

DULUTH PUBLIC LIBRARY BOARD

Notice of Meeting

DATE: November 28, 2017

TIME: 4:30 p.m.

PLACE: Main Library Conference Room

AGENDA

Call to order

Review and approve agenda

Public comments

Approve minutes of October 24, 2017 meeting

Reports

Friends of the Library – Ramsland

Duluth Library Foundation – Powers

Library Manager's Report – Powers

Old Business

Main Library facility (relates to Goal 2)

Library Advocacy Team update (relates to Goal 2)

Compass consortium update (relates to Goal 4)

Virtual library cards for youth (relates to Goal 1)

New Business

Arrowhead Library System Multitype Membership Agreement

Smoking on Main Library grounds

Minnesota Public Library Trustee Handbook p. 45-48, 60-71

Adjournment

Next regular meeting: Tuesday, January 23, 2018, at 4:30 p.m. in the **Mt. Royal Branch Library Blue Room**

**Duluth Public Library Board
Minutes of Regular Meeting
October 24, 2017**

Call to Order: President Rosendahl called the meeting of the Duluth Public Library Board to order at 4:30 PM on Tuesday, October 24, 2017.

Members Present: Sandy Scheiber, Nick Foucalt, Neil Glazman, Matt Rosendahl, David Sperl, Sue Henke

Also Present: Library Manager, Carla Powers; Youth Services and Branch Supervisor, Sue Schumacher (until 4:55 PM); Public: Jean Walsh, League of Women Voters

Members Absent: Lizzy Luoma, Betty Ramsland, Sister Edith Bogue

Agenda was reviewed. Agenda item for Virtual Library Cards for Youth under New Business was moved to top of agenda.

Virtual Library Cards for Youth -

Sue Schumacher, Youth Services and Branch Supervisor, explained the Virtual Library Cards for Youth program that the library is currently pursuing in cooperation with ISD 709 public schools and early childhood programs. The model is based on the St. Paul Public Library's successful Library Go program.

Program features:

- ISD 709 shares directory information with the library to create a patron record for each student allowing a "virtual" library card to be issued. The cards would contain an easy to remember number based on existing students' IDs (i.e. Lunch Number).
- Students may check out 5 items at a time and may have no more than 5 items checked out at any time (i.e., if they return only 3 items they, can check out only 3). Students may continue to use their traditional card as well with its standard checkout limits and late fee rules.
- The program is "fine free." Late fees would be replaced by "read down" or "do down" opportunities.
- There is a possibility that public library materials may be delivered between the library and the schools using the ISD 709 pick-up/delivery service.
- Staff hopes to begin the program in Fall 2018. It's possible that charter and private schools could be included in the future.

Board Discussion and Motion:

- Board enthusiastically supports the development of this program, seeing it as important to strategic goal of serving youth and to addressing the issue of how best to minimize fees/fines/blocked cards for youth.
- Motion of support was made by David Sperl and seconded by Sue Henke: "The Duluth Public Library Board supports continued efforts to create a Virtual Library Card Program for Youth in cooperation with ISD 709." Motion passed with voice consent.

Minutes: Minutes of the September 26, 2017 board meeting were approved as drafted with voice consent.

Public Comments: Jean Walsh, representing League of Women Voters, said members attend public board meetings to keep membership up-to-date on issues and activities of public entities.

Reports:

Library Advocacy Team: Sister Edith Bogue will attend the November 17th meeting with Mayor Larson. Matt Rosendahl is unable to attend.

- The team should have talking points re: cost estimates of renovating/improving current building detailed in the 2015 MSR Report. Important to note that the controversy about the MSR report was not about the cost estimates for deferred maintenance on the building. These costs were accepted as realistic. Carla will send out the MSR Report to all board members.

Reading Without Walls: Matt Rosendahl announced that The National Ambassador for Young People's Literature, Gene Luen Yang, has committed to come to Duluth on January 22. There will be a daytime program with DPL in one of the schools and a community-wide program at UMD that evening.

Youth on Library Board

Board is enthusiastic about adding youth member. Matt Rosendahl will send email to Phil Jents (City of Duluth) to express Board interest in welcoming a youth member. We would be willing to help pilot the process for identifying and orienting youth members to City boards.

