

# DULUTH PUBLIC LIBRARY BOARD

## Notice of Meeting

DATE: October 24, 2017

TIME: 4:30 p.m.

PLACE: Main Library Conference Room

### AGENDA

Call to order

Review and approve agenda

Public comments

Approve minutes of September 26, 2017 meeting

#### Reports

Friends of the Library

Duluth Library Foundation – Rosendahl

Library Advocacy Team – Luoma

Library Manager's Report – Powers

#### Old Business

Main Library facility (relates to Goal 2)

Commercial use of plaza space (relates to Goal 4)

#### New Business

Overdue fines (relates to Goal 4)

Virtual library cards for youth (relates to Goal 1)

Minnesota Public Library Trustee Handbook p. 30-44

Set date for future meeting at Mt. Royal

Adjournment

Next regular meeting: Tuesday, November 28, 2017, at 4:30 p.m.

**DULUTH PUBLIC LIBRARY BOARD**  
**Minutes of Regular Meeting**  
**September 26, 2017**

**Call to Order:** President Rosendahl called the meeting of the Duluth Public Library Board to order at 4:32 p.m. on Tuesday, September 26, 2017. Agenda approved with voice consent.

**Members Present:** Lizzy Luoma, Sandy Scheiber, Nick Foucault, Neil Glazman, Matt Rosendahl, Sister Edith Bogue, Betty Ramsland, David Spert (leaving at 5:50 p.m.)

**Also Present:** Library Manager Carla Powers, Public Administration Director Jim Filby Williams, City Council liaison Em Westerlund (arriving at 4:45 p.m.)

**Absent:** Sue Henke

Agenda was reviewed. Powers requested that "rate for commercial use of plaza space" be added under new business.

**Minutes:** Minutes were approved as drafted with voice consent.

**Reports:**

Friends of Duluth Public Library

- Fundraising revenues from the annual book sale and membership are on budget. The Author Series Event featuring Mindy Mejia netted about \$2400.
- Thriftbooks is an organization the Friends are working with to sell leftover books from the annual book sale. So far this year they have netted \$257 for books that would otherwise have been offered for free to the public or recycled.

Duluth Library Foundation

- The 6<sup>th</sup> annual Learning & Libations was held on September 16, 2017. The event exceeded expectations with a total of 175 people attending (138 last year), gross receipts at \$30,000 (compared to \$18,600 last year), and the auction raising \$4100. Planning is already underway for next year.

Manager's Report

- Arrowhead Library System has completed a grant application for just under \$100,000 for Duluth libraries to join the Compass Consortium. Library staff started training for the switch to the new system and future trainings are being scheduled.
- The library's requests for capital equipment have been submitted for 2018 including \$12,000 for purchasing a new outdoor book drop for the Michigan Street side of the Main Library. A request was made for \$11,000 for adding shelving for youth services to replace current spinner shelves and rearrange for better customer service. This project would include rearranging staff space in order to expand Youth Services.
- Powers met with city Facilities staff to decide on capital improvement requests. The Superior Street reconstruction project will take place next year in front of the main library. There have been issues with groundwater seeping into the library and leaking into the Green and Gold rooms. A repair to the outside of the building below the level of the sidewalk will be done while the sidewalk is torn up for the Superior Street project. The repair is estimated to cost between \$250,000 to \$300,000. Property and Facilities manager Erik Birkeland plans to request \$325,000 in CIP funding for the library to fix the building vault and to replace the lighting controls in the meeting rooms.
- The Branch Librarian II position has been filled by Alicia Anderson. She has worked in the Hennepin County Library System and brings a wealth of experience and enthusiasm for working with youth.

## **Old Business:**

### Main Library facility

- Estimate for the dampeners came in around \$35,000, which was lower than the expected. The project is expected to take place in October and will help with temperature control year round.
- If the streets referendum passes on Nov 7, the city of Duluth's overall financial health will improve. The second half of November would be a good time to meet with Mayor Larson to advocate for a facility project. In accordance with the goals of the strategic plan, members of the Library Board and Advocacy Team will set up a meeting with Mayor Larson.

### Advocacy Update

- The Board members shared their contributions to the Love Your Library campaign.
- The Advocacy Team plans to meet on October 6 to discuss setting up a meeting with Mayor Larson.
- The Friends of the library received a thank you note and shared it with the Board.
- On November 6 the library's budget will be presented to the city council. Board members and general community members are encouraged to attend the meeting with the principal message of gratitude for not cutting services. It is appropriate to remind the Council the library has already dealt with significant cuts to funding when it lost a third of its staff 10 years ago and 2.5 positions in 2015.
- Rosendahl agreed to draft a letter that will highlight past cuts to the library and outline rationale for the library's inability to take any additional cuts.

## **New Business:**

### Strategic plan update

A recent meeting was held with the strategic planning steering committee and the consultant from Library Strategies who helped put together the library's strategic plan. The purpose of the meeting was to address accomplishments, challenges, and recommendations one year into the plan. School readiness is not making as much progress as hoped. The library Foundation is supporting this goal with their fundraising.

