

**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 send 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