

DULUTH PUBLIC LIBRARY BOARD

Notice of Meeting

DATE: August 23, 2022

TIME: 4:30 p.m.

LOCATION: Main Library Gold Room

AGENDA

Call to order

New board member welcome and introductions

Review and approve agenda

Approve minutes of May 24, 2022 meeting (no quorum at June meeting)

Reports

Library Manager's Report – Powers

Duluth Library Foundation Report – Rosendahl

Friends of the Library Report - Ramsland

Old Business

Main Library facility update

Library security

New Business

Social worker pilot project

Circulation policy

Programming policy and Citizen Request for Reconsideration form

Ongoing Business

Advocacy

Adjournment

Next regular meeting: September 27, 2022

DULUTH PUBLIC LIBRARY BOARD
Minutes of May 24, 2022 Meeting

Call to order: Chair Foshay called the meeting to order at 4:34 p.m.

Attendees: Bill Arezzo, Betty Ramsland, Michelle Foshay, Sue Henke, Alex Strelow, Steven Welsh, David Sperl, Matt Rosendahl

Also in attendance: Carla Powers, Jim Filby Williams

Public in attendance: Neil Glazman

Review and approve agenda: Motion by Henke, seconded by Arezzo, to approve the agenda as drafted. Approved by unanimous vote.

Approval of minutes: Motion by Arezzo, seconded by Ramsland, to approve the minutes of April 26, 2022 meeting. Approved by unanimous vote.

Reports

Library Manager's Report: Powers just completed two full days of online interviews for 16 candidates Librarian II candidates. Eight will move forward to second interviews in person. The temporary, 67-day staff additions will be a great source of assistance while completing all of the hiring processes. Sperl inquired about whether the hot-spots will be mentioned in the internet use policy. Powers responded that they fall under the policy, but they don't have the same implications about images viewed because they are intended to be used outside the library, usually at home. The circulation policy (length of loan, renewals, etc...) for the hot spots is being developed to be equitable and keep them available to as many people as possible. Cost for the devices and one year of service will be reimbursed 100 percent. After the first year the library will determine how many to continue providing based on use and cost of service.

Duluth Library Foundation Report: Rosendahl encouraged people to contact him if they wanted to belatedly purchase tickets to Olga Walker.

Friends of the Library Report: Ramsland reminded everyone that the library book sale is quickly approaching starting June 14, and that volunteers are still needed. Donations of items for the book sale are no longer being accepted. The friends gave \$28,000 to the library in the last fiscal year.

Old Business

Library security: Powers reported that library security work group has begun meeting. This group includes library staff of different positions from different locations, as well as Jim and Carla. This week the library issued an RFP for a security assessment of the main library that will be issued to 10-12 consultants and firms that do security work. The selected consultant will need to submit a report by September 1. Beginning this week off-duty police officers are working in the library on afternoons, with opportunities to cover shifts from 11 a.m. to 5 p.m. On the first day of this arrangement, an officer escorted a patron out of the building who had previously been trespassed. At the city council meeting on May 23, the council approved the Library Safety Specialist position. When this position is filled, the

temporary measure of using off-duty police officers will end. Sperl asked if there are ever issues at branches, and Powers answered that there are fewer issues at the branches.

New Business

Architect presentation: Henke reported that the library presentation was focused on the library, and that the design was by no means finalized. The collections would almost entirely be located on the upper level, while the Superior street level would be a multi-purpose shared space in the middle (including computers), with library staff near the back and workforce development near the front (near Fifth Avenue W). The bottom level (Michigan Street) would be Workforce Development offices, a shared community/meeting space, and space for the Friends to sort donations for the book sale. One key design aspect was to expand the windows to increase the light on the Michigan and Superior Street levels. The main stairway would be relocated to create more available space in the center of the building.

Filby Williams reminded everyone that this study is not intended to be a final design for reconfiguration of the building and that it was an exercise with a much more modest and limited purpose: is there a way to accommodate both of these entities? He warned that it is not worth investing a lot of meaning in the drawings produced, and in fact the intention would be to erase the drawings and go forward with the lessons learned in this process. The final design process will start from scratch, beginning with consultation with community, board, and employees. He stated that there are sensible ways to pursue co-location, while noting that some reasonable compromises will be required. He added that we need to design the best possible arrangement, taking great care to not inadvertently let our desire for the perfect undermine the good. Ramsland shared her concerns that the architect was focused on expanding the windows for more light. Ramsland also expressed concern that the architect placed all of the collections and library services on the upper floor. Arezzo shared that he focused on the possibility, and did not fixate on the drawings. He wanted to see if this co-location is feasible and said he felt it might be. Powers shared that library staff had mixed reactions. Staff sees a philosophical mission alignment with workforce development but is concerned about losing square footage. Foshay asked if it was possible to close in the Plaza for more space. Filby Williams said this consideration was out of scope. Rosendahl stated that he appreciated the change in windows to bring in more light, and the separate entrance for Workforce Development to help handle different hours of service. However, he has concerns about having sufficient amount of staff workspace. Welsh noted that the technology and services for the public continue to evolve and should inform the evolution of the library building, and that the co-location of these services make more funds available. Henke said what is most important is an inviting, inspiring entrance, and sufficient space for the children's area and community meeting rooms. Henke stated that the public must be involved in the planning process. Strehlow asked if an immediate next step could be sharing of information with the public and gathering more public feedback. Filby Williams responded that city leaders will need to develop a thorough design process with robust public and stakeholder input now that this exercise showed potential feasibility. Foshay asked about the costs to demolish and rebuild, and Filby Williams noted that studies now more than six years old showed significant cost increase to demolish and rebuild rather than extensively remodel. Glazman asked for a description of what Workforce Development does. Filby Williams said in the narrowest sense it helps unemployed people find work, but that the department in Duluth works

