

DULUTH PUBLIC LIBRARY BOARD

Notice of Meeting

DATE: May 24, 2022

TIME: 4:30 p.m.

LOCATION: Mt. Royal Branch Blue Room

AGENDA

Call to order

Review and approve agenda

Approve minutes of April 26, 2022 meeting

Reports

Library Manager's Report – Powers

Duluth Library Foundation Report – Rosendahl

Friends of the Library Report – Ramsland

Old Business

Library security

New Business

Architect presentation

Bylaws review

Ongoing Business

Advocacy

Adjournment

Next regular meeting: June 28, 2022

DULUTH PUBLIC LIBRARY BOARD
Minutes of April 26, 2022 Meeting

Call to order: Chair Michelle Foshay called the meeting to order at 4:35 p.m.

Members present: Michelle Foshay, Sue Henke, Lizzy Luoma, Betty Ramsland, Matt Rosendahl, Bill Arezzo

Also in attendance: Carla Powers, Jim Filby Williams

Absent: Alex Strelow, David Sperl, Steve Welsch

Introductions: Board welcomed new member Bill Arezzo

Review and approve agenda: Motion by Ramsland, seconded by Henke, to approve agenda as drafted. Approved by consensus.

Approve minutes of March 22, 2022 meeting – Motion by Ramsland, seconded by Luoma, to approve minutes as drafted. Minutes approved unanimously.

Reports

Friends of the Library Report. Submitted by Powers and accepted.

Duluth Library Foundation Report. Submitted by Powers and accepted.

Library Manager's Report. Submitted by Powers and accepted.

Old Business

Update on library security. Ramsland inquired about the safety positions. Filby Williams noted that the urgency felt by staff for this minimum level of security is shared by leadership. He and Powers are taking steps to jump start progress on staffing and beyond, such as re-forming the library safety work team. In the past this team helped with facilities changes such as relocating the computer lab. Filby Williams is working every Tuesday afternoon at the Main Library to be present for staff and library users. The safety work team will identify more training opportunities such as mental health first aid, de-escalation and crisis response, and the general topic of preventing and avoiding harm from workforce violence in human service professions. Filby Williams stated that all options are open for discussion, including temporarily reducing hours and/or hiring off-duty police officers on overtime until the library safety specialists are in place. Henke asked whether the situation has grown worse recently, and Powers said yes. Filby Williams agreed. Powers responded to a question about staff turnover by saying that some of the people who have left recently did so due to safety concerns, but that it has not been a factor in every case. Foshay asked about what services are being provided in the city that help with the people who are downtown in need of space and services. Filby Williams noted that in the state of Minnesota, the primary responsibility for this lies with the state and the county. As such the City of Duluth does not have the resources and expertise to fill these gaps. One solution is to create a critical mass of pro-social

presence throughout downtown and including the library without the intimidating presence of a police officer. Filby Williams pointed to the need for a good redesign of the library to move into a more virtuous cycle of increased use and fewer safety concerns. Luoma inquired about safety issues at branches. Powers replied that for the most part the issues have been concentrated at Main.

Main Library facility. Filby Williams reported that the architect from Gensler will present to the library board and library staff the results of the pre-pre-design exercise that has explored the possibility of co-locating workforce development and library services in a renovated downtown library facility. Filby Williams stated that he believes the exercise provides a proof of concept that co-location is feasible and will result in both entities being in far better facilities for their services than is the case today. A renovated building would be fully renewed, inviting and welcoming. There would be synergy around service provision and safety issues due to more people on site at any given time. Also, the building would be redesigned with safety in mind. This is a very important project for the mayor, who has been thinking about how to move it forward with the values of sustainability, equity, and inclusiveness. The city is preparing to make a request to the state for up to \$20 million in Coronavirus Capital Relief funds to fund the project. If it goes forward, this partnership will be long-term. Both parties must be fully committed to making sure that this deep collaboration can work.

New Business

Bylaws review. The board last updated the bylaws in 2016. Carla will send the current version out for review and discussion at next month's meeting.

Meeting locations for remainder of 2022. With the return of in-person meetings, the board supports meeting at each branch before the end of the year, based on facility availability.

