

DULUTH PUBLIC LIBRARY BOARD

Notice of Meeting

DATE: February 26, 2019

TIME: 4:30 p.m.

PLACE: Mt. Royal Library Blue Room

AGENDA

Call to order
Introductions (if needed)
Review and approve agenda
Public comments (3 minutes per person)
Approve minutes of January 22, 2018 meeting

Reports

Friends of the Library Report – Powers
Foundation Report – Rosendahl
Library Manager's Report – Powers

Old Business

Library advocacy

New Business

Circulation policy
Library cards for employees living out of state
2014-2018 usage statistics

Adjournment

Next regular meeting: Tuesday, March 26, 2019, at 4:30 p.m. in the Main Library Conference Room

DULUTH PUBLIC LIBRARY BOARD
Minutes of Regular Meeting
January 22, 2019

Call to Order: President Rosendahl called the meeting of the Duluth Library Board to order at 4:30 p.m. on Tuesday, January 22, 2019.

Members Present: Matt Rosendahl, David Sperl, Lizzy Luoma, Sue Henke, Sandy Scheiber, Neil Glazman, Michelle Foshay

Also Present: Carla Powers, Mike LeBeau (City Construction Projects Supervisor), Erik Birkeland (City Property and Facilities Manager), Jim Filby Williams (arrived at 4:37), community member: Stephen Welsh

Absent: Betty Ramsland, Nick Foucault

Agenda was reviewed. Main Library Facility was moved from Old Business to the start of the meeting. Agenda approved as amended with voice consent.

Main Library Facility

- A grant of \$88,000 has been approved for use at the main library building. These funds will be used to install additional bathrooms on the first floor. E-rate funding is still being pursued for the computer lab updates, lighting, and controls. There are currently two stalls for women and one for men open during all business hours, as well as two bathrooms on the Michigan St. level open only during programs or when a security officer is present. Bathrooms in the children's section are reserved for children's use only. The new bathrooms will better meet capacity needs for the building. Construction will begin around April and will continue for a few months.
- A problem with the heating system has resulted in the Green room being too warm. Birkeland reports the city will send a plumber over tomorrow. The heat has been appropriate in the rest of the building.
- New lighting for the Green and Gold rooms is still on hold to ensure there is enough money for needed security upgrades. The lighting may be addressed later in the year.
- Birkeland reported that a complete systems renewal is needed in all city buildings, including the main library. Key issues at Main include energy loss through the building envelope and an inefficient HVAC system. He also reported there are functional problems with the building due to the columns and the layout of space. A complete renewal is estimated to cost roughly \$20 million. The library and the city need to think about what we need to do with the facility in the next 20 years.
- The main library building is the most intensively used of all the city buildings. This building is one of the most structurally sound in the city. From a building performance standpoint it would be possible to improve it, but there still would be problems with the way the building functions for community needs.
- Many federal government buildings, as well as the Mt. Royal branch, use leased facilities, and it is an option the city may consider.

Public comment period: no comments

Minutes: Minutes of the November 27, 2018 board meeting were approved as drafted with voice consent.

Reports:

- Reports reviewed as written.
- Manager's report: Software is still in the process of being installed to allow for credit card acceptance. It should be up and running within the next few days. This will be available online as well as within the buildings.
- Foundation report: The foundation is exploring setting up a separate endowment fund for a donor who wishes to give a \$25,000 gift. Endowed funds would be accepted only if they conform to the needs of the library and do not "restrict the library unreasonably in their stipulations."

Old Business:Library Advocacy update

- Letter drafted via bullet points during the meeting. Sperl proposed the focus of this month's letter be thanking the City Board in favor of this as the message.
- A letter will be drafted by Rosendahl and Henke, which will be sent to the city council before the next meeting.

New Business:2019 action plan

- Reviewed as written.

Early literacy position

- This position was proposed in the strategic plan and funding has been requested every year from the city. Funding has not been approved to create this position.
- The library is planning to divert a position from an upcoming retirement combined with efficiencies overall to offer this early literacy position. No additional position has been created, only diverted from an existing position.

Adjournment: Meeting adjourned at 5:58 pm.

Next meeting: Tuesday, February 26, 2019; 4:30 p.m.; Mt. Royal Branch Blue Room

Friends Report to Library Board
From meeting of February 19, 2019

Poet Laureate Project. The Friends approved donating \$1500 over the next two years to support the Duluth Poet Laureate.

Lake Superior Libraries Symposium. The Friends also approved donating \$300 to the Lake Superior Libraries Symposium, which is a regional library conference that takes place in the Twin Ports each year.

Annual Meeting. The organization's annual membership meeting will take place May 21. All Friends members are welcome to attend. A newsletter being planned for April will include information about the membership meeting and the annual book sale, which will take place in June.

