

DULUTH PUBLIC LIBRARY BOARD
Notice of Meeting
DATE: June 27, 2017
TIME: 4:30 p.m.
PLACE: Main Library Conference Room

AGENDA

Call to order
Review and approve agenda
Public comments
Approve minutes of May 23, 2017 meeting

Reports

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

Old Business

Main Library facility (relates to Goal 2)
2018 budget

New Business

Overdue fines (relates to Goal 4)
Information Display Policy
Minnesota Public Library Trustee Handbook p. 15-29

Adjournment

Next regular meeting: Tuesday, August 22, 2017, at 4:30 p.m. at the **West Duluth Branch Library**

DULUTH PUBLIC LIBRARY BOARD
DRAFT Minutes of Regular Meeting
May 23, 2017

Call to Order: President Rosendahl called the meeting of the Duluth Library Board to order at 4:31 p.m. on Tuesday, May 23, 2017. Powers added Foundation sponsorship under New Business. On a motion by Ramsland, seconded by Luoma, the agenda was approved as reordered.

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

Also Present: Carla Powers, Public Administration Director Jim Filby Williams, Library Board appointee Sue Henke, City Council liaison Em Westerlund, Reporter John Ramos

Absent: Neil Glazman

Minutes: On a motion by Bogue, seconded by Oswald, the library board minutes of the regular meeting of April 25, 2017, were approved as drafted.

Reports:

Friends of Duluth Public Library

- The annual book sale will take place June 12-15 at the main library. Volunteer opportunities are still available. An additional book sale will take place at Sidewalk Days Festival July 12-14 in downtown Duluth.
- Tickets soon to be available for \$20 to see author Mindy Mejia speak about her book at the Spirit of the North Theater in Fitger's.

Duluth Library Foundation

- No report this month

Advocacy Leadership Team

- Recently created board will have its first meeting next week. Officials are David Sproat of the Library Foundation, Sheri Olson of the Friends of the Library, and Lizzy Luoma of the Library Board.

Manager's Report

- Written report reviewed with information on One Book Northland, MnLINK Meeting, Lloyd K. Johnson Foundation site visit, Branch Librarian II position, and the Summer Reading Program.

Old Business:

Main Library facility

- Powers reporting no new updates. Heat is still on and is facility has been a comfortable temperature. Air conditioning is expected to work this year.
- Redoing lighting controls in the Green Room (main building) is estimated at a total cost around \$50,000, has not been out to bid. There are other, higher priority projects for the library's portion of capital funding this year.

Meeting at Branches

- According to Goal 5 of the Strategic Plan to improve Board knowledge of library facilities meetings will be: August at West Duluth, September at Mt. Royal.

New Business:

2018 Budget

- Library revenue from fines has decreased and revenue from photocopies has increased compared to last year. Total revenue is static at about \$90,000 + \$42,000 reimbursement from ALS. Powers will be meeting with city to review details. Filby Williams confirmed that all library revenue goes to the city's general fund. A budget gap is expected and the early literacy librarian position as outlined in the Strategic Plan may not be funded. Bogue pointed out that this position would align with city initiatives for early education. Currently there are 5 job action forms for open positions: Senior Tech for circulation (full time), two Library Technicians (full time), and two Library Shelves (part time). Converting to the shared computer system operated by Arrowhead Library System is still in information-gathering phase as possible cost-saving measure.
- There was discussion on getting rid of library late fines. Other public libraries that have stopped overdue fines have found materials are still returned around their due dates. Powers and Rosendahl will send resources to Board members on this possible library model change. Fines are a particular barrier to youth using library services who have decreased control with checking out materials, transportation to libraries, and resources to cover small fees. This will be discussed under New Business for next meeting to ensure library access goals are aligned with current fine policies. Powers will identify number of adult and youth users blocked due to fines.
- City administration is still in information-gathering and mayor is still in reflection process for the 2018 budget and has begun review earlier this year due to anticipated budget challenges. Filby Williams reported Mayor Larson strongly supports the library and recognizes that the last time the city had budget challenges, the library experienced disproportionate staffing cuts. Mayor Larson is committed to avoiding these cuts again and says the library is among the last places she would look for staff reduction. The budget may be able to accommodate the Early Literacy Librarian position creation. The current 5 vacant positions are going through a series of approvals and Filby Williams expects definitive answers by the end of the week.

Foundation Sponsorship Possibilities

- Patra Sevastiades of the Foundation is looking to approach business to help fund current programs that are in alignment with their goals. Other libraries have utilized

similar collaboration through foundation staff. Awareness may be through advertisements or onsite give-aways (i.e. pedometers for well ness day with sponsor logo). Any advertisements would be promoted in a way fair to the business

without interfering with the current programming and library goals. No new programming will be created by sponsors.

- Sponsorship is a new initiative and amount of sponsorships has not been determined.
- Bogue moved that the Board expresses appreciation of being included and that the Board encourages sponsorship and continued updates, seconded by Luoma. Motion passed unanimously.

Minnesota Public Library Trustees' Handbook

Board members reviewed pages 1-15. Board members agreed it's important to support core values. Powers noted that library structures are complex in the state of Minnesota. Handbook includes advisory board role overviews. For next month, the board will review pages 15-29.

