

**DULUTH PUBLIC LIBRARY BOARD**  
**Notice of Meeting**  
**DATE: April 25, 2017**  
**TIME: 4:30 p.m.**  
**PLACE: Main Library Conference Room**

**AGENDA**

Call to order  
Review and approve agenda  
Introductions (if needed)  
Public comments

Approve minutes of March 28, 2017 meeting

**Reports**

Friends of the Library - Powers  
Duluth Library Foundation- Rosendahl  
Library Manager's Report- Powers  
Notes from Gathering of Associated Library Advocates- Powers

**Old Business**

Main Library facility (relates to Goal 2)

**New Business**

Library Advocacy Group (relates to Goal 2)  
Minnesota Public Library Trustees Handbook  
Meetings at branches

Adjournment

Next regular meeting: Tuesday, May 23, 2017, at 4:30 p.m.

**DULUTH PUBLIC LIBRARY BOARD**  
**Minutes of Regular Meeting**  
**March 28, 2017**

**Call to Order:** President Bogue called the meeting of the Duluth Library Board to order at 4:35 p.m. on Tuesday, March 28, 2017.

**Members Present:** Sandy Scheiber, Virginia Katz, Lizzy Luoma, Sister Edith Bogue, David Sperl, Neil Glazman, Matt Rosendahl

**Also Present:** Carla Powers; Library Board appointee Nick Focault; City Council liaison Em Westerlund;

**Absent:** Megan Oswald, Betty Ramsland

**Minutes:** On a motion by Glazman, seconded by Sperl, the library board minutes of the regular meeting of February 28, 2017, were approved as drafted.

**Reports:**

Friends of Duluth Public Library

- Upcoming book sale is scheduled for June 12-15, 2017 as well as proposed book sales or donations at Sidewalk Days July 12-14.
- The Friends website is being redesigned for easier updating; this process is expected to take a few months.

Duluth Library Foundation

- New officers have been elected and they welcomed two new members including the Matt Rosendahl who also serves on the Library Board.
- Libations at the Library is scheduled for September 16, 2017.

Manager's report

- Several DPL staff participated in a conference call with a library that migrated from a Polaris computer system (what DPL uses now) to one operated by Sirsi/Dynix (the vendor for the Arrowhead Library System's Compass Consortium). The staff gained insight into missed features and advice on migration process.
- Wellness Day was held on March 1 with programming to promote healthy lifestyle. The staff intends to make this an annual event.
- Seed Library is in need of a long term volunteer to help with packing, planning events, and organizing member information into a database. Library staff have reached out to the Community Garden program,

**Old Business:**

Main library facility

Elevator is back in service; it had been out of service for a few days. Westerlund updated Mayor Larson on Compass presentation to try to minimize costs, proposing that savings be matched by the city for continued library service.

## Library board/Friends/Foundation "Summit"

Date was shared again, and Powers encouraged all board members to attend if possible with RSVP to be sent out this week. Schedule for event discussed. Rosendahl suggesting Designed Alliance between groups to discuss how all groups work together for a common goal. Westerlund planning to speak at beginning of event, followed by remarks from individuals from Friends, Board, and Foundation.

## Foundation sponsorship for library programs

Board in agreement that sponsorship for library programs should flow through the foundation, not directly through the library. Concerns discussed regarding balancing the recognition sponsors require with sponsorship being based on library need.

## **New Business:**

### Annual report

Computer use and circulation were down this year. The decrease is attributed to Mt. Royal branch being closed for remodel during summer. Overall square footage of library increased. On a motion by Sperl, seconded by Glazman, the report was approved.

### Laptop policy

Two changes were made 1.) Teens using laptops in teen area are encouraged to show identification for check out, however library card or official identification are not required. This is to promote use by teens who may not have these resources. 2.) The library has expanded to offer computer mice for check out. On a motion by Glazman, seconded by Sperl, the laptop policy was approved as written.

### Strategic plan

Goals divided between board members to ensure all goals are addressed.

Goal 1: Sperl and Scheiber

Goal 2: Glazman

Goal 3: Rosendahl

Goal 4: Bogue

Goal 5: Luoma

### Election of new officers

Three new officers elected unanimously.