proactively to connect industry and training and development to meet the needs of employers and potential employees.

Bylaws review: Powers shared that the old, outdated bylaws were on the website, which prompted a review of the current, 2016 bylaws that were distributed last month. Powers recommended no changes. Foshay moved to approve, Henke second. The motion passed unanimously. The record will reflect that the bylaws were reviewed and approved in 2022.

Ongoing Business

Advocacy: Henke asked if there was a timeline for public input phase about the main library facility. Filby Williams said a meeting of city leadership will take place soon, and the Mayor will decide on next steps. Foshay stated that at the next meeting we can learn about the Mayor's decision, hear feedback from the Friends and Foundation, and decide how to proceed with advocacy.

Adjournment: Meeting adjourned at 6 p.m.

DULUTH PUBLIC LIBRARY BOARD
Minutes of June 28, 2022 Meeting

Quorum not present. No action taken. Minutes of the May 2022 meeting will be approved at the August meeting.

Attendees: Sue Henke, Lizzy Luoma, Michelle Foshay, Steve Welsh

Also present: Carla Powers, Councilor Teresa Tomanek

Absent: David Sperl, Matt Rosendahl, Betty Ramsland, Bill Arezzo

Michelle asked about finding someone to fill Alex's seat on the board. She offered to help put together something to advertise the seat. Carla said that there may be an application on file already with the City Clerk's office. She will check and let Michelle know. If there are no current applicants we will try to recruit.

Mayor is planning to do a presentation to library and workforce staff to share her vision for a co-location project. The board would be interested in attending the presentation if possible. There was discussion around need for a robust public input process. Michelle would like to set a goal of having more information about next steps at the August meeting.

Next regular meeting: August 23, 2022

Manager's Report to Library Board

August 2022

Minnesota Parks Pass. The Minnesota Department of Natural Resources has extended the MN State Park Pass program through June 2025. The pilot was set to expire at the end of June 2022. The program is designed to reduce barriers by giving people in low-income areas of the state an opportunity to check out a seven-day state park pass for free. Passes are available at all three DPL locations. So far this year they have been checked out 51 times. Not surprisingly, checkouts are highest in the summer months.

Summer Reading Program. DPL's summer reading program will wrap up on August 31. While it's possible that a few more people will sign up in the remaining couple of weeks, participation numbers are not likely to change much. There are 132 participants in the babies, toddlers and preschoolers category; 318 kids; 143 teens; and 195 adults.

Legal Kiosk. The Duluth Public Library has taken another step toward helping to bridge the digital divide by installing a legal kiosk computer at the Main Library. It provides access to free legal information for people who lack a computer or internet connectivity. The kiosk was made possible through a partnership with the Minnesota Legal Services Coalition. Library patrons can use the legal kiosk to apply for civil legal aid services and to access legal resources.

2023 Budget. The 2023 City budget process has begun. The target operating budget does include continued support for Every Child Ready Duluth. The City Budget Office has not provided details about the personnel budget yet. I do not anticipate any additions or reductions in personnel, and I expect the ECRD technician position to be funded 100% by the City next year. The Property, Parks & Libraries budget presentation to the City Council is scheduled for Monday, November 14. The library's portion of the presentation is slated for 5:30 to 5:45 p.m.

Staffing Update.

- Three new Library Technicians were hired this summer. One is working full-time in Youth Services as the ECRD tech, one is full-time at West Duluth, and the third works 13 hours per week at West Duluth.
- The Librarian II for Youth Services started work on August 1. The Librarian II for Adult Services is scheduled to come on board September 1.
- One person has been hired full-time for the Library Safety Specialist position.
- At long last, we have filled the Youth Services Supervisor position. Bri Belanger, who had been a librarian in Youth Services, began working in her new role on August 15. Sue Schumacher will transition out over the next two weeks and be fully retired after August 26.
- Positions that remain vacant at this time are a Senior Library Technician and Library Technician in the PR office, a Librarian II for Technical Services, and a 13-hour-per-week delivery driver. Circulation will be losing a Library Technician soon, due to a staff member moving out of the Duluth area. The process of finding a replacement is underway.

