

**DULUTH PUBLIC LIBRARY BOARD**  
**Minutes of Regular Meeting**  
**June 26, 2018**

**Call to Order:** Vice-President Sperl called the meeting of the Duluth Library Board to order at 4:32 p.m. on Tuesday, June 26, 2018.

**Members Present:** David Sperl, Lizzy Luoma, Sue Henke, Sandy Scheiber (arrived at 4:56), Neil Glazman, Sister Edith Bogue (arrived at 4:39), Nick Foucault, Betty Ramsland

**Also Present:** Carla Powers

**Absent:** Matt Rosendahl, City Council liaison Em Westerlund, Jim Filby Williams

Powers added library usage statistics under New Business. Agenda was reviewed and approved as amended.

Public comment period: no comments

**Minutes:** Minutes of the April 24, 2018 board meeting were approved as drafted with voice consent. The minutes of the May 22 non-voting meeting were also approved with voice consent.

**Reports:**

Friends of Duluth Public Library

- No meeting was held in June; an oral report was given by Ramsland.
- The book sale fundraiser held in June was successful at raising over \$19,000.
- On August 28, from 10:30 a.m. until 3:00 p.m. the Minnesota Association of Library Friends (MALF) will hold a free workshop on the relevancy of libraries. Library board members are encouraged to attend.
- The Friends will have a booth at Sidewalk Days on July 11,12, and 13. They will be selling books, giving away used books for adults, giving a new book to each child who stops by, and hosting activities for children.

Duluth Library Foundation

- Written report reviewed. No comments.

Manager's Report

- Written report reviewed.
- Narcan Training: this would be voluntary training for staff. Many libraries are now carrying Narcan kits and providing staff with training on how to administer.
- At this time, 1,079 people have registered for the summer reading program. Last year's total participation by the end of the summer was 1,767 people. The library hopes to have the same or better participation than 2017.

**Old Business:**

Main Library security update

- An interview with Applied Professional Services (APS) was held today at the main library to fulfill the security needs at the main library. Jim Filby Williams will work with the City to secure funding. It is hoped that this security contract will be in place by fall.
- A \$200,000 request will be made as part of the 2019 Capital Improvement Project budget for installing a bathroom on the main floor where the computer lab is currently located. This would provide additional safe and accessible bathroom capacity.

Priority Based Budgeting update

- Programs and services were scored by the library and submitted for a peer review process, which just finished last week. Overall results will now be reviewed by City administration.

- Powers answered a few questions from teams that were reviewing the library's scores.

#### Joint Library Board/Foundation/Friends meeting September 18

- This meeting will be held at 4:30 p.m., at a location to be determined.
- At the meeting the board would like to discuss priority based budgeting and how to combine advocacy efforts and data review.

#### **New Business:**

##### Agreement with Duluth Library Foundation and the City of Duluth

- Complete written contract was presented to the board.
- The city attorney suggested drafting an agreement when the Foundation began approaching businesses to sponsor library events. This agreement is meant to formalize the relationship between the library and the Foundation.
- Concerns were raised by the board that the library should have the ability to approve Foundation messaging. The board suggested creating a "Collaborative Marketing" section with wording similar to that under "Collaborative Fundraising." Under "Marketing and Volunteer Activities," the board suggested changing language from "The Library **will** assist the Foundation with marketing support, as needed . . ." to The Library **may** assist the Foundation with marketing support, as needed. . . ."
- Powers will bring these suggestions to the Foundation and the city attorney. The board will wait to approve this agreement until the final draft is submitted.

##### Library Usage Statistics review

- Program summary statistics reviewed comparing 2017 and 2018 at each location. The number of children's programs at the West Duluth has gone up slightly in the last year, however attendance has gone up greatly. The board wishes to acknowledge the importance of increased participation at these events.
- Hours, visitors, circulation, and internet use data for 2017 and 2018 were reviewed. At main, a minor decrease in all areas beginning in April was noted. Overdrive downloadable usage was not included in this report.

##### Tour of top floor changes:

- Brief tour to be held after meeting adjourns.

**Adjournment:** Meeting adjourned at 5:55 pm.

**Next meeting:** Tuesday, August 28, 2018; 4:30 p.m.; West Duluth Branch Library