

**Duluth Public Library Board Meeting Minutes
October 25th, 2023**

Present: Bill Arezzo, Lizzy Luoma, Ellen Hatfield, Jose Gonzalez, Lori Steinbach, Michelle Foshay, Matt Rosendahl

Also in attendance: Carla Powers, Noah Hobbs, Lori Crocker (Branch Supervisor)

Absent: Susan Henke, Betty Ramsland

The meeting was called to order at 4:36 PM by Michelle Foshay, President

Review and approval of agenda

Motion by Arezzo, seconded by Luoma, to approve agenda as drafted. Motion passed unanimously.

Approval of minutes of the August 22nd, 2023 and September 26th 2023, meetings

Motion by Arezzo, seconded by Gonzalez, to approve minutes as drafted. Motion passed unanimously.

Reports

Library Manager

- Port Cards have run into a snag. These virtual library cards are meant to be available to all Duluth school students and would use the same number as their lunch number. With a Port Card, students are able to check out five physical items and have access to digital resources. The program was in operation as opt-out for one year. The following year the school district switched it to opt-in, which resulted in less use. For several months, library staff have been attempting to re-start the Port Card program as an opt-out. Despite having a signed agreement in place, staff at the school district is concerned with privacy around sharing student ID numbers. Councilor Hobbs offered to do some reaching out to school board members.
- DPL received a new plug-in hybrid delivery van to replace the former delivery van, which had been in use for 12 years.
- All libraries are gearing up to celebrate all things dinosaur during DiNovember. Programs include a DINO Explore craft program for young children, a dinorama STEM program, a T-Rex tea party and dino bingo.
- The 2024 budget presentation took place earlier this month. Councilor Hobbs informed the board that councilors were favorable, and they seem pro-library.

Foundation

- The foundation is looking at events for 2024 and may not continue Learning & Libations as an annual event. Trends in the fundraising world are to engage with smaller donor groups and not host big events. February 25th is the Author Event with David Heska Wanbli Weiden and his book *Winter Counts*.

Friends

- The Friends were one of the organizations picked by the Whole Food Co-op for their round up at the register campaign.

Old Business

Safety Update

- Working on a project to get security cameras at the branch libraries, to be able to capture photographs if an incident happens.
- Will continue with off duty police in the main building 12 hours per week.
- There are still plans to convert a .5 Library Technician position to a Library Safety Specialist position next year.

Main Library Facility Update

- The pre-design report is complete and submitted to the state for consideration in the bonding bill. \$1.7 million in Congressionally Directed Spending has been included in the U.S. Senate's budget to cover the next phase of design. Community engagement has been extended to utilize the remainder of the grant funding that has been secured by the library foundation. A meeting will take place soon to plan next steps.

Library Behavior Policy

- The board suggested a small change in wording.

Motion by Rosendahl, seconded Hatfield, to approve the policy as amended. Motion passed unanimously.

Library Staffing Update

- There are two new hires starting at the library soon. One is a local starting on November 6th and one is moving to Duluth for this job and starting on December 14th. Only the .5 Library Technician position that is being converted to a Library Safety Specialist remains unfilled at this time.

West Duluth Reimagined

- A project to reconfigure the space at the West Duluth branch and replace several large pieces of furniture is expected to take place in the next few months. The furniture has arrived, and the project will begin as soon as the city's Property and Facilities Maintenance crew has room in their schedule to install it.

New Business

2024 Library Fee Schedule

Library fees need to be approved by City Council. This is an annual process to review and update fees if needed. The library is not recommending any changes to the fee schedule for 2024. It is in line with what other libraries are charging.

Motion by Arezzo, seconded Gonzalez, to approve the fee schedule as presented. Motion passed unanimously.

Semi-Annual Review of Strategic Plan

The board will go through the plan twice a year to get an idea of the progress. Board members reviewed the plan dashboard. There was a suggestion to break the plan down by year, to avoid the temptation to tackle the entire three-year plan at once.

Ongoing Business

Advocacy

Possible meeting of the three boards again in January 2024. Library Board, Library Foundation Board and Workforce Development Board.

Meeting adjourned at 5:26 PM