

DULUTH PUBLIC LIBRARY BOARD

Notice of Meeting

DATE: May 28, 2019

TIME: 4:30 p.m.

PLACE: Main Library Conference Room

AGENDA

Call to order
Introductions
Review and approve agenda
Public comments (3 minutes per person)
Approve minutes of April 23, 2019 meeting

Reports

Friends of the Library Report – *No written report this month*

Foundation Report – *No meeting in May*

Library Manager's Report – Powers

Old Business

Election of secretary

Update on proposal to eliminate overdue fines

New Business

Art policy

Ongoing Business

Library advocacy

Adjournment

Next regular meeting: Tuesday, June 25, 2019, at 4:30 p.m. at the **West Duluth Branch**

DULUTH PUBLIC LIBRARY BOARD
Minutes of Regular Meeting
April 23, 2019

Call to Order: Vice President Henke called the meeting of the Duluth Library Board to order at 4:35 p.m. on Tuesday, April 23, 2019.

Members Present: Matt Rosendahl (arrived at 4:40), Sue Henke, Lizzy Luoma, David Sperl, Betty Ramsland (left at 5:18), Michelle Foshay, Stephen Welsh

Also Present: Carla Powers, Sue Schumacher, Steph Meyer, Renee Zurn, Deputy Director of Planning & Economic Development Adam Fulton, City Councilor Em Westerlund (arrived at 4:43)

Absent: Nick Foucault, Neil Glazman

Agenda was reviewed. Implications of inter-city rail service moved from New Business to start of the meeting. Agenda approved with this change.

Public comment period: no comments

Minutes: Minutes of the March 26, 2019 board meeting were approved as drafted with voice consent.

Implications of inter-city rail service on Main Library:

- Adam Fulton on behalf of Duluth's planning and economic development department shared information on the proposed heavy-rail train service that would end at the Union Depot, just across Michigan street from the main library. Much of the Depot will be preserved.
- A trip between Duluth and the Twin Cities would take 2 hours and 20 minutes, cost around \$30-\$35, and provide wi-fi. Proposed funding would pay for trains, bridges, rail sidings, agreement with BN for current rails, ADA compliant depot, and parking. It does not cover buying more land to expand parking services.
- Possible implications for the library:
 - a. Tourism increase in the area of the main library. Tourism does not clearly align with the library's current mission. Examples of libraries that do court tourism in other cities were discussed.
 - b. Increased demand for public restrooms.
 - c. Increased pedestrian traffic on 5th Ave West bridge towards the DECC and sidewalk west of the Depot to connect to West Duluth.
 - d. Parking demand would increase, as would taxi and automobile traffic.
 - e. Influx of library users/patrons.
 - g. With increased tourism, the library may be eligible for tourism tax funding, which it currently does not receive.
 - h. The library real estate value likely would increase.
- The environmental review has been completed for this project. Minnesota would need to provide \$50 million, to fulfill part of the funding agreement at the Federal level.

A master planning process would be recommended for library needs and funding, if the transit investment moves forward. It is premature at this point to request master planning for the library with this plan as a timeline would depend on state funding.

Reports:

Library Manager's Report

- The computer lab moved today. The board will be updated next meeting about this transition.
- Data for Priority Based Budgeting is being collected via "games" functioning as a survey online. Decisions will be based on this as a source of public input. Libraries and lifelong learning fall under the "Culture" category. The board expressed great concern that data collection is not scientific and does not cover all the library's services and activities. The survey is now open, and the close date is not defined. Library Manager and City Councilor Westerlund will continue to update the board.

Foundation Report

- The Foundation raised \$20,000 for Library Giving Day this month. The Foundation is planning to partially fund an early literacy support position for a 3-year period. This need was identified in the Strategic Plan but has not yet been funded by the City.

Friends of the Library Report

- Reviewed as written.

Old Business:

Library Advocacy update

- Letter drafted by the Board at its last meeting was sent to the City Council and Mayor Larson.
- The library was not mentioned in the Mayor's recent State of the City address.
- Em Westerlund mentioned that as the chairperson for the Parks, Recreation & Libraries Committee, she can call a hearing and invite the City Councilors and the Mayor in order to present information on the state of the libraries. The council would meet as a Committee of the Whole for this hearing. Rosendahl will contact the Foundation and the Friends about this proposed advocacy effort to determine their interest and support. The Board is interested in a hearing regarding action and investment in the strategic plan.