President: Matt Rosendahl

Vice President: David Sperl

Secretary: Lizzy Luoma

The Board thanked Virginia Katz for her 10+ years of service on the Library Board. She is required to step down upon completion of her second term. Thanks also to Sister Edith Bogue for serving as president this last year. Megan Oswald has notified the Board she is moving out of the area and will resign in June.

Adjournment: Meeting adjourned at 6:03 p.m.

## **Friends of the Duluth Public Library Report from meeting of April 18, 2017**

**Shiny Paper Recycling.** With a major periodicals weeding project in the planning stages at the Main Library, the Friends are making arrangements for hauling the shiny paper to a recycling center that will pay 10 cents per pound. At this time they do not plan to accept shiny paper donations from the public, as there are not enough volunteers to manage and sort the donations.

**Author Series.** Friends' board member Linda Hanson has contacted a couple of Minnesota mystery authors about doing fund raiser events. One is first-time author Mindy Mejia, who wrote a novel called Everything You Want Me to Be. The other is Wendy Webb, who has written three mystery books and has a fourth due out this fall. The Friends would like Mejia's event to be held at Fitger's and Webb's to take place at Glensheen. Planning is still in the early stages, so stay tuned for more information to come in the next few months.

**Lake Superior Libraries Symposium.** Again this year the Friends of the Duluth Public Library will help sponsor the Lake Superior Libraries Symposium, which will take place Friday, June 9 at the Kathryn A. Martin Library at UMD.

*Submitted by Carla Powers*

### **Duluth Public Library Foundation Report to the Duluth Public Library Board**

- There was a very positive response to the GALA. The board of the foundation is eager to collaborate on advocacy efforts. David Sproat will be the foundation member of the lead team for advocacy work.
- The foundation is working on a model for programming and/or on-going sponsorships in a way that can provide revenue to support library programming while also maintaining the overall integrity of the library and its operations.
- The foundation has applied for a large grant (\$30,000+) that, if received, will benefit the youth services area by providing new furniture and refurbishing some existing furniture.
- The foundation will once again provide funding for the Anime/Manga club and the Summer Concert Series.
- Remember that libations will be held on September 16. There are new speakers and other features for this event this year — don't miss it!

*Submitted by Matt Rosendahl*

## Library Manager's Report April 2017

**Staffing Changes.** Myra Kenner, whom some of you may know as the longtime head of the library's business office, will be retiring at the end of this month. She serves as my right-hand person, tracking our revenues and expenditures, helping to coordinate personnel matters, and maintaining the library's usage statistics (among many other duties!) She will be replaced by Marie Weber, who currently oversees circulation. I am still awaiting approval from the City to fill Marie's circulation position.

**Bookmark Contest.** Our 5th annual summer reading program bookmark contest officially kicked off the first week in April and continues until May 5. In the past the contest was open only to youth, but this year adults are invited to join in the fun as well! Prizes will be given to the winner in each category. Winners will have their entry printed on bookmarks to be given away at the libraries this summer, and they'll have their picture taken for the library's website. Library staff will judge the entries on May 9 and winners will be announced shortly thereafter.

**One Book Northland.** On April 25 local author Lucie Amundsen will speak about her book *Locally Laid: How We Built a Plucky, Industry-Changing Egg Farm- From Scratch* at a public event in the Spirit of the North Theater in the Fitger's Complex. The evening will begin with social time at 6:30, and Amundsen's talk will take place at 7 p.m. There will be a cash bar, free hors d'oeuvres, and copies of the book will be available for purchase. More information and a discussion guide can be found online at <http://duluthlibrarv.org/adults/one-book-northland/>.

**New Library Cards.** Our PR staff is very excited to be rolling out library cards with two new designs. One design features the new logo, and the other is a children's card. Both are colorful, attractive, and include a keytag along with the card itself. A press release is going out soon, and during the month of May we will celebrate the new cards by offering a free "upgrade" to library patrons who want turn in their current card for one of the new designs. Normally it costs \$3 to replace a library card before it expires.