Old Business:

Main Library facility:

- Dampeners to better control airflow should be installed soon, but no firm date.
- Commercial use of plaza space
 - Concerns were expressed re: logistics of commercial use of the space during library hours when patrons need to access the Michigan Street entrance. Also discussed were benefits of partnering with local business to increase use of library space for events. Carla shared pricing for rental of other City facilities.
 - Decision is to offer to trial or pilot with Radisson if they have a client interested in booking an event. Charge would be \$60 per hour, set-up through clean-up. May not be feasible during Superior Street reconstruction scheduled for next summer.

Minnesota Public Library Trustee Handbook – pages 30-34

Discussion included:

1. If policies or materials are challenged, how would DPL Board be involved (p 33)?
 - Challenge would be reviewed first by DPL board to develop recommendation to City
2. What State and Federal funding sources does DPL apply to or has received funds from (pp 40 and 41)?
 - Arts and Cultural Heritage Fund (Legacy) has provided programming funds.
 - Library Construction Grants (if a new building is to be constructed – usually between \$750,000 - \$1 million).
 - LSTA Grants – applied here for Compass funding.
 - E-rate – IT division applies for funding now that we filter internet content.

Overdue Fines

- The Virtual Library Card Program could be solution we were looking for to prevent blocked cards from denying youth access to library materials. But this will not be in place for another year.
- To bridge for this year, suggestion is to offer a children's only "read down" program in conjunction with DPL winter reading program. If this is too staffing intensive, an amnesty week could be an alternative. Carla to check with staff re: feasibility of "read down" program.

Adjournment: 6:00 PM

Next Meeting: Tuesday, November 28, 2017; 4:30 PM; Main Duluth Public Library

DRAFT

Friends of the Library Report
From meeting of November 21, 2017

Newsletter will be mailed this week, there was a delay. Newsletter will cover renewing membership and the Littlest Book Sale at Mt. Royal on Dec. 5-6-7. Question asked about the effectiveness of Swim Creative. Carla advised that besides the new branding (logo, color, etc.), the DPL has incorporated a new fresh look, and instituted the event brochure 4x a year. Discussion: could notice/bookmark of DPL events be included in Comfort System bill, at least once a year so that entire population is informed. Carla will pass this idea onto PR staff along with researching cost. Carla reported on a program titled "Reading Without Walls," which will be instituted fairly soon: read in a format not familiar to reader, read a character not familiar, and about a subject unknown. Library board is discussing virtual library card in coordination with IDS 709; another way to remove barriers to children accessing books. Guardian Angel Fund was at the library at one time to cover the cost of lost books. It seemed successful. Motion made, seconded and approved to put as first place on agenda at Friends' next meeting a vote to give additional money to the DPL immediately; no one at the meeting knew how much money the Friends currently have. Discussion on library web site; one click will now take viewer to Friends' site. A joint group (Friends, Foundation, Board) met with Mayor Larson to discuss the \$22 million needed for library structure, and \$40,000 + \$40,000 in grant money for early literacy position. Poet laureate event of poetry and dance coming soon. Motion made, seconded and approved to lower the sale price of our t-shirts to \$10.00 each. T-shirts should be made available at the Littlest Book Sale.

Submitted by Betty Ramsland

Duluth Library Foundation Report
From meeting of November 14, 2017

An event is in the works to celebrate the release of Brian Freeman's new book, which will feature the names of two Duluth area residents as characters. Two people attending this year's Learning & Libations event bid in a live auction for the right to have their name in Freeman's upcoming Jonathan Stride novel. The book will be released on May 1, and the Foundation is tentatively planning a pre-release book signing the evening of April 30. Details still need to be finalized by the Foundation's events committee.

The fall fundraising campaign is underway, and this year it holds special significance due to two challenge grants pledged by anonymous donors. The first is a \$5,000 challenge specifically for Give to the Max Day. The second is a \$25,000 challenge that lasts through the entire season. So far things are off to a great start with \$6,555 raised on Give to the Max Day. This amount unlocked the \$5,000 challenge as well as \$6,555 of the larger challenge grant.

Submitted by Carla Powers

Manager's Report to Library Board November 2017

Staff Development Day. On Friday, October 27 all DPL libraries closed so staff could attend our annual training day. This year we spent the morning doing an active shooter drill with the Duluth Police Department. The drill was somewhat nerve-wracking but ultimately a positive learning experience for staff. Afternoon activities included a session on Mindfulness Based Stress Reduction and a workshop on how to download electronic content to various mobile devices. Planning is already underway for our 2018 Staff Development Day, which will take place October 5.

