

DULUTH PUBLIC LIBRARY BOARD

Notice of Meeting

DATE: August 25, 2020

TIME: 4:30 p.m.

NOTICE: The Duluth Public Library Board will be holding a special meeting in August by other electronic means pursuant to Minnesota Statutes Section 13D.021 in response to the COVID-19 emergency. Members of the Board will be participating through video conference. Due to the COVID-19 emergency and the closure of City facilities, public comment will not be taken in person. However, members of the public can monitor the meeting and provide public comment on agenda items through WebEx Events. Visit <https://duluthmn.gov/live-meeting> to access the meeting. The public is also encouraged to submit written comment to Library Manager Carla Powers prior to the meeting. Please include "Library Board Agenda" in the subject line, and include your name and address and the agenda item you are speaking to. Please note that all public comment is considered Public Data.

AGENDA

Call to order
Review and approve agenda
Public comments received in advance of meeting
Approve minutes of July 28, 2020 meeting

Reports

Library Manager's Report – Powers
Friends Report – Ramsland

Old Business

Every Child Ready Duluth update

New Business

2021 budget

Ongoing Business

Advocacy

Adjournment

Next regular meeting: September 22, 2020, at 4:30 p.m. via WebEx.

DULUTH PUBLIC LIBRARY BOARD
Minutes of Virtual Meeting
July 28, 2020

Call to Order: Sue Henke called the meeting of the Duluth Library Board to order at 4:30 on July 28, 2020.

Members Present: Michelle Foshay, Matt Rosendahl, Neil Glazman, Sue Henke, David Sperl, Betty Ramsland, Stephen Welsh

Also Present: Carla Powers (Library Manager), Jim Filby Williams (Director of Property, Parks & Libraries), Dennis McManus (public citizen)

Absent: Lizzy Luoma

Review and approve agenda

Motion by Glazman, seconded by Sperl, to approve agenda as drafted. Motion approved by voice consent.

Public Comments: None were submitted prior to meeting.

Review and approve minutes from June 23, 2020.

Motion by Sperl, seconded by Glazman to approve minutes as drafted. Motion approved by voice consent.

Reports

Library Manager's Report (Powers)

Curbside pickup continues; three staff were brought back as of July 7 (two full-time and one half-time) and that's helped with current programming and services. Returned books can be dropped off only during curbside open hours.

Foundation Report (Rosendahl)

Save the date, September 19 for Libations for the Library: At Home Edition with online programming about history of city. This event will be the only celebration of Duluth's sesquicentennial.

Old Business

Every Child Ready Duluth Update:

Powers reviewed her written report. The planning consultant and ECRD Brain Trust continue to work on planning. Library staff has teamed with Parks and Rec to offer Story Strolls, which also include take and make craft kit giveaways, early literacy information, and a Pop Up Play event.

New Business

Main Library Facility Study

Manager of Property and Facilities Maintenance is concerned about the age of the building systems. He was able to allocate some funding to review and further value engineer the latest building study from TKDA. TKDA staff is working on the infrastructure side, and Gensler architect Sara Weiner is working on the design side. The goal is to come up with a lower cost option that renews the building's systems and improves the use of space. This work will be used to inform the Mayor's decision about whether to bring forward a proposal to renovate the library. At the conclusion of the study, a range of options will be presented to the Mayor.

Advocacy

Arik Forsman had suggested meeting with councilors individually to advocate for the library's needs. Betty, Sue, and Neil each met with several councilors. Later this week they will be joined by representatives from the Duluth Library Foundation and the Friends of the Library for a meeting with Mayor Larson and CAO Noah Schuchman. At this meeting they will present specific requests for services and needed staffing in order to provide a higher level of service for the remainder of 2020 and in 2021.

Adjournment

Next meeting: August 25, 2020 via WebEx.

Manager's Report to Library Board August 2020

Primary Election. All went well during the August 11 primary in spite of the fact that the library was closed to everyone except voters. APS provided two officers that day who worked in shifts to ensure that the public did not use the elevator or go into staff areas. The election workers did not report any problems. Curbside pickup took place as scheduled, and staff who did not need to be in the building that day either took the day off or worked from home.

Curbside Pickup Update. Overall usage has plateaued over the last month, but we continue to see 20 to 30 new curbside patrons daily. On average about 150 people use the service each day, and total daily checkouts range from 400 to over 700 items. Staff members have continued to tweak the workflow and make the service operate more efficiently. From its inception, curbside pickup has been an impressive work of creativity and teamwork on the part of library staff. A current project is to convert e-access cards to regular library cards for people who want to check out physical items.

Summer Reading Program. This year's summer reading program wrapped up on August 14. Like many libraries, DPL saw lower participation this year than last. A total of 233 adults, 160 teens, 237 kids, and 80 babies, toddlers, and preschoolers signed up this year. Last year sign ups included 428 adults, 300 teens, 527 kids, and 210 babies, toddlers, and preschoolers. Fortunately we already had a software system in place for patrons to sign up for the program and track their reading, which made for an easier transition to a completely virtual summer reading program. Of course the piece that was missing was the ability to promote the program by talking with patrons at the service desks.

School Year Planning. Next week Library Supervisor Sue Schumacher will be participating in two forums focused on supporting youth and families as the school year begins. The first forum, hosted by the Minnesota Department of Education's State Library Services, is a collaborative meeting of schools and public libraries to discuss supporting learner success in a pandemic. Topics on the agenda include identifying what public libraries have to offer in the pandemic educational environment, finding effective ways to communicate between schools and public libraries, and working on needs assessments. The collaborative will also examine what public libraries need to be successful, including support needed from MDE and State Library Services. The second forum, Creating a Supportive Workplace for Parents, is hosted by the Duluth Area Chamber of Commerce. Duluth leaders will provide an overview of school district plans and ideas for how businesses will support Duluth's workforce during the pandemic. The forums offer an opportunity for sharing information and for understanding how the Duluth Public Library can support youth and families during the coming year.

Every Child Ready Duluth Update to Library Board August 2020

Strategic Plan. Virtual community input sessions for the strategic plan began August 17. Six sessions are scheduled through September 10, with a variety of times to accommodate participants. This phase of planning is designed to gather input from a wide variety of community members regarding the draft plan.

Outreach. This month's activities included:

- Story Strolls at Norton Park, Duluth Heights Park and Chester Park with the story *Eating the Alphabet* and a take-home seed sprouting activity as well as free books.
- Several library staff will attend the K-12 Community Schools Family Open House on August 18. Staff will talk about ECRD and hand out information about early literacy activities and practices.
- Each Tuesday and Thursday at noon a special Community Reads storytime premieres on the ECRD Facebook page. The series features videos of guest readers who live in the greater Duluth-Superior area. The readers are Black, Indigenous or People of Color. This project is a collaborative project with the Superior Public Library and the NAACP. The series will run through August 27.
- Staff participated in a meeting of the Safe Baby Court Active Community Team.

Giveaways and Materials. Staff ordered a mix of board books, early nonfiction, early readers and picture books to give away at events and to provide to partner organizations that work with under resourced families. The focus is books that feature diverse characters, authors and/or illustrators, as well as books that promote social/emotional growth. ECRD staff also spent time developing early literacy kits, which will include books, toys, games, early literacy information and other activities to engage kids in early literacy skill building. When assembled, the kits will be marketed to child care providers as a way to supplement current activities in their classrooms. However, they will circulate to the general public as well.