

DULUTH PUBLIC LIBRARY BOARD

Notice of Meeting

DATE: September 26, 2023

TIME: 4:30 p.m.

LOCATION: Main Library Gold Room

AGENDA

Call to order

Review and approve agenda

Approve minutes of August 22, 2023 meeting

Reports

Library manager's report – Powers

Learning & Libations report – Rosendahl

Old Business

Safety update

Main Library facility update

Appropriate library behavior policy

New Business

2024 library fee schedule

Semi-annual review of strategic plan

Ongoing Business

Advocacy

Adjournment

Next regular meeting: **Wednesday, October 25** at City Center West (5830 Grand Ave.)

Duluth Public Library Board Meeting Minutes
August 22, 2023

Present: Bill Arezzo, Lizzy Luoma, Jose Gonzalez, Ellen Hatfield, Jose Gonzalez, Lori Steinbach, Michelle Foshay, Matt Rosendahl

Also in attendance: Carla Powers, Jim Filby Williams, Peter Passi (Duluth News Tribune)

Absent: Susan Henke, Betty Ramsland

The meeting was called to order at 4:34 PM by Michelle Foshay, President

Review and approval of agenda

Motion by Arezzo, seconded by Luoma, to approve agenda as drafted. Motion passed unanimously.

Approval of Minutes of the June 27, 2023, meeting

Motion by Arezzo, seconded by Gonzalez, to approve minutes as drafted. Motion passed unanimously.

Reports

Library Manager

- Little Library Go is so popular that library can't say yes to all requests.
- New Mail-a-Book service from the Arrowhead Library System is now available within the city limits of Duluth.
- Employee Plus survey had a 90% rate of completion and showed continued positive progress since first annual survey was done in 2021.
- The library partnered with the Duluth Community Garden Program on a Love Your Block grant to clean up the gardens outside the Main Library Building. Clean-up and planting happened to be taking place during the board meeting.

Foundation

- Learning & Libations at the Library will be held on Friday September 15 with a theme of Get Reunited With Your Library. Highlights will include a food, a bar featuring alcoholic drinks and mocktails, a photo booth, speakers, and a live auction. Attendees are invited to dress retro if they wish.

Friends

- Will hold a strategic plan meeting on Saturday, September 16.
- Hosted a book sale at the West Duluth branch during Spirit Valley Days
- Littlest Holiday sale will be held December 5-7 at The Mount Royal Branch.

Old Business

Safety Update

- Three more security cameras were installed inside the Main Library building. Other the cameras were replaced and are of higher quality than the previous ones.
- Off duty police were in the building 12 hours per week in the summer, maybe they helped prevent incidents.
- There are still plans to convert a .5 Library Technician position to a Library Safety Specialist position in the fall.
- The Mayor presented her proposed 2024 budget to the City Council and requested an additional \$60,000 for the library. This is the first step in a dialog with Council, and the budget could be changed.

Main Library Facility Update

- Community engagement continues over the summer with focus groups, zoom meetings and pop-up events. 600+ surveys were returned. There are tentative plans to hold an open house on September 28 at the Main Library with an optional tour prior to the presentation. MSR consultants are working with Kraus Anderson to update cost estimates for the predesign report due to the State Legislature on Oct. 1.
- The City is seeking funding to cover half the cost of a building project from the State of Minnesota and intends to fund the other half from non-state sources. Workforce Development is a full partner in this endeavor. It offers them operational savings with a new building and no longer having to have a lease.

New Business

Request for Reconsideration Process

Currently a policy and process is in place for anyone who has an issue with books, events or art in the libraries. Anyone who would like something to be reconsidered receives get an information packet and a form to fill out. The Library Manager follows up by talking to the staff involved with choosing the book/event/art, and in the case of books also looks at reviews. DPL partnered with the Duluth-Superior Pride Festival last year and is doing it again this year. Last year a few requests for reconsideration for drag storytime were received; however, the program was held as planned. The Duluth Library Foundation is sending a letter to all donors explaining why the Foundation supports diverse programming at the library.

