

**DULUTH PUBLIC LIBRARY BOARD**

Notice of Meeting

**DATE:** February 28, 2023

**TIME:** 4:30 p.m.

**LOCATION:** Main Library Gold Room

**AGENDA**

**Call to order**

Review and approve agenda

Approve minutes of January 24, 2023 meeting

**Reports**

Library Manager's Report – Powers

Friends Report – Powers

*Foundation Board did not meet in February*

**Old Business**

Recruitment of new board members

Safety update

Strategic planning update

Main Library facility update

**New Business**

Art exhibit policy

**Ongoing Business**

Advocacy

**Adjournment**

Next regular meeting: March 28, 2023

Duluth Public Library Board Minutes  
January 24, 2023

**Present:** Michelle Foshay, Susan Henke, Lori Steinbach, Matt Rosendahl, Stephen Welsh, Lizzy Luoma, Bill Arrezzo.

**Also in attendance:** Library Manager Carla Powers, Duluth Library Foundation Executive Director Erin Kreeger, City Councilor Noah Hobbs, Debbie Rasmussen from League of Women Voters.

**Not present:** Betty Ramsland, David Sperl.

Chair Foshay called the meeting to order at 4:30.

### **Welcome and introductions**

**Review and approve agenda:** Unanimously approved via consensus.

**Approve minutes of September 27, 2022 meeting:** Motion by Arrezzo, seconded by Steinbach, to approve minutes as drafted. Motion passed unanimously.

### Reports

**Library Manager's Report:** Powers noted that the library is nearly fully staffed, and as a follow-up to this note and the report, Henke inquired about ECRD staffing. Powers noted that there will not be an AmeriCorps position in ECRD at this time.

**Foundation Report:** This report was omitted in exchange for the presentation of the foundation's Strategic Plan later in the meeting.

**Friends Report:** Powers reported that the Friends office moved in order to help the Foundation with its increase in staffing and the Friends' need for storage. The Friends are investigating a "Friends Store." The Friends are raising funds and passing onto the library (including another \$10,000 contribution) and library leadership is discussing how to best use the funds.

### Old Business

**Board Recruitment:** David Sperl's term ends in March. Foshay noted that we should have a link on the library website to help recruit a diversity of individuals from the community. Foshay said she would email city councilors and Human Rights Officer Carl Crawford about these opportunities. Hobbs noted that Duluth has a comparatively large number of boards and commissions for a city of our size, and noted that the challenges the library board has experienced with recruitment has been felt by others. Luoma asked if board recruitment could happen at programming. Kreeger suggested contacting NAACP about putting a message out to their membership.

**Strategic Planning:** Powers reported that the first steering committee was held the previous week. All members attended and reviewed the work plan. The committee brainstormed community leaders and

potential focus groups to be interviewed for input into the plan. Henke asked if the safety consultant report informs a facility plan or the strategic plan and Powers replied that it more informs the facility plan. The steering committee will meet again in late February.

**Main Library facility update:** The Request for Proposals for pre-design and for community engagement were issued with a deadline of January 27.

#### New Business

**Duluth Library Foundation Strategic Plan:** Kreeger shared the foundation's strategic plan, which was received with appreciation and support by board members.

#### Ongoing Business

**Advocacy:** Hobbs inquired how much money would be needed for the library's collection budget to keep up with inflation and Powers estimated an additional \$50,000. Hobbs said he'd like to include this in budgets in September when the council sets the maximum levy. Board members discussed the support received from and funding provided to Arrowhead Library System.

Adjournment at 5:35 p.m.

**Manager's Report to Library Board**  
**February 2023**

**Person In Charge Service Model.** Over the past several months, the library's supervisory staff created and implemented a person-in-charge model of service at the Main Library. There is a designated PIC onsite during all of Main's open hours. Librarian II's, Library Supervisors, and the Library Manager share PIC responsibilities. The PIC carries a City-issued cell phone that staff use to report safety issues, disruptive behavior, problems with the building, or any other situation that requires decision-making or support at a higher level. The PIC at Main also can assist branch staff if needed.

**Staffing Update.**

- Our top candidate for the Librarian II position for Technical Services has accepted the position. Her tentative start date is April 10.
- The 13-hour-per-week Library Technician position for the West Duluth Branch has been filled as well. The person currently working as the library's Delivery Driver has been chosen for the job, creating another vacancy to be filled.
- A full-time Library Technician recently submitted her resignation. She and her family will be relocating. Her last day will be March 24. We are beginning the process of filling this position.
- A .5 Library Technician position that became vacant due to a promotion will remain unfilled for the time being, due to budget needs elsewhere in the City. This is expected to be a temporary hiring pause and not a permanent cut.