Library Technician Hiring. We recently completed the hiring process for bringing two new half-time Library Technicians on board. Working with City Human Resources staff, we made some changes in the advertising and testing process in hopes of bringing in a more diverse pool of candidates. Although the actual number of candidates who identified themselves as being minorities was still small, it was a 400 percent increase over past selection processes. Offers went out to our top two candidates last week, and as long as they pass their pre-employment testing they will begin work December 4.

Agreement with Duluth Library Foundation. In a recent meeting to discuss the Foundation's sponsorship agreement with the Blue Cross Blue Shield Foundation, Duluth City Attorney Gunnar Johnson suggested drafting an agreement between DPL and its Foundation to formalize some aspects of our history and relationship. The Foundation will put together an agreement, have the Library Board weigh in, and then send it to the City Attorney's Office for review.

Reading Without Walls. As Matt mentioned last month, DPL is partnering with UMD's Kathryn A. Martin Library this year to bring the Reading Without Walls Challenge to the Duluth area. UMD is running the challenge for most of the academic year. For DPL it will be the theme of our winter reading program. Reading Without Walls invites people to read a book with a character who does not look or live like them, read a book about a topic they don't know much about, and read something in a format that they don't normally read. The challenge originally was geared toward youth, but it is just as relevant for adults. It's designed to spread better appreciation and understanding for others, and to learn new things. Our winter reading program kicks off on January 13 and will continue through February 24. On January 22 author Gene Luen Yang, who is the National Ambassador for Young People's Literature and the face of the Reading Without Walls Challenge, will speak at UMD and a Duluth middle school.

One Book Northland. The One Book committee has chosen the title *The Wind and the Drum* by local author Katharine Johnson for the 2018 One Book Northland project. This book was written for a young adult audience, which makes it accessible to a wide variety of readers. It takes place in the 1600's in the region of Scandinavia and features a young Sami woman who is called to save her people from European oppressors. The title will be officially announced to the public in January.



Arrowhead Library System

5528 Emerald Ave. • Mt. Iron, MN 55768-2069 • 218-741-3840 • www.alslib.info

October 10, 2017

Carla Powers
Duluth Public Library
520 W Superior St.
Duluth, MN 55802

Re: Arrowhead Library System Multitype Membership Agreement

Dear Carla,

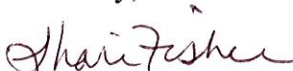
Earlier this year, Arrowhead Library System Board members representing public, school, academic, and special libraries met to review and adopt a revised Multitype Library Membership Agreement. Multitype library services and the membership agreement are defined in Minnesota Statutes 134.351-134.354. This agreement will supersede the previous agreement that was adopted on March 1, 2002. Arrowhead Library System became the assigned Multitype agency on July 1, 2012. Prior to that time, multitype services were governed by a separate entity known as North County Library Cooperative. Your previous agreement would have been made with North County Library Cooperative.

There is no cost for membership. However, by signing this agreement, you are agreeing to abide by the requirements for membership in section two. We are pleased with the progress we have made in reaching out to our members and expanding the level of multitype services for all types of libraries. This includes the Brainfuse HelpNow Homework Help and JobNow Career Help databases, MackinVIA e-books for K-12 schools, the establishment of e-mail lists for communication, and many professional development opportunities.

The completed, signed agreement must be returned to the attention of Dena Vendetti at Arrowhead Library System by January 1, 2018, in order for your multitype membership to continue. Alternatively, a scanned copy of the completed, signed agreement may be e-mailed to dena.vendetti@alslib.info. If you have any questions regarding this agreement, please do not hesitate to contact us.

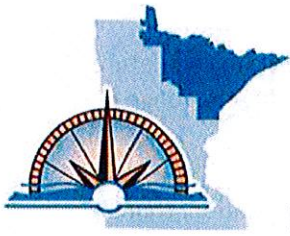
Thank you for your dedication to library services.