**Community Story.** Richmond Kinney, DPL's supervisor for adult and technical services, passed along a story about something that happened at the last library book group meeting. I think it's worth sharing: "In February the book group book was *The New Jim Crow* and after the meeting officially ended, two of the attendees (both young women in their early 20s) exchanged contact information and talked about forming a community group that would host open round table discussions about issues that are hard to discuss. They want a space where people can disagree in a kind and respectful way."

**Gathering of Associated Library Advocates (GALA)**  
**Notes from meeting of April 11, 2017**  
**Mt. Royal Library Blue Room**

**Library Board members present:** Sister Edith Bogue, Nick Foucault, Lizzy Luoma, Matt Rosendahl, David Sperl

**Friends of the Library Board members present:** Carol Kelley, June Kreutzkamp, Sheri Olson, Liz Pearson, Marcia Semerau, Mary Sullivan

**Duluth Library Foundation Board members present:** Tab Baumgartner, Virginia Katz, John Kelly, Theresa O'Gara, David Sproat

**Others present:** City Councilor Em Westerlund, Public Administration Department Director Jim Filby Williams, Library Foundation Executive Director Patra Sevastiades, Library public relations staff members Jocelyn Baker and Laura Selden, Library Manager Carla Powers

**Welcome/call to order:** Powers called the meeting to order at 4:35 p.m. and thanked the group for being here. Impact of Citizen Advocacy: Councilor Westerlund outlined various ways that the library's support group members can take a more active role in advocating for the library's needs. Possibilities include the three minutes for citizens to be heard at the beginning of a City Council meeting, emailing councilors, or requesting a separate Committee of the Whole meeting to discuss library issues. She stressed that those in attendance at the GALA are the experts in library issues. Without demonstrated support from advocates, the library could end up moving to the back burner. She encouraged library supporters to share stories about how the library is impacting people's lives.

**Library Board:** President Matt Rosendahl gave a brief synopsis of the Library Board. This board consists of nine members appointed by the Mayor and confirmed by the City Council for up to two terms of five years each. The board's role is to advise the City Council, City administration and Library Manager, as well as to approve policy and advocate on behalf of the library. Friends of the Library: President Marcia Semerau provided some history of this group, which initially began in 1944. The Friends of the Library is a membership organization whose primary purpose is to generate financial support for library needs not provided for in the City budget. Funding is generated from a large annual book sale, several smaller book sales, membership dues, and occasional events such as the Author Series.

**Duluth Library Foundation:** President Dave Sproat explained that the Foundation was established in 1990 as the result of a bequest left by Olga Walker when she died in 1964. The funds were used to create an endowment, which has grown to more than \$1 million. The Foundation employs one full-time and one part-time staff member. It supports the library by disbursing up to 3 percent of the endowment's value to the library and by applying for grants to fund library needs.

**Introductions:** Attendees took turns introducing themselves, mentioning which organization they're affiliated with and what excites them about the organization's mission.

**Advocacy:** Sr. Edith Bogue introduced the topic of advocacy, noting that library supporters aren't necessarily library users. She said the first step is to develop an advocacy mindset, and sharing stories is more powerful than sharing statistics. She mentioned that the American Library Association has a membership level for library supporters and operates a free advocacy webinar series called the Library Campaign Training Institute. She handed out a bibliography of helpful advocacy resources.

**Coordinated Brand:** Dave Sproat kicked off the discussion by noting that to the public there is no distinction between the library's supporting organizations and the library itself. He recommended that rather than resisting that or trying to educate the public about the specific role of each group, the organizations embrace it and work together to establish a more consistent brand. He suggested that the Foundation's and Friends' websites could more seamlessly mesh with the library's website. An opportunity to donate should be very prominent. He also mentioned the need for a consistent message so that all library supporters have a brief and powerful "elevator speech" at the top of their minds.

Matt Rosendahl mentioned that the Main Library building needs to become a higher priority for City government. He reviewed some of the work relating to the building that a citizen committee did a few years ago and encouraged the group to make the building a focus of advocacy efforts.

**Closing Thoughts/Next Steps:** There was brief discussion about how best to move forward with advocacy efforts. Virginia Katz suggested that the president of each organization find volunteers to serve on an ad hoc steering committee. The group agreed.

Meeting adjourned at 6:00 p.m.

