

## **DULUTH PUBLIC LIBRARY BOARD**

### Notice of Meeting

**DATE:** May 23, 2023

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

**LOCATION:** Main Library Gold Room

### **AGENDA**

#### **Call to order**

Review and approve agenda

Approve minutes of April 25, 2023 meeting

#### **Reports**

Library Manager's Report – Powers

Foundation Report (no written report)

Friends Report – Ramsland

#### **Old Business**

Safety update

Main Library facility update

Library strategic plan

Library Board appointment

#### **New Business**

Unattended child policy

#### **Ongoing Business**

Advocacy

#### **Adjournment**

Next regular meeting: June 27, 2023

## Duluth Public Library Board Minutes

April 25, 2023

**Present:** Michelle Foshay, Susan Henke, Matt Rosendahl, Betty Ramsland, Lori Steinbach, Bill Arezzo

**Also present:** Carla Powers, Jim Filby Williams, Carmella Hatch, Cameron Herrity, Jim Weikum

**Absent:** Lizzy Luoma, Stephen Welsh

**President Foshay called the meeting to order at 4:32 p.m.**

### **Review and approval of agenda**

Motion by Arezzo, seconded by Rosendahl, to approve the agenda, rearranging the order of business to have Every Child Ready Duluth and the Arrowhead Library System presentations immediately follow the approval of minutes.

Motion approved unanimously.

### **Approval of minutes of March 28, 2023 meeting**

Motion by Ramsland, seconded by Arezzo, to approve the March minutes as drafted. Motion approved unanimously.

### Every Child Ready Duluth

Staff members Carmella Hatch and Cameron Herrity presented the 2022 year in review. Highlights include ECRD's education and engagement campaign, Family Fest, the Little Library Go outreach van, Early Childhood Family Education class visits, ISD 709 Headstart class visits, and a parent/caregiver resource wall at the Main Library.

### Arrowhead Library System

System Director Jim Weikum was at the library today for a site visit. He shared information about the new ALS strategic plan that was facilitated by Northspan. The library system is required by the State of Minnesota to do strategic planning every three to five years. The new plan, which can be found on the ALS website, is a roadmap for the organization going forward. Weikum will be retiring in January, and ALS will do a nationwide search for a new director.

## **Reports**

### Library Manager's Report

- Family Fest was a terrific success.
- Youth Services staff interfiled paperbacks with hardcovers in the teen collection.
- A plant swap program took place at West Duluth and downtown. Mt. Royal will soon be a craft supply exchange.
- DPL was one of 15 libraries in the nation to receive a NASA grant for STEM programs aimed at youth who are under-represented in the field of science.
- Staffing update:
  - New Librarian II for Technical Services has started

- 13-hour-per-week delivery driver position is filled
- 13-hour-per-week library aide position is in the process of being filled
- Two library technician openings remain unfilled, and a new Civil Service list is being created

#### Friends of the Library Report

- Annual meeting will take place in the Main Library's Green Room at 4 p.m. on May 16
- The annual book sale is scheduled for June 12 through 14, and volunteers are working very hard to get everything ready
- The Friends participated in Library Giving Day in partnership with the Duluth Library Foundation

#### **Old Business**

##### Safety update

- The library's security assessment was the topic of a City Council Committee of the Whole meeting and has been approved by Council.
- Staff are exploring the idea of swapping out the Computer Center and the microfilm area at the Main Library. This should help mitigate issues in the Computer Center by locating it close to a service desk with two staff members.
- Extra duty police officers continue to fill shifts three days a week. Library staff responded to two overdoses in the last month, with the Library Safety Specialist administering Narcan.

##### Main Library facility update

- A staff visioning session was held on April 21. It included library and workforce development staff, along with consultants from MSR, LHB, and NEOO Partners.
- The visioning session focused on services rather than the building.
- June and October are key dates for the project because of deadlines for state bonding
- MSR may do another site visit in July. The site visit will include a joint meeting of the library and workforce development boards.
- The library foundation is funding a community engagement process being led by NEOO Partners.

#### **New Business**

##### Library strategic plan

Powers gave some background on the strategic plan update that is nearing completion.

- The staff survey generated 49 responses.
- There were individual interviews with community leaders, as well as focus groups with community members.
- DPL's Teen Advisory Board made up one of the focus groups.
- The mission and vision are unchanged from the previous plan. They will be discussed and updated in the next round of planning.
- A final, formatted version will be submitted for board approval at the next meeting.

