

DULUTH PUBLIC LIBRARY BOARD
Minutes of Regular Meeting
September 26, 2017

Call to Order: President Rosendahl called the meeting of the Duluth Public Library Board to order at 4:32 p.m. on Tuesday, September 26, 2017. Agenda approved with voice consent.

Members Present: Lizzy Luoma, Sandy Scheiber, Nick Foucault, Neil Glazman, Matt Rosendahl, Sister Edith Bogue, Betty Ramsland, David Sperl (leaving at 5:50 p.m.)

Also Present: Library Manager Carla Powers, Public Administration Director Jim Filby Williams, City Council liaison Em Westerlund (arriving at 4:45 p.m.)

Absent: Sue Henke

Agenda was reviewed. Powers requested that “rate for commercial use of plaza space” be added under new business.

Minutes: Minutes were approved as drafted with voice consent.

Reports:

Friends of Duluth Public Library

- Fundraising revenues from the annual book sale and membership are on budget. The Author Series Event featuring Mindy Mejia netted about \$2400.
- Thriftbooks is an organization the Friends are working with to sell leftover books from the annual book sale. So far this year they have netted \$257 for books that would otherwise have been offered for free to the public or recycled.

Duluth Library Foundation

- The 6th annual Learning & Libations was held on September 16, 2017. The event exceeded expectations with a total of 175 people attending (138 last year), gross receipts at \$30,000 (compared to \$18,600 last year), and the auction raising \$4100. Planning is already underway for next year.

Manager’s Report

- Arrowhead Library System has completed a grant application for just under \$100,000 for Duluth libraries to join the Compass Consortium. Library staff started training for the switch to the new system and future trainings are being scheduled.
- The library’s requests for capital equipment have been for submitted for 2018 including \$12,000 for purchasing a new outdoor book drop for the Michigan Street side of the Main Library. A request was made for \$11,000 for adding shelving for youth services to replace current spinner shelves and rearrange for better customer service. This project would include rearranging staff space in order to expand Youth Services.
- Powers met with city Facilities staff to decide on capital improvement requests. The Superior Street reconstruction project will take place next year in front of the main library. There have been issues with groundwater seeping into the library and leaking into the Green and Gold rooms. A repair to the outside of the building below the level of the sidewalk will be done while the sidewalk is torn up for the Superior Street project. The repair is estimated to cost between \$250,000 to \$300,000. Property and Facilities manager Erik Birkeland plans to request \$325,000 in CIP funding for the library to fix the building vault and to replace the lighting controls in the meeting rooms.
- The Branch Librarian II position has been filled by Alicia Anderson. She has worked in the Hennepin County Library System and brings a wealth of experience and enthusiasm for working with youth.

Old Business:

Main Library facility

- Estimate for the dampeners came in around \$35,000, which was lower than the expected. The project is expected to take place in October and will help with temperature control year round.
- If the streets referendum passes on Nov 7, the city of Duluth's overall financial health will improve. The second half of November would be a good time to meet with Mayor Larson to advocate for a facility project. In accordance with the goals of the strategic plan, members of the Library Board and Advocacy Team will set up a meeting with Mayor Larson.

Advocacy Update

- The Board members shared their contributions to the Love Your Library campaign.
- The Advocacy Team plans to meet on October 6 to discuss setting up a meeting with Mayor Larson.
- The Friends of the library received a thank you note and shared it with the Board.
- On November 6 the library's budget will be presented to the city council. Board members and general community members are encouraged to attend the meeting with the principal message of gratitude for not cutting services. It is appropriate to remind the Council the library has already dealt with significant cuts to funding when it lost a third of its staff 10 years ago and 2.5 positions in 2015.
- Rosendahl agreed to draft a letter that will highlight past cuts to the library and outline rationale for the library's inability to take any additional cuts.

New Business:

Strategic plan update

A recent meeting was held with the strategic planning steering committee and the consultant from Library Strategies who helped put together the library's strategic plan. The purpose of the meeting was to address accomplishments, challenges, and recommendations one year into the plan. School readiness is not making as much progress as hoped. The library Foundation is supporting this goal with their fundraising.

- Goal 1: School readiness. The early literacy position is still unfunded. Recommendations: spend the upcoming year investigating how to use approximately \$43,000 in annual savings from joining Compass for this purpose.
- Goal 2: Library capacity, technology and funding. Recommendations include improving advocacy, meeting with the mayor, using the Harwood or Aspen Institute model of community engagement to help make sure the community's voice is heard.
- Goal 3: Service model of supported self-service. Credit card implementation is underway, as is replacing PC management software. Communication with Facilities and IT staff has improved. Challenges include the fact that the layout at Main is not conducive to self-service.
- Goal 4: Services for all. Accomplishments include a project being discussed to provide better access to school kids; laptops in the teen area; outreach at the Steve O'Neil Apartments, Federal Prison, and Rainbow Center; and monthly programs for seniors at Mt. Royal. A decision was made to join Compass. The main recommendation is to improve self-checkout use to free up staff for other tasks.
- Goal 5: Public awareness. The consultant and committee were impressed with the new branding, flyers, social media, and programming. A new library website was launched and has gotten good public response. Recommendations are to continue investing in public awareness to educate the public on programming and services offered.

- Sperl pointed out that the main facility makes it more difficult to progress on the school readiness goal due to lack of space for children and families.

On a motion by Sperl, seconded by Luoma, strategic plan updates were approved unanimously.

Overdue fines

Tabled for future meeting.

Minnesota Public Library Trustees' Handbook

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

Rate for Commercial Use of Plaza Space

A private company has inquired about using the main library's plaza space on occasion. There is no fee set for this space. Powers proposed \$100 for a half day and \$150 for a full day, which would be comparable to the Green Room rental. This fee would not include use of the building, washrooms, or clean up. Determination of fee to be discussed at a future meeting as it would include more complex accommodation questions such as use of indoor facilities as well.

Adjournment: Meeting adjourned at 6:05 p.m.

Next meeting: The next meeting will be Tuesday October 24, 2017 at 4:30 p.m. at the Main Library.