*Notes by Carla Powers*

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**AGENDA**

Call to order  
Review and approve agenda Introductions  
Public comments  
Approve minutes of April 25, 2017 meeting

**Reports**

Friends of the Library - Powers  
Duluth Library Foundation - No report this month  
Advocacy Leadership Team- Luoma  
Library Manager's Report- Powers

**Old Business**

Main Library facility (relates to Goal 2)  
Meetings at branches (relates to Goal 5)

**New Business**

2018 budget  
Minnesota Public Library Trustee Handbook p. 1-14

Adjournment

Next regular meeting: Tuesday, June 27, 2017, at 4:30 p.m.



## **DULUTH PUBLIC LIBRARY BOARD**

### **Minutes of Regular Meeting APRIL 25, 2017**

**Call to Order:** President Rosendahl called the meeting of the Duluth Library Board to order at 4:30 p.m. on Tuesday, April 25, 2017. On a motion by Sperl, seconded by Scheiber, the agenda was approved as reordered.

Members Present: Sandy Scheiber, Lizzy Luoma, Megan Oswald, Sister Edith Bogue, David Sperl, Nick Focault, Matt Rosendahl,

Also Present: Carla Powers, Jim Filby-Williams

Absent: Betty Ramsland, Neil Glazman

Minutes: On a motion by Bogue, seconded by Luoma, the library board minutes of the regular meeting of March 28, 2017, were approved as drafted.

Reports:

#### Friends of Duluth Public Library

- Lake Superior Libraries Symposium. Registration is open now for the full day event. The theme this year is "Beyond Neutral" to promote inclusion in libraries.
- Arrangements have been made for shiny paper recycling for discarded library periodicals as a fundraiser. This is only for library materials at this time.

#### Duluth Library Foundation

- The foundation is again sponsoring the Anime/ Manga club and the summer concert series.
- A grant of \$30,000+ has been applied for to provide new and refurbished furniture in youth services.

#### Manager's Report

- Staffing changes. The head of library business office is retiring this month and will be replaced by a current employee. Waiting on approval from City to fill this employee's former position in Circulation.
- Bookmark Contest. The library is accepting entries from adults and children. Completed bookmarks are due May 5, 2017.
- One Book Northland. Local Author Lucie Amundsen will speak about her book tonight.
- New Library Cards. New cards with 2 attractive designs options with new logo feature keytag along with the library card. Press release is planned to go out soon. Current library card holders will be able to upgrade to new cards for free during the month of May. It normally costs \$3 to replace a library card before it expires.

#### Notes from Gathering of Associated Library Advocates

- GALA meeting held recently, multiple board members present. Majority of time was spent with individual contributions. There was a positive response with members eager to collaborate on advocacy efforts. Outcome of meeting: Form an additional group to coordinate advocacy from the three current groups. Group to be called Library Advocacy Team.

## **Old Business:**

### Main Library facility

- Powers reporting \$90,000 of capital funding from the city has been set aside for projects at the Main Library. Needs include replacement of the lights in the Green Room, repair of crumbling concrete near the plaza and replacement of at least some of the dampeners for better air quality in the building. Board supports prioritizing dampeners due to ongoing air quality issues and increased cost if delayed.

## **New Business:**

### Library Advocacy Team

- Board appointed Luoma as representative to newly created Library Advocacy Team to work with one representative from Friends of the Library and one representative from Foundation.
- Role of Team discussed. Library staff and city administration may be called upon as resources to direct goals, however they should not be in regular attendance at meetings. This is to give advocates autonomy in a situation where city goals may be different than advocacy goals.
- Advocacy Team will submit reports to Library Board to ensure there is continuity in advocacy goals with progress already being pursued by the library.

### Minnesota Public Library Trustees' Handbook

Handbook made available in print to board members and is available in PDF on the Minnesota Department of Education website. The Board will review a few relevant sections at subsequent meetings.

### Meetings at branches

Future Library Board meetings this year will be scheduled at both branch locations. Powers will check schedules and notify board.

Adjournment: Meeting adjourned at 5:30 p.m.

Next meeting: The next meeting will be Tuesday May 23, 2017 at 4:30p at the Main Library.

