

DULUTH PUBLIC LIBRARY BOARD

Notice of Meeting

February 28, 2017

4:30 p.m.

Main Library Gold Room

AGENDA

Call to order

Review and approve agenda

Introductions

Public comments

Approve minutes of January 24, 2017 meeting

Reports

Friends of the Library — **No report this month**

Duluth Library Foundation — **No report this month**

Library Manager's Report — Powers

Old Business

Main Library facility (relates to Goal 2)

Library Board/Friends/Foundation "summit" (relates to Goal 2)

Meeting room policy

New Business

Arrowhead Library System's "Compass" Consortium (relates to Goal 4)

Foundation sponsorships for library programs (relates to Goal 4)

Preparation for March election of new officers

Adjournment

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

DULUTH PUBLIC LIBRARY BOARD
Minutes of Regular Meeting
January 24, 2017

Call to Order: President Bogue called the meeting of the Duluth Library Board to order at 4:30 p.m. on Tuesday, January 24, 2017. The agenda was approved with the amendment to include Library Legislative Day at the end.

Members Present: Sister Edith Bogue, Virginia Katz, Sandy Scheiber, Matt Rosendahl, Betty Ramsland, David Sperl

Also Present: Carla Powers, Joel Sipress, Jim Filby Williams

Absent: Neil Glazman, Lizzy Louma

Minutes: On a motion by Rosendahl, seconded by Katz, the library board minutes of the regular meeting of November 22, 2016, were approved with the amendment to replace the phrase “building project” with “plans for the downtown library.”

The board accepted thanks and appreciation from Joel Sipress for our work on the board, and thanked him for being a fantastic City Council liaison.

Reports:

Friends of Duluth Public Library

- Written report was reviewed.
- Due to vandalism of the cash box on the Main Library’s “free cart,” plans for the Mt. Royal cart have been put on hold.
- Bingo project is being headed by Linda (of the author series). Due to requirements for licensing through the state, no specifics are set. Ideally the event would be a fundraiser held at Glensheen.

Duluth Library Foundation

- Written report was reviewed.
- Ramsland brought up the idea of melding the Friends and the Foundation together to make the groups’ work more effective. The concern was raised that since the groups have two distinct purposes it would be difficult to put them under one leadership.

Manager’s Report

- Written report was reviewed.
- The savings tally on library receipts was shared on several twitter feeds. There was discussion of using the savings information as a publicity tool. Getting the story to the paper and the Mayor would be important. Bogue suggested a “Tweet your receipt” campaign.

Old Business:

2016 Review/2017 Action Plan

- The idea behind the plan was to bridge the staffing study and strategic plan, and identify the staff member charged with leading each individual goal. It will provide a road map for year one of the strategic plan in addition to highlighting the accomplishments of the library to date.

- Bogue requested that each board member find a goal that they can be an advocate for and work with the project lead on.
- The goals were reviewed one by one.
 - Goal 1: Early literacy position is off the table for the time being, meetings with the Northland Foundation have occurred, meetings with ISD 709 are being planned. VOX is a new read-along format where the audio is self-contained in the book
 - Goal 2: iPad lending is almost ready to begin, and teen laptop purchases are in the works. The summit meeting between the three groups is part of this goal as well.
 - Goal 3: Working on credit card processing and updating software that manages public computer usage.
 - Goal 4: Continuing to reduce the size of the print collection at the Main Library and focusing on how to remove barriers to library use.
 - Goal 5: Looking to build on the branding work done by Swim Creative and leveraging social media during key times like National Library Week and Banned Books Week.

Main Library facility (relates to Goal 2)

- Powers suggested that a goal should be to list concrete steps the board can take to keep the awareness of the project in the forefront for 2017 and the 2018 budget. Bogue can mention it to our new councilor during the orientation.

New Business:

Library Boards/Friends/Foundation "Summit" (relates to Goal 2)

Previous summit focused on the groups explaining their missions to each other because there was some uncertainty and animosity surrounding that. Given the new board members, this is a good time to reconvene all the groups. It is a time to hear how each group can help each other. We'll shoot for a late winter/early spring Tuesday that is not the regular Friends or Library Board meeting. Carla will schedule.

Meeting Room Policy

DPL staff have been working on this for a while. Betty asked about banning guns. Because this is a public building, MN conceal-carry requires that they be permitted. However, threatening with a gun violates library behavior policy.

The board suggested clarifying language about meeting rooms at West branch being located adjacent to the library in City Center West. Powers will add language about library manager approving use of alcohol in a room as a first step before obtaining the required city permits. Powers will send out all changes for approval next month.

Introduction to the Arrowhead Library System (Katz)

The state has regional library systems, and ours is Arrowhead. Regional library systems provide services to libraries and support library services to communities. As DPL is a bigger city library, we don't need quite as many services from the system as the libraries in small towns do.

