

**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 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 has 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