

# DULUTH PUBLIC LIBRARY BOARD

## Notice of Meeting

DATE: April 24, 2018

TIME: 4:30 p.m.

PLACE: Main Library Conference Room

### AGENDA

Call to order

Review and approve agenda

Public comments

Approve minutes of March 27 meeting

#### **Reports**

Friends of the Library – Powers

Duluth Library Foundation – *No report in packet*

Library Manager's Report – Powers

#### **Old Business**

Main Library security update

Priority based budgeting

#### **New Business**

Superior Street reconstruction

Adjournment

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

**DULUTH PUBLIC LIBRARY BOARD**  
**Minutes of Regular Meeting**  
**March 27, 2018**

**Call to Order:** President Rosendahl called the meeting of the Duluth Library Board to order at 4:32 p.m. on Tuesday, March 27, 2018. Agenda approved as written with voice consent.

**Members Present:** Matt Rosendahl, David Sperl, Lizzy Luoma, Sue Henke, Sandy Scheiber, Nick Foucault (left meeting at 5:35), Neil Glazman

**Also Present:** Carla Powers, Jim Filby Williams (arrived at 4:41), community member: Jean Walsch from League of Women Voters, library school student: Jodi Kiffmeyer

**Absent:** Betty Ramsland

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

**Reports:**

Friends of Duluth Public Library

- Written report reviewed as written. No questions or comments discussed.

Duluth Library Foundation

- No report this month. Handout on upcoming event with author Brian Freeman on April 30, 2018 given out.

Manager's Report

- Written report reviewed as written.

**Old Business:**

Main Library security update

- Feedback from a city attorney on library use policy recommended some relatively small changes. The following changes are to be made: remove "public displays of affection" due to being too subjective, remove "stalking or staring" due to being too subjective and covered under non-verbal intimidation, remove "sexual" leaving just "harassment" as it covers all forms, remove "panhandling" which by law is not illegal and is covered by "no soliciting," change "offensive body odor" to just "odor." Board still approves of update due to no content changed, only redundancies have been removed. Once updated, the policy will be posted by the entrances of the library, in any problem areas and on the library website. Staff will have copies to use for educating patrons as needed.
- A request for proposals for 30-hour a week contract security is being drafted. In the future, this may become a library position. A contract position allows the library to act more quickly and get a feel for the type of security service needed. The scope of work needs to be reviewed and finalized. In the interim, the Duluth Police have been doing daily walk throughs to check in with staff and patrons. The overall pattern of difficult patron behavior has decreased, however there are still reports of evidence of drug use in the bathrooms. On the city block of the library the police incidents have increased from 40 in 2014 to 80 in 2017.
- Changes to improve safety using up to \$100,000 allocated by the city include switching the location of the men's bathroom upstairs with the staff bathroom and moving the computer lab to the top floor lounge area. These actions are relatively low cost and could be changed in the future if needed. Change to bathroom locations are planned to be completed over the next weeks. E-rate reimbursement funding may delay the timeline of moving the computer lab to July 1 or later. The library does not currently have a gender-

neutral bathroom for the public. This will occur eventually but is not an immediate action item.

### **New Business:**

#### Strategic Plan update:

- The management early in 2018 put together an action plan breaking down the main projects corresponding with the related goals.
- A summer intern is the first item for youth services. The city has an approved stipend of \$25/week. The library may use funding donated by the Library Foundation to cover living expenses as this will attract higher quality interns.
- The software has been picked out to move forward with accepting credit card payments as outlined in Goal 3. At this time the city attorney is reviewing the compliance forms. The goal is to be up before summer 2018.
- Joining the Compass consortium is still being considered, even though the grant did not go through earlier this year. Conversations are in the works about how to catalog different editions of the same book. There are current differences between how Duluth library catalogs and how Arrowhead catalogs. The staff will see a demo of the software from the vendor in April 2018. Circulation questions such as how long materials can be out and rate of fines are also being discussed
- The board wishes to thank the staff for continuing to update the board.

#### 2017 Annual report:

- Annual report is required by the state. This report includes information from all three library locations. When comparing 2017 with the previous year, it's important to remember that in 2016 the Mt. Royal Branch was closed for renovation for six weeks which resulted in less usage than normal. Nearly all measures of library use increased from 2016 to 2017.
- There was a discrepancy in how the business office hours were reported, which made it look like hours had been reduced. Powers will correct the discrepancy. A motion to accept the report with this correction was made by Sperl, seconded by Henke. Motion approved unanimously.

