

DULUTH PUBLIC LIBRARY BOARD

Notice of Meeting

DATE: May 22, 2018

TIME: 4:30 p.m.

PLACE: Main Library Conference Room

AGENDA

Call to order

Review and approve agenda

Public comments

Approve minutes of April 24 meeting

Reports

Friends of the Library – Powers

Duluth Library Foundation – *No meeting in May*

Library Manager's Report – Powers

Old Business

Main Library security update

Priority based budgeting

Superior Street reconstruction

New Business

Joint Friends/Foundation/Library Board meeting

OCLC "From Perception to Funding" report

Tour of top floor changes

Adjournment

Next regular meeting: Tuesday, June 26, 2018, at 4:30 p.m. in the Main Library Conference Room

DULUTH PUBLIC LIBRARY BOARD
Minutes of Regular Meeting
April 24, 2018

Call to Order: Ramsland, acting as chair, called the meeting of the Duluth Library Board to order at 4:43 p.m. on Tuesday, April 24, 2018.

Members Present: Betty Ramsland, Lizzy Luoma, Sue Henke, Sandy Scheiber, Neil Glazman, Sister Edith (arrived at 4:41)

Also Present: Carla Powers, City Council liaison Em Westerlund (arrived at 4:48), community members: Jean Walsch- league of Women Voters, John Ramos-Reader Weekly

Absent: Matt Rosendahl, David Sperl, Nick Foucault

Agenda was reviewed and approved as written, with "fines for children" added under New Business.

Public comment period: no comments

Minutes: Minutes of the March 27, 2018 board meeting were approved as drafted with voice consent.

Reports:

Friends of Duluth Public Library

- Written report reviewed. Members encouraged to volunteer at the book sale on June 11 through 14 at the main library.

Duluth Library Foundation

- No written report this month.
- There is a sold-out event next Monday featuring author Brian Freeman at Glensheen, per verbal report from Powers. Information on this event had been shared in print at last month's report.

Manager's Report

- Written report reviewed.
- Horizon demo was a chance to see the software, which appears to be state of the art and well supported. Policy differences regarding how circulation and fines are handled are still unresolved. This will be discussed during a special meeting following the May Compass meeting.

Old Business:

Main Library security update

- The request for proposal (RFP) for a security guard for 25-30 hours a week to help library staff to enforce the behavior policy is still in the works. Duluth Police have been doing walk throughs, though not always daily. Powers will speak with the Duluth Police to encourage more frequent presence until the private security guard position is approved and role is taken over by that firm.
- The City's property management division is looking into cost and timeline of moving the men's upstairs restroom to increase visibility of entrance by staff. The men's restroom is very isolated and has been a site of problem behaviors including suspected drug use. The proposal is to switch the existing staff restroom with the men's restroom. The restrooms on the basement level continue to be locked unless there is a meeting or program going on in the meeting rooms.

Priority Based Budgeting update

- This is a new initiative the City is working on to better align spending with community goals. The library's management team will be trained this Friday to learn how to score library programs based on how they align with large-scale goals. Westerlund reports that this is a way to look at the collective goals and resources, and it is not meant to pit departments against each other. This project is based on an algorithm through a firm in Colorado. Currently it's not in use by any other city in Minnesota. Annual assessments using this algorithm will be conducted, along with feedback and fine-tuning with the goal of effectiveness in pursuing complex city goals.

New Business:

Superior Street reconstruction:

- Superior Street outside of the main library closed on April 16 and is expected to remain closed through mid-October.
- The main library usage has dropped, however the branches are seeing increases in usage. Weekly construction updates will be attended by library staff. The tunnel that goes under Superior Street is expected to remain open. Additional signage is planned to notify public that there is a handicap accessible entrance to the building through the Michigan street entrance.
- Kaleidoscope and Thursday night concerts will still take place as planned. Library staff will try to work with the contractors, if necessary, to reduce noise during the events.

Fines for children:

- Ramsland added this agenda item based on prior discussion on fines for children. Fines for children's materials have not changed. The new virtual library card project for school children planned to start this fall would allow students to check out up to 5 items with their school ID number. Within this program, students could "work off" fines by reading. The virtual card would also include database access, which allows the library and the school district to work together to improve access to resources. An increasing number of libraries are going fine-free to reduce the punishment aspect of using materials.

Adjournment: Meeting adjourned at 5:27 pm.

Next meeting: Tuesday, May 22, 2018 at 4:30 p.m. in the Main Library Conference Room

Friends of the Library Report

From meeting of May 15, 2018

The Friends held their annual meeting on May 15. Three new board members were voted in, and some new officers were elected. Officers for the next two years include Marcia Semerau, president; Sheri Olson, vice president; Milissa Brooks-Ojibway, secretary; and Sheryl Billman, treasurer.

Betty Ramsland and her daughter have graciously agreed to represent the Friends at Sidewalk Days. The Friends board voted to provide up to \$650 for Betty to purchase books and games to give away to children at the event.

The annual book sale is fast approaching! Setup is scheduled for later this month, and the sale will begin with an early bird day for Friends members on June 11. If you'd like to help publicize the sale, yard signs and posters can be picked up the day of our meeting. If you are interested in helping out, please contact Milissa at mbrookso@d.umn.edu if you haven't already.

Submitted by Carla Powers

Manager's Report to Library Board May 2018

Book Complaint. Recently I received a complaint about the book *Simple Times: Crafts for Poor People* by Amy Sedaris. The book is a work of satire, but it was shelved in the craft section and some of its content caught the patron by surprise. She expressed concern that the book could be checked out inadvertently by a child. While she said the book was inappropriate in the public library, she did not request it to be removed. I sent her a letter outlining some of the criteria our staff used to select the book (the author is well-known, the book received positive reviews and is owned by many other public libraries in the state, and it has been checked out 74 times by DPL patrons which shows a demand for it). I mentioned that we always encourage parents to monitor what their children check out from the library to ensure that it is appropriate for them.

Beanstack. With the Summer Reading Program scheduled to begin June 4, staff are busy learning some new software that we've purchased to support it. The software is called "Beanstack" and it will replace the "Summer Reader" software that we have used for the past several years. Beanstack has a more up-to-date and customizable look, and its functionality is more intuitive for patrons and staff. Youth Services Coordinator Kristy Nerhaugen has done a wonderful job of researching software options, recommending Beanstack, and leading the effort to prepare and train the rest of the staff.

PC Management Software. Another important project that is coming to a close is choosing new software to manage time limits and printing charges for the library's public access computers. A committee made up of library and IT staff has been looking at several options and recently decided on a product called "SignUp" by Envisionware. SignUp will replace Smart Access Management (SAM), which the library purchased roughly 10 years ago. The committee looked at three PC management software options. SignUp ranked highest of the three for its functionality, and other libraries using SignUp reported that Envisionware's customer support is very good. We expect the new software to be up and running this fall.

Brian Freeman Event. The Foundation's April 30 events with author Brian Freeman went off without a hitch, thanks to some great planning by Foundation staff. There was a luncheon for major donors at The Boat Club that afternoon and a sold-out event for the public at Glensheen in the evening. The events grew out of a feature at Learning & Libations at the Library, where an auction was held for a character name in Freeman's latest book, *Alter Ego*. The two winning bidders, Laurie Fulkerson and Dean Casperson, were recognized at the events, and their characters were revealed for the first time.