

**DULUTH PUBLIC LIBRARY BOARD**

Notice of Meeting

**DATE:** Wednesday, October 25, 2023

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

**LOCATION:** City Center West (5830 Grand Ave.)

**AGENDA**

**Call to order**

Review and approve agenda

Approve minutes of August 22, 2023 and September 26, 2023 meetings

**Reports**

Library manager's report – Powers

Foundation report – Rosendahl

Friends of the Library report -- Ramsland

**Old Business**

Safety update

Main Library facility update

Library behavior policy

**New Business**

2024 library fee schedule

Semi-annual review of strategic plan

**Ongoing Business**

Advocacy

**Adjournment**

Optional tour of West Duluth Branch Library

Next regular meeting: November 28, 2023

**Duluth Public Library Board Meeting Minutes**  
**August 22, 2023**

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

**Also in attendance:** Carla Powers, Jim Filby Williams, Peter Passi (Duluth News Tribune)

**Absent:** Susan Henke, Betty Ramsland

**The meeting was called to order at 4:34 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 June 27, 2023, meeting**

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

**Reports**

Library Manager

- Little Library Go is so popular that library can't say yes to all requests.
- New Mail-a-Book service from the Arrowhead Library System is now available within the city limits of Duluth.
- Employee Pulse survey had a 90% rate of completion and showed continued positive progress since first annual survey was done in 2021.
- The library partnered with the Duluth Community Garden Program on a Love Your Block grant to clean up the gardens outside the Main Library Building. Clean-up and planting happened to be taking place during the board meeting.

Foundation

- Learning & Libations at the Library will be held on Friday September 15 with a theme of Get Reunited With Your Library. Highlights will include a food, a bar featuring alcoholic drinks and mocktails, a photo booth, speakers, and a live auction. Attendees are invited to dress retro if they wish.

Friends

- Will hold a strategic plan meeting on Saturday, September 16.
- Hosted a book sale at the West Duluth branch during Spirit Valley Days
- Littlest Holiday sale will be held December 5-7 at The Mount Royal Branch.

**Old Business**

Safety Update

- Three more security cameras were installed inside the Main Library building. Other the cameras were replaced and are of higher quality than the previous ones.
- Off duty police were in the building 12 hours per week in the summer, maybe they helped prevent incidents.
- There are still plans to convert a .5 Library Technician position to a Library Safety Specialist position in the fall.
- The Mayor presented her proposed 2024 budget to the City Council and requested an additional \$60,000 for the library. This is the first step in a dialog with Council, and the budget could be changed.

#### Main Library Facility Update

- Community engagement continues over the summer with focus groups, zoom meetings and pop-up events. 600+ surveys were returned. There are tentative plans to hold an open house on September 28 at the Main Library with an optional tour prior to the presentation. MSR consultants are working with Kraus Anderson to update cost estimates for the predesign report due to the State Legislature on Oct. 1.
- The City is seeking funding to cover half the cost of a building project from the State of Minnesota and intends to fund the other half from non-state sources. Workforce Development is a full partner in this endeavor. It offers them operational savings with a new building and no longer having to have a lease.

#### **New Business**

##### Request for Reconsideration Process

Currently a policy and process is in place for anyone who has an issue with books, events or art in the libraries. Anyone who would like something to be reconsidered receives get an information packet and a form to fill out. The Library Manager follows up by talking to the staff involved with choosing the book/event/art, and in the case of books also looks at reviews. DPL partnered with the Duluth-Superior Pride Festival last year and is doing it again this year. Last year a few requests for reconsideration for drag storytime were received; however, the program was held as planned. The Duluth Library Foundation is sending a letter to all donors explaining why the Foundation supports diverse programming at the library.

##### Appropriate Library Behavior

The last version of Appropriate Library Behavior was updated in 2018. The library's Diversity Action Group is proposing updates that were approved by the leadership team. The board discussed the new draft and recommended a couple of changes. Powers will talk with staff about the board's recommendations and bring forward a new draft next month.

##### Periodic Reviews of Strategic Plan

There was discussion of how often to review the new strategic plan. Consensus was to review it at next month's meeting, and twice a year after that.

### October Board Meeting

The October board meeting will take place on Wednesday, Oct. 25 in order to hold the meeting at City Center West. There may be a presentation and/or tour of the West Duluth Branch.

### **Ongoing Business**

#### Advocacy

A group from the Library Foundation, Friends of the Library and the Library Board will ask for a larger increase to the library's 2024 budget. There is discussion about requesting a Committee of the Whole meeting.

**Meeting adjourned at 5:27 PM**

## Duluth Public Library Board Meeting Minutes September 26, 2023

**Present:** Bill Arezzo, Lori Steinbach, Michelle Foshay, Betty Ramsland

**Also in attendance:** Carla Powers, Jim Filby Williams, City Councilor Noah Hobbs

**Absent:** Susan Henke, Matt Rosendahl, Lizzy Luoma, Jose Gonzalez, Ellen Hatfield

The meeting was called to order at 4:39 PM by Michell Foshay. A quorum was not present and no action was taken at the meeting.