Election of Officers

- Annual elections were held at the March 26 meeting, but the board was not able at that time to name a secretary. Luoma agreed to act as secretary for April 23 meeting.

New Business:

Fine Free Proposal

The library board approves the library administration's proposal to move to a fine-free model and recommend the city to incorporate this into budget planning. Unanimous vote in favor.

Adjournment: Meeting adjourned at 6:15 pm.

Next meeting: Tuesday, May 28, 2019; 4:30 p.m.; Main Library Conference Room

Manager's Report to Library Board May 2019

Public Restroom Project. Plans are continuing to move forward, but we found out just recently that this project will be more disruptive than we had anticipated. Workers will need to access plumbing connections on the Michigan Street level, which means that the men's room and the Green Room will be out of service for the duration of the project. We have requested that the work not begin until September due to summer programs already scheduled in the Green Room.

Staff Development Day. Our May 3 Staff Development Day was very successful, with the majority of staff rating the program on homelessness as either "extremely" or "very" worthwhile. Most of the day was spent watching Ryan Dowd's "Homelessness in Libraries" video training. We brought in Liz Strohmayer, who is CHUM's Director of Advocacy, to facilitate the training and offer her thoughts and perspectives along the way. Staff learned about the culture of poverty and how it differs from middle class culture, saw demonstrations of how body language impacts communication even when the verbal message is the same, and got specific tips and language to use when interacting with people who are homeless or living in poverty.

Social Workers. Beginning May 22 two St. Louis County social workers will be doing regular hours at the Main Library. Social workers are becoming more common in public libraries, because being at a library allows social workers to connect with people where they already are. Also, social workers can provide advice or assistance to library staff on how to effectively address behavior issues among patrons. This has been a longtime goal for us, and it's coming to fruition as a pilot project thanks to the efforts of two staff members in adult services. The social workers will use the MNsure space from 1:00 to 4:00 p.m. each Wednesday. Their area of focus is substance abuse prevention, but they will also answer general questions and help people connect with whatever social services are needed.

Construction Work. Last Friday we learned that our block of Superior Street needed to be torn up again. A coupling on the water main installed last year is failing near the "skunnel" that runs between the Radisson and the library. Work began on Monday to excavate the coupling, and it is expected to take about a month. This time there will be no detour in place. Traffic will need to use First Street or Michigan Street to get around the construction.

Labor Management Communication Committee. A new committee is starting at the library, and its first meeting will take place on May 28. The Labor Management Communication Committee came about after staff made suggestions as part of a city-wide employee survey. The group will consist of two co-chairs (myself and an AFSCME staff member), four regular seats for labor staff, and three rotating seats (two for labor and one for a supervisor). The committee will meet bi-monthly.

Duluth Public Library Art Exhibit Policy

Artists and exhibitors must consider that the viewing audience will include all ages, levels of sophistication, backgrounds, and personal tastes, when judging the appropriateness of their particular exhibit for the public library. In accordance with the American Library Association's Bill of Rights, exhibits will not be excluded because of the origin, background or views of those contributing to their creation, nor removed because of partisan or doctrinal disapproval.

Conditions of Exhibition:

1. The library may promote the exhibit in printed materials, on the webpage, or on the Library's social media accounts. Additional publicity is the responsibility of the artist.
2. The library may give priority to art that celebrates diversity.
3. The library may work with other organizations to coordinate art displays.
4. Library staff will determine location for all exhibits.
5. Artists are responsible for hanging/arranging all exhibits in library buildings using the picture rail system provided by the library. Artists are responsible for providing related signage. Artists are responsible for the provision of labels, hanging and arranging artwork, and the delivery and retrieval of artwork to and from the library.
6. The Duluth Public Library assumes no responsibility for loss, damage, or destruction of items while in transit, while on display, or during the set-up or take down of the exhibit. All items brought to and placed in the library are done so at the owner's risk.
7. All exhibit pieces will remain for the duration of the exhibit period. Each display will remain in place for a mutually agreed upon time. No display will remain in place indefinitely.
8. A small tag with the artist's name and contact information is permitted. Prices may not be displayed on the artwork. The library is not involved in any way in the sale of items on display.
9. The Duluth Public Library's policy concerning challenged materials will be followed should complaints about an exhibit or display be received by the library.
10. The duration of an exhibit will be determined by the Art Exhibit Coordinators, based on the availability of exhibit space and other events scheduled in the Library. Only the artist, the Art Exhibit Coordinators, or authorized representatives with written permission will be permitted to remove the artwork from the Library or the exhibit space. Should the artist not remove the artwork at the conclusion of the exhibit, the Art Exhibit coordinators reserve the right to remove the artwork from the exhibit space.

