

# DULUTH PUBLIC LIBRARY BOARD

## Notice of Meeting

DATE: June 26, 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 and May 22 meeting

#### **Reports**

Friends of the Library – *No meeting in June*  
Duluth Library Foundation – Powers  
Library Manager's Report – Powers

#### **Old Business**

Main Library security update  
Priority based budgeting  
Joint Library Board/Foundation/Friends meeting Sept. 18

#### **New Business**

Agreement with Duluth Library Foundation  
Tour of top floor changes

Adjournment

Next regular meeting: Tuesday, August 28, 2018, at 4:30 p.m. at the **West Duluth Branch Library**

**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

**DULUTH PUBLIC LIBRARY BOARD**  
**Minutes of Regular Meeting**  
**May 22, 2018**

**Call to Order:** Sperl called the meeting of the Duluth Library Board to order at 4:36 p.m. on Tuesday, May 22, 2018. A quorum is not present, so no actions will be taken.

**Members Present:** David Sperl, Lizzy Luoma, Sister Edith Bogue

**Also Present:** Carla Powers, Jim Filby Williams (arrived at 4:39)

**Absent:** Matt Rosendahl, Sandy Scheiber, Neil Glazman, Sue Henke, Nick Foucault, Betty Ramsland

Agenda was reviewed.

Public comment period: no comments.

**Minutes:** Reviewed. April minutes to be approved at next meeting when a quorum is present.

**Reports:**

Friends of Duluth Public Library

- Written report reviewed.
- Contact information for book sale coordinator was shared in case members would like to help.

Duluth Library Foundation

- No written report this month.

Manager's Report

- Written report reviewed.
- Powers reported that a patron has complained about the book *Simple Times: Crafts for Poor People* by Amy Sedaris. The patron was surprised by the content of the book and concerned that it could be picked up accidentally by a child. The book was shelved in the craft section but actually is satire. Library staff decided to re-catalog it to be shelved in the humor section, and a letter was sent to the patron.

**Old Business:**

Main Library security update

- The request for proposals generated one viable response. A meeting will be set up with the contractor and several members of the Library Safety and Security Working Group. At this point, the city has not made a finite commitment for funding, though it is expected.
- Changes have been made to the top floor to improve security. The corridor has been enclosed, and the men's room and staff bathroom have been switched to allow for better visibility of the men's room. This change resulted in some loss of capacity in the men's room.
- Relocation of computers from the computer lab to the top floor will take place after July 1 which makes the work eligible for e-rate reimbursement.
- An architect from Meyer Group is coming up with an estimate for installing a bathroom where the existing computer lab is located.

Priority Based Budgeting update

- The library is working on scoring its services for the priority based system model. Scoring will be done based on "basic program attributes" (whether the program is mandated, its population served, whether use is increasing/decreasing, etc.) as well as

community priorities (trust, engagement, etc.). Following the initial scoring, peer review teams from other work areas will double check the scores.

**New Business:**

Superior Street reconstruction

- Construction continues and is having an impact on the Main Library. Usage was down at Main during the month of May, but branch usage remains strong.

Joint Friends, Foundation, and Board meeting

- Joint meeting last held in April 2017. The next meeting is proposed for September 18 at 4:30 p.m. Location to be determined.

OCLC "From Perceptions to Funding" report

- Reviewed.
- To improve advocacy, board suggests posting the attached infographic in public location within the library.

Tour of the top floor

- Will be postponed until the next meeting when more members are present.

**Adjournment:** Meeting adjourned at 5:45 pm.

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

DRAFT

**Duluth Library Foundation Report**  
From meeting of June 12, 2018

The Foundation board reviewed an agreement drafted by the city attorney's office that more clearly spells out the relationship between the Foundation and the Duluth Public Library. Foundation board members had a few suggested changes. The attorney's office made these changes, and another review by the Foundation is currently underway. A copy of the latest version is included in the board packet.

Also under review at this writing is the Foundation's annual report. Look for a copy to arrive in your mailbox soon!

Upcoming events to note:

- July 15 is Books & Baseball Day. Children attending the Duluth Huskies game that afternoon will receive a free book courtesy of the Foundation, and Huskies players will read to kids before the start of the game.
- On August 1 the Olga Walker awards will be given to three influential Foundation donors. This invitation-only event will take place in the Depot's Great Hall at 9:30 a.m.
- Learning & Libations at the Library will take place on September 15. The Foundation's events committee is looking for ways of making this year's event even bigger and better. Author William Kent Krueger will be a featured guest, and there will be a live auction for a character name in his next book.

*Submitted by Carla Powers*

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

**Summer Reading Program.** Summer Reading is in full swing after kicking off on June 4. This year we are using new software that is more user friendly for both patrons and staff. One of the fun new features is the ability to award “badges” to participants who meet various reading goals. The badges are virtual and don’t take the place of actual prizes, but they are an added incentive to do more reading and patrons seem to like them. So far the number of adults participating in Summer Reading is up slightly as compared with last year, and the number of youth participants is down a little. Currently there are over 900 people signed up. The program will continue through August 17.

**Free Toothbrushes.** This month each DPL location received 130 free toothbrushes to give away to children and their caregivers, courtesy of the Delta Dental Foundation of Minnesota. According to its press release Delta Dental provided 50,000 toothbrushes to public libraries throughout the state “in an effort to support libraries in their important work to strengthen the communities they serve, and to help improve oral health care and awareness throughout the month of June.”

