

DULUTH PUBLIC LIBRARY BOARD

Notice of Meeting

DATE: Tuesday, November 28

TIME: 4:30 p.m.

LOCATION: Main Library Gold Room

AGENDA

Call to order

Welcome and introductions

Review and approve agenda

Approve minutes of October 25, 2023 meeting

Reports

Library manager's report – Powers

Foundation report – Powers

Friends of the Library report – Ramsland will provide verbal report at meeting

Old Business

Safety update

Main Library facility update

New Business

2024 meeting schedule

Ongoing Business

Advocacy

Adjournment

Next regular meeting: January 23, 2024

Duluth Public Library Board Meeting
Minutes
October 25th, 2023

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

Also in attendance: Carla Powers, Noah Hobbs, Lori Crocker (Branch Supervisor)

Absent: Susan Henke, Betty Ramsland

The meeting was called to order at 4:36 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 August 22nd, 2023 and September 26th 2023, meetings

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

Reports

Library Manager

- Port Cards have run into a snag. These virtual library cards are meant to be available to all Duluth school students and would use the same number as their lunch number. With a Port Card, students are able to check out five physical items and have access to digital resources. The program was in operation as opt-out for one year. The following year the school district switched it to opt-in, which resulted in less use. For several months, library staff have been attempting to re-start the Port Card program as an opt-out. Despite having a signed agreement in place, staff at the school district is concerned with privacy around sharing student ID numbers. Councilor Hobbs offered to do some reaching out to school board members.
- DPL received a new plug-in hybrid delivery van to replace the former delivery van, which had been in use for 12 years.
- All libraries are gearing up to celebrate all things dinosaur during DiNovember. Programs include a DINO Explore craft program for young children, a dinorama STEM program, a T-Rex tea party and dino bingo.
- The 2024 budget presentation took place earlier this month. Councilor Hobbs informed the board that councilors were favorable, and they seem pro-library.

Foundation

- The foundation is looking at events for 2024 and may not continue Learning & Libations as an annual event. Trends in the fundraising world are to engage with smaller donor groups and not host big events. February 25th is the Author Event with David Heska Wanbli Weiden and his book *Winter Counts*.

Friends

- The Friends were one of the organizations picked by the Whole Food Co-op for their round up at the register campaign.

Old Business

Safety Update

- Working on a project to get security cameras at the branch libraries, to be able to capture photographs if an incident happens.
- Will continue with off duty police in the main building 12 hours per week.
- There are still plans to convert a .5 Library Technician position to a Library Safety Specialist position next year.

Main Library Facility Update

- The pre-design report is complete and submitted to the state for consideration in the bonding bill. \$1.7 million in Congressionally Directed Spending has been included in the U.S. Senate's budget to cover the next phase of design. However, the Senate has not yet passed this budget. Community engagement has been extended to utilize the remainder of the grant funding that has been secured by the library foundation. A meeting will take place soon to plan next steps.

Library Behavior Policy

- The board suggested a small change in wording.

Motion by Rosendahl, seconded Hatfield, to approve the policy as amended. Motion passed unanimously.

Library Staffing Update

- There are two new hires starting at the library soon. One is a local starting on November 6th and one is moving to Duluth for this job and starting on December 14th. Only the .5 Library Technician position that is being converted to a Library Safety Specialist remains unfilled at this time.

West Duluth Reimagined

- A project to reconfigure the space at the West Duluth branch and replace several large pieces of furniture is expected to take place in the next few months. The furniture has arrived, and the project will begin as soon as the city's Property and Facilities Maintenance crew has room in their schedule to install it.

New Business

2024 Library Fee Schedule

Library fees need to be approved by City Council, as part of an annual process to review and update fees if needed. The library is not recommending any changes to the fee schedule for 2024. It is in line with what other libraries are charging.

Motion by Arezzo, seconded Gonzalez, to approve the fee schedule as presented. Motion passed unanimously.

