

DULUTH PUBLIC LIBRARY BOARD

Notice of Meeting

DATE: November 26, 2019

TIME: 4:30 p.m.

PLACE: Main Library Conference Room

AGENDA

Call to order

Introductions

Review and approve agenda

Public comments (3 minutes per person)

Approve minutes of October 22, 2019 meeting

Reports

Friends of the Library Report – Ramsland

Library Manager's Report – Powers

Old Business

Photography and filming policy

New Business

Open Meeting Law

Circulation policy

2020 meeting dates/locations

Ongoing Business

Library advocacy

Adjournment

Next regular meeting: Tuesday, January 28, 2020, at 4:30 p.m. in the Main Library Conference Room

DULUTH PUBLIC LIBRARY BOARD
Minutes of Regular Meeting
October 22, 2019

Call to Order: Sue Henke called the meeting of the Duluth Library Board to order at 4:35 on October 22, 2019.

Members Present: Lizzy Luoma, Michelle Foshay, Stephen Welsh, Neil Glazman, Betty Ramsland, David Sperl, Sue Henke

Also Present: Carla Powers, Debbi Rasmussen (League of Women Voters)

Absent: Matt Rosendahl

Review and approve agenda:

Motion by Luoma, seconded by Glazman, to approve agenda as drafted. Motion carried unanimously.

Public comments None

Review and approve minutes from September 24, 2019:

Motion by Ramsland, seconded by Glazman, to approve minutes as drafted. Motion carried unanimously.

Reports

Library Manager's Report

- The top candidate to fill the new early literacy librarian position has accepted the job and will be starting on November. 12.
- On Wednesday, October 30 at 10:40 a.m. the Foundation will hold a press event to announce the library's early literacy initiative and kick off its fundraising effort.
- Powers highlighted the first art show hung upstairs at the Main Library as initiated by the library's Diversity Action Group and offered a tour following the meeting.

Old Business

Gathering of Associated Library Advocates

Sue reviewed highlights of the meeting. The chairs of the three boards shared information about the purpose of each of their groups. The Foundation presented information about the early literacy initiative.

New Business

Photo Policy

The Board reviewed the policy as drafted and recommended adding that photos may be used on the library's website. Motion by Luoma, seconded by Ramsland, to approve the policy with the addition of "and the Duluth Public Library website." Motion approved unanimously.

Port Cards

This project to provide a virtual library card for every student in ISD 709 based on student lunch numbers has been put on hold temporarily due to school district concerns over data sharing. Last year ISD 709 and the City of Duluth signed a legal agreement that created an opt-out process for parents to indicate if they did not want their child's information shared with the library. The district now believes that the process needs to be opt-in due to Family Education Rights & Privacy Act (FERPA) regulations. Representatives from DPL and ISD 709 have met twice to figure out a way to continue this program, which was very successful in its first year. A new agreement is being drafted. Once the agreement is signed, the program will continue on a limited basis for the rest of this school year. Opt-in forms will be made available to parents as part of the enrollment process for the 2020-2021 school year.

Ongoing Business

Library advocacy

- Henke urged the Library Board to support the Foundation's fundraising initiative. She offered to contact Rosendahl about sending a letter to the mayor in appreciation for supporting this initiative in her 2020 budget.
- The library's budget presentation to city council is November 12 at 5:45 p.m.
- Board asked whether there are any updates on possible express rail service and its potential impact on the library. There are none at this time.

Adjournment

Next regular meeting: Tuesday November 26, 2019 at 4:30 in the Main Library Conference Room

Friends Report to Library Board
From meeting of November 19, 2019

Wendy Williamson volunteered to be secretary. Balance in checking account is \$25,300. Motion made, seconded and approved to give the DPL \$10,000. Friends will try to get publicity in newspaper and TV on amounts given to DPL within last few months which has totaled \$25,000. Discussion on newsletter, paper vs. electronic, and should Friends solicit for advertising. It was suggested that the news article in the Duluth Tribune of Oct. 31 on Every Child Ready program should have noted address for where to send donations. Carla advised that bathrooms on main level should be finished by middle of December. DPL budget presentation to the city council was well received, and there is a slight increase in budget to cover city's share of Every Child Ready program. Suggestions from Friends subcommittee on bylaws and constitution were discussed: creation of board, filling vacancies, treasurer's audit/review or in-house review. Suggestion that poet laureate be contacted to speak at annual meeting in May. Approval of \$800 to buy books and miscellaneous items for Sidewalk Days Friends booth in 2020.