#### Annual election of officers:

- Officers can serve for two consecutive years, and all current officers are willing to stay on. Motion by Glazman, seconded by Bogue, to reappoint current officers for another term. Approved unanimously.
- Three officers elected unanimously:  
President: Matt Rosendahl  
Vice President: David Sperl  
Secretary: Lizzy Luoma

**Adjournment:** Meeting adjourned at 5:55 pm.

**Next meeting:** Tuesday, April 24, 2018 at 4:30 p.m. in Main Library Conference Room

**Friends of the Library Report**  
From meeting of April 17, 2018

The Friends are continuing to move forward with the idea of offering books for sale on Amazon. The final pieces that need to be put in place are determining how to go about paying for postage for outgoing books and setting up an account for the incoming funds to be deposited.

Friends board president Marcia Semerau will be one of the honorees at the Port Cities Luncheon on Wednesday, May 2 at noon in the Greysolon Ballroom. Another Friends board member, June Kreutzkamp, received the Woman of the Year honor last year.

The Friends annual meeting is scheduled for Tuesday, May 15 at 4:30 p.m. in the Gold Room. All current Friends members are invited to attend. Board members will bring refreshments to share.

The annual book sale is coming up! It will take place June 11 through 14. If you can spare some time to help out with the sale, please return the form that was in the latest newsletter or send an email to Milissa Brooks-Ojibway at [mbrookso@d.umn.edu](mailto:mbrookso@d.umn.edu).

*Submitted by Carla Powers*

## **Manager's Report to Library Board April 2018**

**Bed bugs.** As you know, a few weeks ago we discovered bed bugs in some of the upholstered furniture at the Main Library. Fortunately we were able to inspect and treat the areas right away, and we issued a press release to inform the public. Although we had no evidence that bugs were present at the branches or in our books, we are having them inspected as a precaution. On April 6 a specially trained dog inspected the collection at Main and did not detect any bugs in the books. On April 13 the dog went to the West Duluth Branch and found no bed bugs. Mt. Royal is scheduled to have an inspection this Friday, April 20. Inspections will be done each month at Main, and staff has been trained on how to be on the lookout in between inspections.

**Horizon demo.** Three staff from Sirsi-Dynix (the vendor for the Horizon software used by the Compass consortium) came to Duluth on April 12 to demonstrate the software for DPL staff. Three staff from the Arrowhead Library System attended as well. The demos were fairly comprehensive and answered many of our questions and concerns. The software appears state-of-the-art and is continuing to be developed and fully supported. Most of the questions and issues that remain at this point are related to policy and will need to be negotiated with ALS.

**Obituary Index.** DPL is fortunate to have a very dedicated group of volunteers working on an index to obituaries that were published in the *Duluth News-Tribune* prior to November 1995. Recently the volunteers completed two more years of the index, so it now goes back to 1956. The hope is to keep working backward all the way to the late 1800's. The index provides a guide to newspapers that are on microfilm at the Main Library. More recent obituaries published after November 1995 can be found by searching for the full-text obituary in the Duluth News Tribune/NewsBank database, which can be accessed online by anyone who has a DPL card. If you have questions or would like more information on this, a reference staff member would be happy to help!

**Wellness Programs.** With support from the Duluth Library Foundation, library staff has created a series of programs during the month of April with a focus on wellness. "Wellness Wednesdays" will feature a different mind/body practice each week from April 11 through 25. April 11 was tai chi, April 18 will be yoga, and the April 25 practice will be qigong. All practices take place at 1:00 in the Gold Room. On Saturday, April 28 a full day of wellness programs is planned in the Green Room. It will feature information about acupuncture, free chair massages, a session in The Sunspot Bus, and more. Wellness Day begins at 11 a.m. and goes until 4 p.m.

**One Book Northland.** This year's author event for One Book Northland will take place on Tuesday, April 24 at 6:30 p.m. in Fitger's Spirit of the North Theatre. Marlene Wisuri of the Sami Cultural Center will introduce Katharine Johnson, author of featured title *The Wind and the Drum*. Copies of the book will be available for sale following the program, and light refreshments will be served.