

DULUTH PUBLIC LIBRARY BOARD

Notice of Meeting

DATE: February 22, 2022

TIME: 4:30 p.m.

NOTICE: The Duluth Public Library Board will be holding a special meeting in February 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, 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 25, 2022 meeting
Introduce Support Services Supervisor Jason DeShaw

Reports

Library Manager's Report – Powers
Duluth Library Foundation Report – Rosendahl
Friends of the Library Report – Ramsland

Old Business

Update on services and staffing
Update on library security
Main Library facility

New Business

Library organizational chart
Election of officers in March

Ongoing Business

Advocacy

Adjournment

Next regular meeting: March 22, 2022

DULUTH PUBLIC LIBRARY BOARD
Minutes of Virtual Meeting
January 25, 2022

Sue Henke called the meeting to order at 4:40

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

Also Present: Jim Filby Williams, Duluth Library Foundation Executive Director Erin Kreeger

Absent: None

Review and approve agenda: Agenda approved by consensus.

Public comments: There were no public comments received in advance of the meeting.

Approve minutes: Motion by Ramsland, seconded by Luoma, to approve the minutes of the November 23, 2021 meeting. Motion passed unanimously by show of hands.

Reports

2021 DPL Year in Review

Report distributed before the meeting. Powers highlighted the restoration of full services, rehiring the remaining staff that had been laid off in 2020, creating a walk-up window for continued curbside pickup, and services in the Partnership Center. Space changes included the mural at Mt. Royal branch. At the Main Library, changes included consolidating and moving the adult collections as well as adding staff offices, new toy collection cabinets and network cables. Kaleidoscope and City Sounds programs resumed, reaching over 1000 and 500 attendees respectively; in-person programs were offered outdoors and storytimes were offered over Zoom. Other programs were offered in COVID-safe ways, for example Goosechase scavenger hunts and a walkthrough Halloween party for teens at Mt. Royal. Twenty-three teens have joined the Teen Advisory Board. ECRD launched storytime at the parks and Baby's First Books, as well as hosting a webinar with Dr. Anton Treuer. Eighteen new staff members were hired and trained. The library began a project to invest in and improve workplace culture, and implemented a new organizational chart. Over 557,000 items were checked out in 2021. There were 323,111 uses of library databases. Nearly 14,000 people attended events. Over 14,500 patrons used the computer center. Board members praised the report and encouraged it to be shared widely. Foshay requested that Powers share the new organizational chart with the board in the future. The organizational culture work is being carried forward by a culture committee, with support from the consultant who is also providing supervisory training. This group is developing activities and learning opportunities for staff.

Library Manager's Report

Accepted as received. Henke congratulated Powers for the safe workplace recognition received during the pandemic. Henke asked about the Library Technician position and Powers reported that it has been filled by Steph Lorek, who has a background in early childhood outdoor education. The board discussed the functionality, and content availability, on Hoopla.

Duluth Library Foundation Year in Review

Rosendahl shared the report prepared by Duluth Library Foundation Executive Director Erin Kreeger.

Old Business

Update on services and staffing

Powers noted the first paragraph in her report, that services continue during the Omicron surge. She doesn't expect any changes to in-person services, though some in-person programming has moved online.

Powers shared a summary regarding staffing:

- Lori Crocker was promoted to Branch Supervisor
- Jason DeShaw was hired as Support Services Supervisor
- Youth Services Supervisor will be reposted in May and Sue Schumacher will continue half-time for the time being
- Adult Services Librarian II is posted through February 6
- A Technical Services Librarian II will be vacated on January 24
- Interviews for an Adult Services Librarian I position will take place in early February
- Steph Lorek began as Library Technician for ECRD
- The library is backfilling two .5 technicians, filling a Senior Library Technician on leave by hiring a substitute from within existing staff, and backfilling for whoever is chosen as the Senior Tech substitute from the Civil Service list

Update on library security

Powers reported that she and Filby Williams are drafting a job description for this new position with the city. Ramsland asked how this person will be trained, and Powers noted they will need CPR training and use of the AED machine, as well as de-escalation strategies. The library will not partner with the Clean and Safe team to staff this position, but Powers noted that she will look into contacting them regarding training.

New Business

Main Library facility

Mayor Larson sent a memo to the board via Powers in advance of the meeting regarding her thoughts about the future of the downtown library facility. It puts forward an option to co-locate library and workforce development services at the facility in order to procure more funding than a stand-alone library project could garner. Henke recommended that the board reply to the memo. Ramsland asked if building rehabilitation would be limited to just the workforce development aspect. Filby Williams said that it will be focused on comprehensive rehabilitation. Glazman asked if there is a current space the library could move into during construction. Powers responded that this would need to be created as

part of a planned renovation. Filby Williams noted that the Mayor referenced that the two entities should further explore this concept and they are doing so by engaging a library architect to investigate what co-location in a renovated building would look like. He predicts there will be robust provision for the design team and staff to solicit input from the board, patrons, and the community as to what a design should accomplish. Ramsland asked how much square footage each service area needs. Filby Williams said he will be investigating that with Workforce Development. There are 72,000 square feet in the main library and the Workforce Development Center currently has 21,000 square feet in their existing facility. Filby Williams expects that each entity will need to decrease their overall square footage (perhaps by as much as 20% each) and engage some shared space (for example for computers and/or meeting spaces). He added that the process will need to be focused on the downtown facility, in order to develop a preliminary concept in a timely fashion. Strelow asked what the next steps for the project will be. Filby Williams responded that one next step is for a “pre-pre design” study within eight weeks to enable review at a March library board meeting. This study will include the leadership teams of both the library and workforce development, as well as Facilities Manager Erik Birkeland.

Ongoing Business

Advocacy - Henke and Rosendahl will draft a response to the Mayor as soon as possible.

The meeting adjourned at 5:59 p.m.

Next meeting: Tuesday, Feb. 22, 2022

**Foundation Report to Library Board
February 2022**

The Library Foundation discussed the library's Year in Review report, and the Mayor's memo about the downtown facility, at its last meeting. The Library Foundation Board is interested in continued advocacy to ensure that this project enhances the library overall.

Save the date for these foundation events in 2022:

- Wednesday, April 6, 2022 Library Giving Day - Online and celebration at Hoops Brewing
- Sunday, June 5, 2022 Olga Walker & Author Event - The Garden in Canal Park
- Sunday, July 31, 2022 Books and Baseball - Wade Stadium
- Saturday, September 17, 2022 Learning & Libations - Downtown Library

Submitted by Matt Rosendahl

**Friends Report to Library Board
February 2022**

The bank balance as of the end of January 2022 was \$18,900. Approval by board to give \$10,000 to DPL. Betty gave a summary of the pre-planning and board discussion of possible Workforce Development occupying part of the Main Library building. Carla discussed patron/staff incident and the continued discussion of a Safety Specialist to deal with disruptions, and more frequent walk-throughs by police. The Safety Specialist is meant to be more of a social work/street outreach position, not law enforcement. Lucy reported that there are 76 paid members of the Friends, plus spouses totaling 89. Discussion followed on keeping non-renewals as newsletter subscribers for at least a year, and on next newsletter having a "membership past due" notice. Covid report by Carla: DPL staff still required to wear masks, and request the public also wear masks. Friends will continue monthly meetings via zoom. Newsletter due out first week in April. Friends fundraising team met and discussed location of book sale in June. Use of Gold Room? Outside? MLA annual conference is October 27-28 in Duluth. It is an in-person event, and Friends can volunteer to help. Wendy advised that NEMBA needs readers and will post a request, possibly through Friends newsletter.

Submitted by Betty Ramsland