## **Friends of the Duluth Public Library Report from meeting of May 16, 2017**

**Book Sale.** The book sale is fast approaching and was a major topic of discussion at the last Friends board meeting. As of now there are still slots available for volunteers who want to help out. Milissa Brooks-Ojibway is coordinating the volunteers, and I can give you her contact information if you need it. I will bring a few yard signs to the Library Board meeting in case you'd like to help publicize the sale. The book sale will kick off on Monday, June 12 with Friends-only day and continue through Thursday, June 15.

**Sidewalk Days.** The Friends plan to have a presence at the downtown Sidewalk Days Festival July 12 through 14. They will sell paperbacks for 50 cents and hardcover books for \$1, as well as offer activities for kids.

**Author Series.** On Monday, August 14 author Mindy Mejia will be at the Spirit of the North Theater in Fitger's to discuss her novel Everything You Want Me to Be. The event will feature free refreshments, a cash bar, and a silent auction. Tickets are \$20 and will be available at the book sale or by contacting a member of the Friends board.

*Submitted by Carla Powers*

## **Advocacy Leadership Team Report to the Duluth Public Library Board**

The Advocacy Leadership Team members have been appointed. David Sproat will represent the Library Foundation, Sheri Olson will represent the Friends of the Library, and Lizzy Luoma will represent the Library Board. The first meeting has not been scheduled but is planned to take place within the next month.

*Submitted by Lizzy Luoma*

*The Duluth Library Foundation did not meet in May.*

## Library Manager's Report May 2017

**One Book Northland.** Lucie Amundsen's appearance in Duluth was well attended, with 140 people gathered in Fitger's Spirit of the North Theater on April 25. Lucie gave an engaging presentation and answered lots of questions from the audience. On May 4 she did a presentation at the Cloquet Public Library that brought in 35 people. Cloquet staff was pleased with the attendance and her talk. Lucie ended up making an additional, unscheduled appearance at the Cloquet Library's book club after the Pine Journal erroneously reported that she would be there. Mark said the author's presence enlivened the event and 22 people showed up, which is double the usual attendance for this book club.

**MnLINK Meeting.** Each May the directors of libraries that do direct lending and borrowing on the statewide MnLINK interlibrary loan network gather in Brooklyn Center for an in-person meeting. I attended this meeting on May 4. An interesting fact that was shared this year is that on the whole, interlibrary loan is slowly declining nationwide. However, large consortia such as MnLINK are an exception to this trend, probably due to their robust delivery system and low cost. So far in fiscal year 2017 statewide use of MnLINK is up over FY 2016. Last year DPL borrowed 9,671 items from other libraries to fill our patrons' requests and loaned 11,236 items to libraries outside of Duluth. In 2015 we borrowed 9,825 items and loaned 10,788.

**Lloyd K. Johnson Foundation Site Visit.** On May 9 the executive director of the Lloyd K. Johnson Foundation and one of her board members came to the Main Library for a site visit related to a grant that the Duluth Library Foundation has applied for. Approximately \$35,000 is being sought for replacing or repairing old, worn out furniture and laminate in the youth services area. With school readiness being a key goal in our strategic plan, it's more important than ever to have a clean, colorful and inviting space to attract children and their caregivers. The Library Foundation expects to find out on June 20 whether the grant application was successful.

**Branch Librarian II.** After a delay of many months we have gotten the go-ahead to fill a position to oversee the branch libraries. Applications will be accepted through June 4. This position will coordinate scheduling, programming and collections at West Duluth and Mt. Royal, working closely with the Youth Services and Branch Supervisor. This will, in turn, free up the supervisor to do more work around the early literacy initiative.

**Summer Reading Program.** The summer reading program, with a theme of "Reading by Design," will begin June 5 and run through August 18. Children birth to 17 can win prizes for reading books (or being read to). All children and teens who read for 20 hours will receive a book of their choosing to keep. Adults can enter prize drawings by reading or attending events at the library. Along with the ever-popular Kaleidoscope program, band concerts and Food Truck Fridays, this year's summer programs will include an eclipse viewing party, "crafternoons" for adults and a zombie apocalypse escape room for teens. More information can be found on the library's website.