Special thanks to Megan Oswald for serving for almost 5 years as Board Member. This is her last meeting as a member.

Adjournment: Meeting adjourned at 6:01 p.m.

Next meeting: Tuesday June 27, 2017 at 4:30p.m. at the Main Library.

Duluth Library Foundation Report

Save the date(s) and mark your calendars for these special Library Foundation events!

1. The Olga Walker Memorial Award ceremony will be held at the Depot Wednesday, July 26 at 9:30a.m. The event, which honors significant contributors to the library, will feature Tony Dierkins of Zenith City Press.
2. On July 9, we will be part of the 2nd annual Books & Baseball Day at Wade Stadium. The game begins at 3:05 p.m., but the doors open about an hour early so that kids and their families can stream into the stadium, choose a free book, and run onto the diamond to sit on the turf. Huskies players will read a book or two to each group of kids.
3. Learning and Libations at the Library will be on September 16. The slate of speakers is finalized, and save the date cards will be delivered soon!

Submitted by Matt Rosendahl

Advocacy Leadership Team Report from meeting of June 6, 2017

Overall goal of Team is to unify the three groups to support the library's needs using the Strategic Plan as a framework. At this time we are promoting low-level general advocacy, each member of all 3 organizations is asked to find 3 community members who would be willing to write to their City Councilor a positive story about the library. We all have wonderful stories to share to help the city administration understand how important a role the library plays in its citizens' lives. There is no need to ask anything in particular besides continued support of our library. In addition, we will meet or work with Em Westerlund to discuss how advocate to the City Council and Mayor Larson best for low-level advocacy as well as possible future goals. Discussed option of changing current library website to make donating to Friends or Foundation easier and creating a more unified message to the public. Advocacy Leadership Team will meet as needed, next meeting planned sometime before Labor Day.

Submitted by Lizzy Luoma

The Friends of the Library did not meet in June. A final number for the annual book sale is not yet available, but it looks like the sale brought in approximately \$21,500.

Library Manager's Report June 2017

Summer Reading Program. The summer reading program, with a theme of "Reading by Design," began June 5 and will 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, and I will bring handouts to the meeting.

Lake Superior Libraries Symposium. Several DPL staff members and I attended the Lake Superior Libraries Symposium on Friday, June 9. The symposium is organized by local librarians, and sponsors include the Friends of the Duluth Public Library. With a theme of "Beyond Neutral," this year's symposium offered some breakout sessions on organizing and activism as well as a focus on serving Native American communities.

Designing a People-Focused Library. This month I began a six-week course sponsored by Library Journal on library building design. Some of the topics include design equity, change management, fundraising strategies, community-led design, sustainability and renovation. Judging from the first two sessions I think it will be informative. My goal in signing up for the course is to develop a realistic plan for what I can do and who I can bring together to help get a building project off the ground.

Library Outreach Story. On June 6, Sue Schumacher and Heidi Harrison from the youth services staff met with a class of 20 male inmates at the Federal Prison Camp in Duluth to share information on the importance of literacy in the lives of children and teens. The evening began with Sue giving each of the inmates a chance to share a story about a favorite book from their youth and the person who shared that book with them. Sharing was voluntary, but everyone had a story to tell. Next, Sue discussed the importance of adults in the lives of children, especially in the context of attachment, brain development, and excitement about learning. She focused on the special role of fathers and the strong impact they can make in their children's interest in reading and learning. She shared information about early literacy development and how to choose books to read to children. She offered tips on reading to young children and brought along examples of books that are popular or particularly fun to read. The evening closed with a discussion of teens, their brain development, and their unique behaviors. Heidi shared young adult book suggestions for the men with teens in their lives and told them about teen activities available at the Duluth Public Library. The inmates proved to be an enthusiastic audience and the evening was filled with laughter, great questions, and some heartfelt stories. Due to inmate and staff response, the prison has asked the library to offer the program again, quarterly if possible.

Duluth Public Library Information Display & Distribution Policy

The Duluth Public Library is pleased to offer general information for the public via our bulletin boards, literature racks and handout tables. Please be aware of the following rules for using these areas:

- Priority is given to Library, City of Duluth and other government-related information. In the branch libraries where space is more limited, priority will also be given to neighborhood and city events.
- If space is available, additional material (e.g., handouts, flyers, posters, notices) of a civic, cultural, educational, or recreational nature may be accepted for display or distribution. Publicized activities must be open to the public.
- All materials dropped off for posting must be approved by the Public Relations Office.
 - Typically, notices about upcoming events will not be accepted more than two months prior to the event.
 - Library staff may limit the number of copies of material for public distribution.
 - Fundraising information, other than fundraisers by the Friends of the Duluth Public Library and the Duluth Library Foundation, will be posted at the discretion of the Library's PR staff. In general, fund raisers that serve a larger public interest will take priority over fundraisers that benefit a specific individual or small group.
 - No petitions, surveys, solicitations, or similar activities will be approved. Campaign literature will not be accepted for display or distribution.
 - If there is a dispute about displaying or distributing something, the Library Manager has the final decision.
- Bulletin boards, literature racks and tables will be cleared on a regular basis.
- Distribution or posting of material by the Library does not indicate endorsement of the issues or events promoted by those materials.

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

Adopted DATE

Duluth Public Library Board