

# DULUTH PUBLIC LIBRARY BOARD

## Notice of Meeting

DATE: September 26, 2017

TIME: 4:30 p.m.

PLACE: Main Library Conference Room

### AGENDA

Call to order

Review and approve agenda

Public comments

Approve minutes of August 22, 2017 meeting

#### **Reports**

Friends of the Library – Powers

Duluth Library Foundation – Powers

Library Manager's Report – Powers

#### **Old Business**

Main Library facility (relates to Goal 2)

Advocacy update (relates to Goal 2)

#### **New Business**

Strategic plan update

Overdue fines

Minnesota Public Library Trustee Handbook p. 30-44

Adjournment

Next regular meeting: Tuesday, October 24, 2017, at 4:30 p.m.

**DULUTH PUBLIC LIBRARY BOARD**  
**Minutes of Regular Meeting**  
**August 22, 2017**

**Call to Order:** President Rosendahl called the meeting of the Duluth Library Board to order at 4:33 p.m. on Tuesday, August 23, 2017 at the West Duluth Branch Library. Agenda approved with voice consent.

**Members Present:** Lizzy Luoma, Sandy Scheiber, Nick Foucault, Betty Ramsland, Neil Glazman, Matt Rosendahl, Sister Edith Bogue

**Also Present:** Library Manager Carla Powers, Public Administration Director Jim Filby-Williams

**Absent:** David Sperl, Sue Henke, City Council liaison Em Westerlund

**Minutes:** The library board minutes of June 27, 2017 were approved as drafted with voice consent.

**Reports:**

Friends of Duluth Public Library

- The Friends' author series featuring mystery author Mindy Mejia had a good turnout and went well.
- Concerns raised regarding the Friends' fundraising and the Foundation's fundraising competing with each other in cases where the same business is asked to donate to the library by the separate groups. As this is an issue between Friends and Foundation, the Board has no recommendation, however the Board supports any collaboration between groups supporting the library.

Duluth Library Foundation

- Written report reviewed.
- Libations will take place on September 16, 2017. All Board members are encouraged to attend.

Manager's Report

- At the recent eclipse viewing party approximately 1,500 people attended, and the supply of eclipse glasses went quickly. Bob King also spoke at a program on the eclipse with 175 participants.

**Old Business:**

Main Library facility

- The concrete stairs at the Main Library have been finished. The work was completed around library programming hours so no programs were disrupted.
- The quotes for the dampeners for the HVAC system have not been received yet.

Advocacy Update

- Board members shared their contributions to the Love Your Library campaign. Members are encouraged to submit their own letters as well.

**New Business:**

Joining Arrowhead Library System's Compass consortium

- The library is currently not a member of Compass, operating its own stand-alone computer system. Pros and cons of joining ALS's Compass reviewed, Pros: makes it easy to request books from other libraries, significant cost savings, interlibrary loan is simpler in many cases, staff work is more efficient, and ALS would take on maintenance of computers and servers which is currently provided by the city. Cons: Less autonomy and control of the catalog (how items in the collection are recorded, not what materials we have). There are 50+ libraries

that are in Compass. Filby Williams asked about the total holdings in Compass as compared to total materials in Duluth libraries. The software that Compass runs, which is called Horizon, is expected to have credit card processing next summer. Once this module is developed it will be free of charge for Compass members. ALS is applying for a Library Services and Technology Act grant for Duluth library's transition. Powers recommended supporting the transition regardless of grant; however, grant funding will make it more feasible

- Motion by Ramsland, seconded by Glazman, to accept the recommendation pending acceptance of grant. Motion passed unanimously. Filby Williams stated he will be advocating for library to retain the \$40,000+ savings resulting from joining Compass. The next step is to negotiate a partnership agreement that will go to the City Council for approval.
- The Board passes along gratitude to the library staff for taking on the extra work created during this transition. The Board is grateful to ALS for finding the grant opportunity because it makes a difference to us.

#### Fee Schedule

- A copy of the recommended 2018 fee schedule was given to Board members including calculated recommendations for fee increases due to inflation. Inflation prices are non-rounded numbers and would cause additional labor time for staff, so Powers recommends using rounded numbers when possible. Board discussed pros and cons of rounding, reducing, and increasing fees for various services.
- The Board recommends removing the service of computer lab rental as this would disrupt key services offered in the library. Library manager reported that it's rare for an outside group to request the computer lab, so eliminating this service will not decrease revenues.
- Board recommends that the non-Minnesota resident borrower's card fee of \$46.50 be raised to \$55 to mirror what Duluth taxpayers pay plus rounding.
- Room rental prices for commercial businesses are overall quite low. As this is not a key value in line with library's mission, the Board recommends raising rental fee \$5 across the board.
- Board discussed possibility of reducing or removing fines for children's materials due to the strategic goals of supporting early literacy by removing barriers for library participation by youth. Based on city budget and additional discussion needed, no change is recommended at this time. The Board will continue to discuss this option for later in 2018.
- Motion by Bogue, seconded by Scheiber, to approve the above recommendations for the 2018 fee schedule. Motion passed unanimously.

