

DULUTH PUBLIC LIBRARY BOARD

Notice of Meeting

DATE: March 23, 2021

TIME: 4:30 p.m.

NOTICE: The Duluth Public Library Board will be holding a special meeting in August by other electronic means pursuant to Minnesota Statutes Section 13D.021 in response to the COVID-19 emergency. Members of the Board will be participating through video conference. Due to the COVID-19 emergency and the closure of City facilities, public comment will not be taken in person. However, members of the public can monitor the meeting and provide public comment on agenda items through WebEx Events. Visit <https://duluthmn.gov/live-meeting> to access the meeting. The public is also encouraged to submit written comment to Library Manager Carla Powers prior to the meeting. Please include "Library Board Agenda" in the subject line, and include your name and address and the agenda item you are speaking to. Please note that all public comment is considered Public Data.

AGENDA

Call to order

Review and approve agenda

Public comments received in advance of meeting

Approve minutes of February 23, 2021 meeting

Reports

Library Manager's Report – Powers

Foundation Report – Rosendahl

Friends Report – Ramsland

Old Business

Update on restoring services and staffing

New Business

2020 annual report

Election of officers

Ongoing Business

Advocacy

Adjournment

Next regular meeting: April 27, 2021, at 4:30 p.m. via WebEx.

DULUTH PUBLIC LIBRARY BOARD
DRAFT Minutes of Virtual Meeting
February 23, 2021

Sue Henke called the meeting of the Duluth Library Board to order at 4:30

Members Present: Sue Henke, Michelle Foshay, Lizzy Luoma, Neil Glazman, Stephen Welsh, David Sperl, Matt Rosendahl, Alex Strelow

Also Present: Carla Powers, Arik Forsman, Jim Filby Williams, Sue Schumacher, Carmella Hatch, Lynn Schwarzkopf

Public Attendees: Debbi Rasmussen

Absent: None

Review and approve agenda

Motion by Sperl, seconded by Glazman, to approve the agenda adjusted so that ECRD presentation can begin the meeting. Motion passed unanimously by show of hands.

Public Comments: None submitted prior to meeting.

Review and approve minutes from January 26, 2021

Motion by Ramsland, seconded by Sperl, to approve the minutes as drafted. Motion passed unanimously by show of hands.

New Business

Every Child Ready Duluth strategic plan

Sue Schumacher, Lynn Schwarzkopf, and Carmella Hatch reviewed ECRD achievements, strategic plan, and community launch planned for March 23. Upcoming highlights include purchasing the Little Library Go van and mobile circulation, as well as launch of baby's first books program.

Reports

Library Manager's Report – Powers

Saturday curbside service has been going for a month. So far it has resulted in the spreading out of usage spread over 6 days rather than increased usage. However, this may have been impacted by the deliberate soft open with little advertising and unseasonably cold weather.

A new senior library tech for PR has been hired: Lyanne Valdez.

Friends Report – Ramsland

Limited updates due to Covid. Book sale postponed until 2022.

Foundation Report – Rosendahl

Libations will take place the third weekend of September. Committee is still unsure what it will look like this fall; it could be a virtual event.

Old Business

Update on restoring services and staffing

First priority is hiring a tech services coordinator (Librarian II position). The next priority is to hire some technicians to support future phases of reopening.

Research Assistance by appointment will begin soon. It will provide assistance from a librarian and access to materials that do not check out.

Staff is working to allow ISD 709 students and staff to meet at West Duluth for extra help and tutoring.

Ongoing Business

Advocacy

There is a meeting this Friday, Feb. 26 to plan for support for phased reopenings (grab and go) this spring.

Adjournment at 5:37 pm.

Next regular meeting: March 23, 2021, at 4:30 p.m. via WebEx.

Manager's Report to Library Board March 2021

Hiring Update. Interviews for the Librarian II to oversee Technical Services will take place March 22 and 23. We received a total of 26 applications and will be interviewing the top seven candidates. Forms have been submitted seeking approval to fill vacant Library Technician positions. The forms are working their way through the signature process.

