

DULUTH PUBLIC LIBRARY BOARD

Notice of Meeting

DATE: August 24, 2021

TIME: 4:30 p.m.

NOTICE: The Duluth Public Library Board will be holding a special meeting in August by other electronic means pursuant to Minnesota Statutes Section 13D.021 in response to the COVID-19 emergency. Members of the Board will be participating through video conference. Due to the COVID-19 emergency, public comment will not be taken in person. However, members of the public can monitor the meeting and provide public comment on agenda items through WebEx Events. Visit <https://duluthmn.gov/live-meeting> to access the meeting. The public is also encouraged to submit written comment to Library Manager Carla Powers prior to the meeting. Please include "Library Board Agenda" in the subject line, and include your name and address and the agenda item you are speaking to. Please note that all public comment is considered Public Data.

AGENDA

Call to order

Review and approve agenda

Public comments received in advance of meeting

Approve minutes of June 22, 2021 meeting

Reports

Every Child Ready Duluth quarterly update (provided at meeting)

Library Manager's Report – Powers

Foundation report – Rosendahl

Friends report – Ramsland

Old Business

Update on services and staffing

New Business

Library hours

Library security

Strategic planning

Main library facility

Ongoing Business

Advocacy

Adjournment

Next regular meeting: September 28, 2021

DULUTH PUBLIC LIBRARY BOARD

DRAFT Minutes June 22, 2021

Sue Henke called the meeting to order at 4:35 p.m.

Members Present: Sue Henke, Betty Ramsland, Neil Glazman, Alex Strelow, Stephen Welsh, Lizzy Luoma, David Sperl

Also present: Library Manager Carla Powers

Absent: Matt Rosendahl, Michelle Foshay

Review and approve agenda

Motion by Strelow, seconded by Glazman, to approve the agenda as drafted. Approved by unanimous show of hands.

Public comments received in advance of meeting – none.

Approve minutes of May 25, 2021 meeting – Motion by Luoma, seconded by Ramsland, to approve the minutes as presented. Approved by unanimous show of hands.

Reports

Library Manager's Report – Almost all positions are filled or will be posted and filled: six library technicians, six library aides, and one delivery driver. Approval has been received to fill two Librarian I vacancies. A Librarian II position remains vacant with plans to fill it later in the year.

The Main Library is now open to the public. Patrons, for the most part, are complying with the library's request to wear masks. There is a staff "greeter" stationed near the front door to direct patrons to various areas within the building. This position currently is being covered by rotating staff. Library management will discuss whether to keep this position in the long term.

The new mural at Mt. Royal is expected to be finished by the end of June. Invitations to the unveiling will be sent to the board, city officials, and the media.

Approximately 80 people were in contact with library staff at the 4th Street Wellness Festival held at the Damiano Center.

Story time, story strolls, Kaleidoscope and band concerts will be held throughout the summer. All in-person programs will take place outdoors to reduce concerns over Covid transmission.

A couple of windows at the Main Library were broken recently. The windows have been boarded up, and replacement windows are on order. A person was arrested and charged. The cost to replace the windows is approximately \$1400.

Comfortable furniture such as soft chairs have not been returned to the libraries' public spaces yet. Some have been discarded due to condition. There is computer access at all

locations, but few computers are available for the time being due to physical distancing requirements. Computer availability is keeping up with demand at this time.

ECRD Report – An Every Child Ready Duluth newsletter has been written and published by library staff.

Old Business

Update on services and staffing – Statistics on computer usage, circulation, etc. will again be available to the board. Hours of operation need to be extended. As of now, there is not enough staff for Saturday service at branches. Main is open on Saturdays. There will be continued discussion by library management about extended hours to begin after Labor Day.

New Business

August board meeting – There is no board meeting in July. Discussion followed on where to hold the August 24 meeting. Main closes at 4 p.m. on Tuesdays, making it impossible to hold a publicly accessible meeting at 4:30. There were suggestions to meet at the West Duluth Branch if the Evergreen Senior Center is available, or possibly use the Depot.

Ongoing Business

Advocacy – There was discussion about attending the upcoming City Hall in the City event, which will take place online.

The library does provide social services to the public in an indirect way: there is a formal partnership with MnSURE, and St. Louis County social workers used to be at the Main Library once a week to advise of the programs available through the county. This spring a Covid immunization clinic was held at the Mt. Royal Branch through Public Health and Human Services.

Adjournment – Motion by Luoma, seconded by Welsh, to adjourn the meeting. Meeting adjourned at 5:30 p.m.