Appropriate Library Behavior

The last version of Appropriate Library Behavior was updated in 2018. The library's Diversity Action Group is proposing updates that were approved by the leadership team. The board discussed the new draft and recommended a couple of changes. Powers will talk with staff about the board's recommendations and bring forward a new draft next month.

Periodic Reviews of Strategic Plan

There was discussion of how often to review the new strategic plan. Consensus was to review it at next month's meeting, and twice a year after that.

October Board Meeting

The October board meeting will take place on Wednesday, Oct. 25 in order to hold the meeting at City Center West. There may be a presentation and/or tour of the West Duluth Branch.

Ongoing Business

Advocacy

A group from the Library Foundation, Friends of the Library and the Library Board will ask for a larger increase to the library's 2024 budget. There is discussion about requesting a Committee of the Whole meeting.

Meeting adjourned at 5:27 PM

Manager's Report to Library Board September 2023

Duluth-Superior Pride Festival. Again this year our Pride programming was a big success, with good attendance and positive feedback overall. The art exhibit reception drew in over 50 people, which was the largest turnout for any of our art receptions. Drag storytime filled the Green Room to capacity with 100+ attendees. Staff interacted with more than 800 participants at Bayfront Park on Saturday, and Little Library Go was in Sunday's parade. The handful of people who came to protest exercised their rights in a respectful way.

Twin Ports Perceptions. DPL is partnering with the Superior Public Library on a unique program exploring community members' perceptions about the city on the other side of the bridge. The project will feature six award-winning Twin Ports authors (three from each side of the bridge) participating in two moderated panel discussions. The authors will talk about how they portray Duluth and Superior in their work, how they grapple with issues of regional identity, and the challenges and joys of writing about where they live. The first discussion will be held at Superior Public Library on Tuesday, September 26 at 6 p.m. It will feature Anthony Bukoski, Carol Dunbar, and Barton Sutter. The second discussion will take place at Duluth Public Library on Tuesday, October 10 at 6 p.m. This one will feature authors Linda LeGarde Grover, Jayson Iwen, and Sheila Packa. Both discussions will be moderated by retired Superior Public Library librarian Teddie Meronek, who also is a local author and historian. This unique project has received support from the Wisconsin Humanities Council and the Minnesota Arts and Cultural Heritage Fund.

Solar Eclipse. Several programs highlighting the upcoming solar eclipse will take place in the next few weeks. On Saturday, September 30 Bob King ("Astro Bob") and staff from the Marshall W. Alworth Planetarium will hold programs at the Main Library. The following Saturday, October 7 is library day at the planetarium. Admission to one of four showtimes will be free for anyone who shows their library card. The eclipse will take place on October 14. A special event is scheduled at the Main Library. The Annular Solar Eclipse Extravaganza will feature a viewing party, solar crafts, and free safe-viewing solar glasses. Attendees can watch the eclipse via livestream in the Green Room or outdoors with the help of a SunSpotter solar telescope.

Indigenous People's Day. Following the lead of the State of Minnesota, the City of Duluth will recognize Indigenous People's Day as a holiday beginning this year. Memoranda of Understanding have been passed by the unions, and it will become a paid holiday for City staff. This year the holiday falls on October 9. All library locations will be closed.

Staffing Update.

- Interviews for the vacant Librarian I position in Adult Services will take place Sept. 28 and 29. A total of 10 people will participate in the first round of interviews, which will be online.
- We're moving forward with hiring a .5 Library Technician position. With a Civil Service list already in place for this position, interviews will be scheduled for the first week of October.
- One .5 position, which is planned to be converted to a Library Safety Specialist, remains on hold.

**Foundation Report
September 2023**

Learning & Libations was held on September 15. Despite competing events in downtown Duluth on the same night, we exceeded last year's number of paid tickets and raised over \$38,000 (pledged donations still coming in). Thank you to the library board members who supported the event!