Semi-Annual Review of Strategic Plan

The board will go through the plan twice a year to get an idea of the progress. Board members reviewed the plan dashboard. There was a suggestion to break the plan down by year, to avoid the temptation to tackle the entire three-year plan at once.

Manager's Report to Library Board November 2023

Port Cards. With some help from advocates we've been able to resolve the issue that was holding up the Port Card project. A total of 8294 student records were imported into DPL's computer system earlier this month. Port Cards are currently active and available for use, and a publicity campaign is being planned for early December. A Port Card is a virtual library card now available to every ISD 709 student. It allows the student to access the library's databases, check out items from Libby, and borrow up to five physical items at one time. Port Card numbers are based on a student ID number, which most students have memorized for use as their lunch number. Students enter their ID number on a keypad at the checkout desk, rather than showing a physical library card.

Wifi Hotspots. Beginning in January 2024 DPL will start checking out wifi hotspots. We recently received 25 hotspots made possible by the federal Emergency Connectivity Fund. ECF funds will cover costs for the hotspots for the first year of the program. When this funding source expires, library staff will evaluate the success of the collection and identify another source of funding to continue it. Hotspots will be available at all three library locations. Procedures for checking them out are still in development. They will check out for two weeks and can be disabled if not returned. ECF requires that patrons checking out a hotspot sign a statement stating that they do not have internet access. We expect this program to be popular and fill an important need in the community.

North Shore Room. The Main Library's North Shore Room, which houses the Minnesota and Duluth collections, is becoming more user friendly for patrons. The room is divided into two areas. One is accessible to the public on demand. The other is a closed stacks area for staff use only. Over the past few months, adult services staff has removed some general genealogy resources from the accessible area. In their place, staff has relocated items from the closed stacks that have a high level of local interest. For example, local yearbooks and volumes on Great Lakes shipping now have a home in the more accessible area. Also moved to this area are works by or about members of historically marginalized populations in Duluth. This project brings together more of DPL's high-interest historical resources. It makes them more visible, discoverable, and browsable.

Staffing Update.

- DPL'S new .5 Library Technician for circulation joined our staff on Nov. 6.
- A Librarian I for adult services is scheduled to start on Dec. 18.
- One of the full-time techs from the West Duluth Branch will be leaving at the end of the month. We hope to fill the position from the current Civil Service list, which is set to expire on Dec. 8.

Winter Reading Program. Winter Reading for all ages will kick off on Friday, Dec. 1 and run through the month of January. Kids and teens need to spend 10 hours reading to complete program and receive a book. Tickets are earned for extra reading and activities that can go into the prize drawing of their choice. Adults must complete 20 hours to finish the program. Prize drawings include a chance to win a gift card from Target, Zenith City, or Barnes & Noble.

**Duluth Library Foundation Report
November 2023**

Recently the Foundation Board issued a request for proposals for financial services. After reviewing and scoring proposals from six companies, the board has decided to contract with Stonebridge Investment Advisors LLC for investment services and Bell Bank for business banking. Investment and banking services had been provided by Wells Fargo for many years.

The board also approved its 2023 unrestricted disbursement to the library. As in the past, the amount represents 3% of the value of the investment account, calculated as a rolling average of the past three years. This year's total is approximately \$62,000. The funds will be distributed in December 2023 for use in 2024. The disbursement will support Hoopla, Kaleidoscope programs for children, City Sounds band concerts, and a portion of the library's public relations spending, among other services and activities. Without this source of funding, these projects would not be possible.

Submitted by Carla Powers

**Proposed Library Board Meeting Schedule
2024**

All meetings begin at 4:30 p.m. and take place in the Gold Room at the Main Library unless otherwise indicated.

January 23
February 27
March 26 – Election of officers
April 23
May 28 – Semiannual review of strategic plan
June 25 – Mt. Royal Blue Room
July – NO MEETING
August 27
September 24
October 29 – 5th Tuesday of the month; City Center West
November 26 – Semiannual review of strategic plan
December – NO MEETING