**Library Foundation Report
August 2022**

The Library Foundation is [conducting a survey](#) for its strategic planning effort. Please share widely and contribute your thoughts! The Foundation Board and guests will hold a retreat on October 1 to continue working on its strategic plan.

The Foundation Board approved its September quarterly disbursement to ECRD of \$9,880. This is the final disbursement to ECRD! Remaining funds will be used to pay for assessment efforts in the program.

Registration is now open for [Learning & Libations on September 17!](#) (Early bird pricing ends September 2).

Submitted by Matt Rosendahl

**Friends of the Library Report
August 2022**

The bank balance at the end of July 2022 was \$33,942. There was a motion approved to give \$25,000 to library. Current Friends membership stands at approximately 190, with many members renewing at the annual book sale. There was a motion approved to remove a member from the Friends board. A motion was approved to increase the budget for Sidewalk Days 2023 to \$1000. The Little Library Go Van and staff will participate next year. The Bookworm Garden Club is disbanding, and the remainder of their money, \$150, will come to the Friends. It will be used for the purchase of gardening books if we cannot find others to help with plantings at the Main Library. The Spirit Valley one-day book sale netted \$417.

Submitted by Betty Ramsland

Duluth Public Library Circulation Policy

Registration

In order to check out materials from the Duluth Public Library (DPL), you must have a valid library card that is registered in DPL's computer system. A library card is free to any resident of the Arrowhead Library System region, which includes Carlton, Cook, Itasca, Koochiching, Lake, Lake of the Woods and St. Louis counties. If you are 18 years of age or older, in order to be issued a library card you must present a government-issued photo identification and proof of current address. Virtual library cards (Port Cards) are issued to enrolled students in participating school districts. Businesses, schools and other agencies may obtain an institutional library card for use by their employees. A temporary card is issued to anyone temporarily living in Duluth or to anyone without a permanent address.

If you are a Minnesota resident and live outside of the Arrowhead Library System region, you may check out materials by presenting your current library card from your home library as well as acceptable identification. If you live out of state you may check out materials from DPL for an annual fee. A current library card from your home library is required, along with acceptable identification. Other members from the same household may get a library card for an annual charge.

To obtain a library card, apply in person at any Duluth Public Library location. If you are 14 to 17 years old, you must show a photo ID or come with a parent who can show a photo ID. If you are under 14, a parent or guardian must show ID and sign your application.

You may register online for a library card. Online registration will give you a temporary number to use for placing holds. To receive your permanent card, come into the library with acceptable identification to complete the application process.

Most library cards never expire. As long as you continue to use your card it remains active. Extended periods of inactivity will result in your card being purged. Address checks are performed at regular intervals to ensure you are still a resident of the DPL service area. Library cards that expire are temporary cards, cards that require a fee for use, cards issued to an institution, and Port Cards. There is a charge to replace a library card before your routine address check.

Lost or Forgotten Cards

If you lose your library card, you should notify the library as soon as possible. You are responsible for anything checked out on your card. If you have forgotten your library card but have a photo ID with you, you may still check out items.

Loan Periods

Most library materials check out for four weeks and may be renewed for two additional four-week periods if no one has placed a hold on the item. Some materials check out for a shorter period of time and may or may not be renewable. For current information about the types of materials available for

checkout and their loan periods, ask a library staff member or visit the library's website. The library reserves the right to place additional limits on smaller or seasonal collections of materials.

Holds

You may place a hold on an item in person, over the phone or through the library's online catalog. You are limited to no more than 50 holds at one time. The limit may be lower for certain materials.

In accordance with the Minnesota Government Data Practices Act, people who reside at the same address may pick up one another's holds. In order to pick up someone else's holds, you must show identification with your current address, or you must have your own or the other person's library card in your possession. If parents share custody of a minor child, either parent may pick up the child's holds. If you do not want your holds released to anyone else in your household, you must notify the library and your request will be honored.

If the item you want is not owned by DPL, you may request it through interlibrary loan. This service is not available to temporary or out-of-state cardholders.

Fees and Charges

Although DPL is Free From Fines, you may receive reminders for overdue items. It is your responsibility to keep track of what you have checked out and to return it by the due date. When an item has been overdue for four weeks you will be billed for the item's replacement cost.

If an item is returned damaged and no longer suitable for the collection, you will be charged for its replacement.

If you have five or more overdue materials or fees from lost or damaged items, you will be unable to check out any more materials until the charges are resolved.