- Goal 1: School readiness. The early literacy position is still unfunded. Recommendations: spend the upcoming year investigating how to use approximately \$43,000 in annual savings from joining Compass for this purpose.
- Goal 2: Library capacity, technology and funding. Recommendations include improving advocacy, meeting with the mayor, using the Harwood or Aspen Institute model of community engagement to help make sure the community's voice is heard.
- Goal 3: Service model of supported self-service. Credit card implementation is underway, as is replacing PC management software. Communication with Facilities and IT staff has improved. Challenges include the fact that the layout at Main is not conducive to self-service.
- Goal 4: Services for all. Accomplishments include a project being discussed to provide better access to school kids; laptops in the teen area; outreach at the Steve O'Neil Apartments, Federal Prison, and Rainbow Center; and monthly programs for seniors at Mt. Royal. A decision was made to join Compass. The main recommendation is to improve self-checkout use to free up staff for other tasks.
- Goal 5: Public awareness. The consultant and committee were impressed with the new branding, flyers, social media, and programming. A new library website was launched and has gotten good public response. Recommendations are to continue investing in public awareness to educate the public on programming and services offered.

- Sperl pointed out that the main facility makes it more difficult to progress on the school readiness goal due to lack of space for children and families.

On a motion by Sperl, seconded by Luoma, strategic plan updates were approved unanimously.

Overdue fines

Tabled for future meeting.

Minnesota Public Library Trustees' Handbook

Pages 30-44 to be carried over to next meeting covering budget policy. Specific questions are listed and board members should bring their own responses for next month's discussion.

Rate for Commercial Use of Plaza Space

A private company has inquired about using the main library's plaza space on occasion. There is no fee set for this space. Powers proposed \$100 for a half day and \$150 for a full day, which would be comparable to the Green Room rental. This fee would not include use of the building, washrooms, or clean up. Determination of fee to be discussed at a future meeting as it would include more complex accommodation questions such as use of indoor facilities as well.

**Adjournment:** Meeting adjourned at 6:05 p.m.

**Next meeting:** The next meeting will be Tuesday October 24, 2017 at 4:30 p.m. at the Main Library.

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## **Friends of the Library Report**

In lieu of a meeting this month, the Friends got together for dinner to celebrate National Friends of Libraries Week.

### **Duluth Library Foundation Report**

From meeting of October 10, 2017

As previously reported, the 2017 Learning & Libations at the Library was an overwhelming success - but now we have the numbers to prove it. The event saw record profits of \$14,410 and record attendance of 177 guests! Planning for next year's event is already underway.

Sponsorships have also previously been discussed by the Library Board. The Foundation is pleased to announce that the first sponsorship has been secured. Blue Cross Blue Shield will provide \$3,500 in funding in 2018 to support Learning & Libations, Summer Concerts, and Wellness Day; their brand will appear on items at these events and associate the company with the library in a way that does not compromise the integrity of the library.

*Submitted by Matt Rosendahl*

### **Library Advocacy Team**

- The Friends, Foundation, and Library Board report success with the Love Your Library letters.
- Advocacy Board to meet with Mayor Larson on November 17th to advocate for continued support of the library and request future financial assistance with meeting the Strategic Plan's goals.
- Library Board members are encouraged to attend the City Council meeting on November 6th to show support of library services and a general message of gratitude.

*Submitted by Lizzy Luoma*

## **Manager's Report to Library Board October 2017**

**Compass Update.** We continue to wait for word on whether the Library Services and Technology Act grant was approved. The waiting has been difficult, especially because we know that if the grant comes through there will be a lot of work to do in a short period of time. A group of staff visited the Ramsey County Library's Shoreview Branch late last month to see Horizon acquisitions and cataloging in use. The Arrowhead Library System has set up a test database, which will allow for training and experimentation in a safe environment that won't affect the live database.

**Staff Development Day.** On Friday, October 27 all DPL libraries will close to allow staff to attend our annual training day. This year we plan to spend the morning doing an active shooter drill with the Duluth Police Department. Afternoon activities include a session on Mindfulness Based Stress Reduction and a workshop on how to download electronic content to various mobile devices. The Main Library will reopen on Saturday the 28<sup>th</sup> for regular hours.

**Library Technician Hiring.** We are in the process of hiring two half-time library technicians to replace staff who moved into full-time positions recently. Working with City Human Resources staff we are making some changes to how the positions are advertised and how the testing process works, in hopes of bringing in a more diverse pool of candidates. The deadline for applications is October 22, and the application review will begin the next day. We hope to have the new techs in place by late November or early December.

**Reading Without Walls.** DPL is partnering with UMD's Kathryn A. Martin Library this year to bring the Reading Without Walls Challenge to the Duluth area. UMD is running the challenge for most of the academic year. For DPL it will be the theme of our winter reading program. Reading Without Walls invites people to read a book with a character who does not look or live like them, read a book about a topic they don't know much about, and read something in a format that they don't normally read. The challenge originally was geared toward youth, but it is just as relevant for adults. It's designed to spread better appreciation and understanding for others, and to learn new things. Our winter reading program kicks off on January 13 and will continue through February 24.

**Youth Seat on Library Board.** Phil Jents from Mayor Larson's office mentioned recently that there has been discussion about creating a position on a few of the City's boards and commissions specifically for a youth member. The Library Board is one of the groups being considered for such a seat. With the strength of our teen programming and engagement, I think a high school student would be a great addition to our board. The concept is still in the discussion stage and details have not been worked out, but Phil is interested in input from Library Board members.