MAIN

2019 Hours, Visitors, Circulation, Internet Users

Summary	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL
Days open	25	23	26	26	24	20	22	22	23	26	23	24	284
Hours open	212	194	219	222	205	176	192	194	204	222	191	206	2437
Visitors	17981	17145	20401	19300									35126
Internet uses Labs	4022	3230	4096	4030									7252
Internet uses laptops	211	232	257	250									443
Internet total	4233	3462	4353	4280									7695
Circulation print,av	30740	27177	31027	30554									57917
Circulation OneClick	513	437	465	463									950
Circulation total	31253	27614	31492	31017									58867

MAIN

2018 Hours, Visitors, Circulation, Internet Users

Summary	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL
Days open	25	23	27	25	25	21	21	23	23	26	23	24	286
Hours open	210.0	194.0	229.0	214.0	213.0	184.0	186.0	202.0	194.0	222.0	194.0	203.0	2445.0
Visitors	22587	20837	24429	19663	15915	16086	16958	16335	14469	16007	15629	15304	214219
Internet uses Sam	4838	4673	5399	4575	3924	3540	4256	4220	3784	4216	3682	3700	50807
Internet uses laptops	295	234	256	250	163	168	207	280	167	164	172	198	2554
Internet total	5133	4907	5655	4825	4087	3708	4463	4500	3951	4380	3854	3898	53361
Circulation print,av	35338	31453	36331	30576	24701	25084	28898	27513	25333	28185	28167	26057	347636
Circulation OneClick	482	507	608	495	414	447	515	530	403	496	507	448	5852
Circulation total	35820	31960	36939	31071	25115	25531	29413	28043	25736	28681	28674	26505	353488

MT ROYAL

2019 Hours, Visitors, Circulation, Internet Users

Summary	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL
Days open	21	19	21	22	21	20	22	22	20	22	18	20	248
Hours open	184	166	184	194	184	176	196	192	176	194	158	176	2180
Visitors	11348	9965	11633	12592									21313
Internet uses Labs	1185	865	1078	1076									2050
Internet uses laptops	44	31	47	39									75
Internet total	1229	896	1125	1115									2125
Circulation print,av	27389	24543	26874	28222									51932
Circulation OneClick													0
Circulation total	27389	24543	26874	28222									51932

MT ROYAL

2018 Hours, Visitors, Circulation, Internet Users

Summary	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL
Days open	21	19	22	21	22	21	21	23	19	22	19	19	249
Hours open	184.0	166.0	192.0	186.0	192.0	184.0	184.0	202.0	166.0	196.0	166.0	168.0	2186.0
Visitors	11191	10017	11510	11582	11641	12817	13514	14538	10652	12736	10487	9207	139892
Internet uses Sam	1197	1079	1244	1292	1358	1369	1562	1644	1270	1412	1092	1001	15520
Internet uses laptops	97	69	66	61	47	35	36	55	53	48	45	29	641
Internet total	1294	1148	1310	1353	1405	1404	1598	1699	1323	1460	1137	1030	16161
Circulation print,av	23522	21423	24653	25107	25487	29520	31762	33675	25271	29468	25675	22161	317724
Circulation OneClick													
Circulation total	23522	21423	24653	25107	25487	29520	31762	33675	25271	29468	25675	22161	317724

WEST DULUTH

2019 Hours, Visitors, Circulation, Internet Users

Summary	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL
Days open	21	19	21	22	21	20	22	22	20	22	18	20	248
Hours open	186	168	184	194	184	176	192	194	176	201	156	198	2209
Visitors	6345	7137	7000	7603									13482
Internet uses Labs	813	561	715	782									1374
Internet uses laptops	24	27	39	35									51
Internet total	837	588	754	817									1425
Circulation print,av	10434	9159	10236	10202									19593
Circulation OneClick	0												0
Circulation total	10434	9159	10236	10202									19593

