

DULUTH PUBLIC LIBRARY BOARD

Notice of Meeting

DATE: November 22, 2022

TIME: 4:30 p.m.

LOCATION: Main Library Gold Room

AGENDA

Call to order

Welcome and introductions: Library staff members Kim Adams, Carly Madden, and Barbara Opal

Review and approve agenda

Approve minutes of October 25, 2022 meeting

Reports

Library Manager's Report – Powers

Foundation Report – Powers

Friends Report - Ramsland

Old Business

Main Library facility update

New Business

Presentation by library staff on Easy Access cards

Circulation policy

Recruitment of new board members

2023 meeting dates

Ongoing Business

Advocacy

Adjournment

Next regular meeting: January 24, 2023

Duluth Public Library Board
Minutes of October 25, 2022 Meeting

Attendees: Michelle Foshay, Susan Henke, Betty Ramsland, Lori Steinbach, Matt Rosendahl

Also present: Carla Powers, Carmella Hatch, Jim Filby Williams, Cortney Buchholz

Absent: Steve Welsh, David Sperl, Lizzy Luoma, Bill Arezzo

Call to order: Chair Foshay called the meeting to order at 4:31.

Welcome and introductions: Cortney Buchholz, Community Coordinator from Human Development Center, provided an overview of the Mobile Crisis Center and its work with the library. This Center is active throughout South St. Louis County, and has a goal to de-escalate situations and get help for people. She will start doing Mental Health First Aid training at the library in November for staff. One of the crisis staff is on site at the downtown library 2-5 p.m. M-F (unless they are needed elsewhere). The Safety Specialist has been able to work with this staff collaboratively, and has contacted HDC for help when needed. This is a pilot program to see what it is like to have a social worker on site in the library.

Review and approve agenda: Motion by Ramsland, seconded by Steinbach, to approve the agenda as drafted. Motion approved unanimously.

Approve minutes of September 27, 2022 meeting: Motion by Ramsland, seconded by Steinbach, to approve the minutes as drafted. Motion approved unanimously.

Reports

Library Manager's Report: Powers reported that the meeting pod has been ordered and is large enough for two people to meet privately. City Council budget presentation has been changed to Thursday, November 17 after the agenda session which starts at 5:15 p.m. Only the library will present on this night.

Foundation strategic planning retreat update: Rosendahl reported that the Foundation Board met for a retreat and discussed its survey results and refining that feedback toward a new strategic plan.

Friends report: Ramsland reported that members of the Friends are taking advantage of the DECC's new program where nonprofits can have volunteers work at the concession stand, and 100% of their hourly pay will be donated to the nonprofit. The Friends are planning their Littlest Holiday Booksale at Mt. Royal on November 29, 30, and December 1.

Old Business

Social worker pilot project: The board thanked Jim Filby Williams for helping to bring this project to the library.

Main Library facility update: Filby Williams met with Mayor Larson and the city's lobbyist to encourage the team to examine if there is a way to tap into state bonding support. Powers is developing a proposal describing the "regionality" of DPL's services, and Filby Williams is going to see if Workforce Development could do the same. Projects for bonding support in the 2024 session need to be defined to the predesign level by July 2023. If we were to pursue 2024 bonding, the city would need to undertake a broad and intensive planning process from now until June.

New Business

2023 library fee schedule: Powers outlined staff recommendations to keep the fees largely the same for 2023. One potential increase is for meeting room use by for-profit organizations. Although the meeting rooms do not get a lot of use by businesses, it does happen occasionally. Motion by Rosendahl, seconded by Ramsland, to approve the fee schedule as presented, Motion approved unanimously.

Ongoing Business

Advocacy: The members of various boards will be notified about the upcoming budget presentation. This Friday is the security assessment presentation online. The meeting will be recorded.

Meeting adjourned at 5:49 p.m.

Manager's Report to Library Board November 2022

2023 Budget Presentation. On Tuesday, November 15, I presented the library's 2023 budget request to the City Council. The major themes of my presentation were the library as part of the social safety net, the need for the library to be a safe and welcoming place for all people, and the impact of two decades of a declining or flat materials budget. Two Library Board members and the executive director of the Duluth Library Foundation Board attended the presentation.

