

DULUTH PUBLIC LIBRARY BOARD

Notice of Meeting

DATE: September 25, 2018

TIME: 4:30 p.m.

PLACE: Main Library Conference Room

AGENDA

Call to order

Review and approve agenda

Public comments

Approve minutes of August 28 meeting

Reports

“Learning & Libations at the Library” – Rosendahl (verbal report at meeting)

Library Manager’s Report – Powers

Old Business

Main Library security update

Library Board vacancy

New Business

Gathering of Associated Library Advocates follow-up

Essentia project

Adjournment

Next regular meeting: Tuesday, October 23, 2018, at 4:30 p.m. in the Main Library Conference Room

DULUTH PUBLIC LIBRARY BOARD
Minutes of Regular Meeting
August 28, 2018
West Duluth Branch Library

Call to order: President Rosendahl called the meeting to order at 4:30pm.

Members Present: Matt Rosendahl, David Sperl, Neil Glazman, Nick Foucault, Betty Ramsland

Also Present: Carla Powers, Tom Davies from the community

Absent: Lizzy Luoma, Sue Henke, Sandy Scheiber

User statistics added as new business. Agenda was approved as amended by voice consent.

Public Comment: Tom Davies highlighted need for accommodations for elderly and disabled, providing space for homeless, etc. People with devices (phones) need plug-ins, and plug-ins are not easy for people with disabilities to access at this location. He expressed concerns about risk management with children running around and people who have disabilities also present. He stated that the "facility creates a hostile atmosphere for disabled people." He will write a letter to Carla Powers with his suggestions.

Minutes of the June 26, 2018 meeting approved as submitted by voice consent.

Friends of the Library report submitted.

- Two library employees presented the new virtual library card available to all students of ISD #709.
- Treasurer's status was discussed.
- Friends accepted resignation of one member and approved appointment of another.
- \$295 made during the Spirit Valley Days book sale.
- New laptop was purchased for library book sale volunteers.
- There was a MALF seminar today (Powers, Ramsland and Glazman attended) on relevancy of libraries, use of volunteers, libraries representing diverse groups. There were small to large libraries present at seminar and quite a few attendees from Duluth.

Duluth Library Foundation report submitted.

- Third annual Books & Baseball Days at Wade Stadium on July 15.
- Third annual Olga Walker Memorial Award ceremony held August 1. Recognition given to Elaine and John Killen, Ann and Robert Mars, and Alyce and Walter Rauschenfels.
- City Sounds - Concerts on the Plaza returns to the Main Library in August.
- Learning and Libations set for Sept. 15 at 6:00.

Manager's Report submitted.

- Board requested a report on the usage and impact of the virtual library card by the spring of 2019.

- Press announcement on the virtual library card for ISD #709 will be held Sept. 5 at 11:30.
- Superior Street construction continuing. Superior Street entrance to library will be closed sometime in September, and library patrons will be directed to enter on Michigan Street.
- Library card expiration notices will be sent out by email to patrons who have not used their cards in 1.5 years.
- Meeting of Jim Filby Williams and two library staff members with St. Louis County Health & Human Services regarding dealing with patrons of the library who are homeless, have difficulties with addiction, and/or mental health conditions. Nothing specific decided, but meetings will continue.
- Fall programming will include fall reading program and Saturday programs for children at main library. Statistics are being compiled on summer programs.

Old Business

Main library security update. Contract with APS for a security officer, Monday through Friday afternoons. In uniform. Walk around checking with staff; also walks the outside perimeter of building. No negative feedback. \$37,000 added to budget to continue this contract in 2019. Evaluation in November on efficacy of security service.

Priority Based Budgeting.

- Carla explained that there are 4 levels/quadrants of priority, and that the majority of DPL services were rated in the 3rd and 4th quadrants (lowest). However, the library was included in the broad category of "culture." The library's strategic plan did not play a part in this process, and there is a feeling that many library services were not understood or appreciated.
- David Sperl will draft a letter to raise Library Board concerns over the PBB process and the resulting ratings assigned to the library.

Agreement between Duluth Library Foundation and City of Duluth was reviewed. Motion was made, seconded and carried to approve the agreement as drafted.

Powers shared a recent book complaint. A patron found the children's book *Bathroom Boogie* by Clare Foges objectionable and questioned its appropriateness for the collection. Board discussion followed. Powers believes the book belongs in the collection for people who wish to check it out. She will send a letter to the patron.

Advocacy Planning

- West Duluth meeting of board, Friends, and foundation on September 18, 2018 at 4:30.
- Powers will send out an invitation and agenda via email.
- Powers will distribute a roster of all individuals in each group and a brief synopsis of what each group does.
- Light refreshments will be served.

Board Vacancies

- The board would like to recognize Sister Edith Bogue for her outstanding service with a proclamation by the City Council. Motion made, seconded and carried to follow through with this.
- Board members can send their contributions to the DPL honoring Sister Edith. Matt will send email to board members to let them know.
- Book(s) will be purchased and bookplate affixed in Sister Edith's name.
- There is now a vacancy on the board that needs to be filled.

Other

- Staffing of branches continues to be a challenge.
- Superior Street construction is affecting number of patrons at main branch.
- Program attendance continues to grow.
- Suggestion for main library to be included in the celebration of the re-opening of Superior Street in October.
- Main entrance of main library will be closed for 6 weeks during Superior St. reconstruction.

Adjourned: 6:20 p.m.

Next meeting: Tuesday, September 25, 2018, 4:30. Main library.

Manager's Report to Library Board September 2018

Superior Street Construction Update. The Superior Street entrance closed on Wednesday, September 12 to allow for repairs to the building vault and replacement of the sidewalk. There are signs to direct patrons to the Michigan Street doors, and so far no problems or complaints have come up. Later this month Facilities staff will deep clean the Superior Street entryway and apply a fresh coat of paint inside. Work continues to convert the steam heating system to hot water. The building will not have heat until this work is complete.

Port Card Project. This project to provide all ISD 709 students with "virtual library cards" to access Duluth Public Library's databases and check out up to five items that won't accrue overdue fines had its official kick-off with a press event on September 5. Letters have gone out to parents to allow them to opt their child out of the program if they wish. We expect to download the initial batch of records from the school district and go live with the program in early October.

Library Technician Hiring. A recent retirement and a resignation have led to two half-time library technician vacancies, and the jobs were posted last month. We ended up with 143 applicants. Following City of Duluth Civil Service procedures, we scored the applications based on the candidates' education and experience, and then invited the top tier of candidates in for an oral exam. Oral exams are scheduled to wrap up this Friday, September 21. We expect to do final interviews with at least nine candidates on October 1 and 2.

September Support and Solutions Series. Staff member Richmond Kinney has been working with Ali Randall from St. Louis County Public Health & Human Services to put on weekly programs during the month of September about addiction and mental health issues. Topics have included a community forum on the opioid crisis, naloxone training, and a health resource fair. The final program in the series will be mental health community forum on September 25. The programs take place at noon, and lunch is provided. Turnout has been good, with a mix of community members and social service providers.

Staff Development Day. Our annual Staff Development Day will take place on Friday, October 5. The speaker this year is Jodi Pfarr, who will present a program called "The Power of Diversity." The Arrowhead Library System is helping to sponsor and pay for the event, which will be opened up to staff from other ALS libraries. The workshop will take place at the Public Safety Building to allow for a larger group. All DPL locations will be closed that day.

Homelessness in Libraries. Recently State Library Services purchased an online training module to help library staff work more effectively with patrons who are homeless. The training is available for staff, volunteers, and library board members. If you are interested in taking it I can provide you with a registration link.