

## **DULUTH PUBLIC LIBRARY BOARD**

### Notice of Meeting

**DATE:** August 22

**TIME:** 4:30 p.m.

**LOCATION:** Main Library Gold Room

### **AGENDA**

#### **Call to order**

Welcome and introductions

Review and approve agenda

Approve minutes of June 27, 2023 meeting

#### **Reports**

Library Manager's Report – Powers

Foundation Report – Rosendahl

Friends Report – Powers

#### **Old Business**

Safety update

Main Library facility update

#### **New Business**

Request for reconsideration process

Appropriate Library Behavior Policy

Periodic reviews of strategic plan

Board meeting at West Duluth Branch

#### **Ongoing Business**

Advocacy

#### **Adjournment**

Next regular meeting: September 26

**Duluth Public Library Board Meeting Minutes**  
**June 27, 2023**

**Present:** Susan Henke, Bill Arezzo, Betty Ramsland, Lizzy Luoma, Jose Gonzalez, Ellen Hatfield, Lori Steinbach

**Also in attendance:** Carla Powers, Noah Hobbs, Jim Filby Williams

**Absent:** Matt Rosendahl, Michelle Foshay

**The meeting was called to order at 4:31 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

- Library is very close to being fully staffed, hoping for a fall hire for the vacant half-time Library Technician position. A half-time Library Technician is retiring in August. This position may be converted to a .5 Library Safety Specialist. There is also a vacant 13-hour Library Aide position in the process of being filled.

Foundation

- Learning & Libations at the Library will be held on Friday September 15<sup>th</sup>. This one of the main fundraisers for the Foundation. The theme is reunions for this after-hours event. It will take place at the Main Library.

Friends

- Social media training is being given to the friends by some of the library staff.
- The Friends are planning a retreat to work on a Strategic Plan and remind people that the library has three separate supporting organizations.
- \$14,00 was raised at the book sale and 75 new members signed up!
- The Friends will set up a tent at Sidewalk Days to give out free books to children.
- Dan Hartman at the DECC set up a program for volunteers. The DECC will donate their hourly wage to a non-profit of their choice. The volunteer wage is \$10.00 an hour. So far \$2,500 has been raised from volunteering at the DECC.

**Old Business**

Safety Update

- Jim Filby Williams has worked to identify funding for off-duty police officers, security cameras and a new staff badge scanner. This is all in the works and going forward.
- A bench was moved further from the entrance.

- Jim Filby Williams has requested annual funding as part of the 2024 budget to provide training and ongoing funding for off-duty police in perpetuity at the Main Library.

#### Main Library Facility Update

- NEOO Partners, the community engagement consultants, received 338 survey responses and had 84 people come to the event at Harrison Park. Feedback included: providing design space for families with a small play area, off-hour computer access, friendly activities, loan and learn for childcare facilities (similar to Book Club in a Bag), basic training for early childhood, more youth activities. Surveys indicated that Duluth residents do know where the Main Library is and like that it is on the bus line. They noted that parking at the West Duluth library is hard.
- The initial pre-design report has been submitted. After reviewing cost estimates and relative value of renovating the building vs. demolishing it and rebuilding on the same site, the internal design team recommended the latter. Initial concept is for an 88,000-square-foot building, which equals the current square footage of the Main Library and Workforce Center. A final pre-design is due October 1. Construction is estimated to take 18 to 24 months, with federal funds needing to be spent by 2026.
- On Wednesday, July 12<sup>th</sup> at 4:00 pm at the Depot, the boards of the Library, Library Foundation and Workforce Development will meet for a visioning session and update on community feedback.

#### Library Board Appointments

New Board members Jose Gonzalez and Ellen Hatfield were welcomed.

#### **New Business**

##### 2024 Budget

The process is getting underway, with expense budgets due July 28<sup>th</sup>. The library's budget presentation to the City Council is tentatively scheduled for October 23<sup>rd</sup> at 5:30 p.m. Priorities are an additional \$75,000 to fully implement the safety plan and an increase of \$25,000 in the materials budget. This is to restore a portion of the historic cuts which date back to the year 2009 and to begin reversing a decade-long freeze.

#### **Ongoing Business**

##### Advocacy

Advocacy for the 2024 budget was discussed. The advocacy team is putting together a carefully crafted message to take forward to council, Noah Schuchman and the Mayor. The advocacy team is made up of representatives from the Library Board, the Friends of the Library and the Duluth Library Foundation. Foundation Executive Director Erin Kreeger is coordinating and providing administrative support for the group.

**Meeting adjourned at 5:57 PM**

**Foundation Report**  
**August 2023**

The Foundation Board approved a Request for Proposals for Investment Management Services, and approved an updated Finance Policy to follow non-profit best practices.

The board discussed its support for the library and its Twin Ports Pride events, and communicating with donors about these activities.

Registration is now open for the 12th annual Learning & Libations that will be held on Friday, September 15. Please join us for an evening of nostalgia, reflection, and celebration in support of the Duluth Public Library.

