

DULUTH PUBLIC LIBRARY BOARD

Notice of Meeting

DATE: June 25, 2024

TIME: 4:30 p.m.

LOCATION: Mount Royal Blue Room

AGENDA

Call to order

Welcome and introductions

Review and approve agenda

Approve minutes of May 28, 2024 meeting

Reports

Library Manager's Report – Powers

Library usage statistics – Powers

Friends Book Sale Report – Ramsland

Old Business

Main Library facility update

Advocacy update

Gifts and donations policy

New Business

Review of Employee Pulse Survey

Adjournment

Next regular meeting: August 27, 2024

Duluth Public Library Board Meeting Minutes
May 28th, 2024

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

Also in attendance: Carla Powers, Jim Filby Williams, John Ramos (Duluth Monitor), library staff members Nolan Peterson, Jason DeShaw and Stephen Barlow

Absent: Matt Rosendahl

Meeting was called to order at 4:34 PM by Sue Henke, 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 April 23rd, 2024 meeting

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

Reports

Library Manager

- **Bill Notification Change** – Beginning May 1 the delivery method to bill for lost items has been changed to patron preference. Can be via text, e-mail or USPS.
- **Staff Development Day** – On April 29th all library locations were closed for the annual staff development day. Jason DeShaw was one of the supervisors to plan the day. It covered topics suggested by staff, including wellness, training for Microsoft Teams and Outlook, and other relevant program overviews.
- **Employee Pulse Survey** – 2024 is the 4th year of having this survey done with staff members. Results will be available next month and will be shared at the June Board meeting.
- **Focus Groups** – With money left on the contract and the building update uncertain, a round of community engagement is taking place to gather feedback on library services. The first focus group, made up of people referred by Chum, had 24 participants and provided helpful feedback. The second focus group took place at Lighthouse for Vital Living. Participants had some specific and doable suggestions. The last focus group will involve downtown business owners and will take place over zoom. The final community engagement report will be delivered in a few weeks.
- **Summer Reading Program** – With a theme of “Read, Renew, Repeat,” the summer reading program started on June 1.

Library Staffing Update

- A 13-hour-per-week Library Aide position has been filled, following the previous aide’s promotion to Library Technician. The new aide started work on May 20th.
- May 20th also was the first day of work for the new Library Safety Specialist.
- Applications will be accepted through May 30th for a vacant Librarian I position in Adult Services.

Foundation

- The annual financial reporting form is available for viewing on the foundation’s website. In addition, the board held wide-ranging discussions about the future of events.

Friends

- Dennis Lamkin gave a wonderful “Bowery to Bookshelves” presentation and spoke about the library’s history.
- The annual book sale will take place June 10th - 13th. Credit cards will be accepted this year. Monday is for members only. The sale raises significant money for the library, with 90 – 95% of the proceeds going to support library programming.

Old Business

Main Library Facility Update

- The bonding bill that potentially would have funded another round of design work was not voted on this session.
- Federal covid relief funding administered by the state must be used by the end of 2026. It is available for multi-use community centers. However, the deadline makes it a poor fit for the library project.
- Filby Williams said there is an opportunity to help define the mayor’s vision on this project. He envisions starting with a programming study and then layering on the co-location with housing. The building could be a mix of public and private ownership.
- There is a question about whether the current building foundation could support a multi-use building plus housing on top.
- The City of Duluth is set to receive \$1.7 million in congressionally directed spending that the previous administration applied for in order to fund pre-design for the Center for Social Innovation project. Filby Williams said perhaps half could be used for the library project and half for the Spirit Valley multi-use community center and recreation area.
- Non-mission critical expensive investments in the current building have been postponed while planning for a new facility takes place.

Advocacy Update

This board has taken advocacy very seriously especially during Covid. The group advocated to the mayor to bring laid off staff back to work. The advocacy team will continue to stay on top of what may come up that needs their support.

New Business

Gifts and Donations Policy

- Powers updated the current policy, which dates back to 2011. A few updates were suggested, which will be reviewed at the June meeting.

Semiannual review of strategic plan

- Powers provided updates on progress made toward goals identified in the 2023 strategic plan update.
- While progress has been made on many of the strategies, the library’s leadership team has identified two focus areas to prioritize.
- Staffing levels and available space may make progress on some of the goals more difficult.