Board roster with contact information. Powers will compile a roster to share amongst the board members.

Ongoing Business

Advocacy. The next step is the meeting with staff and library leadership about the pre-pre design. Henke noted that it is critically important that communication between board members continues with the advocacy group.

Adjournment

Meeting adjourned at 5:50 p.m.

Manager's Report to Library Board

May 2022

Little Library Go. DPL's new outreach van will formally be unveiled at a press event on Saturday, May 21. The event coincides with a children's program taking place in the plaza. In addition to seeing the van, attendees will be invited to sign up for a library card and/or check out items from a collection of materials that staff will have available outdoors.

Teen Space Move. Staff recently completed a major project to move all of the teen collections into the space on the Superior St. level formerly occupied by the adult fiction collection. The move allows for more generous seating for teens, spreads out some very cramped collections, and frees up valuable floor space in youth services for the younger kids. Staff will be working with the Teen Advisory Board to define the space and make it welcoming for this age group. In discussions with Youth Services staff, the library's leadership team decided to reserve the space exclusively for youth 18 years of age and younger, rather than allowing adults to use it during the school day. There are a number of homeschool students and other young people who come into the library while school is in session. Adults will be welcome to use the collections. However, if adults need a place to sit, charge a phone, use a laptop, etc. they will be directed upstairs where there is plenty of room available.

Outreach Worker Office Hours. Renee Graves, who is an outreach worker for the Greater Downtown Council's Clean & Safe Team, has begun doing regular office hours at the Main Library on Mondays from 1:30 to 3:30 p.m. Renee is a social worker by profession. She knows many of our patrons and is using this as an opportunity to connect with folks and help them access services if needed.

WiFi Hotspots. DPL has applied for federal Emergency Connectivity Fund dollars to purchase 50 WiFi hotspots and 25 Chromebooks for checkout. If we are approved for this funding, the devices will be provided free of charge and the first year's data costs will be completely covered. At the end of the first year, it will be the library's responsibility to fund ongoing data costs for the number of devices we want to continue providing. The equipment must be received between July 1, 2022 and December 31, 2023 in order to qualify for this funding. The purpose of the Emergency Connectivity Fund is to help satisfy unmet connectivity needs for students, school staff and library patrons.

Staffing Update.

- Initial interviews for three Librarian II positions will take place online the week of May 23, with a second round of interviews planned for June.
- Interviews are underway to fill two Library Aide positions.
- The hiring process has not yet begun for filling two full-time Library Technician positions. There is an existing Civil Service list for Library Technician that expires June 30. We will be using this list to fill the vacancies, if there are suitable candidates who are still interested in the positions.
- The hiring process for a Senior Library Technician position in the PR office is pending.
- The Civil Service list for Library Supervisor expired last week. The Youth Services Supervisor position will be posted as soon as possible.
- Due to this unprecedented turnover and the length of time it takes to hire and train new staff, I have gotten approval to bring on two temporary staff members for the busy summer season. They will be helping out in Youth Services.

**Foundation Report to Library Board
May 2022**

Strategic Planning

The foundation board approved an agreement with Library Strategies consultants to help with creating a strategic plan for the foundation. This work will proceed over summer and wrap up in the fall.

Olga Walker

Tickets are still available for the Olga Walker event, where we will celebrate notable library supporters and get to hear from Angeline Boulley, author of the award-winning and soon-to-be adapted at Netflix YA novel *Firekeeper's Daughter*! Ticket sales end May 20.

Submitted by Matt Rosendahl

**Friends Report to Library Board
May 2022**

Bank balance at the end of April 2022: \$14,375. This includes \$4,322 from the Mt. Royal cash receipt "round-up the till." The proposed budget for 2022-2023 is \$30,700. Treasurer's books were audited and approved for the period of May 2021 through March 2022. In the past year, the Friends donated \$28,000 to the DPL, and this is without a major book sale! This summer programs funded or partially funded by the Friends include Kaleidoscope, band concerts, zoomobile. Annual book sale is set for June 14-16. Set-up will take place the week before and tear-down will be the week after. Volunteers are needed.

Submitted by Betty Ramsland