#### Minnesota Public Library Trustees' Handbook

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

**Adjournment:** Meeting adjourned at 5:59 pm.

**Next meeting:** The next meeting will be Tuesday September 26, 2017 at 4:30 p.m. at the Main Library.

**Friends of the Library Report**  
From September 19, 2017 meeting

**Fundraising.** Revenues from the annual book sale and memberships so far this year are on budget. The Author Series event featuring Mindy Mejia netted about \$2400. Ticket sales were a little low, but sponsorships and the silent auction went well.

**Thrift Books.** This year the Friends began working with an organization called Thrift Books in an effort to get some money for books not included or not sold in the annual book sale. In the past, these books were offered up on the free cart or recycled. So far this year the Friends have received \$257 for books that otherwise would have gone unsold. Book sale volunteers scan the books to find out whether Thrift Books will accept them. Thrift Books covers the shipping costs and returns half of any sale proceeds to the Friends.

**Thank-you Note.** The Friends received the following note from library patron Marion Hedenberg, who gave us permission to share it: "Thank you, thank you. This summer our twin granddaughters came from California for a visit. They so enjoyed the juggler followed by sidewalk painting. That evening they were surprised to see themselves on the Fox 5:30 p.m. news! The girls are in 6<sup>th</sup> grade but read two years above grade level. A librarian in the children's section guided them to high-interest books. I particularly remember 'The President's Daughter' and 'A Wrinkle in Time.' They read more than they were on their computers. I'm proud to be a friend of the library."

*Submitted by Carla Powers*

**Duluth Library Foundation Report**  
Learning & Libations at the Library

There was no Foundation Board meeting this month, as everyone's energy was focused on the 6<sup>th</sup> annual Learning & Libations at the Library. The event took place on September 16 and set new attendance and fundraising records. A total of 175 people attended (compared with 138 last year) and gross receipts were approximately \$30,000 (compared with \$18,600 last year). One of the highlights this year was a live auction at the end of the evening for a chance to be named in mystery author Brian Freeman's next book. The auction exceeded expectations by raising \$4100. Learning & Libations has continued to grow and improve each year, earning its place as the Foundation's signature fundraising event. Planning is already underway for next year.

*Submitted by Carla Powers*

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

**Compass Consortium.** Arrowhead Library System staff has completed a Library Services and Technology Act (LSTA) grant application for just under \$100,000, and we expect to find out by November 1 whether it's approved. In the meantime, we are moving forward with some planning and staff training. A couple of Circulation staff members attended Horizon Back-to-Basics training at ALS earlier this month. On September 28 a group of us will travel to Ramsey County's Shoreview Library to look at their acquisitions system. Acquisitions is the module used to order and track collections spending. Only a few ALS libraries use acquisitions, and we would like to see how it functions in a larger library. Also, the management team has put together a Horizon Implementation Team made up of staff members from various work areas within DPL. Team members will help guide the transition process, be the first ones to receive Horizon training, and serve as point people in their work areas when questions come up.

**Capital Equipment Requests.** I have submitted our capital equipment requests for 2018. Capital equipment refers to items that cost more than \$5000 and have a useful life of five years or more. Our requests include \$12,000 for an outdoor book drop for the Michigan Street side of the Main Library. The existing book drop in the side of the building often jams, and library staff needs to come in and clear it on holidays and summer weekends. Having an outdoor book drop would help alleviate this. Also requested is \$11,000 for adding shelving in youth services. The shelving would replace a couple of spinner racks and support a project to rearrange the space for better customer service. Our requests will be considered along with others from throughout the City in an upcoming meeting.

**Capital Improvement Requests.** On August 29 I met with Facilities staff to discuss the library's capital improvement needs. Next year the Superior Street reconstruction project will take place in front of the Main Library. While the street and sidewalk are torn up, the building vault under the sidewalk will be repaired. For years we've had problems with groundwater seeping into the building and leaking into the Green and Gold rooms. This repair, which is expected to cost \$250,000 to \$300,000, will eliminate the leaks. Property and Facilities Manager Erik Birkeland plans to request \$325,000 in CIP funding for the library, with the intention of fixing the vault and using any excess funds to replace the lighting controls in the meeting rooms.

**Branch Librarian II.** At long last we have filled the Librarian II position to oversee branches. Alicia Anderson started work on September 18. She previously worked in the Hennepin County Library System, and she brings a wealth of experience and enthusiasm for working with youth.