

Duluth Public Library Board Meeting Minutes
May 23, 2023

Present: Susan Henke, Bill Arezzo, Betty Ramsland, Lizzy Luoma

Also in attendance: Carla Powers, Debbi Rasmussen

Absent: Matt Rosendahl, Michelle Foshay, Lori Steinbach

The meeting was called to order at 4:30 PM by Sue Henke, Vice President

Review and approval of agenda

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

Approval of Minutes of the April 24, 2023, meeting

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

Reports

Library Manager

- Rearrangement of the top floor of the Main Library is providing better service to patrons and should positively impact security.
- Good news! The Port Card program will resume this summer and will be offered by ISD 709 as opt-out, which will increase participation. The new Zoo passes will be great for families. They will operate similar to checking out State Park passes.

Friends

- Booksale coming up week of June 12th.
- Good turnout for annual meeting. Tony Dierckins was an excellent speaker.

Foundation

- Books and Baseball event will be run by the Library this year instead of the Foundation. The event will serve as the kickoff for the library's summer reading program. It will take place at Wade Stadium on June 3.
- The next Olga Walker Awards and Author Event will take place on Feb 25, 2024. Author David Heska Wanbli Weiden will discuss his book, *Winter Counts*.
- Date for Learning & Libations at the Library is still to be determined.

Old Business

Safety Update

- Security cameras are in the process of being replaced. Prices have dropped and the quality has improved. Cameras can be accessed in real time on any staff computer but are not routinely monitored. Digital footage is used primarily after the fact, following an incident.
- Extra police presence has been extended for the foreseeable future at three 4-hour shifts per week.
- Jim Filby Williams has requested a list of staff safety priorities with costs to bring to City Administration. Staff priorities include hiring an additional Safety Specialist; moving benches at Superior Street entrance; additional security cameras; an additional badge scanner.

Main Library Facility Update

- MSR consultants presented cost estimates for several options to the core team. Options ranged from a remodel to a tear down/rebuild. Costs are considerably higher than the most recent working estimate of around \$40 million. This is not surprising given the rise in construction costs. The MSR estimates were also more thorough. MSR will present to City Administration on May 24 to look for guidance going forward.
- Dates to note:
 - Tuesday, June 6 from 5 to 7 PM, community engagement consultant firm NEOO Partners will host an open house to gather community input. Venue TBD.

- Wednesday, July 12 at 4 PM: Tentative date for joint board meeting of Workforce and Library boards. The purpose is a visioning session for a new facility. Results of staff visioning session will be shared.
- Questions were raised on final status of legislative bills that may impact library operations and facility funding:
 - Final amount approved for LGA (Local Government Aid)? Passage of 2023 bonding bill? Carla will send an email when she has this information.

Library Strategic Plan

The final strategic plan document was distributed (also attached in Library Packet) and reviewed.

Ramsland requested a wording change under Goal 1, bullet point 3: *“Enhance the visual appeal of Library buildings, both inside and out, to impart a welcoming environment”* (rather than “affirming environment”).

Motion by Ramsland, seconded by Luoma, to approve Strategic Plan with this change. Motion passed unanimously.

Library Board Appointments

Steve Welsh has sent a letter of resignation to Carla Powers and Michelle Foshay. He will be missed.

There are now two open positions on the board. Several candidates have applied. New board members could attend June meeting if appointment process is completed by that date.

New Business

Unattended Child Policy

The policy has not been updated since the 1990s. The revised policy has removed language that is too detailed for a policy and more appropriate as a procedure or guideline.

Motion by Ramsland, seconded by Luoma, to approve the policy as drafted. Motion passed unanimously.

Ongoing Business

Advocacy

Henke noted that the Duluth Library Foundation held their first meeting to establish an Advocacy Team, per their new Strategic Plan. The intent is to have representatives from the Foundation, Library Board and Friends serve on this team. It is possible that additional community members could be added.

Meeting adjourned at 5:32 PM

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