**Friends of the Library Book Sale.** With road construction on their minds, the Friends of the Library set a modest goal of \$15,000 for this year’s book sale, which took place June 11 through 14. When all of the receipts were totaled they ended up clearing more than \$19,000. This was only \$2,000 less than last year. Nearly all of the money raised by the Friends is turned over to the library and used to fund our programs and events.

**Virtual Library Card Project.** The official announcement for this new initiative, which we are calling “Library Port,” will be made on August 29. A press event featuring Mayor Larson and Superintendent Gronseth is being planned. In the meantime, library and school district staff are ironing out the last remaining details. This program will provide all students in the district with access to DPL’s databases and the ability to check out up to five physical items, fine free, with their Library Port number. Teachers will be given a virtual library card upon request so they can log into library databases in order to integrate these resources into their curriculum and assist students in using them.

**Narcan training.** Several months ago some library staff members requested to be trained in administering Narcan in the event of an opioid overdose at the library. Recently we received word that the police department will be assisting us in organizing the training and providing Narcan nasal spray to have on hand. Training will be voluntary for staff, similar to CPR and AED training. There has been at least one opioid overdose at the Main Library in the past few years that required first responders to administer Narcan. Staff will continue to call 911 if an overdose is suspected; however, having Narcan available will provide staff with an additional tool in the event of a serious emergency. Many public libraries are now carrying Narcan kits and providing staff with training on how to administer it.

AGREEMENT  
BETWEEN  
DULUTH LIBRARY FOUNDATION AND  
CITY OF DULUTH,  
THROUGH THE DULUTH PUBLIC LIBRARY

THIS AGREEMENT, effective as of the date of attestation by the City Clerk (the "Effective Date"), by and between the CITY OF DULUTH, a municipal corporation under the laws of the State of Minnesota and acting through the Duluth Public Library, hereinafter referred to as "Library", and DULUTH LIBRARY FOUNDATION, a nonprofit corporation created and existing under the laws of the State of Minnesota, hereinafter referred to as "Foundation."

WHEREAS, the Foundation was established on February 14, 1990, to manage and grow an endowment bequeathed to the Library by Olga Thompson Walker in 1964; and

WHEREAS, the mission of the Foundation is to raise private support to enhance the Library's capacity to provide programming and materials above the level provided by public funding, and to champion the Library's role in meeting community needs.

WHEREAS, the Foundation has a board of directors responsible for the strategic management and investment policy of the endowment and an executive director ("Director") who manages the day to day activities of the Foundation; and

WHEREAS, the Library provides assistance to the Foundation to facilitate its operation, endowment growth and the fulfillment of its stated mission.

NOW THEREFORE, the Library and the Foundation agree as follows, subject to the continued approval of sufficient funding for these purposes:

I. FOUNDATION RESPONSIBILITIES

1. **Foundation Board of Directors.** In compliance with its bylaws, the Foundation will recruit sufficient Board members to conduct its activities and to fulfill the organization's mission;

2. **Regulatory and Legal Compliance.** The Foundation will engage in an annual financial review and prepare necessary government reports. The Foundation Board of Directors will comply with the Foundation's articles of incorporation, attached as Exhibit A, bylaws, attached as Exhibit B, and applicable federal and state laws and regulations. The Director will inform the Library of compliances on a regular basis.

II. LIBRARY RESPONSIBILITIES

1. **Marketing and Volunteer Activities.** The Library will assist the Foundation with marketing support, as needed, and help coordinate volunteers for Foundation events.

2. **Charges to Foundation.** In recognition of the support provided to the Library by the Foundation, the Library will lease office space with telephone and internet access to the Foundation for a reasonable rate.



### III. FUNDRAISING AND GRANTMAKING.

1. **Collaborative Fundraising.** Library agrees to consult with the Foundation about fundraising needs. The Foundation agrees to consult with the Library about the Foundation's fundraising plans through annual and long range planning.

2. **Committing Library Resources.** Because the Library is a government entity and accountable to the city administration, the Foundation may not commit the Library to any program or effort without explicit approval from the Library.

3. **Management of Funds for Benefit of Library.** The Foundation Board of Directors and Director will manage the proceeds of the Foundation according to its bylaws, investment policy statement, attached as Exhibit C, and articles of incorporation and ensure that all funds not needed for operating expenses are used to further the mission of the Foundation. The Foundation will provide the Library annually with a report on the Foundation's investment performance and annual budget.

4. **Library Fundraising.** The Library retains the authority to seek fundraising alliances and partnerships with entities other than the Foundation.

5. **Restricted Gifts.** All gifts restricted for a specific library service must be authorized by the Library manager before being accepted by the Foundation.

6. **Dissolution.** In the event the Foundation is dissolved or changes its mission, all Foundation assets will be dispensed according to statute and to the articles and bylaws of the Foundation.

### IV. MISCELLANEOUS PROVISIONS

1. **Review and Amendment of Agreement.** The Library and Foundation agree that this Agreement will be reviewed every five years. This Agreement may be amended in writing and signed by the parties.

2. **Governing Law.** This Agreement shall be governed by Minnesota law.

In witness whereof, the parties have hereunto set their hands:

CITY OF DULUTH, MINNESOTA

BOARD OF DIRECTORS OF THE  
DULUTH LIBRARY FOUNDATION

By \_\_\_\_\_  
Mayor

By \_\_\_\_\_

ATTEST: \_\_\_\_\_  
City Clerk

Dated: \_\_\_\_\_

COUNTERSIGNED:

\_\_\_\_\_  
City Auditor

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney