

DULUTH PUBLIC LIBRARY BOARD
Notice of Meeting

DATE: March 28, 2023

TIME: 4:30 p.m.

LOCATION: Main Library Gold Room

AGENDA

Call to order

Review and approve agenda

Approve minutes of February 28, 2023 meeting

Reports

Library Manager's Report – Powers

Friends Report – Powers

Foundation Report - Rosendahl

Old Business

Safety update

Strategic planning update

Main Library facility update

New Business

2022 annual report

Main Library security assessment

Election of officers

Ongoing Business

Advocacy

Adjournment

Next regular meeting: April 25, 2023

Duluth Public Library Board Minutes
February 28, 2023

Present: Michelle Foshay, Susan Henke, Lori Steinbach, Stephen Welsh, Bill Arezzo

Also in attendance: Councilor Noah Hobbs, Carla Powers, Jim Filby Williams, Debbi Rasmussen

Not Present: Matt Rosendahl, David Sperl, Betty Ramsland, Lizzy Luoma

The meeting was called to order at 4:35 PM

Review and approval of agenda

Motion by Arezzo, seconded by Steinbach, to approve the minutes as drafted. Approved unanimously.

Approval of Minutes of the January 24, 2023 meeting

Correction made to spelling of Bill Arezzo's name.

Motion by Arezzo, seconded by Steinbach, to approve the minutes with this correction. Approved unanimously.

Reports

Library Manager

- The new Person in Charge service model is working well and appreciated by staff.
- The library is very close to being fully staffed.
 - Librarian II position for Technical Services has been filled after being vacant for two years. Candidate's starting date is April 10.
 - A vacant .5 Library Technician position will remain unfilled. The .5 FTE was temporarily reassigned to another department. Filby Williams estimates it will be six months before the position is returned to the Library.

Old Business

Recruitment of Board Member

Sue Henke will be reappointed for a second term.

There will be one vacancy beginning with the April meeting. David Sperl's term is ending and he is not seeking reappointment. The application is now active on the City of Duluth's website. Library PR staff will assist in publicizing the opportunity.

Safety Update

- Concerning incidences have increased in recent months at downtown facility. Police presence is an effective deterrent but unsustainable at level required. Two 4-hour, randomly scheduled shifts per week for off-duty police will be added.
- High priority is adding a second Safety Specialist. At least .5 FTE is required to cover open hours and provide some crossover with the full-time Safety Specialist.
- Suggestion was made to consider a volunteer position as a host - similar to downhill ski areas.

- The final report from the security assessment will be brought to the Library Board for approval at the March meeting. Filby Williams also hopes to bring it to City Council for approval. It is important to raise awareness of the significant security challenges facing the downtown library and the staff efforts to address the challenges. Support and resources are needed to implement recommendations from the assessment.

Strategic Plan

- Focus groups and interviews have been completed with key stakeholders. Big takeaways:
 - There is general support to build off of 2016 strategic plan rather than embarking on a new direction at this time.
 - Priority issues included hours/staffing; safety; more diversity within the ranks of staff; more significant engagement with Duluth's diverse communities

Facility

- At last night's meeting, the City Council approved contracts for Community Engagement (NEOO) and Facility planning (MSR/LHB). Next step is a kick-off meeting.

New Business

Art Exhibit Policy

Revisions to the current policy would address how to handle more permanent displays and gifts to the library. Also added is a standard statement for how concerns expressed about items in the collection would be handled. It is very similar to the policy on addressing concerns about the collection.

Motion by Henke, seconded by Arezzo, to approve the policy as revised. Approved unanimously.

Ongoing Business

Advocacy

No advocacy issues were identified at this time.

Meeting adjourned at 5:38 PM

Manager's Report to Library Board
March 2023

Interlibrary Loan.

- Beginning this month, DPL's limit for interlibrary loan requests has increased from eight items to 10. This change brings us more in line with other MNLINK libraries, some of which allow as many as 25 requests per patron. The higher limit was made possible by streamlining our ILL processes and adjusting the way this service is staffed.
- In other ILL news, beginning April 3 a PIN will be required to place an interlibrary loan request. The statewide MNLINK Operations Committee made this decision late last year to better ensure the security and privacy of library patron information. Most other MNLINK libraries already have implemented PINs.

Mystery Escape Room. On Saturday, March 18, DPL hosted a mystery escape room program at the Depot. The program maxed out at 125 participants, and many came dressed in costume. Ten staff members, several of whom portrayed ghosts, worked together to organize and carry out the program. The premise of the event was that ghosts have been haunting the Depot, and teams were called upon to help solve their murders. Participants were given clues and a guidebook to help them discover who is guilty. The winning team happened to be a group who came to the event as part of a birthday celebration.

First Ladies of the Hillside Art Exhibit. The library's Diversity Action Group has organized a new exhibit in the Computer Center at the Main Library. The exhibit is titled "Invisible No More," and the art was created by the First Ladies of the Hillside, which is a grassroots group of women working together from inside the Central Hillside community to create opportunities for kindness and generosity for themselves and the community. They write that their intention is "to change the multigenerational cycle in Central Hillside from vicious to virtuous by engaging thoughtfully in the community."

Staffing Update.

- Unfortunately a second full-time Library Technician is leaving DPL to move out of the area. Interviews for her position and another full-time vacancy are taking place this week.
- The 13-hour-per-week Delivery Driver position has been posted online.
- A 13-hour-per-week Library Aide position for Youth Services will be posted soon.

Friends of the Library Report
March 2023

The Friends of the Library met on March 21. Marcia Semerau was reelected for another term as president. The Friends are discussing Square as an option for accepting credit cards at their sales. A task force made up of a couple of Friends board members and a couple of library staff will be formed to discuss the possibility of an ongoing Friends bookstore. The Friends Board is planning the organization's annual meeting, which will take place on Tuesday, May 16. It will be an in-person meeting in the Green Room, and the public is invited to attend.

Submitted by Carla Powers

Duluth Library Foundation Report
March 2023

At its March 15, 2023 meeting the Board of Directors of the Duluth Library Foundation approved the nominations of Azrin Awal, Andrew Keenan, John Magas, and Cole Maki to the board of directors, to be seated in May 2023. The board also approved the appointment of David Moeller as Board President, Matt Rosendahl as Board Vice President, and Jennifer Berges as Treasurer for a one-year term.

The board also approved disbursement to cover the cost of Every Child Ready Duluth assessment and ECRD's contribution to the park project at Washington Center. The Foundation will also be establishing an Advocacy Committee to complement its investment in the downtown library project and will be reaching out for participation.

Submitted by Matt Rosendahl