Current Services. Curbside pickup continues to be robust, with an average of 178 people per day using the service. The number of items checked out per day varies from around 400 to over 1000, with an average of about 750 per day so far this month. Computer Center use has remained about the same, with 15 to 20 people coming in per day. Recently there have been a few requests from people who want to use a computer for more than one hour. Beginning next week, staff will set aside the 2:30 time block for this purpose. This should be enough to meet current demand while still allowing for physical distancing and disinfecting computers between uses.

Long Overdues. Final notices were mailed recently to library patrons with long overdue items. This is the third overdue notice, and the point at which the patron is billed for the replacement cost of the item. Approximately 2000 long overdue items have been returned since the letters went out.

Digitization Project. Adult Services staff have arranged for the University of Minnesota to digitize the library's old, fragile microfilm copies of the *Minnesotian*. This was Duluth's first newspaper, published from 1869 to 1875. Once the project is complete, the *Minnesotian* will be searchable on the Minnesota Digital Newspaper Hub (<https://www.mnhs.org/newspapers/hub>). Funding from the Duluth Library Foundation is making this project possible.

ECRD Play & Learn Kits. This month the Every Child Ready Duluth Team added five Play & Learn early literacy kits to the collection. These kits are created for childcare providers, parents, or caregivers to share with young children. Each kit includes a themed collection of books and activities, a booklet featuring early literacy information for adults, tips for using the kit, and suggested resources to continue the learning. Items are appropriate for ages birth to kindergarten. Themes for the kits are wide ranging and include topics such as the alphabet, dinosaurs and camping.

Mt. Royal Art Project. The Mt. Royal Branch has been selected for a Legacy-Amendment art project funded by the Arrowhead Library System. ALS will provide up to \$3000 for a piece of artwork for the branch, and the Duluth Public Arts Commission has offered a match. A Request for Qualifications document is currently posted. We are looking for artwork that celebrates one or more of the Duluth community's key artistic, cultural and/or historical attributes and enhances the library building's function as a source for art, culture and history within the community. This source of funding resulted in the book mural at the Main Library several years ago.

Duluth Library Foundation Report March 2021

The foundation board heard the Every Child Ready Duluth presentation from Sue, Carmella, and Lynn, and expressed their support and appreciation for the progress made under difficult circumstances.

Although the board is proceeding with planning for Libations in September 2021, the board decided not to hold a recognition event for the Olga Walker Awards. These awards recognize volunteers and donors who have contributed substantially to the library.

We bid farewell to Dan D'Alliard who hit the limit of three, three-year terms. Dan is also a former library board member. During his tenure with the foundation, he helped with the Parks levy, helped start Libations and Olga Walker, and contributed to efforts that grew the foundation's endowment by more than a million dollars.

Library Giving Day is April 7. If you have the means and have been considering a donation to the library, this is an excellent time to make an investment in the future of the library!

Submitted by Matt Rosendahl

Friends of the Library Report March 2021

The bank balance as of the end of Feb. 2021 is \$23,000. Memberships are currently 171. A decision made not to renew Duluth Chamber membership for 2021. Carla advised that branches will open sometime in April for "grab & go." Main will continue curbside pickup and computer usage. Adult fiction is being moved to 3rd floor. Motion approved to move annual meeting from May to fall 2021, with the thought that we might have an in-person meeting. Annual meeting topics include a discussion and approval of constitutional changes, and electing a slate of officers. UMD is looking for other organizations to consider hosting NEMBA. Friends cannot take this on. A \$400 grant is being pursued from the Minnesota Association of Library Friends to help cover costs of Curbside Crafts program. "Round Up the Till" at Mt. Royal Fine Foods has been approved for the month of January 2022. Friends are looking for new board members; application form has developed and distributed to current board members to share. Motion approved to give \$5,000 to DPL on April 7, Library Giving Day.

Submitted by Betty Ramsland