Manager's Report to Library Board August 2021

Mask Requirement. On August 3 the City of Duluth reinstated a mask requirement for city buildings, including library buildings. Prior to that our policy had been to encourage – but not require – library patrons to wear a mask. Staff did not need to wear a mask if they were fully vaccinated. Compliance with the mask requirement has been fairly good. We provide a free mask to any patron who arrives without one.

Recabling Update. A network cabling project at the main library that was originally scheduled to take place in July has been postponed until fall. It is taking longer than anticipated to get new networking equipment due to covid-related supply chain issues. We expect the equipment to arrive and the work to begin in October.

Mt. Royal Art. The installer has delayed putting up the new mural while he searches out the best option for mounting it. All of the grant requirements have been fulfilled. The artist and installer are continuing to work together, and a public event is still planned once the installation is complete.

Pride Art. A new art exhibit has been hung on the top floor of the main library in conjunction with the upcoming Duluth/Superior Pride Festival. The exhibit will be on display until Thursday, October 14. A meet-the-artist reception will take place Thursday, September 2 from 3 to 5 p.m. The reception will be held on the top floor near the partnership center. Many of the artists whose work is being displayed plan to attend.

State Park Passes. DPL was one of just a handful of public libraries in the state that applied for and were chosen to receive Minnesota state park passes for checkout. We have four passes, and they are very popular. They check out for one week and are available on a first come, first served basis. They have been in nearly constant use since we began offering them in June. The passes are meant to expand access to state parks by giving people who may not be able to afford a pass the opportunity to borrow one for free. The program will continue through June 30 of next year.

Summer Programs. Outdoor programs have been a huge hit this summer. Kaleidoscope took place on Tuesdays in July with anywhere from 111 to 239 people at each performance. On average more than 100 people attended each Thursday night band concert. Storytimes are taking place in city parks this summer, as well as a weekly outdoor storytime at West Duluth and a “crafternoon” children’s program at Mt. Royal. These and other library programs are made possible by donations from the Friends of the Library and the Duluth Library Foundation.

September Staff Workshop. On Wednesday, September 29, all DPL locations will close for an all-staff workshop. The workshop grew out of our organizational culture work. It will focus on team building and continuing to work through some of the difficult issues that have arisen over the past year and a half.

Duluth Library Foundation Report August 2021

- The Duluth Library Foundation board voted to approve a quarterly disbursement of \$25,791 to the Duluth Public Library for Every Child Ready Duluth.
- The foundation hired a new Executive Director: Erin Kreeger, who will start her work September 1, 2021.
- Learning & Libations, the foundation's signature annual fundraising event, will be held in an online/virtual format again this year. Watch for more information about engaging content at the event and the event's opportunities to support the new Little Library Go Van!

Submitted by Matt Rosendahl

Friends of the Library Report August 2021

- Bank balance as of end of July 2021: \$14,051. Memberships currently stand at 192.
- Newsletter just sent out regarding annual meeting and upcoming book sale.
- Lake Superior Writers will be taking over the Northeast Minnesota Book Awards (NEMBA). We will contact Leslie Mehle about our continued involvement in this project. Friends voted to donate \$100 to Neighborhood Youth Services for their community backpack drive, which gives free school supplies to area children. Library staff will table at the event.
- Upcoming events:
 - Annual Meeting 9-21-21 (virtual)
 - Book Sale 9-10/11-21
 - Littlest Book Sale 12-7/8/9-21.
- Proposed slate of officers:
 - President, Marcia Semerau
 - Vice-President, Theresa O'Gara
 - Treasurer, Sarah Culver
 - Secretary, jointly shared by Wendy Williamson and Milissa Brooks-Ojibway

Submitted by Betty Ramsland

New Library Hours
Beginning Sept. 7, 2021

West Duluth (41 hours/week)

Monday: 10 a.m. – 5 p.m.

Tuesday: 10 a.m. – 8 p.m.

Wednesday: 10 a.m. – 5 p.m.

Thursday: 10 a.m. – 8 p.m.

Friday: 10 a.m. – 5 p.m.

Mt. Royal (41 hours/week)

Monday: 10 a.m. – 8 p.m.

Tuesday: 10 a.m. – 5 p.m.

Wednesday: 10 a.m. – 8 p.m.

Thursday: 10 a.m. – 5 p.m.

Friday: 10 a.m. – 5 p.m.

Main (48 hours/week)

Monday: 10 a.m. – 5 p.m.

Tuesday: 10 a.m. – 8 p.m.

Wednesday: 10 a.m. – 5 p.m.

Thursday: 10 a.m. – 8 p.m.

Friday: 10 a.m. – 5 p.m.

Saturday: 10 a.m. – 5 p.m. (September through May)