

**DULUTH PUBLIC LIBRARY BOARD**  
**Minutes of Regular Meeting**  
**September 25, 2018**

**Call to Order:** President Rosendahl called the meeting of the Duluth Library Board to order at 4:31 p.m. on Tuesday, September 25, 2018.

**Members Present:** Matt Rosendahl, David Sperl, Lizzy Luoma, Sue Henke, Sandy Scheiber, Betty Ramsland

**Also Present:** Jean Walsh from the League of Women Voters, Carla Powers

**Absent:** Nick Foucault, Neil Glazman

**Review and approve agenda:** Sperl suggested “Essentia Project” under New Business be amended to read “Medical Corridor Project”. Powers requested adding 2019 Fee Schedule under New Business. Agenda was reviewed and approved as amended.

**Public comment period:** No comments.

**Minutes:** Minutes of the August 28, 2018 board meeting were approved as drafted with voice consent.

**Reports:**

Learning and Libations at the Library

- Verbal report given by Rosendahl on the successful fundraising event.
- The event was had the largest attendance in its history with over 180 people attending.
- There was rain that came into the building the night before. A piece of furniture had to be removed because it was wet, and there was a wet spot on the carpet during the event.

Library Manager's Report

- Written report was reviewed.
- Port Card Project press packet shared with each board member on the new program offered to ISD 709 students. It has not gone live yet, but information has been distributed to all parents in the district. They can choose to opt out of the program if they wish. The transportation of materials has not been arranged between the library and the district at this time.
- Superior Street Construction Update: Currently the Main Library building is without heat while hot water pipes are being installed. The heat is expected to be on by mid-October.
- Homelessness in Libraries: State Library Services has purchased a full training module that offers tips for better connecting for people who are homeless or dealing with extreme poverty. This is open to library staff, volunteers, and board members. Library staff are attending a staff development day in May 2019 in which staff will watch the video series as group, discuss the content and practice role playing.

**Old Business:**

Main Library security update

- Mike from APS, library security, stopped by at 4:45 to meet the board. There are other APS employees who share this position.
- In November there will be a meeting with representatives from the police department and Jim Filby Williams to touch base on how the security contract has been going and discuss continuing the service in 2019.

### Library Board vacancy

- One vacancy remains. Members of the public are encouraged to apply.

### **New Business:**

#### Gathering of Associated Library Advocates follow up

- The gathering was held on September 18 with the Library Board, Friends of the Library, and Library Foundation in order to update on each organization's mission, accomplishments, and goals for the upcoming year as it relates to advocating on behalf of the library.
- The Advocacy Board, a group of 1 member from each organization that met once in the last year, was disbanded. Each of the groups' monthly meeting will conclude with a letter to be sent to city councilors, mayor, and other two groups with the intention to be a persistent voice for the needs of the building.

#### Medical Corridor Project

- During the GALA meeting, discussion was held on the possibility of the library having a physical presence at a new proposed project in Duluth.
- Various options for renovations or new buildings have been proposed in the last 5 years. Whether renovations or new building, the library's footprint could fit into this major renovation for the city of Duluth, a central spot for medical community and the community at large. This option would warrant a need for a comprehensive assessment of capital investments that supports library services and to urge the planners of the destination medical campus on potential opportunities to collaborate on delivery of library services.
- A resolution by the board, drafted originally by Sperl, was approved unanimously by the board. The resolution reads:

*A resolution of the Board of the Duluth Public Library:*

*Whereas the Duluth Public Library Board recognizes the need to address aging library infrastructure that is becoming more expensive to maintain;*

*Whereas the Library has undergone an exhaustively robust strategic planning process and recognizes how existing buildings do not align fully with the needs of the community;*

*Whereas the Library plays a key role in the social safety net and is a critical city resource;*

*Whereas education and social and community context are included in the social determinants of health;*

*Whereas multiple private entities are currently working to invest in downtown Duluth in the form of a destination medical campus; and*

*Whereas this could be an ideal location for relocation or expansion of Library physical presence; now, therefore, be it*

*Resolved, That the Library Board:*

1. *urges the city administration to lead a comprehensive assessment of capital investments that support library services; and*
2. *urges the city to engage the planners of the destination medical campus on potential opportunities to explore solutions that address the infrastructure issues of the Duluth Public Library.*

### 2019 Fee Schedule

- The new fee schedule handout was shared with the Board. Proposed changes are based off the IPD (Implicit Price Deflator) so to keep pace with inflation. This can be challenging with the goal of keeping an even amount, and creates additional labor for staff.
- Powers recommended removing the collection agency fee of \$10.00 because that service has been discontinued.
- With meeting room fees just increased in 2018, no changes are proposed for 2019. Proposed IPD increases for overdue fines or copies and printouts would require more staff labor for a nominal amount of fine and fee revenue.
- The fee schedule was approved unanimously. Powers will forward it to the City Clerk's office for inclusion in the city's fee schedule process.

**Adjournment:** Meeting adjourned at 5:51 pm.

**Next meeting:** Tuesday, October 23, 2018; 4:30 p.m. in the Main Library conference room