

DULUTH PUBLIC LIBRARY BOARD

Notice of Meeting

DATE: January 28, 2020

TIME: 4:30 p.m.

PLACE: Main Library **Gold Room**

AGENDA

Call to order
Introductions
Review and approve agenda
Public comments (3 minutes per person)
Approve minutes of November 26, 2019 meeting

Reports

Library Manager's Report – Powers (included in packet)
Trustee Workshop – Welsh

Old Business

New Business

Every Child Ready Duluth project update
Library's 2020 goals

Ongoing Business

Library advocacy

Adjournment

Next regular meeting: Tuesday, February 25, 2020, at 4:30 p.m. at the **Mt. Royal Branch Library**

DULUTH PUBLIC LIBRARY BOARD
Minutes of Regular Meeting
November 26, 2019

Call to Order: Matt Rosendahl called the meeting of the Duluth Library Board to order at 4:30 on November 26, 2019.

Members Present: Matt Rosendahl, Lizzy Luoma, Michelle Foshay, Stephen Welsh, Neil Glazman, Sue Henke

Also Present: Carla Powers (Library Manager), Carmella Hatch (early literacy librarian), Chelsea Helmer (City Clerk), Debbie Rasmussen (League of Women Voters), Jeffrey Hietala (community member)

Absent: David Sperl and Betty Ramsland

Introductions were made. Carmella Hatch shared her background and work history. She talked about school readiness and a 3-5 year strategic plan for the Every Child Ready Duluth initiative. Rosendahl requested that Hatch return in the future to share more details about the plan with the board. The current priority is developing a coalition and creating partnerships.

Approval of agenda: Motion by Glazman, seconded by Welsh, to amend agenda and discuss the Open Meeting Law first. Motion passed unanimously.

City Clerk Chelsea Helmer came to give the board a big picture overview about open meeting laws. Any public body or government entity is subject to the open meeting law. The Minnesota Open Meeting Law dictates that all meetings and official actions of the Library Board are open to the public. Any official action and any information the board uses to make that decision should be available to the public. This also applies to a quorum of board members over email or in conversation regarding any official matters. All boards and commission meeting schedules are posted on the City website.

Public Comments: Jeff Hietala shared that he previously went before the City Council to advocate for bathroom updates at Main. The updates are currently in progress. Board members thanked him for his advocacy.

Review and approve minutes from October 22.

Motion by Welsh, seconded by Glazman, to approve the minutes as drafted. Motion passed unanimously.

Reports

Library Manager's report was reviewed and accepted as submitted

Old Business

Photography and Filming Policy

Powers presented a new version of the policy that was approved last month, with an addition that covers outside entities filming or taking photographs.

Motion by Henke, seconded by Luoma, to approve policy as written. Motion passed unanimously.

New Business

Circulation Policy

The policy was updated to remove references to overdue fines now that the library has gone fine free.

Motion by Glazman, seconded by Luoma, to approve policy as written. Motion passed unanimously.

2020 meeting dates/locations

Powers presented the upcoming schedule for the board to meet the fourth Tuesday of each month, with the exception of July and December. The February meeting will take place at Mount Royal and the June meeting will take place at West Duluth branch. All others will take place at Main.

Ongoing Business

Library advocacy

There was discussion of Board members attending the City Council budget meeting to thank councilors for their support of Every Child Ready Duluth in 2020. Powers will confirm the date and time, and let the Board know when this meeting will take place.

Rosendahl wrote a letter to thank the Mayor and City Council for their ongoing support of the library. Rosendahl read the email reply from Mayor Larson.

Welsh suggested nametags for Board members and group discussed the possibility. Powers said she would look into it and bring it back to the board.

Adjournment

Next regular meeting: January 28, 2020 at 4:30 in the Main Library Conference Room

Manager's Report to Library Board January 2020

Public Restroom Project. At this writing the new restrooms are set to open up within the next few minutes. Paint needs to be touched up in a few spots and a screen needs to be installed between the urinals in the men's room. However, the project is largely complete and passed inspection earlier this week.

Youth Services Workroom. The Youth Services Workroom, which houses office space for several YS staff, is currently under repair due to a plumbing leak from one of the restroom fixtures on the top floor. City Facilities staff had to take down the ceiling to repair the leak. Once the leak is fixed they will install a new ceiling and new lighting in the room. YS staff are working out of the Conference Room for a couple of weeks while the repair takes place.

Elevator Update. The elevator at the Main Library underwent a significant upgrade in December. New controls were installed to improve functionality and bring the elevator into compliance with ADA standards. The elevator was out of service for approximately three weeks while the work was being done.

RAAN Partnership. This month the Rural Aids Action Network began having a regular presence in the Partnership Center on the top floor of the Main Library. RAAN staff are here at the same time as St. Louis County Public Health and Human Services staff. RAAN is offering free Narcan distribution and one-on-one training for how to administer this lifesaving drug. Being able to obtain Narcan at the library may remove a barrier for people who need to have the medication on hand for safety but are unwilling or unable to go to RAAN.

CHOICE, unlimited Display. Last week a new art display was hung in the Computer Center. It's a sampling of work from various projects that visual arts students at CHOICE, unlimited created in the last year. CHOICE, unlimited is a nonprofit organization that supports adults with disabilities and people who experience barriers to employment and community inclusion. I found the exhibit to be very fun and uplifting, and I'd encourage you to take a look when you're in the library.

Branch Storytime News. DPL recently received a grant from the Northland Foundation to organize a baby storytime program at Mt. Royal. This storytime is specifically designed for babies and their caregivers, and it focuses on social emotional development. Baby Storytime takes place weekly on Tuesday mornings. It began on January 7 and will continue through the end of February. Across town at West Duluth, their first ever Stuffed Animal Sleepover was held. This special event, which also takes place occasionally at Mt. Royal and Main, invites kids to drop off their favorite stuffed animal to spend the night at the library. When the kids return the next day for storytime they get to see a video of the stuffed animals' adventures the night before. Here's a link to the video if you'd like to take a look: <https://www.youtube.com/watch?v=vqSWuiaHSp4>.