Confidentiality

Under Minnesota law, information you provide in applying for a library card, except your name, as well as information which links your name with library materials, is private. It is available only to you and to appropriate library personnel. This information is required to support library service.

If you are under age 18, information about materials requested, borrowed or kept overdue is available to your parent or guardian. You may ask to have this information withheld by filling out a data privacy request form. However, library staff can only withhold this data from your parents if it is in your best interest to do so.

Adopted (DATE)
Duluth Public Library Board

Duluth Public Library Programming Policy

Duluth Library supports its mission of strengthening our community by promoting the love of reading and life-long discovery through developing and presenting interactive programs that provide opportunities for information, enrichment and entertainment.

Programming is a vital element of library service that:

- Expands the library's role as a community resource
- Supports community-building and outreach
- Honors diversity
- Works with current trends
- Improves visibility of the library and its resources
- Provides useful, timely information
- Uses resources effectively
- Promotes literacy & lifelong learning

Programming Responsibilities

Staff responsibility for programming rests with the Library Manager, who operates within the framework of this programming policy. The Manager delegates to staff members authority to interpret and apply this policy in daily operation.

The community has a role in shaping library programming by participating in events and/or providing suggestions and feedback. Community partnerships are encouraged to enhance the program experience and reach out to new and diverse community members.

Intellectual Freedom

A democracy presupposes an informed citizenry, and the public library has an integral role in achieving that goal. The library provides an impartial environment in which individuals can attend programs representing many different points of view on a variety of topics. The American Library Association's [Library Bill of Rights](#) and [Library-Initiated Programs and Displays as a Resource](#) guide the library's development of programs and can be accessed through the library's website.

Programming decisions follow the library's mission and its ability to meet the expressed or anticipated needs and interests of the community. Decisions are not made on the basis of any anticipated approval or disapproval of the program. The views and opinions presented during events do not constitute endorsement from the Duluth Public Library.

The library recognizes that some topics may be controversial and may offend some people. Only individuals can determine what is most appropriate for their needs and can define what event or information is consistent with their personal or family values. Individuals can apply those values to the attendance of library programs only for themselves. Parents and legal guardians are responsible for their children's attendance at programs.

Suggestions for Programming

The Duluth Public Library welcomes input from the Duluth community concerning its programming. Individuals and community groups interested in partnering with library staff to provide library programs can [Submit an Event Proposal](#)

Reconsideration of Library Programs

Individuals may request reconsideration of a library program by filling out a written "Statement of Concern" form, available at any Duluth Public Library location. The library manager will respond in writing to an individual's written request.

The Duluth Public Library Board, upon request, will hear appeals of the manager's written response. Appeals must be presented in writing to the library board at least ten days in advance of the next regularly scheduled meeting of the board. Decisions on appeals are based on careful review of the objection, the resource, and DPL policies, including: this policy, the Library Bill of Rights, Library-Initiated Programs and Displays as a Resource, and the American Library Association's guidelines on intellectual freedom. The final decision on appeals rests with the Duluth Public Library Board.

This policy refers to programs sponsored by the Duluth Public Library, not to programs held at the Library by community groups.

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

Adopted (DATE)
Duluth Public Library Board

Duluth Public Library Citizen Statement of Concern

Name: _____

Address: _____

Phone: _____ E-mail: _____

Resource Type: _____

Examples: Book, DVD, music CD, audiobook, program, art exhibit

Title of Resource: _____

Author/Producer (if applicable): _____

How much of this resource did you complete? ___ All ___ Some ___ A Little

If not "All," which parts did you finish? _____

What concerns you about this resource? (Please be as specific as you can.)

Are there resources you would suggest to provide additional information and/or other points of view on this topic?

What would you like the library to do about this resource?

Note: Policies that may be relevant to your statement include the Collection Development and Management Policy, Programming Policy, Art Exhibit Policy, Library Bill of Rights, Right to Read, Right to View, Library-Initiated Programs and Displays as Resource, and the American Library Association's guidelines on intellectual freedom. Copies of these policies are included with this packet. Information about the reconsideration process can be found on the reverse side of this form.

Signature

Date

RECONSIDERATION OF LIBRARY RESOURCES

Individuals may request reconsideration of a library resource by completing the Statement of Concern form, available at any Duluth Public Library location. The Library Manager will respond in writing to a completed Statement of Concern form.

Upon request, the Duluth Public Library Board will consider appeals of the Library Manager's response. Appeals should be presented in writing to the Library Board. Contact information for the Board is available from Library personnel. Decisions on appeals are based on the Board's careful review of the Statement of Concern form, the relevant material(s), and relevant DPL policies, including this policy, the Library Bill of Rights, the Right to Read and the Right to View, Library-Initiated Programs and Displays as a Resource, and the American Library Association's guidelines on intellectual freedom. These documents are available upon request from the library. The final decision on appeals rests with the Duluth Public Library Board.