Funding comes from the State of Minnesota and counties encompassed within the Arrowhead System. The board consists of three representatives from St. Louis Co, representatives from other counties served by Arrowhead, a rep from special libraries, a rep from school libraries and a rep from public libraries. Arrowhead provides mail-a-book service and a bookmobile. As a requirement of membership, member libraries must adopt a

minimum set of policies. Arrowhead's Board of Trustees meets monthly. The Arrowhead offices are in Mountain Iron. There are two kinds of systems in Minnesota -federated (like Arrowhead) and consolidated (like Great River Regional Library). Arrowhead receives a great deal of Legacy funding, and then takes applications from libraries to utilize the Legacy funding for programming. Katz will continue her term of service beyond the end of her term on the library board. Arrowhead Director Jim Weikum will visit the board next month to review Arrowhead's services and discuss Duluth joining their integrated library system.

Legislative Library Day

No discussion.

Reminder: Library officer elections will be held in March.

Adjournment: Meeting adjourned at 6:07 p.m.

Library Manager's Report February 2017

MNsure Walk-in Hours. 2017 marks the third year that the Duluth Public Library has been a partner in the Insure Duluth Coalition and a site where people can meet with a MNsure navigator. Because of the popularity of the library as a meeting place, navigator walk-in hours are going to be expanded beginning March 2. A navigator will be available from 10:30 a.m. until 6:00 p.m. every Thursday. Although open enrollment has ended for people purchasing plans in the marketplace, anyone with a qualifying life event and those who qualify for Minnesota Care can sign up at any time during the year.

Credit Card Processing. This project is continuing to move forward. One of the library's staff members has researched various options for credit card processing software. Last week staff from the library, IT and the city's finance department viewed a demo of one of the options. A meeting is scheduled soon to discuss the viability of some of the other options. There's no definite timeline yet on when we'll have a system in place.

Retirement. One of the library's key staff members has announced she will retire at the end of April. Myra Kenner has been the head of the business office for many years. She is our liaison with the city's finance and human resources departments, oversees the acquisitions process for library materials, handles most of the purchasing for the library, and serves as my right-hand person in preparing and tracking our budget. She has brought a unique and important skill set to the position and leaves some big shoes to fill. The job description has been reworked to reflect what the library's needs are moving forward, and earlier this week we got approval to fill the position. My hope is to have someone in the job by mid-April in order to allow for a two-week overlap.

Graffiti. Recently we've been experiencing an increase in racist graffiti at the Main Library. Most of it has shown up in the top floor men's room, but it was discovered in the top floor lounge area as well. Staff has notified police, but it's hard to find the perpetrator after the fact. Staff members are making a special effort to walk through the library as often as possible and are enforcing the appropriate library behavior policy to ensure that the library is a welcoming place for all people in the community.

Elevator. At this writing the elevator at the Main Library is out of service. On February 22 it stopped slightly between floors, leaving about a six-inch gap. A library shelver stepped in without noticing the gap. Fortunately she was not injured, but we followed City procedures and filled out an incident report to document what happened. When an elevator malfunction results in a written accident form, the state elevator inspector is required to inspect the elevator before it can go back into service. We've been having this problem intermittently for a year or so, and so far the elevator company has been unable to recreate or repair it. The elevator technician is going to replace some parts in hopes of solving the problem.

Duluth Public Library Meeting Room Policy

The Duluth Public Library offers meeting rooms at the Main Library for individuals, community organizations and businesses that wish to provide a forum for learning, creativity, and engagement. Meeting space at the Mt. Royal Branch Library is available for library programs only. Meeting rooms adjacent to the West Duluth Branch Library at City Center West must be booked through the Evergreen Senior Center.

Requirements for Use of Meeting Rooms

1. Admission cannot be charged for meetings or events at the Duluth Public Library. The library's meeting rooms are not available for sales or fund raising. Exceptions may be made for programs or sales conducted by the Friends of the Duluth Public Library and the Duluth Library Foundation. Sale of materials directly related to library sponsored programs (for example, books for sale at an author visit) may be allowed at the discretion of the Library Manager.
2. The library always has first priority to schedule use of the facilities for its own programs and events.
3. Groups are responsible for bringing their own supplies. The library does not provide refreshments, supplies, or equipment for meetings. There is no public kitchen in the library building.
4. Chairs and tables are available in the meeting rooms for meeting organizers to set up as they need; however, no furniture or equipment is provided for groups using the plaza space. The meeting rooms must be left in a clean and orderly condition. Damage is the responsibility of the meeting room user.
5. The library is a public building. Smoking is allowed only outdoors in designated areas. Alcoholic beverages may not be dispensed or consumed on library grounds unless express permission is granted by the Library Manager and all applicable city requirements are met.
6. All groups using the meeting rooms must abide by the Appropriate Library Behavior Policy. Please be respectful of all library patrons and staff when in the library.
7. Use of the library meeting rooms does not constitute library endorsement of the philosophies, practices or viewpoints of the meeting participants.

Reservation Information

1. Meetings sponsored by City of Duluth departments, community groups, and government and nonprofit organizations are free of charge. All other groups and anyone using the room for a private event must pay the rental fees. Fees have been approved by the Duluth City Council.

2. Meetings inside the building must take place during the library's open hours, and groups should end their meetings at least 15 minutes before closing. Meetings in the Conference Room may not last beyond 5:00 p.m., and the Conference Room is not available on Saturdays.
3. The library reserves the right to cancel use of the meeting rooms in the event the library needs to close due to inclement weather or an emergency.

The Duluth Public Library's policies are subject to change without notice.

Adopted (DATE)

Duluth Public Library Board