Submitted by Matt Rosendahl

Duluth Public Library Appropriate Library Behavior Policy
DRAFT 09-06-23

The library is a public place shared by many. ~~Everyone who uses the Duluth Public Library has a personal responsibility to ensure that it is a welcoming environment for all. Library patrons are expected to:~~ **It is a space for learning, relaxing, connecting, and having fun. To ensure a safe and comfortable environment for patrons and staff, the following expectations have been set:**

Be respectful, courteous, considerate, and understanding of other patrons and staff. Examples of conduct that would violate this principle include:

- ~~Shouting, swearing, running, and roughhousing.~~ **Disruptive or unsafe behavior including, but not limited to, ~~loud talking,~~ use of profanity, hate speech, throwing objects, running, pushing, or shoving.**
- Bringing non-service animals into the library. Service animals are defined under the Americans with Disabilities Act as a dog that has been trained to do work or perform tasks for the benefit of a person with a disability.
- Leaving children under the age of 8 or vulnerable adults unsupervised or unattended. Adults may use the children's or teen areas if accompanied by a child or teen, or if using the library's juvenile **or teen** collection.
- Leaving personal items unattended.
- Engaging in sexual ~~and/or obscene acts in the library or on library grounds.~~ **acts and sexual, physical, verbal, or other harassment.**
- Making threats against or abuse of library patrons or staff. This includes verbal abuse and nonverbal intimidation or harassment including, but not limited to, stalking; online, cell phone or computer harassment; or language that is obscene or harassing.
- Interfering with others' use of the library by:
 - Blocking free passage,
 - Soliciting (**defined as the act of asking for or trying to obtain something from another person**),
 - ~~Exhibiting offensive odor including excessive scent or fragrance.~~ **Exhibiting hygiene or scent that poses health risk or interferes with use of the library.**
- ~~Bringing in or consuming alcoholic beverages or controlled substances on library grounds, or being under the influence in a manner that causes a public disturbance.~~ **Openly displaying or consuming cannabis, alcoholic beverages, or controlled substances on library grounds. Being under the influence in a manner that causes a public disturbance.**
- Violating the Duluth Public Library's Internet Use Policy.
- Failing to wear a shirt ~~and shoes~~ **in the library. Shoes must be worn when walking around inside the building.**
- Bringing bicycles into the library. Strollers and wheeled vehicles required for mobility are allowed.
- Skateboarding, skating, or using a scooter on library grounds.

Respect the property of the library and the property of others. Examples of conduct that would violate this principle include:

- Stealing, defacing, damaging or destroying library property.
- ~~Using library fixtures or furnishings in a manner that is inconsistent with customary use.~~ **Using library fixtures or furnishings in a manner that is unsafe and/or unsanitary.**
- ~~Consuming food or drink that creates a nuisance because of odor, garbage or spills. Food is not allowed at the library's desktop computers. Only covered drinks are permitted.~~ **Consuming food or beverages in a manner that may create an unclean environment, disrupts others, and/or is harmful to library resources.**

Keep in mind that different areas of the library have different levels of activity and noise. Examples of conduct that would violate this principle include:

- Conversation or use of personal electronic equipment at a volume that is disruptive or exceeds the noise level designation for the area.

For safe and equitable access there may be time limits on the use of certain spaces. Library patrons are expected to leave a space, including the public restroom or library plaza, when asked to do so by staff.

Abide by all applicable local, state, and federal policies and/or laws.

Library staff has the responsibility to follow the Duluth Public Library's behavior policy enforcement guidelines when enforcing this policy. People who fail to follow library policies may be trespassed from the library.

The City of Duluth will not tolerate discriminatory behavior by or toward any city employee or visitors to city property. Discriminatory behavior includes inappropriate remarks about or conduct related to individuals' race, color, creed, religion, national origin, disability, gender, marital status, age, sexual orientation, or status with regard to public assistance. Violent behavior includes the use of physical force, harassment, intimidation, or threat of the same. Harassment includes a pattern of words or conduct that a reasonable person would find abusive. Offensive behavior includes words or conduct that a reasonable person would find reprehensible.

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

Adopted ~~February 27, 2018~~ **DATE**
Duluth Public Library Board