Submitted by Betty Ramsland

Manager's Report to Library Board November 2019

Public Restroom Project. Contractors have installed an air handling unit and the resin floor, and currently they are working on tiling the walls. Once the tile work is complete, fixtures will be installed and final inspections will take place. The project is likely to wrap up by mid-December. Other than some noise and minor inconveniences, it continues to go well.

Green Room Lights. This project has been delayed due to difficulties in obtaining the light fixtures. They are on order but will not arrive in time to install before the Green Room is needed for December programs. The project manager from Facilities thinks the fixtures can be installed in phases in order to get the work done on days when no programs are planned. The work will not be scheduled until the fixtures arrive.

Elevator. Some significant maintenance work on the elevator will begin on Monday, December 2, and it will be out of service for one to two weeks. The restroom contractors have been notified, library staff has planned for how to work without the elevator, and signs have been posted to alert patrons. The work should alleviate an ongoing problem of the elevator not being properly aligned with the floor when it comes to a stop.

Bike Locks. DPL has purchased four new, more secure bike locks to loan out to library patrons thanks to a mini grant from the Arrowhead Library System. For a few years we have offered bike locks as a service to people who ride their bike to the library and don't have a way to secure it. A couple of our locks had gone missing over the years and one was cut when a bike was left overnight. Thanks to the ALS grant we have purchased new U-locks, which are more secure.

Department of Public Administration. Jim Filby Williams informed staff recently about an upcoming change in the City's organizational structure. The Department of Public Administration is being divided in two. Filby Williams will oversee the new Property, Parks and Library Division, which also includes Fleet Services. A second department, Administrative Services, will be made up of the City Clerk's Office, Human Resources and Information Technology under the oversight of City Clerk Chelsea Helmer.

Every Child Ready Duluth. The press event on October 30 went very well. Speakers included Patra Sevastiades from the Foundation, Mayor Larson, Karen Alworth and me. Karen and her husband, Royal, announced that they are providing a lead gift of \$100,000 to match donations from individuals. DPL's new early literacy librarian is on board and being oriented. She will come to the November 26 Library Board meeting to introduce herself. Jim Filby Williams and I are working on the necessary paperwork and approvals to fill the early literacy support position that will be funded by the Foundation for the 2020 budget year.

Duluth Public Library Photography and Filming

Duluth Public Library staff may photograph and/or video record event participants and library visitors at library programs, events, and other activities to advance the mission of the library. By attending library programs and events you authorize the use and reproduction by the library, or anyone authorized by the library, to any photographs, audio or video taken while at any Duluth Public Library location or library-sponsored event, without compensation.

Photos, audio and/or video are used for library publicity only. Photos may be posted to the library's social media sites including but not limited to Flickr, Instagram, Facebook, and the Duluth Public Library website. For safety and privacy reasons, children's names will not be published with accompanying photos without a parent's or guardian's permission. Adults' names will not be published with accompanying photos without the adult's permission.

If you do not wish to be photographed, please talk to a library staff member before the event or program.

Prohibited Uses of Photos: All Duluth Public Library photos are copyrighted and may not be used as stock photography.

Other Public Photography and Filming in the Library

The Library permits the use of photographic, digital imaging and film equipment so long as such use does not interfere with the public's right to enjoyment of the Library for its intended purpose or violate the privacy rights of any user of the Duluth Public Library.

Photography or filming must avoid capturing identifiable likenesses of individuals without permission. All individuals photographing or filming on Library property must honor requests of individuals not to be included in photos or film. Photos or filming of minors is prohibited without the explicit permission of the parent or legal guardian of the child.

None of the filming or photography is to impede or interfere with access to any parts of the library or library materials for patrons.

Under no circumstances will a person be able to modify or rearrange the property of the Library for photographic purposes without first obtaining specific permission from the Library staff.

Individuals wishing to take photos or film of any of the Library property for personal use may do so without special permission so long as it is not disruptive to others.

Special or unique photography equipment, including but not limited to additional lighting, large tripods or large microphones shall not be permitted unless explicitly agreed to by the Library Manager or a Library Supervisor.

News and Media Photography

The Library shall grant access and permission to any media photographer who is recording a news story that directly involves the Library and its programs, provided notice is given to Library staff and that all Library policies are observed.

Liability

The Library accepts no liability for the use of photos or film resulting from the activity of any other person not under the direct supervision of the Duluth Public Library.

