

DULUTH PUBLIC LIBRARY BOARD

Notice of Meeting

DATE: September 27, 2022

TIME: 4:30 p.m.

LOCATION: Main Library Gold Room

AGENDA

Call to order

Welcome and introduction of Library Safety Specialist

Review and approve agenda

Approve minutes of August 23, 2022 meeting

Reports

Library Manager's Report – Powers

Foundation Learning & Libations update – No written report

Friends of the Library Report - Ramsland

Old Business

Library security

Social worker pilot project

Main Library facility update

New Business

Revision to library programming policy

Challenges and censorship in libraries

Ongoing Business

Advocacy

Adjournment

Next regular meeting: October 25, 2022

DULUTH PUBLIC LIBRARY BOARD
Minutes of August 23, 2022 Meeting

Attendees: Bill Arezzo, Michelle Foshay, Sue Henke, Lori Steinbach, Steven Welsh, Matt Rosendahl
Also present: Carla Powers, Jim Filby Williams, Councilor Terese Tomanek, library staff member Stacy LaVres, member of public Debbi Rasmussen
Absent: David Sperl, Betty Ramsland, Lizzy Luoma

Call to order: Chair Foshay called the meeting to order at 4:32.

New board member welcome and introductions: Newly-appointed board member Lori Steinbach was welcomed and introductions were done.

Review and approve agenda: Motion by Henke, seconded by Arezzo, to approve agenda as drafted. Motion approved unanimously.

Minutes of the May meeting: Motion by Henke, seconded by Arezzo, to approve the minutes of the May 24, 2022 meeting as drafted. Motion approved unanimously.

Minutes of the non-quorum June meeting: Motion by Henke, seconded by Welsh, to approve the notes from the June meeting where a quorum was not present. Notes approved unanimously.

Reports

Library Manager's Report. Powers added that there is also a Librarian I position that is open due to Bri Bellanger being hired as supervisor. Henke asked if there was a need for more staffing, and Powers stated the library has nearly completed hiring to refill all vacancies and that is the focus now. In the near future there might be a need for more safety staffing to be evaluated once the full time safety specialist has been hired. Safety Specialist that was hired has a background in social service. Tomanek advised to ask for another safety specialist now, in order to appropriately cover open hours.

Duluth Library Foundation Report. Rosendahl's report was accepted as submitted, with a reminder to fill out the strategic planning survey and register for Learning & Libations at the Library.

Friends of the Library Report. Ramsland's report was accepted as submitted in Ramsland's absence.

Old Business

Main Library facility update. Rosendahl, Arrezzo, and Welsh shared their perspective on the Mayor's recent presentation to staff. Arezzo noted that board members were impressed by staff feedback about the project. He also stated that he felt that we were facing a much longer and unclear timeline than we had been expecting. Foshay asked Filby Williams about his sense of the project. He stated that he feels we are moving forward with momentum, including meetings with Minnesota Senators' staff and the

Mayor's presentation to the entire city leadership team. But he cautioned that the essential work to be done is to secure seed money. City leaders are seeking \$10 million of federal relief funds from the State of Minnesota (guidelines and timelines for this have not yet been issued), in addition to lobbying federal officials for support. Federal American Rescue Plan Act funds are designed to be spent by the end of 2026. Henke asked about strategic planning, wondering if it would be advantageous to plan now in anticipation of the project. Powers acknowledged that the library is overdue for strategic planning, but pointed out the demands of hiring and security work have taken priority. With support of the board, Foshay noted that it might be worth revisiting in 2023 to see what staff capacity might be for planning.

Library security. The library received a robust pool of applications for Library Safety Specialist, with the new specialist scheduled to start September 12. In the meantime, the library is continuing to have off duty police onsite, sporadically as officers pick up these extra shifts. In a review of violation reports recently, the number of serious incidents has decreased in the last couple of months, Powers reported. She noted that police presence likely helped with this. Trainings are planned for September 30 staff development day, with half of it focused on work with a consultant about trauma informed service. Staff are also planning mental health first aid training. Powers and Filby Williams are in discussion with the police department about crisis intervention training. Staff are planning to attend critical incident stress management training at Northwoods Children's Center to learn how to support each other after something has happened. Powers also will work with the consultant on reviewing and updating policies and procedures related to incidents and debriefs following incidents. The library is in the midst of a security assessment with a firm called Guidepost. Guidepost is studying the library's physical security in light of the mission of the library to welcome all people to the facility. As part of this work, the firm is interviewing staff and reviewing documentation related to security. A final report is expected in 6-8 weeks. Arezzo asked about incidents at the branches, and Powers reported that there have been very few.

