

Duluth Public Library Board
Minutes of December 20, 2022, Special Meeting

Attendees: Bill Arezzo, Michelle Foshay, Sue Henke, Lori Steinbach, Steven Welsh, Betty Ramsland, Lizzy Luoma; Carla Powers, Jim Filby Williams, Councilor Terese Tomanek

Public: John Ramos

Absent: Matt Rosendahl, David Sperl

Call to Order: President Michelle Foshay called the meeting to order at 4:38 PM

Minutes November 2022 Meeting: Motion by Ramsland, seconded by Steinbach to approve minutes of the November 22, 2022, meeting as drafted. Unanimously approved.

Purpose of Special Meeting

The board convened in December due to tight timeline for completing DPL Strategic Plan update and moving forward with the State Bonding pre-design process for building renovation. Two documents were reviewed/discussed:

- Duluth Library/Workforce Development Bonding Project Overview and Timeline.
- Duluth Library Strategic Plan Update proposal from Library Strategies

General Discussion:

Filby Williams gave background on work of the past few years to identify a viable funding solution for renovating the current library building. The concept of relocating the workforce development center to the building, in addition to the library, will allow the City to apply for \$20 million in State Bonding for the project in the 2024 legislative session. An additional \$20 million will be sourced from the federal Coronavirus Capital Projects Fund, nonprofit fundraising, and redirection of facility operating savings to City debt service. The timeline for submitting a preliminary draft project pre-design to State of Minnesota is June 2023 with a final pre-design due in October 2023. An update to the current Duluth Public Library Strategic Plan (2016-2020) is a critical next step to inform the pre-design process.

A proposal has been received from Library Strategies to update the DPL Strategic Plan. \$15,000 in City funding has been secured for this project.

In addition, there will be two Requests for Proposals initiated:

- Pre-design by architectural firm (up to \$250,000 proposed to be split by City and Duluth Library Foundation)
- Community Engagement Proposal (up to \$50,000 proposed to be split by City and Duluth Library Foundation)

At its January 2023 meeting, the Duluth Library Foundation Board will vote on a proposal to share pre-design and community engagement costs with the City at its January 2023.

Review of DPL Strategic Plan Update Proposal (Library Strategies)

- The current DPL Mission, Vision and Values will not be updated in this process. They remain relevant as written and will be key in framing the development of interim (2023-24) strategic goals as described in the proposal.
- Community engagement will be intentionally less robust in creating the interim goals. Intense Community engagement will be focused on the pre-design process.
- One DPL board member will be assigned to the Steering Committee.

Review of Duluth Library/Workforce Development Bonding Project Document

- Intended audiences of this initial document are DPL board, DLF Board and Friends of the Library. The memo will continue to be further refined for additional audiences.
- Both DPL and Workforce Mission, Vision and Values must be top of mind with all planning processes and community engagement.
- Ramsland noted that:
 - Reference to a “new library” could be misunderstood as a new library *building* rather than a renovation of the current building.
 - It will be critical to identify and illustrate the positive impact the renovation project will have for library patrons and Workforce clients.
 - Police department could be added to list of stakeholders
- Henke noted that the document addressed the concerns previously voiced by the board regarding the importance of robust community engagement including library staff, community stakeholders and DPL support boards (DPL Board, DLF Board, Friends of the Library Board).

Work between now and the January board meeting will include refining bonding project memo, beginning work with Library Strategies, posting additional RFPs.

Meeting adjourned at 5:35 PM