

DULUTH PUBLIC LIBRARY BOARD

Notice of Meeting

DATE: Tuesday, February 27, 2024

TIME: 4:30 p.m.

LOCATION: Main Library Gold Room

AGENDA

Call to order

Welcome and introductions

Review and approve agenda

Approve minutes of January 23, 2024 meeting

Reports

Library manager's report – Powers

Duluth Library Foundation report – Rosendahl will do verbal report at meeting

Friends of the Library report – Powers

Old Business

Main Library facility update

Privacy policy

New Business

Ongoing Business

Advocacy

Adjournment

Next regular meeting: March 26, 2024

Duluth Public Library Board Meeting
Minutes
January 23, 2024

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

Also in attendance: Carla Powers, Sally Larson (League of Women Voters) and City Councilor Azrin Awal

The meeting was called to order at 4:31 PM by Michelle Foshay, President

Review and approval of agenda.

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

Approval of minutes of the November 28th, meeting

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

Reports

Library Manager

- **West Duluth Reimagined** – The West Duluth Branch Library will be closing for the renovation project of replacing the service desk, installing new kiosks and hold shelves. The Duluth Library Foundation is planning an Open House and Ribbon Cutting at the West Library in early March.
- **Wifi Hotspots** – The hotspots are mostly checked out and in use. Library is receiving good feedback about the program from the public. This purchase was funded by the Federal Emergency Connectivity Fund to increase access to the internet. It is funded for one year.
- **Work Experience Programs** – Beginning in January the Duluth Public Library has brought on two people who are participating in work experience programs through the Workforce Center. The participants are learning more about the library and gaining new skills in their positions. Their wages are paid for by CareerForce.
- **“Swatting” incidents at MN Public Libraries** – Recently several public and academic libraries in Minnesota have received phone calls with threats of violence. All calls were unfounded, and law enforcement think they all originated from outside the country. DPL did not receive any such calls. However, one was received at another library in the Arrowhead region.
- **December 2023 Library Program** – December is a busy month for programs at the DPL and the final month of 2023 did not disappoint. Participation is way up from 2019 program participation. Staff are creative and doing a great job in planning and carrying out interesting events for the community.

Foundation

- The foundation appreciated the teamwork from all three boards (Foundation, Library Board, and Friends) during our joint board meeting. There are many people dedicating their time to the library. Participants expressed that it was nice to learn what the other boards do. There was a fabulous turn out, and our entire Library Board was there. Some

participants mentioned uncertainty and disappointment about the building project.

Friends

- The Friends have \$16,306 in treasury and a motion was made and carried to donate \$10,000 to the library. Membership as of Mid-January is 81. This year's book sale will take place on June 10-13. They will host their meetings in February, March and April via Zoom.

Old Business

Main Library Facility Update

- Many were Impressed by public comments in support of the library at a recent City Council meeting. John Magas and Erin Kreeger from the foundation spoke about the library and the importance of a library. Several locals spoke on behalf of the library as well. A local citizen did their own survey and asked 50 people if they were okay with the building project not going forward at this time, and only 1 person said yes. Library advocates started an e-mail campaign to add Workforce Development and the Behavioral Unit language into the bonding request. Terese Tomanek asked admin why they were asking for bonding money for additional planning when a plan was just completed. Mayor stated this was a placeholder.

Library Staffing Update

- Unfortunately, the person recently hired for the .5 Library Technician position in circulation left for a full-time opportunity at another organization. A posting is underway to create a new Civil Service list for this and any other Library Technician openings that may come up in the next seven months.

New Business

Privacy Policy Update

Updates to the policy as written are needed. Will review at an upcoming meeting and vote on it.

Naloxone (commonly know as Narcan) Distribution

Recently library received a couple of requests to allow naloxone distribution at the library. Decision was made to allow Health Equity Northland to distribute it at their tabling events. However, the library itself will not become a distribution point at this time, nor will library staff distribute naloxone.

Staff Invitations to Board Meetings

As a way of strengthening the connection between library board members and staff, we would like to invite one or two staff members to attend a meeting each month.

Adjournment – 6:06 pm

Next Regular meeting: February 27, 2024

Manager's Report to Library Board February 2024

West Duluth Reimagined. The West Duluth Branch has reopened for regular business following the refresh project. The branch offered limited service during the week of February 5 through 9. The project proceeded smoothly and the work was completed right on time. The Duluth Library Foundation is planning an open house celebration on Monday, March 11 from 5 to 6 PM. Library Board members, city administration, councilors, and foundation donors will be among those invited to the event.

Website Redesign. DPL's website is in the process of being updated and refreshed. The library's PR staff and I are working with City of Duluth IT on the project. The library catalog will remain unchanged, as will the logo and overall color scheme. The redesign is focused primarily on improving site navigation, making it easier for library patrons to find what they're looking for on the site.