**DPL Program Highlights.** There have been lots of great programs and events going on in the past month. A few standouts include:

- The West Duluth Branch hosted a plant swap on Feb. 21. Plant enthusiasts were encouraged to bring healthy plants to share with others, and to take home a plant or two donated by their neighbors. This program is a shining example of how West Duluth staff are using library events to build community.
- The Mt. Royal Blue Room currently is home to a life-size Candyland game. Participants can explore the Lollipop Woods and Peppermint Pass, being careful to look out for the Licorice Lagoon. The game has been a big hit with families, although it also can be played by individuals.
- Winter break fun at Main features Putt Putt mini golf on the Superior St. level of the library. People of all ages are invited to golf their way around the entire floor, beginning and ending in Youth Services. Library staff members decorated each of the nine holes according to a different theme, from jungle to Legos to dinosaurs and more.

**Friends Report**  
**February 2023**

The Friends Board is wrapping up some bylaws revisions and nominating officers. There will be a Nostalgic Newsstand sale on Saturday, May 6, from 10:00 a.m. to 4:00 p.m. The sale will feature old magazines that are being removed from the library's collection. The Friends' annual meeting will take place on Tuesday, May 16 at 4 p.m. in the Green Room.

## Art Exhibit Policy

Artists and exhibitors must consider that the viewing audience will include all ages, levels of sophistication, backgrounds, and personal tastes when judging the appropriateness of their particular exhibit for the public library. In accordance with the American Library Association's Bill of Rights, exhibits will not be excluded because of the origin, background or views of those contributing to their creation, nor removed because of partisan or doctrinal disapproval.

### Conditions of Exhibition:

1. At this time, unsolicited requests to exhibit will not be accepted. Library staff will invite artists to display their work.
2. The library may promote the exhibit in printed materials, on the webpage, or on the Library's social media accounts. Additional publicity is the responsibility of the artist.
3. The library may give priority to art that celebrates diversity and fosters greater inclusion of traditionally marginalized artists.
4. The library may work with other organizations to coordinate art displays.
5. Library staff will determine the location for all exhibits.
6. Artists are responsible for hanging/arranging all exhibits in library buildings using the picture rail system provided by the library. City of Duluth staff may assist with hanging and removing select, long-term pieces and use alternative display methods. Artists are responsible for providing related signage. Artists are responsible for the provision of labels, hanging and arranging artwork, and the delivery and retrieval of artwork to and from the library.
7. The Duluth Public Library assumes no responsibility for loss, damage, or destruction of items while in transit, while on display, during the set-up or take-down, or temporary storage of the exhibit. All items brought to and placed in the library are done so at the owner's risk.
8. All exhibit pieces will remain for the duration of the exhibit period. Each display will remain in place for a mutually agreed upon time. No display will remain in place indefinitely.
9. A small tag with the artist's name and contact information is permitted. Prices may not be displayed on the artwork. The library is not involved in any way in the sale of items on display.
10. The Duluth Public Library's policy concerning challenged materials will be followed should complaints about an exhibit or display be received by the library.
11. The duration of an exhibit will be determined by the Art Exhibit Coordinators, based on the availability of exhibit space and other events scheduled in the Library. Only the artist, the Art Exhibit Coordinators, or authorized representatives with written permission will be permitted to remove the artwork from the Library or the exhibit space. Should the artist not remove the artwork at the conclusion of the exhibit, the Art Exhibit Coordinators reserve the right to remove the artwork from the exhibit space. For long-term displays, an artist may after a year request to have the piece taken down, with a preferred minimum of four weeks' notice so city staff can schedule the removal. Any donated art becomes the property of the Library and falls under the terms of the "Gift Policy". Library staff will be solely responsible for all decisions made regarding the removal and/or disposal of donations.

### **Reconsideration of Art Exhibit**

Individuals may request reconsideration of a library art exhibit by filling out a written "Statement of Concern" form, available at any Duluth Public Library location. The library manager will respond in writing to an individual's written request.

The Duluth Public Library Board, upon request, will hear appeals of the manager's written response. Appeals must be presented in writing to the library board at least ten days in advance of the next regularly scheduled meeting of the board. Decisions on appeals are based on careful review of the objection, the resource, and DPL policies, including this policy, the Library Bill of Rights, Library-Initiated Programs and Displays as a Resource, and the American Library Association's guidelines on intellectual freedom. The final decision on appeals rests with the Duluth Public Library Board.

*The Duluth Public Library's policies are subject to change without notice.*

Adopted (DATE)  
Duluth Public Library Board