

**Duluth Public Library Board Minutes**  
**March 28, 2023**

**Present:** David Sperl, Michelle Foshay, Susan Henke, Lori Steinbach, Stephen Welsh, Bill Arezzo, Lizzy Luoma

**Also in attendance:** Carla Powers, Jim Filby Williams, Jose Gonzalez

**Not Present:** Matt Rosendahl, Betty Ramsland

**The meeting was called to order at 4:30 PM**

**Review and approval of agenda**

Motion by Arezzo, seconded by Henke, to approve the agenda. Approved unanimously.

**Approval of Minutes of the January 24, 2023 meeting**

Motion by Arezzo, seconded by Luoma, to approve the February minutes as drafted. Approved unanimously.

**Reports**

Library Manager

- Limits for interlibrary loan have been expanded from eight items to 10. DPL is a net lender, meaning more items are sent out than borrowed from other libraries. Placing an interlibrary loan request soon will require a PIN as an added privacy and security measure.
- A mystery escape room program at the Depot brought in 125 participants.
- There is a new art exhibit in the Computer Center at Main, featuring the work of First Ladies of the Hillside.
- Staffing update:
  - Two full-time Library Technician positions are in the process of being filled.
  - Two 13-hour-per-week positions are posted as well.

**Old Business**

Safety Update

- Extra duty police shifts three days a week at Main are making a difference in the number of issues arising. Shifts are four hours in length. Days and hours vary. All posted shifts are being filled.
- The behavior issues staff are encountering include erratic or threatening behavior, drug use in the restrooms, and an increase in items left unattended for long periods of time or overnight.

Security Assessment

- Guidepost Solutions was hired to perform a security assessment at Main several months ago. The consultants surveyed staff and the public, did a thorough walk-through of the site during

daylight hours and after dark, and compiled crime statistics for the area. Their findings largely confirmed the experiences of library staff.

- The top priorities emerging from the assessment include adding more security cameras, hiring an additional Library Safety Specialist, and expanding staff training.
- The security assessment will be presented to City Council on April 10.

#### Strategic Plan

- A final draft of the plan is being reviewed by the planning committee.
- Once the draft is approved by the committee, Library Strategies will work on formatting.
- The plan will come before the Library Board for final approval next month.

#### Facility

- A core design team made up primarily of City staff members is holding weekly meetings with MSR and NEOO.
- NEOO, which is leading community engagement, is finalizing its engagement plan and working on a community survey.
- Both consultants will be in Duluth on April 21 and 22 to conduct more site visits and hold a staff engagement session with library and workforce development staff.
- A joint visioning session with the library and workforce development boards is planned for sometime in the future.

#### **New Business**

##### Annual Report

Powers gave a brief comparison of library usage in 2022 versus 2019, which was the last full year before the covid pandemic disrupted library operations. Most library usage has not fully rebounded to 2019 levels, although it is trending upwards.

Motion by Henke, seconded by Sperl, to approve the 2022 annual report for submission to State Library Services. Approved unanimously.

##### Election of Officers

Foshay and Henke are eligible to serve a second term as president and vice president. They agreed to do so.

Motion by Luoma, second by Sperl, to re-elect Foshay president and Henke vice president. Approved unanimously.

Steinbach was nominated as secretary and accepted the nomination.

Motion by Foshay, seconded by Luoma, to elect Steinbach secretary. Approved unanimously.

#### **Ongoing Business**

Advocacy

No advocacy issues were identified at this time.

**Meeting adjourned at 5:52 PM**