

## **DULUTH PUBLIC LIBRARY BOARD**

### Notice of Meeting

**DATE:** Tuesday, January 23, 2024

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

**LOCATION:** Main Library Gold Room

### **AGENDA**

#### **Call to order**

Welcome and introductions

Review and approve agenda

Approve minutes of November 28, 2023 meeting

#### **Reports**

Library manager's report – Powers

Friends of the Library report – Ramsland

Joint boards meeting report – Verbal report by attendees

#### **Old Business**

Main Library facility update

#### **New Business**

Privacy policy

Naloxone distribution

Staff invitations to board meetings

#### **Ongoing Business**

Advocacy

#### **Adjournment**

Next regular meeting: February 27, 2024

**Duluth Public Library Board Meeting  
Minutes  
November 28, 2023**

**Present:** Bill Arezzo, Lizzy Luoma, Ellen Hatfield, Jose Gonzalez, Lori Steinbach, Michelle Foshay, Matt Rosendahl, Sue Henke and Betty Ramsland

**Also in attendance:** Carla Powers, Noah Hobbs, Shinedala (DPL Intern), Jim Filby Williams

**The meeting was called to order at 4:31 PM by Michelle Foshay, President**

**Review and approval of agenda**

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

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

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

**Reports**

Library Manager

- **Port Cards** – This partnership has been reactivated again, thanks to Councilor Hobbs and other library advocates who reached out to officials from the school district.
- **Wifi Hotspots** – DPL has received funding to purchase 25 hot spots which are available to check out. The cost will be covered for a year by this funding. Ongoing cost per hot spot after the first year will be \$25 per hotspot per month.
- **North Shore Room** – This room, which houses local history materials, has been reconfigured recently. Access to the room is available upon request to patrons doing research.

Foundation

- The foundation recently put out an RFP for financial services and chose Stonebridge Investment Advisors. This firm is based in the Twin Cities and does a lot of work with nonprofits. The Foundation will be issuing a check to the library next month for the unrestricted disbursement, which will be spent in 2024. Learning & Libations is on hold for 2024. On Sunday, February 25<sup>th</sup> author David Heska Wanbli Weiden will speak at the Olga Walker Awards about his book *Winter Counts*. Tickets will go on sale in January.

Friends

- The Friends have \$11, 137 in treasury and received \$1,000 on Give to the Max Day. They will host their meetings in January, February, March and April via Zoom. They have begun subscribing to Mailchimp for member communication and newsletter distribution.

## Old Business

### Safety Update

- The number of incidents is ticking up after a calm summer.
- Two upcoming projects are to install a badge reader on the top floor at Main and purchase security cameras for the branches.

### Main Library Facility Update

- No new information to report at this time with regard to planning and community engagement. Project is paused until new mayor has taken office. It is likely that the new mayor will want to make changes to the plan that was proposed by the outgoing mayor. This is a very large bonding request, and the city has submitted several other capital requests as well. It's possible the project could be halted. Library advocates hope to meet with the incoming mayor soon to share information about the need for a major capital project at the Main Library. One-on-one meetings with city councilors may be scheduled as well.

### Library Staffing Update

- A Library Technician at the West Duluth Branch has resigned to take a position closer to her home in Mt. Iron. Paperwork is in process to fill the position.

## New Business

### 2024 Library Meeting Schedule

All meetings begin at 4:30 p.m. and take place in the Gold Room at the Main Library unless otherwise indicated. The 4<sup>th</sup> Tuesday of every month **except October**.

January 23

February 27

March 26 – Election of officers

April 23

May 28 – Semiannual review of strategic plan

June 25 – Mt. Royal Blue Room

July – NO MEETING

August 27

September 24

October 29 – 5<sup>th</sup> Tuesday of the month; City Center West

November 26 – Semiannual review of strategic plan

December – NO MEETING

## Ongoing Business

### 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.

Advocacy

The new Mayor may be inaccessible due to the large number of immediate meeting requests he is receiving. Library advocates will continue to try setting up a meeting as soon as possible.

**Adjournment:** Meeting adjourned at 5:22 PM

## **Manager's Report to Library Board January 2024**

**West Duluth Reimagined.** This project to improve some of the furnishings and spaces at the West Duluth Branch Library will be completed next month. It was the focus of the Duluth Library Foundation's fund-a-need auction at the 2022 Learning & Libations event, and it is funded entirely by grants and donations secured by the Foundation. The project will replace the branch's outdated and non-ergonomic service desk, install new kiosks for the public computers, replace the hold shelves, and improve traffic flow by rearranging the space. Branch staff will provide limited service out of the alcove and the Evergreen Center the week of February 5 while the work takes place. Patrons will be able to return items, pick up items that they have placed on hold ahead of time, and attend regular storytime programs. The Duluth Library Foundation is planning an open house in early March to celebrate the project and thank donors.

**Wifi Hotspots.** DPL's collection of wifi hotspots is now in use. The hotspots were purchased through the federal Emergency Connectivity Fund, which covered the cost of the equipment and the first year of service. The Main Library has 15 hotspots for checkout, and each branch has five. Hotspots check out for two weeks, can be placed on hold, and cannot be renewed. The ECF requires that people checking out a hotspot sign a form attesting that they do not have equipment or services sufficient to access the internet. The library is required to keep the forms on file for 10 years.

