

**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