Submitted by Carla Powers

Foundation Report to Library Board
From meeting of February 12, 2019

Approved Designated Fund Agreement document. These funds do go into the endowment, but are tracked separately.

Dr. Susan Golz approved to join the foundation board.

Approved Olga Walker Nominees - the awards recognizing outstanding supporters of the library will be presented on August 14.

Approved the Management and Disbursement of Gifts Policy, clarifying which gifts or grants the foundation retains a 7% administrative fee.

Books and Baseball will be held on July 14

Submitted by Matt Rosendahl

Manager's Report to Library Board February 2019

Project Updates. Library, Facilities and IT staff has been working hard on a number of big library projects over the last month. Here's an update on where they stand:

- **Computer Lab.** Electrical and data cables have been installed on the top floor to prepare for the public computers to be moved upstairs. Tables were purchased and some have been set up; however, a few of the tables arrived with parts missing. The parts are on order, and once the tables are fully assembled the public computers will be moved upstairs. We're still in the process of choosing a staff desk for the area.
- **Public Restrooms.** The City Council has officially accepted the Library Construction Grant and final design work is underway. I hope to have an update on the timeline at our next meeting.
- **EnvisionWare.** The new PC management software is in place and functioning well. Credit card readers have been installed at the print release stations in all three libraries, and soon we hope to have them installed at the self-checkout machines. This has taken longer than anticipated because we did not realize an additional software module would need to be purchased. The web link for paying fines remotely is ready to be added to our website as soon as a decision is made where to place it.
- **Youth Services.** Work is beginning on a project to add a small amount of floor space to the youth services area at Main by eliminating a staff workspace. It will not solve the space needs in youth services, but every square foot helps. The work is being done by Facilities staff.

Expanding Horizons. Seven library staff members got the opportunity to learn more about Duluth's social safety net earlier this month when they participated in CHUM's Expanding Horizons tour. CHUM provides this training a few times a month for interested groups. We've been able to participate because of a grant from Minnesota Power. Expanding Horizons is a half-day walking tour that begins at CHUM and has informational stops at several nonprofits including the Damiano Center, San Marco Apartments, Men as Peacemakers and Life House. The staff who participated said Expanding Horizons helped them gain a better understanding of local needs and the services that exist in the community. More tours are coming up, and we hope to have a total of 30 to 35 staff participate over the next few months.

VOX Books. Thanks to a donation from the Foundation, Mt. Royal and West Duluth now have a collection of a new type of children's read-along book called VOX. VOX books are picture books with a built-in audio component. They are the new version of what used to be a picture book packaged with a separate cassette tape or CD. We've had them at the Main Library for a couple of years, and they are very popular. Each branch has a collection of 42 titles. When staff did a check of the shelves recently, a third of West Duluth's collection was checked out, and all but one of Mt. Royal's VOX books were checked out.

Duluth Public Library Circulation Policy

REGISTRATION

In order to check out materials from the Duluth Public Library (DPL), you must have a valid library card that is registered in DPL's computer system. A library card is free to any resident of the Arrowhead Library System region, which includes Carlton, Cook, Itasca, Koochiching, Lake, Lake of the Woods and St. Louis counties. If you are 18 years of age or older, in order to be issued a library card you must present a government-issued photo identification and proof of current address. Virtual library cards (Port Cards) are issued to enrolled students in participating school districts. Businesses, schools and other agencies may obtain an institutional library card for use by their employees. A temporary card is issued to anyone temporarily living in Duluth or to anyone without a permanent address.

If you are a Minnesota resident and live outside of the Arrowhead Library System region, you may check out materials by presenting your current library card from your home library as well as acceptable identification. If you live out of state you may check out materials from DPL for an annual fee. A current library card from your home library is required, along with acceptable identification. Other members from the same household may get a library card for an annual charge.

To obtain a library card, apply in person at any Duluth Public Library location. If you are 14 to 17 years old, you must show a photo ID or come with a parent who can show a photo ID. If you are under 14, a parent or guardian must show ID and sign your application.

You may register online for a library card. Online registration will give you a temporary number to use for placing holds. To receive your permanent card, come into the library with acceptable identification to complete the application process.

Library cards expire and can be renewed without charge. Renewing a library card must be done in person. There is a charge to replace a card before it expires.

LOST OR FORGOTTEN CARDS

If you lose your library card, you should notify the library as soon as possible. You are responsible for anything checked out on your card. If you have forgotten your library card but have a photo ID with you, you may still check out items.

LOAN PERIODS

Most library materials check out for four weeks and may be renewed for two additional four-week periods if no one has placed a hold on the item. Some materials check out for a shorter period of time and may or may not be

renewable. For current information about the types of materials available for checkout and their loan periods, ask a library staff member or visit the library's website. The library reserves the right to place additional limits on smaller or seasonal collections of materials.