Meeting Pod. The new meeting pod was installed November 10. It will be put into service next week, initially only for service providers who hold office hours in the Partnership Center. Adult Services staff is drafting some procedures for general use of the pod. Once the procedures are in place it will be opened up for use by members of the public who wish to have a private space to meet. However, service providers will continue to have priority.

Substance Use Resource Team (SURT). Peer recovery specialists from the police department's SURT team will begin doing regular office hours in the Partnership Center next week. They will conduct assessments every Wednesday from 10 a.m. to 2 p.m. and plan to make use of the meeting pod as well.

Critical Incident Stress Management Training. On November 3 and 4, ten staff from the library had the opportunity to receive Critical Incident Stress Management training with Dr. Dean Grace from Northwood Children's Services. The purpose of the training was to equip a cohort of staff to serve as peer support to their coworkers in the event of a serious or traumatic incident. The group from the library consisted of a cross section of staff with different job classifications from all work areas. This particular training focused on working with individuals. There will be a separate training in the spring aimed at working with groups following a critical incident. We anticipate having this cohort of staff go through the group training as well.

Security Assessment. On October 28 Guidepost staff presented their initial draft of the Main Library security assessment in an online staff meeting. One Library Board member was able to join the meeting. The meeting was recorded; however, technical issues rendered the recording unusable. We expect the final report to be ready soon.

Staffing Update.

- Two new Librarian I's, one for Youth Services and one for Adult Services, will start work December 5. There was an excellent slate of candidates for both positions.
- The Senior Library Technician position for the library's PR office has been filled internally. This leaves a vacant Library Technician position to fill. However, with a Civil Service list currently in place, the process will be less lengthy than starting from scratch.
- The Librarian II position in Technical Services that has been vacant for more than a year was posted on Wednesday, November 17. The posting will remain active for three weeks.

Christmas City of the North Parade. Be on the lookout for the Little Library Go van and DPL's new Library Lynx mascot in the Christmas City of the North Parade this Friday, November 18!

**Duluth Library Foundation Report
November 2022**

The Duluth Library Foundation Board met on November 8 at Mt. Royal. Among other business, the Board took action on the following:

- Retaining Wells Fargo as its investment advisor for 2023.
- Confirming a gift of 3% of the value of the investment account based on a 36-month rolling average. This year's undesignated disbursement will total nearly \$60,000.
- Approving the 2023 budget.
- Approving revisions to the personnel policy.

Rori Bordeau, the Foundation's Development and Communications Specialist, has left the Duluth Library Foundation for a new opportunity. She will be missed! Executive Director Erin Kreeger and the Foundation Board are exploring staffing options moving forward.

Erin shared highlights from the latest draft of the Foundation's strategic plan. The plan will be finalized soon, with a formal presentation planned for January.

Submitted by Carla Powers

**Friends of the Library Report
November 2022**

Bank balance at the end of October 2022: \$9,700+. Motion made, seconded and approved to add Terry Teich to the Friends' board. We will continue to use zoom at board meetings for those members who are "snow birds," with the annual meeting in May in-person only. Membership in Friends is approximately 270. Reminder that Littlest Book Sale is at Mt. Royal library on November 29-30 and December 1st. Next meeting is January 17, 2023.

Submitted by Betty Ramsland

Duluth Public Library Circulation Policy

Registration

In order to check out materials from the Duluth Public Library (DPL), you must have a valid library card that is registered in DPL's computer system. A library card is free to any resident of the Arrowhead Library System region, which includes Carlton, Cook, Itasca, Koochiching, Lake, Lake of the Woods and St. Louis counties. If you are 18 years of age or older, in order to be issued a standard library card you must present a government-issued photo identification and proof of current address. Virtual library cards (Port Cards) are issued to enrolled students in participating school districts. Businesses, schools and other agencies may obtain an institutional library card for use by their employees. ~~A temporary card is issued to anyone temporarily living in Duluth or to anyone without a permanent address.~~ An Easy Access library card is issued to anyone living in the Arrowhead Library System who has a government-issued photo ID but no proof of current address.