### Reports

#### Library Manager

- Pride events went well with only a small group of protestors. Drag Storytime had a large turnout.
- DPL is partnering with the Superior Public Library on a program called Twin Ports Perceptions. It explores how local authors portray the community on the other side of the bridge from them.
- There are several library events scheduled in conjunction with the solar eclipse in October.
- Because the City of Duluth is observing Indigenous Peoples' Day on October 9, the library's staff development day that had been scheduled for this date will be postponed until spring 2024.
- Staffing update: An initial round of interviews is taking place for a Librarian I position. Interviews for a .5 Library Technician position will be held soon. Remaining .5 Library Technician position, which may be converted to a Library Safety Specialist, remains on hold.

#### Foundation

- Learning & Libations was a great event despite other competing events taking place on the same evening. A total of \$38,000 was raised.

#### Friends

- A three-hour retreat took place earlier this month. Ideas shared included increasing membership; defining the difference between the Foundation, the Friends and the Library board; accepting credit cards at the book sales, and the Friends tabling at various library locations to help educate the public on what they do.
- Retreat was an opportunity to discuss what Friends are currently doing and where the group wants to go in the future.

### Old Business

#### Safety Update

- One of the Library Supervisors attended an online safety summit recently. His main takeaway was that the conference affirmed the work that DPL already is doing.
- If funding can be found elsewhere in the PPL department, security cameras will be added to the branch libraries. Currently neither branch has cameras.
- The budget presented by the Mayor and the maximum levy approved by City Council may provide up to \$110,000 for safety needs and library materials beginning in 2024. In addition, the City Council approved a one-time addition to the materials budget of \$200,000.

#### Main Library Facility Update

- The State Senate bonding committee visited the Main Library earlier this month as part of their state bonding tour.
- MSR is working on the predesign report, which is due in mid October.
- Community engagement garnered over 600 responses. The top four concerns were: lack of parking, hours, safety, and transportation to and from the Main Library.
- Members of the community would like to see non-traditional building access, more educational spaces for all ages, more inclusive spaces, homeschooling items, more seating, and more privacy for one-on-one meetings.
- An open house was held on Thursday, September 28.

**Meeting adjourned at 5:21 PM**

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

### **October 2023**

**Port Cards.** Unfortunately, the Port Card project to provide a virtual library card to all students in ISD 709 has not been implemented so far this school year. An agreement is in place; however, officials from the school district are concerned that sharing student ID numbers with the public library would violate student privacy. Library staff has reached out to the Minnesota Department of Education and received assurances that it's not a privacy violation. If the issue cannot be resolved soon, DPL will look to roll out the program in partnership with charter schools instead.

**Delivery Van.** The library received a new delivery van recently to replace one that had been in service for more than a decade. City of Duluth's Fleet Services division covered the cost of the van, with additional funding provided by the City's sustainability fund. The new van is a plug-in hybrid with a battery range of about 90 miles. Because the van is used primarily for short trips among the library branches, it operates on battery power most of the time.

**DiNovember.** All library locations are gearing up to celebrate all things dinosaur next month. Highlights include a DINO Explore craft program for young children and a Dinorama STEM program at Main, a T-Rex Tea Party with Dino Bingo at Mt. Royal, and dinosaur-themed scavenger hunts at all locations. Several non-dinosaur themed programs are planned as well, including Building and Saving History, which will take place in the Local History Center in partnership with the Duluth Preservation Alliance.

**Budget Presentation.** Jim Filby Williams presented the PPL Department's 2024 budget on Monday, Oct. 16. At the request of the City Council's Finance Committee Chair, all presentations were done by department directors this year. In the past several divisions, including the library, had the opportunity to do their own individual presentations. The presentation went well. Councilors were generally supportive and appreciative of the library.

#### **Staffing Update.**

- Two finalists for Librarian I participated in a final round of interviews this week. The supervisor is reaching out to the top candidate to make an offer.
- A second round of interviews for a .5 Library Technician position will take place early next week. Three candidates have been invited in for this round.

**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 within the next couple of months. "West Duluth Reimagined" was the focus of the Duluth Library Foundation's fund-a-need auction at the 2023 Learning & Libations event. A total of \$30,000 was secured for the project. The branch will offer limited services for up to a week while the work is being done. More information will be shared at the optional tour of the West Duluth Branch immediately following this month's board meeting.

**Duluth Library Foundation Report  
October 2023**

Having concluded a successful Learning & Libations, the Foundation board is now evaluating its events to find a way to sustain the growth of donor engagement and outreach required of Foundation staff.

Give to the Max day is coming up on November 16! Please consider the Duluth Library Foundation in your giving this year!

