

**DULUTH PUBLIC LIBRARY BOARD**  
**Minutes of Regular Meeting**  
**May 24, 2016**

**Call to Order:** President Bogue called the meeting of the Duluth Library Board to order at 4:33 on Tuesday, May 24, 2016. On a motion by Ramsland, seconded by Scheiber, the agenda was approved as amended.

**Members Present:** Sandy Scheiber, Virginia Katz, Megan Oswald, Betty Ramsland, Sister Edith Bogue, Matt Rosendahl

**Also Present:** Carla Powers, Joel Sipress, Jim Filby Williams (arrived at 5:15)

**Absent:** None

**Minutes:** On a motion by Ramsland, seconded by Scheiber, the library board minutes of the regular meeting of April 26, 2016, were approved.

**Reports:**

Friends of Duluth Public Library

- Written report was reviewed.
- New officers were elected at the last meeting as well as two new members.
- Dale Hurst will be honored with a memorial in the library garden in thanks of her efforts on the Friends board (starting the Book Worm Garden Club and writing the newsletter)
- Book sale is June 6-9. Monday is for Friends members only.
- Linda Hanson is working on bringing back the author series.

Duluth Library Foundation

- Written report was reviewed.
- July 29 is confirmed as the date for the Olga Walker awards at the Depot. Walker's donation was the seed money for the foundation to get started. Three awards will be given to significant foundation donors.
- Libations will take place September 17. More information can be found at the new and revamped foundation website.

Manager's Report

- Written report was reviewed.
- New board member appointments are in the works and should be ready for city council approval on June 13. Three members will be joining us after that.
- Mt. Royal is currently ahead of schedule. July 5 is the targeted reopening date but has not been public announced yet.
- The marketing plan is near completion. The branding report is finished and is intended to be used internally by staff. A new website will be unveiled in late summer/early fall. A new logo will also be launched. Powers will share the report with those who are interested in reading it.
- Joining the Arrowhead Library System's shared computer consortium is still being actively explored. Powers needs to put together a proposal for the city. Staff will also be taking a field trip to Eau Claire to visit the L.E. Phillips

Memorial Public Library, which is about the same size as DPL and is the biggest library in a large consortium.

### **Old Business:**

#### Strategic Planning Update

- A meeting occurred two weeks ago. The consultant put together a draft and now a second draft and he is awaiting more feedback. The goal is for the board to approve it next month. The implementation plan will also be ready for the board to review.
- Inviting the community members who have been involved with the process would be a nice touch, as well as inviting the Duluth News Tribune.
- Due to members being absent, the June meeting will be rescheduled from June 28 to June 21 at 4:30 in the Green Room with a modified agenda.
- There was discussion regarding how and whether the strategic plan, the facilities plan and the branding document will converge.

#### Volunteer Policy

- Volunteers are asked to sign a waiver of liability, which absolves the city of responsibility if the volunteer acts inappropriately.
- Rosendahl moved to approve the volunteer policy, seconded by Ramsland. Motioned carried.

### **New Business:**

#### Customer Service Standards

- This is a new concept for the DPL, which they borrowed from the Rochester library. Staff and management approved having such standards. It sets a high bar for customer service that is clear and appropriate.
- The standards do not conflict with the union's collective bargaining agreement. They were reviewed by all staff, including union stewards, before being finalized.
- In a motion by Katz, seconded by Scheiber, a motion was made to approve the Customer Service Standards. Motion carried.

#### Discuss Episodes of 7 and 8 "Short Takes for Trustees"

Due to time constraints this was postponed for a future meeting.

#### Shakespeare

- DPL will be showing film adaptations of Shakespeare work in the Gold Room to coincide with the UMD library's First Folio exhibit. Program listings are available online at [www.d.umn.edu/shakespeare](http://www.d.umn.edu/shakespeare).
- On October 6, Mayor Larson will speak at the grand opening.

#### Lake Superior Libraries Symposium

- Academic, K-12, and public libraries have joined together to hold a conference to utilize local resources.
- Ramsland, who attended this year's conference, mentioned that the keynote speaker highlighted privacy protection as a key role for libraries in the future. Protecting intellectual freedom and patron privacy has always been core library values but are likely to become even more important in an online environment.

**Adjournment:** Meeting adjourned at 5:50 pm.