**Work Experience Programs.** Beginning this month, DPL is offering work experience to two participants who were referred to us by the Workforce Center. One of them is a Senior Community Employment Program intern who is helping out in Adult Services at Main. The other is a Youth Employment Services worker who also happens to be a longtime library patron. She is assigned to Youth Services. We expect the work experience programs to continue for about a year.

**"Swatting" Incidents at MN Public Libraries.** During the second week in January, a number of public libraries in Minnesota received phone calls with threats of violence. The calls seemed to be geographically dispersed throughout the state, and they included one library in the Arrowhead System. Law enforcement has been investigating the calls, which appear to have originated outside the U.S. Fortunately there were no reports of physical violence at any of the libraries. DPL staff has instructions for what to do if they are on the receiving end of such a call.

**December 2023 Library Programs.** December is a busy month for programs at DPL, and the final month of 2023 did not disappoint. Jolabokafloð, the library's annual "holiday book flood" program at Main had 123 participants, and Noon Year's Eve at Main had 185. A total of 43 people played Book Bingo at West Duluth on December 19, and 47 attended Zoomobile programs at Mount Royal on the 27<sup>th</sup>.

### **Staffing Update.**

- Unfortunately, the person recently hired for a .5 Library Technician position in circulation did not stay in the position long before leaving for a full-time opportunity at another organization. The position is currently posted, and a new Civil Service list will be created for this and any other openings that may come up in the next seven months.
- Paperwork has been submitted to fill a .5 Library Safety Specialist position.

## **Reserves and Data Privacy Policy**

**CURRENT**

The person picking up reserved materials on behalf of another patron must present ID showing that they reside at the same address AND must have:

- the patron's library card OR
- their own library card

If parents share custody of a minor child, we will place both parents' names and addresses in the registration file and allow either parent to pick up reserved materials.

### **Other Procedures/Safety Measures:**

- When we leave a message on an answering machine or voice mail, we will not specify title information. We will leave a phone number so the patron can call us.
- When we mail a reserve postcard, we will place it in a windowed envelope so the title is not visible.
- If a patron requests that reserved materials be released only to the patron, we will add a block/notice to the patron's registration file.
- When we become aware that a family, friend or caregiver is picking up material on behalf of a homebound library user, we will ask that user to provide written permission for us to give their material to another person.

### **MN Statute Chpt. 13:40**

Subd. 2(b) Private Data: library borrowers

"A library may release reserved materials to a family member or other person who resides with a library patron and who is picking up the materials on behalf of the patron. A patron may request that reserved materials be released only to the patron."

Approved August 8, 2000  
Duluth Public Library Board

# Privacy and Confidentiality Policy

**PROPOSED**

The Duluth Public Library's commitment to privacy and confidentiality has its basis not only in the law, but also in the ethics and practices of the library profession. In accordance with the American Library Association's Code of Ethics:

*We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired, or transmitted.*

## Definition and Scope

For the purpose of this policy, patron data is defined as information that identifies a library patron or information that can be connected to a patron. It is a form of government data and is subject to [federal law](#), [Minnesota state statutes](#), and [City of Duluth data governance policy and procedures](#).

Patron data includes, but is not limited to, information associated with borrowing library materials and requesting information, using the library's computers and wireless service, reserving library meeting rooms, and accessing downloadable content and other resources via third party vendors.

## Public Data

In the state of Minnesota, all government data is public unless it has been classified otherwise by statute or federal law.

## Private Patron Data

The following patron data collected and maintained by the Duluth Public Library is private and may not be disclosed for other than library purposes.

1. Data that links a patron's name with materials requested or borrowed
2. Data that links a patron's name with a specific subject about which the patron has requested
3. All data (other than the name of the applicant) provided as a part of a library card application

Circumstances when private data may be released:

1. Patrons may access data about themselves.
2. A library may release held materials to a family member or other person who resides with a library patron or who has the patron's library card as permission to pick up their items. Patrons may request that their holds be released only to themselves.
3. Private data may be disclosed to a parent or guardian of a minor or vulnerable adult. In the case of a minor, the library shall, upon request by the minor, withhold data from parents or guardians if the library determines that withholding the data would be in the best interest of the minor. [Minnesota Administrative Rules 1205.0500](#) outlines the access procedures for a parent or guardian. More information can be found in the [Library's circulation policy](#).
4. The Library may release private data pursuant to a court order.
5. The Library may be compelled to disclose private data pursuant to the USA PATRIOT Act.

**Handling and Disclosing Patron Data**

Only authorized library staff with confidential passwords shall have access to personal data stored in the Library's computer system for the sole purpose of performing library work. Except when required by law or to fulfill an individual user's service request, the Library will not disclose any personal data collected from patrons. The Library follows [City of Duluth data practices policy](#) and responds to written public data requests in a timely way.

The Library does not give, share, sell, or transfer patron data for commercial purposes.

**Third Party Security**

When connecting to resources outside the Library's direct control, the only information released is that which authenticates users as valid card holders of the Duluth Public Library. The Library is not responsible for protecting personal information gathered by outside websites.

**Compliance**

Only the Library Manager or designee is authorized to receive or comply with requests from law enforcement officers. Library records will not be made available to any agency of the state, federal, or local government unless the Library is served with a subpoena, warrant, court order, or other authorized request that legally requires compliance.

Adopted (DATE)  
Duluth Public Library Board