New Business

Social worker pilot project. Filby Williams has worked with Human Development Center to arrange for a social worker to be at the Main Library five afternoons per week. The arrangement has been in place for approximately four weeks. It is being funded by ARPA funds. If the pilot is successful it eventually will be funded by City of Duluth general funds. Social workers walk the floor and connect with people in need of help or services. They also serve as a resource for staff. Powers reports that so far it is going well. The pilot is currently set for three years, but there is intent to continue the service in some way on a long-term basis. Filby Williams reported that the pilot has already been highly impactful for the library and for HDC's goal to serve vulnerable and unhoused people. He suggested that it might be helpful for the library board and HDC to meet in the future to discuss the pilot and the future expansion or making the service permanent. Powers will follow up with a resource about social workers in libraries for the board to review. Filby Williams noted that Powers and library staff are working exceptionally hard on safety issues and finding new and innovative ways to address the challenges staff have faced.

Circulation policy. Powers presented an updated policy with the notable change being the removal of expiration date for most library cards. Currently cards expire every three years, requiring patrons to visit in person and show identification to renew. Welsh noted he is in favor of anything to bring people in and

keep them coming in. Motion by Welsh, seconded by Foshay, to approve the policy as drafted. Motion approved unanimously.

Programming policy and Citizen Request for Reconsideration form. Powers noted that the library does not currently have a programming policy in place. A policy has been drafted to help in guiding program development and communicating with the public about programming. This current draft was created using the collection development policy as a guide. In addition to the new policy, the Citizen Statement of Concern was updated to include programming. Motion by Henke, seconded by Arezzo, to approve programming policy and Citizen Statement of Concern as drafted. Motion approved unanimously.

Meeting adjourned at 5:51 p.m.

Manager's Report to Library Board September 2022

Open Saturdays. Saturday hours resumed at Main on September 10. The first couple of Saturdays were busy, with more than 475 people coming through the doors each day. Main will continue to be open on Saturdays from 10 a.m. to 5 p.m., with the exception of a few Saturday holidays, until Memorial Day weekend.

Baby Storytime. There is a new storytime offering this fall at Mt. Royal and Main. Baby storytime is designed for babies up to age 24 months and their caregivers. The storytime itself is very brief, and it is followed by early literacy playtime and some time to socialize. If staffing permits, a baby storytime will be added at West Duluth in the future. If not, the program will alternate between West and Mt. Royal.

Summer Outreach. Little Library Go has had a busy summer! The Every Child Ready Duluth team has used the new van to visit farmers markets, the Steve O'Neill Apartments, the Twin Ports Juneteenth Celebration, the Spirit Valley YWCA, and several parks for Story & Play programs. Outreach events have engaged more than 1000 people and resulted in 25 new library card sign-ups. More staff are being trained on how to use the van and mobile circulation in anticipation of further expanding our outreach efforts.

Library Lynx. The Duluth Public Library has a new mascot, and it was unveiled during Books & Baseball last July. It is a gray lynx wearing an orange DPL t-shirt. The mascot will add an extra layer of fun and engagement to library outreach events. It will replace the Clifford costume, which has been around for many years and has seen a lot of use. The Duluth Library Foundation provided funding for the lynx costume. A naming contest is currently underway. Community members have submitted ideas, and staff will choose the winning name.

Staff Development Day. On Friday, Sept. 30 all three library locations will be closed for our annual staff development day. The day of training will take place offsite, which allows janitors and maintenance staff to work on deep cleaning and small repairs at Main. The morning will be spent with Dean Grace from Northwood Children's Services talking about trauma-informed service. The afternoon's activities will focus on workplace culture and team building.

Staffing Update.

- Our new Library Safety Specialist began work September 12. She will be a guest at this month's meeting.
- The Senior Library Technician position for the PR office has been posted. Applications will be accepted through Oct. 2.
- A 13-hour-per-week Library Delivery Driver has been hired and is scheduled to start work Oct. 3, pending pre-employment testing.
- Positions that remain vacant at this time are a Librarian II for Technical Services, a Librarian I in Youth Services and a Substitute Library Technician in Circulation. The hiring process is underway for all but the Librarian II position.

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.

Criteria for selecting programming:

- relevance to community needs and interests
- content reflective of the diversity of our community and world
- cost and staffing considerations
- contemporary significance
- presenter reputation, references, and qualifications
- local interest
- relation to library mission and service goals
- availability of program space
- connection to other community programs, exhibits or events

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](#).

All suggestions for programming are subject to the same selection criteria as other programs.

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