

DULUTH PUBLIC LIBRARY BOARD
Minutes of Regular Meeting
March 22, 2016

Call to Order: Dan D'Allaird called the meeting of the Duluth Library Board to order at 4:32 pm on March 22, 2016. On a motion by Katz, the agenda was approved.

Members Present: Matt Rosendahl, Virginia Katz, Dan D'Allaird, Sandy Scheiber, Sister Edith Bogue

Also Present: Carla Powers

Absent: Megan Oswald, Betty Ramsland

Minutes: There was clarification that D'Allaird seconded the motion at the January meeting to approve the Internet policy. Powers will amend the January minutes to reflect this. On a motion by D'Allaird, the minutes for the January 26 and February 23, 2016 meetings were approved.

Reports:

Duluth Library Foundation

Written report was reviewed.

Manager's Report

- Swim Creative branding update: The team has developed a draft logo, also a persona of the person our ads will target. Library staff members are happy with the results, but they are preliminary and not yet available for sharing.
- Library board appointment updates: There are three openings; this is Dan's last meeting unless no one is appointed to his position. One position is a five-year term, as Dan's second term has ended. The others will fill out the remaining term of a person who resigned. If the time remaining is less than half of a term (i.e., less than 30 months), and the person could serve two full terms afterwards. If the person is appointed for more than half of a term (more than 30 months), it is considered their first full term. If no one is appointed for Dan's expired term by the April meeting, Dan is still considered to hold the position (according to the by-laws).
- Mount Royal expansion is progressing. The branch will have to be entirely closed for some parts of the construction because of carpet replacement and the removal of a wall. The other businesses there are being informed and are supportive. The board suggested planning to maintain at least the book dropoff. In discussion about advocacy, the idea of having some type of self-service station (e.g., a computer kiosk for renewing and requesting books) was also raised. Excellent publicity about the closure ahead of time is needed, including posters / information at Mt. Royal to alert the patrons there.
- One Book, One Community: UMD is hosting an event on the biomechanics of rowing. This sounds a bit obscure, but it turns out to be fascinating.

Old Business:

Facility planning update

The TKDA report was shared with library staff just so they would have time to think about what feedback to give, but no immediate feedback was requested. In general, the impressions were that the plan manages to do a lot with the building that we have. Staff thought that the elevator and the bathrooms are two areas that it doesn't seem to deal

with adequately. The proposal puts staff offices where the youth services area is now. Staff had concerns about that location, and also whether the space was adequate. There is no staff lounge in the plan. This is a serious issue for morale, as well as for keeping staff offices clean and vermin free. The “café” wasn’t something that everyone liked. The café idea was proposed as a place where school or other groups might be able to bring a bag lunch, not necessarily a business. In a choice between a staff lounge and a café, board members would prefer having a staff lounge.

The lowest cost MSR estimate for a new building was \$34 million. The price tag on the new mid-range renovation plan is \$18.8 million. At present, all discussion about facilities planning is on hold until after the strategic planning process is complete and a service plan developed.

Right now there is a lot of open space on the top floor where government documents used to be. The library staff doesn’t want to move a lot of the collection around when the space might be renovated. Given the length of the planning process, perhaps we could find a more creative way to use the space in the interim.

Strategic planning update

The planning process is deliberately setting aside discussion of facilities. It focuses on library services, populations served (and whom we would like to serve), as well as programs, events, and activities,. The community planning retreat is scheduled for April 16. As of today, nine invitees have accepted, 20 have declined, and the planning committee of about 12 will be attending. A few library staff are on the committee, and 41 staff members responded to a survey designed specifically for staff.

A community survey is being shared out on social media and on the library’s website. It will include a question asking whether respondents live in the city of Duluth. This is one way of gauging interest and input from people who live outside of the city.

New Business:

Annual report to State of Minnesota

Board members commented on or asked questions about changes that could be seen in the annual report.

- Internet sessions went down because the length of a session at the Main Library has doubled. People who use the internet for an extended period of time don’t have to repeatedly log in, which changes the count.
- There are a number of services to other organizations that our library does not provide – adult literacy, senior outreach, etc. These are places where we might want to put forward plans and requests for funding.

On a motion by Bogue, seconded by D’Allaird, the annual report was approved as drafted.

Library Board Role in Advocacy

The board does a good job of being present at City Council. Our role as an advisory board leaves us somewhat outside the budgeting loop. The Parks Board also is advisory. Board members support exploring other ways that we could be more active in advocacy. Ideas included:

- Releasing our strategic plan with an event.

- Meeting in a more public or welcoming area, like the Gold Room.
- Inviting city councilors to a meeting, such as when we are discussing the strategic plan.
- Reaching out to our city council liaison.
- Making use of the media; they are often eager for content and photo opportunities. The newspaper welcomes letters to the editor.
- Could we suggest that Mayor Larson host a city meeting in one or more of the libraries or hold one of her meet-and-greet sessions with new board members after they are appointed?
- When Mt. Royal closes, could the Chamber of Commerce or Greater Downtown Council help us with putting up some self-service kiosk?
- Look for a way for new councilors to interact with the board, especially the new board members.
- Could we draft a letter to the editor about the planning process? Matt Rosendahl agreed to draft such a letter.

Election of Officers

There was discussion of adding a specific office of secretary in the bylaws. Office of vice president and secretary can optionally be held by the same person. This is an extension of the decision a few years ago to remove the note-taking responsibility from the library administrator to make it possible for her to focus fully on the meeting. Powers will draft bylaws changes and circulate them before the next meeting.

Motion by Scheiber, seconded by Bogue, to nominate Rosendahl as vice president. Motion passed unanimously.

Motion by D'Allaird, seconded by Katz, to nominate Bogue to serve as president. Motion passed unanimously.

Bogue suggested that we need to have an orientation for new board members, especially as they are coming onto the board at a time when many important projects and decisions are already in motion. It could include a roster of current members, a copy of the bylaws, and minutes from the last 6-12 months, as well as any plans or reports that have been circulated to the board. It might include an orientation to our tasks, our advisory role, the relationship among the Library Board, the Library Foundation and the Friends of the Library. Bogue and Powers will work on this as people are appointed.

Discussion of Episodes 5 and 6 of "Short Takes for Trustees"

There was brief discussion regarding this series. Board members are finding it informative.

Adjournment: Meeting adjourned at 6:00 pm.