

**DULUTH PUBLIC LIBRARY BOARD**  
**Minutes of Regular Meeting**  
**November 28, 2017**

**Call to Order:** Vice President Sperl called the meeting of the Duluth Library Board to order at 4:31 p.m. on Tuesday, November 28, 2017.

**Members Present:** Lizzy Luoma, Sandy Scheiber, Nick Foucault, Sue Henke, Neil Glazman, Sister Edith Bogue, David Sperl, Sue Henke, Betty Ramsland.

**Also Present:** Carla Powers, City Council liaison Em Westerlund (arrived at 4:40 p.m.)

**Absent:** Matt Rosendahl

Agenda approved with voice consent.

**Minutes:** Minutes of the October 24, 2017 board meeting were approved as drafted with voice consent.

**Reports:**

Friends of Duluth Public Library

- The Friends have suggested working with Comfort systems to distribute information to entire population once a year of library events. DPL public relations staff will consider this.

Duluth Library Foundation

- A pre-signing of Brian Freeman's new book featuring the name of two Duluth residents is planned for April 30. These residents bid on a live auction item for this right at the Learning & Libations event, with the donations going to the Library Foundation.
- A fall fundraising campaign is underway with \$6,555 raised so far.

Manager's Report

- Staff development day was held on October 27, with an active shooter drill, mindfulness based stress reduction, and workshop on downloading electronic content to mobile devices. The next development day is planned for October 5, 2018.
- The two new half-time positions for library technicians have been hired from a pool of 106 applications.
- Due to the Foundation's sponsorship agreement with the Blue Cross Blue Shield Foundation, Duluth City Attorney Gunnar Johnson suggested drafting an agreement between the DPL and its Foundation to formalize their relationship. The agreement will be drafted by the Foundation, reviewed by the Library Board, finalized by the attorney's office, and ultimately approved by the City Council.
- Reading Without Walls Challenge, a partnership with UMD, invites people of all ages to read a book about something they don't normally read. It is designed to spread better appreciation and understanding of others and to learn new things. This challenge runs January 18 through February 24.
- One Book Northland will feature a book written by local author Katharine Johnson.

**Old Business:**

Main Library facility

- Dampeners to better control airflow have been ordered and are expected to be installed in late December 2017. No disruption in regular hours is anticipated.
- Capital improvement needs for 2018 include improved lighting and fixing building leak during Superior Street construction project.

- Kaleidoscope children's programming may be impacted during Superior Street construction project due to noise during the outdoor presentations. Staff are looking into alternate solutions.

#### Advocacy Update

- The Advocacy Board met with Mayor Larson on November 17, 2017 to thank her (and Jim Filby Williams) for ongoing support for the library as evidenced by being spared any funding cuts this year. The board highlighted ongoing concerns with the main library facility and the need to consider long-term solutions as well as the need for an early literacy specialist as outlined in the 5-year strategic plan.

#### Compass Consortium Update

- The library was not awarded grant funding. Additional resources are needed to initiate and complete the transition. Library management will be meeting with Filby Williams from the city and ALS staff to discuss the direction to take with moving forward.

#### Virtual Library Cards for Youth

- This project, which was discussed at length during the October 2017 board meeting, is designed to improve student access to library resources in collaboration with the public schools.
- The city attorney's office is working on a Memorandum of Understanding between the City of Duluth and ISD 709.

### **New Business:**

#### Arrowhead Library System Multitype Membership Agreement

- A new agreement has been drafted by ALS. After reviewing the document formalizing the library's role in the Arrowhead Library System there was a motion by Bogue and seconded by Ramsland to support it. Motion approved unanimously.

#### Smoking on Main Library Grounds

Concerns have been brought to the library by a patron and a staff member regarding cigarette smoking in front of the main doors.

- Views in favor of continuing to allow smoking: library staff would take on additional role of enforcement and it may discourage patrons who smoke from using library. Em Westerlund mentioned that it is legal to smoke on the sidewalk anywhere in Duluth including outside of public buildings. The area in question is partially library property and partially public sidewalk.
- Views in favor of banning smoking: second hand smoke is unhealthy for our patrons to walk through outside, some smoke enters the building, it is banned in other areas such as the Lakewalk, transit centers, and health care facilities, as well as smoking already banned within 15 feet of bus hub.

Board members agreed that redesigning the area in front of the Library with the street construction in summer 2018 would be an ideal time to address smoking concerns. Possibilities suggested: directing smokers to a desirable location nearby that would result in less smoke entering the building.

#### Minnesota Public Library Trustees' Handbook

Pages 45-48, 60-71 were discussed.

**Adjournment:** Meeting adjourned at 6:01 pm.

**Next meeting:** Tuesday, January 23, 2018; 4:30 p.m. at Mt. Royal Library branch.