

## **DULUTH PUBLIC LIBRARY BOARD**

### Notice of Meeting

**DATE:** June 27

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

**LOCATION:** Mt. Royal Library Blue Room

### **AGENDA**

#### **Call to order**

Welcome and introductions

Review and approve agenda

Approve minutes of May 22, 2023 meeting

#### **Reports**

Library Manager's Report – Powers

Foundation update – verbal report by Powers

Friends book sale update – verbal report by Ramsland

#### **Old Business**

Safety update

Main Library facility update

#### **New Business**

2024 budget

#### **Ongoing Business**

Advocacy

#### **Adjournment**

Next regular meeting: August 22

**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 12<sup>th</sup>.
- 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**

## **Manager's Report to Library Board**

### **June 2023**

**Summer Programs.** Summer is in full swing at the Duluth Public Library, with at least one program (and some days up to four or five) scheduled among the three locations. This year's summer reading program theme is Find Your Voice. Readers of all ages are invited to log the minutes they spend reading, being read to, listening to an audiobook, etc. and to participate in various challenges throughout the summer to win prizes. So far registrations include 84 babies and toddlers, 252 kids, 98 teens, and 317 adults. People can continue to register for the program throughout the summer.

**Books & Baseball.** A total of 120 participants attended this year's Books & Baseball event on Saturday, June 3. The event has been held for several years, organized by the Duluth Library Foundation. This year it became a library program run by staff and served as the kickoff for the summer reading program. It offered a chance for kids to meet and interact with Huskies team members, as well as the Huskies and DPL mascots, out on the field. Youth through 12<sup>th</sup> grade who signed up for summer reading that day received a ticket to the Huskies game on July 16 and a copy of the book *Batter Up* by Kurtis Scaletta.

**Notary Public.** Library Business Office Coordinator Laura Selden recently completed her certification as a Notary Public. DPL's leadership team decided to add this service based on patron requests.. As soon as procedures are in place it will be publicized on the library's website.

**Critical Incident Stress Management.** DPL's Critical Incident Stress Management (CISM) team will be continuing its training with two full days of instruction on June 22 and 23. The team, which is made up of eight staff members from all levels of the organization, formed last fall. The group went through CISM training for working with individuals. The upcoming training will cover how to work with groups that have experienced a critical incident. CISM is not meant to take the place of professional mental health services, but it offers peer support to staff members who have experienced something difficult or traumatic on or off the job. Members of the CISM team have put their skills to use several times already.

#### **Staffing Update.**

- The two full-time Library Technician positions have been filled. One of them was an internal hire who had previously worked as a 13-hour-per-week Library Aide. This person started their new position on June 20. The other new hire will start work on July 26 due to an extended trip they had planned for the month of July.
- Due to the internal hire, one Library Aide position is now open. Applications are still on file from a previous hiring process. They are being reviewed.
- One half-time Library Technician position remains on hold and unfilled at this time.