If you are a Minnesota resident and live outside of the Arrowhead Library System region, you may check out materials by presenting your current library card from your home library as well as acceptable identification. If you live out of state you may check out materials from DPL for an annual fee. A current library card from your home library is required, along with acceptable identification. ~~Other members from the same household may get a library card for an annual charge.~~

To obtain a library card, apply in person at any Duluth Public Library location. If you are 14 to 17 years old, you must show a photo ID or come with a parent who can show a photo ID. If you are under 14, a parent or guardian must show ID and sign your application.

You may register online for a library card. Online registration will give you a temporary number to use for placing holds. To receive your permanent card, come into the library with acceptable identification to complete the application process.

Most library cards never expire. As long as you continue to use your card it remains active. Extended periods of inactivity will result in your card being purged. Address checks are performed at regular intervals to ensure you are still a resident of the DPL service area. Library cards that expire are ~~temporary cards~~ Easy Access cards, cards that require a fee for use, cards issued to an institution or local college students, and Port Cards. There is a charge to replace a library card before your routine address check.

Lost or Forgotten Cards

If you lose your library card, you should notify the library as soon as possible. You are responsible for anything checked out on your card. If you have forgotten your library card but have a photo ID with you, you may still check out items.

Loan Periods

Most library materials check out for four weeks and may be renewed for two additional four-week periods if no one has placed a hold on the item. Some materials check out for a shorter period of time and may or may not be renewable. For current information about the types of materials available for checkout and their loan periods, ask a library staff member or visit the library's website. The library reserves the right to place additional limits on smaller or seasonal collections of materials.

Holds

You may place a hold on an item in person, over the phone or through the library's online catalog. You are limited to no more than 50 holds at one time. The limit may be lower for certain materials.

In accordance with the Minnesota Government Data Practices Act, people who reside at the same address may pick up one another's holds. In order to pick up someone else's holds, you must show identification with your current address, or you must have your own or the other person's library card in your possession. If parents share custody of a minor child, either parent may pick up the child's holds. If you do not want your holds released to anyone else in your household, you must notify the library and your request will be honored.

If the item you want is not owned by DPL, you may request it through interlibrary loan. This service is not available to temporary or out-of-state cardholders.

Fees and Charges

Although DPL is Free From Fines, you may receive reminders for overdue items. It is your responsibility to keep track of what you have checked out and to return it by the due date. When an item has been overdue for four weeks you will be billed for the item's replacement cost.

If an item is returned damaged and no longer suitable for the collection, you will be charged for its replacement.

If you have five or more overdue materials or fees from lost or damaged items, you will be unable to check out any more materials until the charges are resolved.

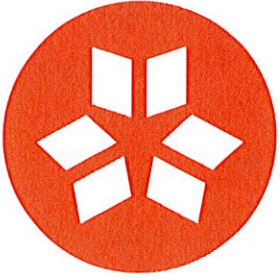
Confidentiality

Under Minnesota law, information you provide in applying for a library card, except your name, as well as information which links your name with library

materials, is private. It is available only to you and to appropriate library personnel. This information is required to support library service.

If you are under age 18, information about materials requested, borrowed or kept overdue is available to your parent or guardian. You may ask to have this information withheld by filling out a data privacy request form. However, library staff can only withhold this data from your parents if it is in your best interest to do so.

Adopted (DATE)
Duluth Public Library Board



DULUTH PUBLIC LIBRARY

520 West Superior Street | Duluth, MN 55802 | (218) 730-4200

Library Board Meeting Schedule 2023

All meetings begin at 4:30 p.m. and take place in the Gold Room at the Main Library unless otherwise indicated.

January 24
February 28
March 28
April 25
May 23
June 27 – Mt. Royal Blue Room
July – NO MEETING
August 22
September 26
October 24
November 28
December – NO MEETING