Note that any persons filming or photographing on Library premises have the sole responsibility for gaining all necessary releases and permission from persons who are filmed, photographed or imaged.

Further, the photographer or videographer is solely responsible for ensuring that no copyright infringement occurs while conducting his or her activity. The Library undertakes no responsibility for obtaining such releases.

Rights of the Library

The Library reserves the right to enforce all above provisions at its sole discretion. The Library's first priority is fulfilling the mission and policies of the Duluth Public Library, and as such has the right to terminate the activities of any person which it feels in its sole discretion are inconsistent with the mission or other policies. All staff of the Duluth Public Library is authorized to terminate any photography, filming or imaging which appears to compromise the safety, security and enjoyment of its patrons.

Duluth Public Library Circulation Policy

REGISTRATION

In order to check out materials from the Duluth Public Library (DPL), you must have a valid library card that is registered in DPL's computer system. A library card is free to any resident of the Arrowhead Library System region, which includes Carlton, Cook, Itasca, Koochiching, Lake, Lake of the Woods and St. Louis counties. If you are 18 years of age or older, in order to be issued a library card you must present a government-issued photo identification and proof of current address. Virtual library cards (Port Cards) are issued to enrolled students in participating school districts. Businesses, schools and other agencies may obtain an institutional library card for use by their employees. A temporary card is issued to anyone temporarily living in Duluth or to anyone without a permanent address.

If you are a Minnesota resident and live outside of the Arrowhead Library System region, you may check out materials by presenting your current library card from your home library as well as acceptable identification. If you live out of state you may check out materials from DPL for an annual fee. A current library card from your home library is required, along with acceptable identification. Other members from the same household may get a library card for an annual charge.

To obtain a library card, apply in person at any Duluth Public Library location. If you are 14 to 17 years old, you must show a photo ID or come with a parent who can show a photo ID. If you are under 14, a parent or guardian must show ID and sign your application.

You may register online for a library card. Online registration will give you a temporary number to use for placing holds. To receive your permanent card, come into the library with acceptable identification to complete the application process.

Library cards expire and can be renewed without charge. Renewing a library card must be done in person. There is a charge to replace a card before it expires.

LOST OR FORGOTTEN CARDS

If you lose your library card, you should notify the library as soon as possible. You are responsible for anything checked out on your card. If you have forgotten your library card but have a photo ID with you, you may still check out items.

LOAN PERIODS

Most library materials check out for four weeks and may be renewed for two additional four-week periods if no one has placed a hold on the item. Some materials check out for a shorter period of time and may or may not be

renewable. For current information about the types of materials available for checkout and their loan periods, ask a library staff member or visit the library's website. The library reserves the right to place additional limits on smaller or seasonal collections of materials.

HOLDS

You may place a hold on an item in person, over the phone or through the library's online catalog. You are limited to no more than 50 holds at one time. The limit may be lower for certain materials.

In accordance with the Minnesota Government Data Practices Act, people who reside at the same address may pick up one another's holds. In order to pick up someone else's holds, you must show identification with your current address, or you must have your own or the other person's library card in your possession. If parents share custody of a minor child, either parent may pick up the child's holds. If you do not want your holds released to anyone else in your household, you must notify the library and your request will be honored.

If the item you want is not owned by DPL, you may request it through interlibrary loan. This service is not available to temporary or out-of-state cardholders.

FEES AND CHARGES

The Duluth Public Library does not charge overdue fines for items returned late. When an item has been overdue for four weeks you will be billed for the item's replacement cost.

If an item is returned damaged and no longer suitable for the collection, you will be charged for its replacement.

You must have a balance of less than \$5 in outstanding library charges in order to check out material.

CONFIDENTIALITY

Under Minnesota law, information you provide in applying for a library card, except your name, as well as information which links your name with library materials, is private. It is available only to you and to appropriate library personnel. This information is required to support library service.

If you are under age 18, information about materials requested, borrowed or kept overdue is available to your parent or guardian. You may ask to have this information withheld by filling out a data privacy request form. However, library staff can only withhold this data from your parents if it is in your best interest to do so.

Adopted DATE
Duluth Public Library Board

Library Board Meeting Schedule 2020

All meetings begin at 4:30 p.m., and take place in the Conference Room at the Main Library unless otherwise noted.

January 28

February 25 – Mt. Royal Branch

March 24

April 28

May 26

June 23 – West Duluth Branch

July – NO MEETING

August 25

September 22

October 27

November 24

December – NO MEETING