*Submitted by Matt Rosendahl*

**Friends of the Library Report**  
**August 2023**

The Friends Board will hold a three-hour strategic planning meeting on Saturday, September 16. The meeting will give board members a chance to focus on some of the larger issues that are not covered during monthly meetings, such as recruiting new members and communicating the role of the Friends in supporting the library.

Again this year the Friends held a small book sale at the West Duluth Branch in conjunction with Spirit Valley Days. A total of \$217 was raised and valuable connections were made with the community.

The Littlest Holiday Sale will take place at the Mt. Royal Branch December 5 through 7. This popular sale features Christmas-themed items and high quality books suitable for gift giving.

*Submitted by Carla Powers*

**Duluth Public Library Appropriate Library Behavior Policy**  
**DRAFT 08-07-23**

The library is a public place shared by many. ~~Everyone who uses the Duluth Public Library has a personal responsibility to ensure that it is a welcoming environment for all. Library patrons are expected to:~~ **It is a space for learning, relaxing, connecting, and having fun. To ensure a safe and comfortable environment for patrons and staff, the following expectations have been set:**

**Be respectful, courteous, considerate, and understanding of other patrons and staff.** Examples of conduct that would violate this principle include:

- ~~Shouting, swearing, running, and roughhousing.~~ **Disruptive or unsafe behavior including, but not limited to, loud talking, use of profanity, hate speech, throwing objects, running, pushing, or shoving.**
- Bringing non-service animals into the library. Service animals are defined under the Americans with Disabilities Act as a dog that has been trained to do work or perform tasks for the benefit of a person with a disability.
- Leaving children under the age of 8 or vulnerable adults unsupervised or unattended. Adults may use the children's or teen areas if accompanied by a child or teen, or if using the library's juvenile **or teen** collection.
- Leaving personal items unattended.
- Engaging in sexual ~~and/or obscene acts in the library or on library grounds.~~ **acts and sexual, physical, verbal, or other harassment.**
- Making threats against or abuse of library patrons or staff. This includes verbal abuse and nonverbal intimidation or harassment including, but not limited to, stalking; online, cell phone or computer harassment; or language that is obscene or harassing.
- Interfering with others' use of the library by:
  - Blocking free passage,
  - Soliciting **(defined as the act of asking for or trying to obtain something from another person),**
  - ~~Exhibiting offensive odor including excessive scent or fragrance.~~ **Exhibiting hygiene or scent that poses health risk or interferes with use of the library.**
- ~~Bringing in or consuming alcoholic beverages or controlled substances on library grounds, or being under the influence in a manner that causes a public disturbance.~~ **Openly displaying or consuming cannabis, alcoholic beverages, or controlled substances on library grounds. Being under the influence in a manner that causes a public disturbance.**
- Violating the Duluth Public Library's Internet Use Policy.
- Failing to wear a shirt ~~and shoes~~ **in the library. Shoes must be worn when walking around inside the building.**
- Bringing bicycles into the library. Strollers and wheeled vehicles required for mobility are allowed.
- Skateboarding, skating, or using a scooter on library grounds.

**Respect the property of the library and the property of others.** Examples of conduct that would violate this principle include:

- Stealing, defacing, damaging or destroying library property.
- ~~Using library fixtures or furnishings in a manner that is inconsistent with customary use.~~ **Using library fixtures or furnishings in a manner that is unsafe and/or unsanitary.**
- ~~Consuming food or drink that creates a nuisance because of odor, garbage or spills. Food is not allowed at the library's desktop computers. Only covered drinks are permitted.~~ **Consuming food or beverages in a manner that may create an unclean environment, disrupts others, and/or is harmful to library resources.**

**Keep in mind that different areas of the library have different levels of activity and noise.** Examples of conduct that would violate this principle include:

- Conversation or use of personal electronic equipment at a volume that is disruptive or exceeds the noise level designation for the area.

**For safe and equitable access there may be time limits on the use of certain spaces.** Library patrons are expected to leave a space, including the public restroom or library plaza, when asked to do so by staff.

**Abide by all applicable local, state, and federal policies and/or laws.**

Library staff has the responsibility to follow the Duluth Public Library's behavior policy enforcement guidelines when enforcing this policy. People who fail to follow library policies may be trespassed from the library.

The City of Duluth will not tolerate discriminatory behavior by or toward any city employee or visitors to city property. Discriminatory behavior includes inappropriate remarks about or conduct related to individuals' race, color, creed, religion, national origin, disability, gender, marital status, age, sexual orientation, or status with regard to public assistance. Violent behavior includes the use of physical force, harassment, intimidation, or threat of the same. Harassment includes a pattern of words or conduct that a reasonable person would find abusive. Offensive behavior includes words or conduct that a reasonable person would find reprehensible.

*The Duluth Public Library's policies are subject to change without notice.*

Adopted ~~February 27, 2018~~ **DATE**  
Duluth Public Library Board