##### Library Board appointment

Currently there are eight applicants for one seat on the board. The Mayor makes board appointments, and the opportunity for board input is limited. While it is not the board's role to recommend a specific

candidate, board members are welcome to pass along information about what qualities are important in a board member.

### **Ongoing Business**

#### Advocacy

Erin Kreeger from the Duluth Library Foundation is putting together an advocacy committee made up of representatives from the Friends, Foundation and Library boards.

**Meeting adjourned at 6:17 p.m.**

Next regular meeting: May 23, 2023

## **Manager's Report to Library Board**

### **May 2023**

**Main Library Reconfiguration.** The top floor of the Main Library was rearranged this month to provide better service to patrons.

- The Computer Center has been moved to the area beside the Reference Desk where the microfilm reader/printers used to be. Its proximity to the Reference Desk means that there are two staff members available to manage the space and assist people with computer and printer needs.
- The microfilm machines, microfilm reels, maps, and clipping files are now located where the Computer Center had been. The newly-created History Center provides a better location for the collection and includes a dedicated staffing point for patrons needing help with local history research.
- The Partnership Center has expanded to include two cubicles as well as the meeting pod. This was made possible by the rearrangement of staff offices.

**Nostalgic Newsstand Sale.** This special sale of vintage magazines, a collaboration between Adult Services staff and the Friends of the Library, was very successful. It came about after library staff decided to remove a large portion of historic magazines whose content can be found online, in order to free up space. A staff member suggested working with the Friends to raise some money and save the magazines from the recycling bin. The sale generated a lot of interest and raised over \$1100.

**Port Cards.** Are back as an opt-out program! Thanks to some tireless work by DPL staff, this program to provide a virtual library card to every student in the Duluth school district will resume on June 12. A Port Card provides access to all of the library's electronic resources and the ability to check out up to five physical items at a time. Importantly, every student will receive a Port Card account automatically unless their parent opts out of the program. This reduces a potential barrier and increases participation. There is no financial risk when a Port Card is used to check out physical materials. If a student loses or damages an item, the student can have the replacement cost waived in return for reading for a certain period of time, participating in library activities, or doing homework in the library. Initial publicity will take place during school visits and outreach events this spring and summer. A marketing campaign is planned for fall.

**Zoo Passes.** The Lake Superior Zoo is partnering with the library by generously providing 15 zoo passes for check out to library patrons. This is part of their mission to be more inclusive and accessible to the community. Patrons will be able to check out a pass that provides free admission for a group of up to four people. It is a one-time use pass that must be used within seven days after checkout and will be collected upon entry. Passes are available at all library locations and to any registered card holder. Passes are not reservable. A soft launch is planned beginning May 22, with the zoo taking the lead on publicity.

**Summer Hours.** As in past years, the Main Library will be closed on Saturdays from May 27 through September 2. Weekday hours for all locations will remain unchanged.

#### **Staffing Update.**

- The 13-hour-per-week Library Aide position has been filled.
- Initial interviews for two full-time Library Technician positions will take place on May 22 and 25.

## **Friends of the Library Report**

**May 2023**

Friends annual meeting was attended by approximately 40 people. Mayor Larson and Carla Powers spoke briefly on plans to re-build the main library jointly with Work Force Development through state and federal funding. Slate of officers was approved with President: Marcia Semerau, Vice President: Theresa O’Gara, Treasurer: Sarah Culver, Secretary: Melissa Brooks-Ojibway. It was announced that the Friends have given \$35,000 to the DPL this past year. Tony Dierckins gave a fascinating lecture on the fables of Duluth, i.e., how the ship canal was dug, that Duluth had more millionaires than anywhere else in the country.

*Submitted by Betty Ramsland*

## Unattended Child Policy Draft

The Duluth Public Library strives to provide a safe and pleasant experience for all who use it, in partnership with parents, guardians, and caregivers.

Children under the age of eight are required to be accompanied by a responsible person age 12 or older.

Library staff will attempt to connect with a parent, guardian, and/or caregiver in circumstances such as the following:

- An unattended child is engaging in behavior that violates our appropriate library behavior policy.
- An unattended child is involved in a situation that is potentially harmful to the health or safety of the child and/or others.
- An unattended child is left alone at the library at closing time.

Situations are handled on a case-by-case basis with the wellbeing of the child in mind. If parents, guardians, and/or caregivers cannot be reached, or are unresponsive, library staff will contact law enforcement.

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

Adopted (DATE)  
Duluth Public Library Board