WEST DULUTH

2018 Hours, Visitors, Circulation, Internet Users

Summary	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL
Days open	21	19	22	21	22	21	21	23	19	22	19	19	249
Hours open	186.0	168.0	194.0	184.0	196.0	184.0	186.0	202.0	168.0	194.0	168.0	166.0	2196.0
Visitors	6603	5789	6637	6447	6638	6726	7186	8073	6130	6844	0	4898	71971
Internet uses Sam	790	770	982	992	1008	1082	1001	1415	1036	1135	889	748	11848
Internet uses laptops	41	24	25	31	26	16	24	23	21	39	25	20	315
Internet total	831	794	1007	1023	1034	1098	1025	1438	1057	1174	914	768	12163
Circulation print,av	10124	8695	9952	9599	10065	11149	11833	12613	10276	11263	10075	8867	124511
Circulation OneClick	0												
Circulation total	10124	8695	9952	9599	10065	11149	11833	12613	10276	11263	10075	8867	124511

TOTAL MAIN AND BRANCHES

2019 Hours, Visitors, Circulation, Internet Users

Summary	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL
Days open	67	61	68	70	66	60	66	66	63	70	59	64	780
Hours open	582	528	587	610	573	528	580	580	556	617	505	580	6826
Visitors	35674	34247	39034	39495									69921
Internet uses Labs	6020	4656	5889	5888									10676
Internet uses laptops	279	290	343	324									569
Internet total	6299	4946	6232	6212									11245
Circulation print,av	68563	60879	68137	68978									129442
Circulation OneClick	513	437	465	463									950
Circulation total	69076	61316	68602	69441									130392

TOTAL MAIN AND BRANCHES

2018 Hours, Visitors, Circulation, Internet Users

Summary	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL
Days open	67	61	71	67	69	63	63	69	61	70	61	62	784
Hours open	580.0	528.0	615.0	584.0	601.0	552.0	556.0	606.0	528.0	612.0	528.0	537.0	6827.0
Visitors	40381	36643	42576	37692	34194	35629	37658	38946	31251	35587	31703	29409	431669
Internet uses Sam	6825	6522	7625	6859	6290	5991	6819	7279	6090	6763	5663	5449	78175
Internet uses laptops	433	327	347	342	236	219	267	358	241	251	242	247	3510
Internet total	7258	6849	7972	7201	6526	6210	7086	7637	6331	7014	5905	5696	81685
Circulation print,av	68984	61571	70936	65282	60253	65753	72493	73801	60880	68916	63917	57085	789871
Circulation OneClick	482	507	608	495	414	447	515	530	403	496	507	448	5852
Circulation total	69466	62078	71544	65777	60667	66200	73008	74331	61283	69412	64424	57533	795723

2018 PROGRAMS SUMMARY

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
MAIN ADULT													
Number of programs	12	15	14	21	13	10	16	20	16	15	14	12	178
Attendance	401	325	352	422	218	459	1051	1276	545	692	279	168	6188
MAIN TEEN													
Number of programs	3	3	2	2	4	4	2	4	2	2	3	2	33
Attendance	188	161	71	58	139	144	52	177	64	66	68	59	1247
MAIN CHILDREN													
Number of programs	20	19	14	21	15	14	22	19	16	20	24	24	228
Attendance	935	880	380	328	693	519	2540	863	258	658	830	533	9417
MTR ADULT													
Number of programs	4	3	4	3	4	8	5	5	4	2	4	3	49
Attendance	54	118	41	24	29	94	79	294	101	38	62	43	977
MTR TEEN													
Number of programs		1		1		2	2	3					9
Attendance		22		10		12	34	128					206
MTR CHILDREN													
Number of programs	7	13	9	8	9	10	9	13	7	9	10	4	108
Attendance	204	548	420	476	317	585	907	1659	255	503	985	133	6992
WES ADULT													
Number of programs	5	4	2	4	4	3	4	3	2	3	3	3	40
Attendance	71	75	16	16	7	36	29	119	33	43	36	32	513
WES TEEN													
Number of programs		1				1		2					4
Attendance		8				3		57					68
WES CHILDREN													
Number of programs	10	9	7	6	9	8	9	10	8	7	6	5	94
Attendance	116	126	110	130	162	336	272	245	171	145	179	116	2108