

**Duluth Public Library Board  
Minutes of Regular Meeting  
February 26, 2019**

**Call to Order:** President Rosendahl called the meeting of the Duluth Public Library Board to order at 4:35 PM on Tuesday, February 26, 2019, at the Mt. Royal Branch.

**Members Present:** Sandy Scheiber, Neil Glazman, Matt Rosendahl, David Sperl, Sue Henke, Michelle Foshay

**Also Present:** Library Manager, Carla Powers; Public Administration Director, Jim Filby Williams, City Council Liaison Em Westerlund (until 5:15 PM); Community Member: Debbi Rasmussen, League of Women Voters

**Members Absent:** Lizzy Louma, Betty Ramsland, Nick Foucalt

**Meeting Agenda:** was reviewed and approved.

**Public comments:** None

**Minutes:** January 22, 2019 meeting minutes were reviewed. Motion to approve was made and seconded: Henke/Glazman. Motion approved unanimously.

**Reports:**

- Port Cards: Question regarding utilization data for Port Cards. Carla will get data for next meeting. A notice about the program was recently sent home with all ISD 709 students.
- Expanding Horizons: Cost of this program is a donation of \$45.00 per participant.

**Old Business:**

- **Library Board Advocacy:** President Rosendahl asked about content for this month's letter to Mayor/Council. Discussion ensued including the following:
  - Library Board has historically taken a soft approach to advocacy. There is value to the community in the Board taking a stronger advocacy position to accomplish its 2016 Five Year Strategic Plan. The plan was developed with community input and approved by the City Council in June 2016.
    - Link to Plan: <http://duluthpubliclibrary.org/media/542684/duluth-strategic-plan-11x17.pdf>
  - Advocacy efforts could focus on 2020 budget requests in two areas noted as priorities in the 2016 Five Year Strategic Plan.
    - Early Childhood Literacy (requires investment in additional staffing position(s). It will be important to note that these additional library staff positions are key to LEVERAGING additional public and private investment in Early Literacy efforts)
    - Address the critical facilities issues in order to increase access and use of library resources (requires investment of capital funding)
  - Preliminary discussions are underway regarding a potential relocation of the West Duluth Library and Senior Center as part of the redevelopment of the current site of the abandoned K Mart store. This move could create opportunities for improving the downtown facility as well. It is important that any planning for the West Duluth Branch happen within the context of the entire DPL system and with meaningful input from library staff.

- It was recognized that there is little possibility of relocating from the current downtown facility.
- Message to Mayor/Council should not be a request for a “planning process” which too often allows the administration to delay any real action. A request for the City to choose a course for development and engage in a planning process to accomplish that course may be the better approach.
- It is important to remind City Admin that the Library has lost 22 FTE since 2008 and has had a flat budget for materials purchases since 2010.
- Tying these strategies to the Duluth Comprehensive Plan could strengthen advocacy efforts. Link to Comp Plan: <http://www.duluthmn.gov/community-planning/guiding-documents/comprehensive-plan/>

Sue Henke and Matt Rosendahl will draft a letter based on the above discussion. At the March Board meeting, the draft will be reviewed, revised as necessary, ratified and signed by all board members.

Further discussion ensued regarding the vision of the Early Literacy strategy. Carla will ask Sue Schumacher, DPL supervisor and Early Literacy lead, to join us at a future meeting to discuss the vision.

**New Business:**

- **Circulation Policy:**
  - A revised Circulation Policy was presented for Board Approval. Revisions included:
    - Adding language about Port Cards
    - Extending Loan Periods
  - Motion was made and seconded (Sperl/Scheiber) to “Approve Policy with a request to staff to develop a proposal for the removal of fines for overdue materials”. Motion approved unanimously.
- **Library Cards for employees living out of state**
  - The policy was revised to extend opportunity to register an out of state library card at no charge to all current City employees. Motion was made to approve and seconded: Sperl/Glazman. Motion approved unanimously
- **2014-18 Usage Statistics**
  - A graphic display of data for hours, visitors, circulation, internet usage and programing attendance was distributed. The graphic display of data enhances usefulness by visual depiction of trends.
    - Observations:
      - Internet Usage decline is related to extending session time (1 hour to 2 hours at Main; ½ hour to 1 hour at branches). Metric is # of sessions.
      - Increased children’s program attendance at West Duluth Branch - changed story time to mornings.

**Adjournment:** 6:10 PM

**Next Meeting:** Tuesday, March 26, 2019; 4:30 PM; Main Duluth Public Library

Respectfully submitted,  
Susan Henke