Sincerely,


Shari Fisher
Assistant Director
shari.fisher@alslib.info


Jim Weikum
Executive Director
jim.wikeum@alslib.info

Mission *Arrowhead Library System enhances the value of all types of libraries to their communities by cultivating collaboration, technological innovation, and professional development; and enriches the quality of life by providing direct services for those without a public library and access to electronic resources for all people in northeastern Minnesota.*



DRAFT REVISED Arrowhead Library System Multitype Membership Agreement

This agreement is made between the _____ Library (hereinafter referred to as the Library) seeking to improve library service to its users by participating in the Arrowhead Library System Multitype (hereinafter referred to the ALS Multitype) services (as defined in Minnesota Statutes 134.351 – 134.354 and Minnesota Rules 3530.220). **ALS is designated as the multitype system in the counties of Carlton, Cook, Lake, Lake of the Woods, Itasca, Koochiching, and Saint Louis. Member libraries must be located in one of these counties. There are no membership fees.**

- I. The Library must meet the definition of Academic Library, Public Library, School Library Media Center, or Special Library as defined by the Minnesota Department of Education's Multicounty Multitype Aid Guidance and Definition document.

Library: A library is an entity that has a bibliographically organized collection of resources and materials; these collections are accessible to users.

Academic Library: An academic library is the library of an accredited degree-granting institution of higher education, or a non-accredited institution with a program of four years or more. An academic library provides all of the following: (1) an organized collection of printed and/or other materials; (2) a staff trained to provide and interpret collection materials as required to meet the needs of clientele; (3) an established schedule in which services of the staff are available to clientele; and (4) the physical facilities necessary to support such a collection, staff, and schedule.

Public Library Outlet: A public library outlet is a unit of an Administrative Entity that provides direct public library service and meets the public library membership requirements of Arrowhead Library System and definition of a public library under MN Statutes 134.001 Subd. 2.

School Library Media Center: A school library media center is an organized collection of printed, virtual and/or computer resources in an elementary or secondary school. A school library makes resources and services available to students, teachers, and administrators. A school library media center may be called a library, media center, instructional materials center, learning commons, or learning resource center.

Special Library: A special library is any library that maintains a collection of resources and that does not fit within any of the above categories. Special libraries may be affiliated with historical societies, hospitals or other organizations.

- II. The Library agrees to:
 - A. Share resources with other members to the greatest extent possible within the framework of its own and other libraries' current policies and recognizing its primary responsibility to its own users. Resources may include but are not limited to books, materials, staff expertise, and bibliographic data.
 - B. Participate in networking and communication among all ALS Multitype member libraries. Information required for the ALS Membership Directory and email lists may include, but is not limited to, current contact information, phone number, and email address as well as relevant information about library resources, programming, staffing, and hours of services.
 - C. Provide staff for maintaining the library collection and support ongoing professional development.
 - D. Maintain financial support of its own library at a level which in no way is reduced because of participation in

the ALS Multitype.

- III. ALS programs and services will be based on the availability of funds appropriated by the State Legislature. Every attempt to provide the listed services will be made; however, ALS retains the right to modify the range of services due to changes in funding. ALS will:
- A. Provide and support professional development opportunities, including continuing education, training workshops, special programs, and other events at little or no cost.
 - B. Maintain a system of communication for the sharing of information among member libraries, including online newsletters, other communication methods, online event calendars, e-mail lists, and an online directory of member libraries, staff, and contact information.
 - C. Enhance resource sharing and reciprocal borrowing. This may include services such as interlibrary loan and contracts for databases licensed either in whole or in part by the ALS Multitype.
 - D. Provide regional delivery service on a cost-share basis.
 - E. Provide members an opportunity to be involved in strategic planning.
 - F. Support the sharing of bibliographic data to the extent possible. This may include assistance with the conversion of records to share resources via the regional online catalog.

This membership agreement shall commence January 1, 2018 and will automatically renew each year, except that either party may terminate ALS Multitype membership with sixty (60) days of written notice.

If the Library chooses to terminate its ALS Multitype membership, materials, equipment and other items received from ALS within the last three years will be returned promptly. Any items borrowed from other participating libraries will be returned promptly and/or payment will be made to the owning library for lost or damaged items. The Library terminating its ALS multitype membership shall make no claims against the ALS Multitype.

Name of Library

Name of Institution/Organization

Street Address

City

State

Zip

Signature of Library Contact

Date

Signature of Authorized Institutional/Organizational Representative

Date

Signature of ALS Multitype Board President

Date