*Submitted by Matt Rosendahl*

**Friends of the Library Report  
October 17, 2023**

Bank balance at the end of September 2023: \$10,440. Internal audit of treasurer's statements and activity over the past year completed. Membership stands at 254. Erin Kreeger from the Foundation spoke to the Friends about Foundation/Friends around the country, some joining together and some not. She will share the nationwide Library Support Network link with us so we can research this area further. A Friends letter from 2006 spoke on giving Friends membership to those who have donated \$500 or more to the Foundation. Discussion followed. Erin will check with her board on if she can supply us with that data base. Sidewalk Days for 2024: Betty will no longer head this project, but will supervise if volunteers can be found to take it over. Sidewalk Days now has the presence of both the DPL with the library van and the Foundation; both organizations plan to continue.

*Submitted by Betty Ramsland*



**Duluth Public Library ~~Appropriate Library~~ Behavior Policy**  
**DRAFT 09-06-23**

The library is a public place shared by many. ~~Everyone who uses the Duluth Public Library has a personal responsibility to ensure that it is a welcoming environment for all. Library patrons are expected to:~~ **It is a space for learning, relaxing, connecting, and having fun. To ensure a safe and comfortable environment for patrons and staff, the following expectations have been set:**

**Be ~~respectful,~~ courteous, considerate, and understanding of other patrons and staff.** Examples of conduct that would violate this principle include:

- ~~Shouting, swearing, running, and roughhousing.~~ **Disruptive or unsafe behavior including, but not limited to, ~~loud talking,~~ use of profanity, hate speech, throwing objects, running, pushing, or shoving.**
- Bringing non-service animals into the library. Service animals are defined under the Americans with Disabilities Act as a dog that has been trained to do work or perform tasks for the benefit of a person with a disability.
- Leaving children under the age of 8 or vulnerable adults unsupervised or unattended. Adults may use the children's or teen areas if accompanied by a child or teen, or if using the library's juvenile **or teen** collection.
- Leaving personal items unattended.
- Engaging in sexual ~~and/or obscene acts in the library or on library grounds.~~ **acts and sexual, physical, verbal, or other harassment.**
- Making threats against or abuse of library patrons or staff. This includes verbal abuse and nonverbal intimidation or harassment including, but not limited to, stalking; online, cell phone or computer harassment; or language that is obscene or harassing.
- Interfering with others' use of the library by:
  - Blocking free passage,
  - Soliciting (**defined as the act of asking for or trying to obtain something from another person**),
  - ~~Exhibiting offensive odor including excessive scent or fragrance.~~ **Exhibiting hygiene or scent that poses health risk or interferes with use of the library.**
- ~~Bringing in or consuming alcoholic beverages or controlled substances on library grounds, or being under the influence in a manner that causes a public disturbance.~~ **Openly displaying or consuming cannabis, alcoholic beverages, or controlled substances on library grounds. Being under the influence in a manner that causes a public disturbance.**
- Violating the Duluth Public Library's Internet Use Policy.
- Failing to wear a shirt ~~and shoes~~ **in the library. Shoes must be worn when walking around inside the building.**
- Bringing bicycles into the library. Strollers and wheeled vehicles required for mobility are allowed.
- Skateboarding, skating, or using a scooter on library grounds.

**Respect the property of the library and the property of others.** Examples of conduct that would violate this principle include:

- Stealing, defacing, damaging or destroying library property.
- ~~Using library fixtures or furnishings in a manner that is inconsistent with customary use.~~ **Using library fixtures or furnishings in a manner that is unsafe and/or unsanitary.**
- ~~Consuming food or drink that creates a nuisance because of odor, garbage or spills. Food is not allowed at the library's desktop computers. Only covered drinks are permitted.~~ **Consuming food or beverages in a manner that may create an unclean environment, disrupts others, and/or is harmful to library resources.**

**Keep in mind that different areas of the library have different levels of activity and noise.** Examples of conduct that would violate this principle include:

- Conversation or use of personal electronic equipment at a volume that is disruptive or exceeds the noise level designation for the area.

**For safe and equitable access there may be time limits on the use of certain spaces.** Library patrons are expected to leave a space, including the public restroom or library plaza, when asked to do so by staff.

**Abide by all applicable local, state, and federal policies and/or laws.**

Library staff has the responsibility to follow the Duluth Public Library's behavior policy enforcement guidelines when enforcing this policy. People who fail to follow library policies may be trespassed from the library.

The City of Duluth will not tolerate discriminatory behavior by or toward any city employee or visitors to city property. Discriminatory behavior includes inappropriate remarks about or conduct related to individuals' race, color, creed, religion, national origin, disability, gender, marital status, age, sexual orientation, or status with regard to public assistance. Violent behavior includes the use of physical force, harassment, intimidation, or threat of the same. Harassment includes a pattern of words or conduct that a reasonable person would find abusive. Offensive behavior includes words or conduct that a reasonable person would find reprehensible.

*The Duluth Public Library's policies are subject to change without notice.*

Adopted ~~February 27, 2018~~ **DATE**  
Duluth Public Library Board