p. 83-90

Adjournment

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

**DULUTH PUBLIC LIBRARY BOARD**  
**Minutes of Regular Meeting**  
**January 23, 2018**

**Call to Order:** Vice President Sperl called the meeting of the Duluth Library Board to order at 4:52 p.m. on Tuesday, January 23, 2018 at the Mt. Royal Branch after a Board tour of the facility. Agenda amended to add safety incident to Manager's report, approved with voice consent.

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

**Also Present:** Carla Powers, City Council liaison Em Westerlund, community member Jean Walsch of the League of Women voters

**Absent:** Matt Rosendahl Sandy Scheiber, Betty Ramsland

Agenda was reviewed and approved as written.

**Minutes:** Minutes of the November 28, 2017 board meeting were approved as drafted with voice consent.

**Reports:**

Friends of Duluth Public Library

- The Littlest Holiday Book Sale raised \$1,225 in December 2017.
- The Friends voted to turn a generous \$20,000 to the library to be used for 2018 programming.
- The Library PR staff and designed new DPL mugs that will be available for a minimum of \$10 donation to the Friends.
- New members are needed for the Friends board.

Duluth Library Foundation

- Report of funds provided to Board, including source of funds and the amount the Foundation turned over to the library in 2017.
- Amount dispersed to the library was \$38,812.13 in 2017. A new formula is being used to calculate how much is given to the DPL each year based on the value of the endowment.

Manager's Report

- The Winter reading program began January 12 with the theme of "Reading Without Walls" with 255 people in the audience for the kickoff event. On January 22 author and former National Ambassador for Young People's Literature, Gene Luen Yang, visited Lincoln Park Middle school and UMD. Both presentations were well received.
- The City of Duluth is adopting a new budget initiative called Priority Based Budgeting. The library will need to identify its services as its first step of compliance with PBB.
- Virtual library card program is moving forward. The legal agreement between the City and ISD 709 as been drafted and is under review. A timeline is being developed for informing the school media specialists and publicizing the new service.
- The top floor lounge area has been a location for problems within the library. Library staff Julie and Jess found a positive way to engage some of the people who use this space by hosting a "pop-up" library event on December 20 where they 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 services and materials. This program reached 48 people. It has not solved all of the problems in this area, however Jess has

noticed that more people smile and greet her and the rest of the staff now. The library hopes to do a similar event in the future.

- An incident occurred on January 22 in which a patron was disruptive. He was asked to leave, refused, pushed a staff member into a bookshelf, engaged in a fist fight with another patron who tried to intervene, and threw a chair. He also verbally threatened staff and patrons in attempt to discourage them from calling the police. Police were called immediately and responded in 7 minutes. Bogue moved to commend the staff involved, Henke seconded. Motion passed unanimously. Powers stated the current conduct standard covers these behaviors and the staff handled the situation well. One staff meeting regarding the incident occurred this morning and at least one additional meeting is planned.
- The Board will review the library's conduct policy at its next meeting.

### **Old Business:**

#### Main Library facility

- The long-awaited dampeners were fully installed last week and the project has been completed.
- As part of the Superior Street construction project this summer, steam to the Main Library will be temporarily shut off on May 1. The city is exploring options for how to heat the facility during the months of May and June.

#### Advocacy Update

- The group met most recently on November 17. Board members are encouraged to support pro-library letters to City Councilors and the Mayor. The advocacy group will keep the Board updated when a strategic time comes to increase this presence.

#### Compass Consortium Update

- Powers has requested a demo trial of the software and ALS will arrange this.
- Duluth materials are cataloged slightly differently than ALS. Catalogers will need to decide how to reconcile this difference.

### **New Business:**

#### Minnesota Public Library Trustees' Handbook

Pages 72-82 were discussed.

**Adjournment:** Meeting adjourned at 6:00 pm.

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

**Friends of the Library Report**  
From meeting of February 20, 2018

The Friends will close out their fiscal year on April 30. The only revenue category that is down is the category of memberships. \$15,500 was budgeted, and so far \$11,005 has been received. Expenses are slightly under budget. The treasurer presented a check for \$20,000 to the library. This fiscal year the Friends donated \$40,000 to the library, which is what the group had budgeted. Friends donations are used to fund library programs and events.

Foundation board member Theresa O’Gara has agreed to join the Friends board as the liaison between the two organizations. Theresa is replacing Milissa Brooks Ojibway, who is stepping down from the Foundation board.

The Friends are getting an appraisal on some World War I posters that have been sitting in a cupboard at the Main Library for many years. Library staff has determined that the posters are not part of the government documents collection, and they fall outside the scope of what we as a public library normally collect. We intend to turn over the posters to the Friends, the same way we turn over books withdrawn from the library, in hopes the Friends can find them a good home and raise a little money.

*Submitted by Carla Powers*

**Duluth Library Foundation Report**  
From meeting of February 13, 2018

The foundation is planning a new event. On Monday, April 30 at 5:30 p.m. at Glensheen, the foundation will host an event featuring Brian Freeman and his new book, which will be released the next day. Attendees will be able to purchase tickets for the event, which will gain them access to the event with heavy appetizers and a cash bar, and a copy of the new book. During the event, Brian will read from his new book, including sections sections that feature the names of two Duluthians who won the honor of having a character named after them at last year's libations. Save the date - and watch for more information!

In other event news, Books and Baseball will be held at the Huskies game at Wade Stadium on Sunday, July 15. And the 2018 Libations at the Library will be held on Saturday, September 15. Speakers are being scheduled as we speak, and it is shaping up to be the most exciting libations yet!