HOLDS

You may place a hold on an item in person, over the phone or through the library's online catalog. You are limited to no more than 50 holds at one time. The limit may be lower for certain materials.

In accordance with the Minnesota Government Data Practices Act, people who reside at the same address may pick up one another's holds. In order to pick up someone else's holds, you must show identification with your current address, or you must have your own or the other person's library card in your possession. If parents share custody of a minor child, either parent may pick up the child's holds. If you do not want your holds released to anyone else in your household, you must notify the library and your request will be honored.

If the item you want is not owned by DPL, you may request it through interlibrary loan. This service is not available to temporary or out-of-state cardholders.

FINES AND CHARGES

Overdue fees begin accruing after an item is due. You may receive reminders for overdue items, but it is your responsibility to keep track of what you have checked out and return it by the due date. When an item has been overdue for six weeks you will be billed for the item's replacement cost.

If an item is returned damaged and no longer suitable for the collection, you will be charged for its replacement.

You must have a balance of less than \$5 in outstanding library fines or fees in order to check out material.

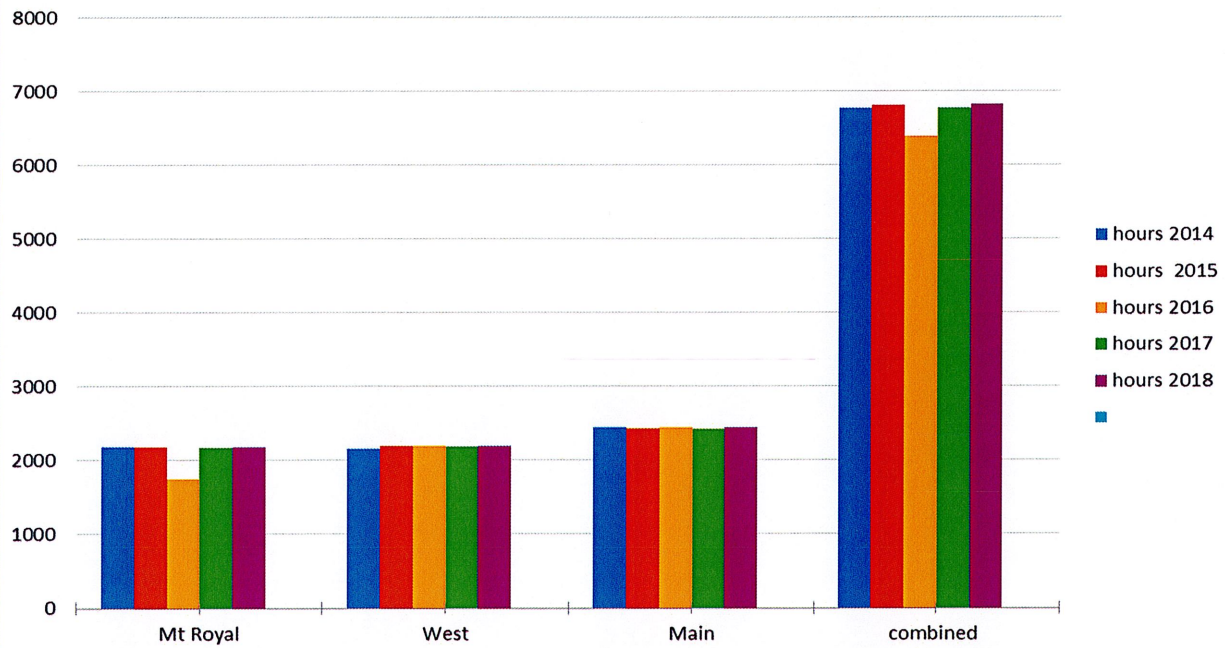
CONFIDENTIALITY

Under Minnesota law, information you provide in applying for a library card, except your name, as well as information which links your name with library materials, is private. It is available only to you and to appropriate library personnel. This information is required to support library service.

