

**DULUTH PUBLIC LIBRARY BOARD**  
**Minutes of Regular Meeting**  
**JUNE 27, 2017**

**Call to Order:** Vice president Sperl called the meeting of the Duluth Library Board to order at 4:34 p.m. on Tuesday, June 27, 2017. Agenda approved with voice consent.

**Members Present:** David Sperl, Lizzy Luoma, Sandy Scheiber, Nick Foucault, Sue Henke, Betty Ramsland,

**Also Present:** Carla Powers, City Council liaison Em Westerlund,

**Absent:** Neil Glazman, Matt Rosendahl, Sister Edith Bogue

**Minutes:** The library board minutes were approved as drafted with voice consent.

**Reports:**

Friends of Duluth Public Library

- The Friends did not meet in June. The book sale held in June looks like it brought in approximately \$21,800.

Duluth Library Foundation

- The Foundation has scheduled 3 events; The Olga Walker Memorial Award ceremony on July 26 at 9:30 a.m., Books & Baseball Day at Wade Stadium on July 19 at 3:05 p.m., and Learning and Libations at the Library on September 16.

Advocacy Leadership Team

- Team held first meeting with overall goal to unify the three organizations using the strategic plan as a framework. Team recommending each member of each group contact 3 community members to email their city councilors a positive story about their library experience. Luoma reminded Board that all email communications with city councilors is public information and subject to Freedom of Information requests from the press or public. Board supported this recommendation and will report back on their advocacy efforts at next meeting.
- Team will meet as needed.
- Westerlund stated that the minutes from the Friends of the Library and the Library Foundation are not currently submitted to city councilors or the mayor. Westerlund encouraged these groups to share their upcoming and past events with the city.
- The library website was recently redone with the new branding. Possible modifications to the website discussed to promote giving donations to and attending events hosted by the Friends and the Foundation.

Manager's Report

- Written report reviewed with information on Summer Reading Program, Lake Superior Libraries Symposium, Designing a People-Focused Library course.
- Library staff Sue Schumacher and Heidi Harrison led a new outreach event at the Federal Prison Camp to share information on the importance of literacy, specifically reading to children and understanding teens. Due to positive inmate and staff response, the prison has asked the library to offer the program quarterly. Ramsland suggested this event be shared at a City Council meeting to ensure councilors are aware this unique partnership in Duluth. Staff funding would need to be considered if this type of event is offered more frequently.

**Old Business:**

Main Library facility

- No update at this time.

### 2018 budget

- The budget is projected to be decided in September 2017. The board agreed that the library's highest priority is funding for the Early Literacy Librarian, which is key to the strategic plan.
- Library funding comes from the city general fund.

### **New Business:**

#### Overdue fines

- The board discussed the literature available on cities that have removed overdue fines with the goal of improving accessibility to individuals who are unable to pay these fines. In 2015 the library offered an Amnesty Week in which fines were forgiven to users who came in to the library. Increased opportunities for amnesty were discussed, with possible option for children only.
- Discussion tabled for next meeting. Powers will investigate if the city council would need to approve a possible fines-removal as the fees currently go to the city general fund.

#### Information Display Policy

- The policy update added option of displaying materials from, "fundraisers that serve a larger public interest," instead of just library events. The board supported this policy update.

#### Minnesota Public Library Trustees' Handbook

Board members reviewed pages 15-29: Henke noted the importance of clarification of job descriptions of a governing board as opposed to an advisory board. The Duluth Library Board does not review the library manager nor does it have any fiduciary responsibilities. The board will review pages 30-44 for next meeting.

**Adjournment:** Meeting adjourned at 5:50 pm.

**Next meeting:** The next meeting will be Tuesday August 22, 2017 at 4:30 p.m. at the West Duluth Branch Library.