*Submitted by Matt Rosendahl*

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

**Duluthian article.** Recently we found out that DPL is going to be the focus of an article in the March/April issue of *Duluthian* magazine. Reporter Sheryl Jensen interviewed several library staff members and me, as well as Friends President Marcia Semerou and Foundation Executive Director Patra Sevastiades. Photographer Steve Isola came in to take pictures. As far as I can tell it will be a general interest piece about the library, its history and its role in the community.

**Priority Based Budgeting.** After having our list of "programs" approved by the Budget Office, we are now beginning the process of assigning a cost to each of the programs. The first step is to figure out how much staff time is spent on the various programs. From there we will assign operational costs and associated revenue to each program. The Budget Office has requested all of this information by March 9.

**Beanstack.** The outdated software that has been used to sign up and track progress in library reading programs will be replaced in time for Summer Reading. The current software program, called Evanced Summer Reader, has not been supported for some time. Library staff was not satisfied with Evanced's new software and began looking for an alternative. The option that was chosen is called "Beanstack." Currently we are getting a signed contract in place. Once that's complete the software will be installed and staff will be trained in time to roll it out for the Summer Reading Program in June.

**MNsure Partnership.** Last week I met with Megan Halena from Generations Health Care Initiatives, which organizes the MNsure navigator presence at the Main Library. Several months ago the navigator switched from an appointment-only system at the library to accepting walk-ins, and it has made a big difference in how many people are being served. Over the past five years there have been 750 MNsure enrollments completed at the library, and 280 of them took place just in the last six months. This partnership got off the ground thanks to a Blue Cross Blue Shield Foundation grant five years ago. MNsure has a navigator based here on Saturdays during open enrollment and on Thursdays all year around.

**Reading Without Walls.** Another fruitful partnership the library has been engaged in recently is the Reading Without Walls challenge in conjunction with the Kathryn A. Martin Library at UMD. Included in the packet is a letter from UMD thanking the library and recognizing staff involved in the project.

# UNIVERSITY OF MINNESOTA

---

*Duluth Campus*

*Library*

*416 Library Drive  
Duluth, MN 55812*

*Office: 218-726-8102  
Fax: 218-726-8019  
www.d.umn.edu/lib*

Dear Carla,

On behalf of the Kathryn A. Martin Library, we would like to thank you for Duluth Public Library's support of the Reading Without Walls program and Gene Luen Yang's visit to Duluth on January 22! The partnership between our libraries has been a critical part of the program's growth and success.

In the early stages of planning the Reading Without Walls program at UMD, we reached out to Richmond Kinney, who helpfully put us in touch with Jess Korpi. Since our initial brainstorming discussion, Jess has contributed creativity and enthusiasm that has increased the program's impact. She successfully advocated for DPL's adoption of Reading Without Walls as a winter reading theme, making this a community effort, rather than a university program. Throughout the program, Jess has consistently exceeded our expectations as a project partner. Each time we've faced a challenge or setback, she has communicated swiftly and clearly, maintained a positive attitude, and helped us identify solutions. Her ideas and organizational skills have helped us manage the large scale and substantial workload involved in this program. We cannot imagine the Reading Without Walls program without her involvement.

In addition to Jess, we feel fortunate to have worked with many talented and friendly DPL staff members, including Alicia, Byron, Dan, Emily, Heidi, Jocelyn, Laura, and Paul. During the Public Library Card Sign-Up Day event at the Mt. Royal branch, DPL staff created a Reading Without Walls display, provided extra staffing, and offered a friendly and welcoming atmosphere for UMD students, faculty, and staff. Jocelyn and Laura contributed important assistance and expertise in publicizing Gene Luen Yang's visit. Heidi's persistent efforts to organize Gene's visit to Lincoln Park Middle School made it possible for the sixth grade class to learn from and interact with the 2016-17 National Ambassador for Young People's Literature. Her responsiveness and troubleshooting skills helped ensure that Gene's Lincoln Park visit still took place despite his travel delays.

Without DPL's financial support and the contributions of committed staff described above, award-winning author and Reading Without Walls national spokesperson Gene Luen Yang's visit would not have been possible. While in Duluth, Gene spoke to 190 Lincoln Park Middle School students; 40 UMD students from Art & Design, Education, and Writing courses, and the Asian Pacific American Student Association; and 150 members of the Duluth and UMD campus community. In addition to Gene's visit, DPL co-sponsored additional UMD Reading Without

# UNIVERSITY OF MINNESOTA

---

*Duluth Campus*

*Library*

*416 Library Drive  
Duluth, MN 55812  
Office: 218-726-8102  
Fax: 218-726-8019  
www.d.umn.edu/lib*

Walls events, including a Banned Books Week Open House and a Public Library Card Sign-up Day. In total, events co-sponsored by DPL and the Kathryn A. Martin Library were attended by more than 500 members of the UMD and Duluth community.

Gene's visit was part of Duluth's participation in the Reading Without Walls challenge, a nationwide program designed to create a community of readers at UMD and in Duluth and encourage participants to encounter, discuss, and share diverse ideas, characters, genres, and perspectives through reading. As the signature event in Duluth's Reading Without Walls program, Gene's three presentations highlighted the importance of diverse voices and narratives in literature and encouraged participants to read beyond their comfort zones. At all three events, participants were able to ask Gene questions and learn from his personal experiences as a graphic novelist and comic book author. These events positively impacted our community and align well with DPL strategic goals 4 and 5.

Thank you for your support of the Reading Without Walls program! We are so happy that this program has brought our two libraries closer together, and we look forward to partnering with DPL again in the future!

Sincerely,



Kayleen Jones & Kim Pittman  
Reading Without Walls coordinators



Matt Rosendahl  
Library Director