

Duluth Public Library Board Minutes

April 25, 2023

Present: Michelle Foshay, Susan Henke, Matt Rosendahl, Betty Ramsland, Lori Steinbach, Bill Arezzo

Also present: Carla Powers, Jim Filby Williams, Carmella Hatch, Cameron Herrity, Jim Weikum

Absent: Lizzy Luoma, Stephen Welsh

President Foshay called the meeting to order at 4:32 p.m.

Review and approval of agenda

Motion by Arezzo, seconded by Rosendahl, to approve the agenda, rearranging the order of business to have Every Child Ready Duluth and the Arrowhead Library System presentations immediately follow the approval of minutes.

Motion approved unanimously.

Approval of minutes of March 28, 2023 meeting

Motion by Ramsland, seconded by Arezzo, to approve the March minutes as drafted. Motion approved unanimously.

Every Child Ready Duluth

Staff members Carmella Hatch and Cameron Herrity presented the 2022 year in review. Highlights include ECRD's education and engagement campaign, Family Fest, the Little Library Go outreach van, Early Childhood Family Education class visits, ISD 709 Headstart class visits, and a parent/caregiver resource wall at the Main Library.

Arrowhead Library System

System Director Jim Weikum was at the library today for a site visit. He shared information about the new ALS strategic plan that was facilitated by Northspan. The library system is required by the State of Minnesota to do strategic planning every three to five years. The new plan, which can be found on the ALS website, is a roadmap for the organization going forward. Weikum will be retiring in January, and ALS will do a nationwide search for a new director.

Reports

Library Manager's Report

- Family Fest was a terrific success.
- Youth Services staff interfiled paperbacks with hardcovers in the teen collection.
- A plant swap program took place at West Duluth and downtown. Mt. Royal will soon be a craft supply exchange.
- DPL was one of 15 libraries in the nation to receive a NASA grant for STEM programs aimed at youth who are under-represented in the field of science.
- Staffing update:
 - New Librarian II for Technical Services has started

- 13-hour-per-week delivery driver position is filled
- 13-hour-per-week library aide position is in the process of being filled
- Two library technician openings remain unfilled, and a new Civil Service list is being created

Friends of the Library Report

- Annual meeting will take place in the Main Library's Green Room at 4 p.m. on May 16
- The annual book sale is scheduled for June 12 through 14, and volunteers are working very hard to get everything ready
- The Friends participated in Library Giving Day in partnership with the Duluth Library Foundation

Old Business

Safety update

- The library's security assessment was the topic of a City Council Committee of the Whole meeting and has been approved by Council.
- Staff are exploring the idea of swapping out the Computer Center and the microfilm area at the Main Library. This should help mitigate issues in the Computer Center by locating it close to a service desk with two staff members.
- Extra duty police officers continue to fill shifts three days a week. Library staff responded to two overdoses in the last month, with the Library Safety Specialist administering Narcan.

Main Library facility update

- A staff visioning session was held on April 21. It included library and workforce development staff, along with consultants from MSR, LHB, and NEOO Partners.
- The visioning session focused on services rather than the building.
- June and October are key dates for the project because of deadlines for state bonding
- MSR may do another site visit in July. The site visit will include a joint meeting of the library and workforce development boards.
- The library foundation is funding a community engagement process being led by NEOO Partners.

New Business

Library strategic plan

Powers gave some background on the strategic plan update that is nearing completion.

- The staff survey generated 49 responses.
- There were individual interviews with community leaders, as well as focus groups with community members.
- DPL's Teen Advisory Board made up one of the focus groups.
- The mission and vision are unchanged from the previous plan. They will be discussed and updated in the next round of planning.
- A final, formatted version will be submitted for board approval at the next meeting.

Library Board appointment

Currently there are eight applicants for one seat on the board. The Mayor makes board appointments, and the opportunity for board input is limited. While it is not the board's role to recommend a specific

candidate, board members are welcome to pass along information about what qualities are important in a board member.

Ongoing Business

Advocacy

Erin Kreeger from the Duluth Library Foundation is putting together an advocacy committee made up of representatives from the Friends, Foundation and Library boards.

Meeting adjourned at 6:17 p.m.

Next regular meeting: May 23, 2023