Adjournment – Meeting adjourned at 6:09 PM

Manager's Report to Library Board June 2024

William A. Irvin Passes. This month a new option was added to DPL's popular collection of passes. As of June 10, the library has six passes for the William A. Irvin available for checkout. Each pass checks out for one week and covers a single visit for a group of up to five people. Like the zoo and aquarium passes, they are not renewable and are not available through interlibrary loan. Passes cover regular, daytime admission and not special events.

Polaris Upgrade. On Tuesday, June 4 there was a major upgrade of DPL's integrated library system software, Polaris. Some library services, including the online catalog, databases, and self-checkout machines, were unavailable during the upgrade. Staff utilized an offline system to check items out. The upgrade began at 7 a.m. and was completed before 3 p.m. The new release offers some enhanced features in Leap, which is the web-based software used for mobile circulation. It also provides needed functionality for purchasing library materials for the collection.

Calendar Software and Website Redesign. We are in the process of implementing new software for booking meeting rooms as well as scheduling and publicizing library events. The new software will allow library cardholders to more easily register for programs and to book meetings at Main. It also will streamline the workflow in the public relations office by making it easier to create posters for upcoming programs. Ideally the new calendar software will be implemented simultaneously with the launch of the library's new website. There's no specific timeline yet for the website launch. The calendar software needs to be implemented before the current software sunsets on August 31.

2025 Budget. The budget planning process for 2025 is currently underway. Revenue estimates were submitted to the budget office earlier this month, and draft expense budgets are due at the end of June. Priorities include maintaining the funding for safety improvements that was added to the library's budget for 2024. Another important need is an increase to the budget line that funds the library's part-time, non-bargaining unit staff. These staff members currently earn \$12.00 to \$13.50 per hour and have not had a raise in two years. The most recent pay increase was funded by eliminating two vacant 13-hour-per-week positions.

Staffing Update.

- A total of 24 applications were received for the Librarian I position in adult services. We expect to conduct initial interviews with approximately nine candidates in the coming weeks.

GIFTS AND DONATIONS POLICY – PROPOSED

The Duluth Public Library welcomes and encourages donations. This policy provides guidance to those who wish to support the Duluth Public Library through a financial donation or other type of gift. It describes the scope of donations received and defines the roles and responsibilities for accepting donations made to the Duluth Public Library.

Principles

- Donations are welcomed and valued expressions of individual support for the Library and its mission.
- Financial donations enrich the Library but do not replace public tax support. Gifts of materials enhance the Library's collection but do not function as the sole or principal means of developing any collection.
- Other alternatives for donations include two organizations that support the Library. The Friends of the Duluth Public Library raises funds for immediate needs. The Duluth Library Foundation provides support for current needs and maintains an investment account for the future. Both are 501(c)3 organizations.

Scope and Disposition of Donations Received

- Gifts made to the Duluth Public Library become the property of the Library. Gift materials are ~~evaluated~~ **considered for the collection using** ~~according to~~ the same [Collection Development Policy](#) and standards that govern the acquisition and retention of purchased materials.
- Materials accepted as gifts and not added to the collection will be sold, donated to the Friends of the Library for sale in support of the Library, or discarded/recycled.
- Gifts added to the collection are a means of replacing out-of-print materials, providing additional copies of popular and high-demand items, or filling gaps in subject coverage. Gifts serve as an alternative means of acquiring materials that otherwise would have been purchased.
- The decision to accept the donation of a major special collection is made by the Library Board upon recommendation of the Library Manager. Donated collections become the property of the Duluth Public Library. The Library has sole authority on where the items are located, how long they are retained, and what is done with them upon removal from the collection.
- When the Library receives a cash donation for the purchase of materials, the general nature or subject area of the materials to be purchased will be based upon the wishes of the donor. Selection of specific titles, however, will be made by Library staff in accordance with the [Collection Development Policy](#).
- The Duluth Public Library is unable to accept donated works of art. Exceptions can be suggested by the Library Manager, who will bring them to the Library Board for consideration.
- All monetary gifts will be subject to City of Duluth policies and procedures.
- The Library provides gift acknowledgments upon request, but will not appraise the value of gifts.
- Any gifts offered to Library staff must conform to the requirements of the [City of Duluth's Conflict of Interest Policy](#).

Duluth Public Library Policies are subject to change without notice.

Adopted (DATE)
Duluth Public Library Board