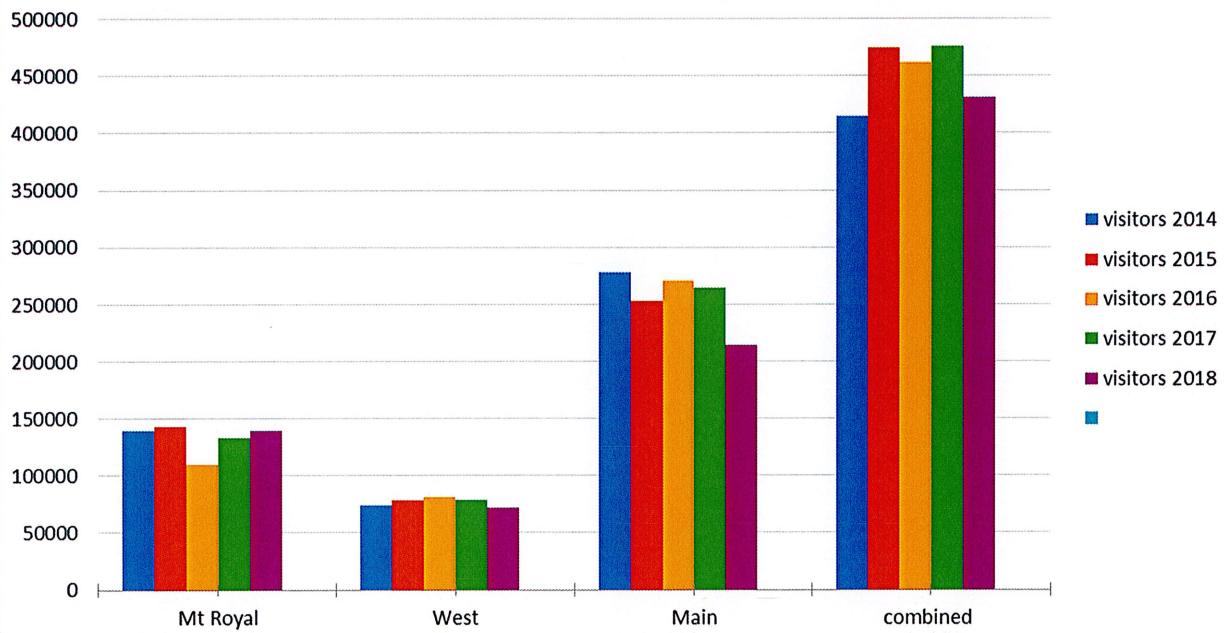
If you are under age 18, information about materials requested, borrowed or kept overdue is available to your parent or guardian. You may ask to have this information withheld by filling out a data privacy request form. However, library staff can only withhold this data from your parents if it is in your best interest to do so.

Adopted DATE
Duluth Public Library Board

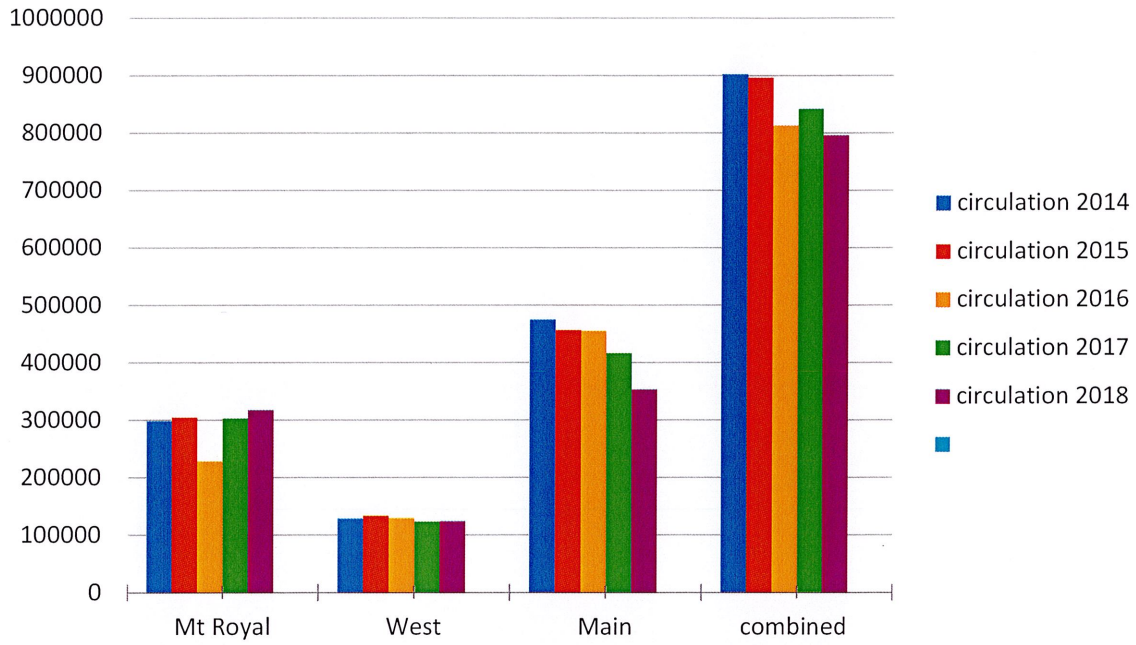
Library hours open



Visitors



Circulation



Internet use (total)

