

# DULUTH PUBLIC LIBRARY BOARD

## Notice of Meeting

**DATE:** February 23, 2021

**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 January 26, 2021 meeting

#### Reports

Library Manager's Report – Powers

Friends Report – Ramsland

Foundation Report – Rosendahl

#### Old Business

Update on restoring services and staffing

#### New Business

Every Child Ready Duluth strategic plan

#### Ongoing Business

Advocacy

Adjournment

Next regular meeting: March 23, 2021, at 4:30 p.m. via WebEx.

**DULUTH PUBLIC LIBRARY BOARD**  
**DRAFT Minutes of Virtual Meeting**  
**January 26, 2021**

Sue Henke called the meeting of the Duluth Library Board to order at 4:35 on January 26, 2021

**Members Present:** Sue Henke, Michelle Foshay, Matt Rosendahl, Lizzy Luoma, Alex Strelow, Neil Glazman, Stephen Welsh, David Sperl

**Also Present:** Carla Powers, Arik Forsman, Jim Filby Williams

**Public Attendees:** Debbi Rasmussen

**Absent:** Betty Ramsland

**Review and approve agenda**

Motion by Sperl, seconded by Glazman, to approve agenda as presented. Motion passed unanimously by show of hands.

**Public Comments:** None submitted prior to meeting.

**Review and approve minutes from November 24, 2020**

Motion by Rosendahl, seconded by Glazman, to approve the minutes as drafted. Motion passed unanimously by show of hands.

**Reports**

Library Manager's Report (Powers)

All permanent staff has returned and now approval has been granted to bring back 13 hour per week staff.

Beginning January 30 returns will be accepted at all branches and Saturday curbside hours will begin at Main. Grab and Go will be the next phase of service, tentatively scheduled to begin this spring.

Behind the scenes, staff has been busy cleaning, painting, and reorganizing space for expanded youth services footprint (at Main) and in preparation for Grab and Go at the branches.

Every Child Ready Duluth Report (Carmella Hatch prepared, Carla Powers presented)

The board reviewed the highlights of service in 2020 and the overview of finalized content for the Strategic Plan.

Friends Report (Ramsland submitted pre-meeting)

The bank balance as of the end of 2020 stands at \$18,220. Membership renewals in December totaled 95, with income received of \$3,105. Donations received this last month totaled \$885. Next mailing of the newsletter will be to approximately 275 members.

## **Old Business**

### Restoring services and staffing

Covered in Manager's Report.

## **New Business**

### 2021 Meeting Schedule

This year's schedule was reviewed by the board. Some months have five Tuesdays. Carla reminded board members that meetings are on the fourth Tuesday of the month, which is not always the last Tuesday.

### Collection development policy

A new version of this policy, updated by Carla Powers, was reviewed and discussed. Motion by Foshay, seconded by Rosendahl, to approve the policy as drafted. Motion passed unanimously by show of hands.

## **Ongoing Business**

### Advocacy

The Library Foundation wants to partner with members of the board to continue to advocate for ECRD and a return to pre-pandemic services and staffing. There was a robust conversation regarding the best path forward in relaying these messages to city officials and community. Sue Henke has agreed to work with Foundation members and interested library board members in an upcoming conversation about strategy, which will be relayed to the full board at next month's meeting.

**Adjournment at 6:00 pm.**

**Next regular meeting: February 23, 2021, at 4:30 p.m. via WebEx.**

## **Manager's Report to Library Board February 2021**

**Hiring Update.** A new Senior Technician for the library's public relations office has been selected. Her name is Lyanne Valdez, and she currently works for a local TV station. The interview panel was impressed with her interview, the materials she prepared for us to evaluate, and her connections in the community. Her first day of work at the library will be February 22. The next position to be filled is a Librarian II for technical services. This position serves as the system administrator for the library's computer system and oversees the cataloging and processing of materials. Approval to fill the position has been secured, and the job will be posted in the next couple of weeks.

**Curbside Pickup.** Strong demand for curbside pickup has continued even during unseasonably cold temperatures. Saturday hours are being utilized and appreciated by patrons. I'll have an update on curbside and computer use statistics at the meeting. With branch book drops now open, we're seeing an influx of items coming back that had been checked out since before the pandemic. This is good news for curbside pickup because it makes more items available to fill holds.

**Master Gardeners Event.** An online seed starting program organized in partnership with St. Louis County Master Gardeners got terrific attendance and positive feedback last week. The program took place via Zoom on February 11. More than 90 people signed up, and 60 logged into the live event. A recording has been shared on the library's Facebook page and sent to registrants who could not make it on the evening of the event.

**One Book Northland.** This year's selection for the One Book Northland project is the book *The Nickel Boys* by Colson Whitehead. The selection was influenced by the cancelation of last year's One Book events due to the pandemic. The 2020 title was *Just Mercy* by Bryan Stevenson. Continuing on the important theme of racial injustice, the One Book committee decided to feature a coordinating work of fiction in 2021. In *The Nickel Boys*, Whitehead tells the devastating tale of two boys unjustly sentenced to a hellish reform school in Jim Crow era Florida. The novel is based on the real story of a reform school that operated for 111 years and warped the lives of thousands of children. Book discussions and related One Book events will take place online this spring. More information and updates can be found on the library's website. DPL's partners for the 2021 One Book Northland project include the Cloquet Public Library, the Superior Public Library, the Two Harbors Public Library, the University of Minnesota Duluth, Barnes & Noble, the Bookstore at Fitger's, and Zenith Bookstore.

**City Hall to Remain Closed.** Chief Administrative Officer Noah Schuchman announced recently that City Hall will remain closed to in-person use and staff will continue to work from home through end of April.

## **Friends of the Library Report February 2021**

The bank balance as of the end of Jan. 2021 stands at \$21,173, which includes membership renewals totaling \$1,650. Memberships for 2021 are at 156 members. Discussion on giving bags of books to local neighborhood free libraries. Bags of books might be available for curbside pickup. This program is not yet finalized. Trying to connect with Mt. Royal Fine Foods for “round-up at the till” for the Friends. National Library Week is April 4-10, with a theme of “Welcome to Your Library.” City Hall will remain closed to the public through April; DPL will probably do the same. Library advocacy planning meeting is Feb. 19, to prepare for an upcoming meeting with Mayor Larson and Noah Schuchman. Book sale will probably be postponed until 2022.

*Respectfully submitted by Betty Ramsland*

## **Duluth Library Foundation Report February 2021**

Two new board members' nominations were approved at the last Duluth Library Foundation Board meeting. In April we'll be welcoming Jennifer Berges, MBA, and JeRay Johnson, M.D., and we'll say farewell to former library board member Dan D'allaird. The Foundation has started planning for Libations at the Library, tentatively scheduled for the third weekend in September 2021. We'll be making plans and adjusting to whatever conditions permit for a safe, fun, fundraiser. The Board voted to continue its recent practice of a 3% disbursement to the library this year. This April the library also will receive an additional check from the Frank Sklaris Library Innovation Fund. Patra worked with a donor to set up this fund two years ago as a source of sustainable support for new or innovative programs and services at the Duluth Public Library. After allowing for eight quarters of growth, the fund will make its first disbursement this year in the amount of \$1000.

*Submitted by Matt Rosendahl and Carla Powers*