

**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 Walsh- 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