

DULUTH PUBLIC LIBRARY BOARD

Notice of Meeting

DATE: August 28, 2018

TIME: 4:30 p.m.

PLACE: West Duluth Branch Library

AGENDA

Call to order
Review and approve agenda
Public comments
Approve minutes of June 26 meeting

Reports

Friends of the Library – Ramsland
Duluth Library Foundation – Rosendahl
Library Manager's Report – Powers

Old Business

Main Library security update
Priority based budgeting
Agreement with Duluth Library Foundation

New Business

Book complaint
Advocacy planning
Library Board vacancy

Adjournment

Next regular meeting: Tuesday, September 25, 2018, at 4:30 p.m. in the Main Library Conference Room

DULUTH PUBLIC LIBRARY BOARD
Minutes of Regular Meeting
June 26, 2018

Call to Order: Vice-President Sperl called the meeting of the Duluth Library Board to order at 4:32 p.m. on Tuesday, June 26, 2018.

Members Present: David Sperl, Lizzy Luoma, Sue Henke, Sandy Scheiber (arrived at 4:56), Neil Glazman, Sister Edith Bogue (arrived at 4:39), Nick Foucault, Betty Ramsland

Also Present: Carla Powers

Absent: Matt Rosendahl, City Council liaison Em Westerlund, Jim Filby Williams

Powers added library usage statistics under New Business. Agenda was reviewed and approved as amended.

Public comment period: no comments

Minutes: Minutes of the April 24, 2018 board meeting were approved as drafted with voice consent. The minutes of the May 22 non-voting meeting were also approved with voice consent.

Reports:

Friends of Duluth Public Library

- No meeting was held in June; an oral report was given by Ramsland.
- The book sale fundraiser held in June was successful at raising over \$19,000.
- On August 28, from 10:30 a.m. until 3:00 p.m. the Minnesota Association of Library Friends (MALF) will hold a free workshop on the relevancy of libraries. Library board members are encouraged to attend.
- The Friends will have a booth at Sidewalk Days on July 11, 12, and 13. They will be selling books, giving away used books for adults, giving a new book to each child who stops by, and hosting activities for children.

Duluth Library Foundation

- Written report reviewed. No comments.

Manager's Report

- Written report reviewed.
- Narcan Training: this would be voluntary training for staff. Many libraries are now carrying Narcan kits and providing staff with training on how to administer.
- At this time, 1,079 people have registered for the summer reading program. Last year's total participation by the end of the summer was 1,767 people. The library hopes to have the same or better participation than 2017.

Old Business:

Main Library security update

- An interview with Applied Professional Services (APS) was held today at the main library to fulfill the security needs at the main library. Jim Filby Williams will work with the City to secure funding. It is hoped that this security contract will be in place by fall.
- A \$200,000 request will be made as part of the 2019 Capital Improvement Project budget for installing a bathroom on the main floor where the computer lab is currently located. This would provide additional safe and accessible bathroom capacity.

Priority Based Budgeting update

- Programs and services were scored by the library and submitted for a peer review process, which just finished last week. Overall results will now be reviewed by City administration.

- Powers answered a few questions from teams that were reviewing the library's scores.

Joint Library Board/Foundation/Friends meeting September 18

- This meeting will be held at 4:30 p.m., at a location to be determined.
- At the meeting the board would like to discuss priority based budgeting and how to combine advocacy efforts and data review.

New Business:

Agreement with Duluth Library Foundation and the City of Duluth

- Complete written contract was presented to the board.
- The city attorney suggested drafting an agreement when the Foundation began approaching businesses to sponsor library events. This agreement is meant to formalize the relationship between the library and the Foundation.
- Concerns were raised by the board that the library should have the ability to approve Foundation messaging. The board suggested creating a "Collaborative Marketing" section with wording similar to that under "Collaborative Fundraising." Under "Marketing and Volunteer Activities," the board suggested changing language from "The Library **will** assist the Foundation with marketing support, as needed . . ." to "The Library **may** assist the Foundation with marketing support, as needed. . ."
- Powers will bring these suggestions to the Foundation and the city attorney. The board will wait to approve this agreement until the final draft is submitted.

Library Usage Statistics review

- Program summary statistics reviewed comparing 2017 and 2018 at each location. The number of children's programs at the West Duluth has gone up slightly in the last year, however attendance has gone up greatly. The board wishes to acknowledge the importance of increased participation at these events.
- Hours, visitors, circulation, and internet use data for 2017 and 2018 were reviewed. At main, a minor decrease in all areas beginning in April was noted. Overdrive downloadable usage was not included in this report.

Tour of top floor changes:

- Brief tour to be held after meeting adjourns.