New Libby Collection. As you may recall, the City Council voted in late 2023 to provide the library with a large one-time budget increase earmarked for library materials. We are making plans to utilize a portion of this increase to add new titles and additional copies of popular items to the downloadable collection on Libby. The Libby collection is a shared collection administered by the Arrowhead Library System. Added titles purchased by DPL will be part of what the vendor calls an Advantage Collection. Duluth cardholders will have first priority as holds are filled on items from this collection. When an item is not on hold or checked out to a Duluth patron it will be available to cardholders throughout the region. E-books and downloadable audiobooks are the biggest growth area for circulation. I believe that by making more items available and decreasing the wait time for popular items, patrons' use of this collection and their satisfaction with it will continue to increase.

Community Engagement. With a few thousand dollars still left on the contract with NEOO Partners and the building redesign project on pause for more planning, library and foundation staff have been discussing what type of community feedback would be useful at this time. We have proposed that NEOO assemble two or three focus groups, continuing to work with people who traditionally have been under-represented in planning processes. These focus groups would be asked about barriers to library use, what type of free activities they go to or would like to have, what makes a place feel welcoming to them, etc. Feedback from the focus groups will be used in planning future services, programs, and spaces in the library.

Staffing Update.

- The hiring process for a .5 Library Technician is underway, with a second round of interviews scheduled for February 26.
- A .5 Library Safety Specialist position will be posted soon. A .5 Library Technician position is being converted to a safety specialist following a retirement last year.

Wiggles for Littles. Mayor Reinert has agreed to be a special guest reader at the library's Wiggles for Littles program on April 13. Wiggles for Littles is a Saturday program that includes storytime in the Gold Room and open play in the Green Room. We think that having a guest appearance by the mayor will be fun for the kids and families attending the program, and hopefully for the mayor as well. As an added bonus, the April Wiggles program happens to fall within National Library Week.

Friends of the Library Report February 2024

The Friends of the Duluth Public Library met on Tuesday, February 20. Below is a short recap of the meeting.

Book Sale Planning. Planning for the book sale is ramping up. The sale will take place at the Main Library June 10 through 13. This year the Friends hope to implement credit card processing using Square. The Friends' treasurer is working with library PR staff to arrange for the needed equipment and logistical support. Traditionally book sale purchases have been cash or check only.

Upcoming Events. There are a number of important events and meetings over the next few months:

- Library Giving Day at the Depot on April 11 from 5 to 8 PM
- Friends Annual Meeting in the Green Room on May 21 from 4 to 5 PM
- Round-up at the Whole Foods Co-op during the month of August

Submitted by Carla Powers

Privacy and Confidentiality Policy

PROPOSED

The Duluth Public Library's commitment to privacy and confidentiality has its basis not only in the law, but also in the ethics and practices of the library profession. In accordance with the American Library Association's Code of Ethics:

We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired, or transmitted.

Definition and Scope

For the purpose of this policy, patron data is defined as information that identifies a library patron or information that can be connected to a patron. It is a form of government data and is subject to [federal law](#), [Minnesota state statutes](#), and [City of Duluth data governance policy and procedures](#).

Patron data includes, but is not limited to, **patron** information associated with borrowing library materials and requesting information, using the library's computers and wireless service, reserving library meeting rooms, and accessing downloadable content and other resources via third party vendors.

Public Data

In the state of Minnesota, all government data is public unless it has been classified otherwise by statute or federal law.

Private Patron Data

The following patron data collected and maintained by the Duluth Public Library is private and may not be disclosed for other than library purposes.

1. Data that links a patron's name with materials requested or borrowed
2. Data that links a patron's name with a specific subject about which the patron has requested
3. All data (other than the name of the applicant) provided as a part of a library card application

Circumstances when private data may be released:

1. Patrons may access data about themselves.
2. A library may release held materials to a family member or other person who resides with a library patron or who has the patron's library card as permission to pick up their items. Patrons may request that their holds be released only to themselves.
3. Private data may be disclosed to a parent or guardian of a minor or **the legal guardian of a vulnerable adult**. In the case of a minor, the library shall, upon request by the minor, withhold data from parents or guardians if the library determines that withholding the data would be in the best interest of the minor. [Minnesota Administrative Rules 1205.0500](#) outlines the access procedures for a parent or guardian. More information can be found in the [Library's circulation policy](#).

4. The Library may release private data pursuant to a court order.
5. The Library may be compelled to disclose private data pursuant to the USA PATRIOT Act.

Handling and Disclosing Patron Data

Only authorized library staff with confidential passwords shall have access to ~~personal~~ **patron** data stored in the Library's computer system for the sole purpose of performing library work. Except when required by law or to fulfill an individual user's service request, the Library will not disclose any personal data collected from patrons. The Library follows [City of Duluth data practices policy](#) and responds to written public data requests in a timely way.

The Library does not give, share, sell, or transfer patron data for commercial purposes.

Third Party Security

When connecting to resources outside the Library's direct control, the only information released is that which authenticates users as valid card holders of the Duluth Public Library. The Library is not responsible for protecting personal information gathered by outside websites.

Compliance

Only the Library Manager or designee **of the Library Manager** is authorized to receive or comply with requests from law enforcement officers. Library records will not be made available to any agency of the state, federal, or local government unless the Library is served with a subpoena, warrant, court order, or other authorized request that legally requires compliance.

Adopted (DATE)
Duluth Public Library Board