Adjournment: Meeting adjourned at 5:55 pm.

Next meeting: Tuesday, August 28, 2018; 4:30 p.m.; West Duluth Branch Library

Friends of the Library Report
From meeting of August 21, 2018

Two DPL employees gave a presentation on the new virtual library card available in September to all ISD #709 students (8,000 + preschool). Friends suggested quick followup that charter and private schools be included in this program. Press event set for Sept 5 at 11:30. Long discussion on current Treasurer's status, need for outside audit, and transfer of books to new Treasurer. Motions approved to include a third signatory at the bank, and two signatories on checks over \$250. Motion approved to accept resignation of Linda Hanson, and welcome Clarice Hietala as a new board member. \$295 made at Spirit Valley Days book sale. New laptop purchased for garage book sale volunteers. Change of meeting time to 4:00 p.m. in the future.

Submitted by Betty Ramsland

Duluth Library Foundation Report
From meeting of August 14, 2018

The 3rd annual Books & Baseball Day was held at Wade Stadium on Sunday, July 15. The Duluth Library Foundation partnered with the Duluth Public Library, the Duluth Huskies, the West Duluth American Legion Post 71, the Sons of the American Legion, the American Legion Auxiliary, Michael's Arts & Craft Store, and the Duluth Children's Museum. Children and families showed up an hour before game time to read with athletes. The weather was wonderful, and dozens of kids ran out onto the field to read with players. The result was welcomed by the Duluth Huskies management, which said they had a record attendance of 1,749 people!

The 3rd annual Olga Walker Memorial Award ceremony, held on Wednesday, August 1. This year, approximately 82 people attended (compared to 55 last year), and guests had delicious breakfast fare from Duluth Grill and coffee from Lake Superior Bakehouse. The event recognized generous contributions to the library from Elaine and John Killen, Ann and Robert Mars, and Alyce and Walter Rauschenfels.

With sponsorship from Blue Cross Blue Shield, "City Sounds - Concerts on the Plaza" returned in August. The four shows were a success, with large crowds. Food trucks were added to the events this year.

Learning and Libations returns next month. **BUY YOUR TICKETS NOW!!**
Join us on Saturday, September 15, 2018 – 6:00 pm – 9:30 pm
Held at the Duluth Public Library, Tickets \$75
<http://duluthlibraryfoundation.org/events/learning-libations-at-the-library/>

Submitted by Matt Rosendahl

Manager's Report to Library Board August 2018

Superior Street Construction Update. A project is currently underway to convert the Main Library's steam heating system to hot water. The work is being done primarily in the sub-basement and has not disrupted library operations. On September 4 repairs to the building vault will begin. Once that project is complete the sidewalk along Superior Street will be replaced. This phase of work is expected to take six weeks, during which time the Superior Street entrance will be closed and library patrons will have to use the Michigan Street entrance instead. We intend to take advantage of the closure to have the Superior Street entryway cleaned, refreshed and painted. The first phase of the Superior Street reconstruction project is expected to end by October 15.

Expired Registration Reminder. Circulation staff is working on email and text message reminders to alert people whose library card is about to expire and folks who have not used their library card in over a year and a half. The reminder about inactivity is meant to encourage the patron to see what's new at the library and redevelop a connection. The reminder about an upcoming expiration date explains what needs to be done to renew the patron's card. Once a library card expires, a patron cannot access downloadable content. The reminder may help avoid an interruption in library service. We hope to begin sending the reminders in early September.

Virtual Library Card Project. The official unveiling of the "Library Port" program has been rescheduled. A press event will be held on Wednesday, Sept. 5 at 11:30 a.m. Mayor Emily Larson and Superintendent Bill Gronseth will be among the speakers. Board members are welcome to attend, and there will be cake!

St. Louis County Health & Human Services Meeting. Jim Filby Williams, two library staff members and I met with several representatives from St. Louis County Public Health and Human Services in early August to discuss ways of working together more closely. We discussed the fact that there are more people using the library these days who are dealing with difficulties in their lives such as homelessness, addiction, and/or mental health conditions. We talked about getting crisis intervention training (CIT) for our staff, and offering up some space at the Main Library for county staff to meet with clients. Nothing specific was decided, but we agreed to continue the conversation. Richmond Kinney, a library supervisor who already has made a connection with county staff, is going to be our liaison for this work.

Fall Programs. Summer programming statistics are still in the process of being compiled, but in general we had a good summer in spite of the downtown road construction. I will have a complete report about summer programs at the September meeting. In the meantime, staff has started planning for fall. A couple of highlights include a fall reading program for adults and regular Saturday programs for children at Main.