

DULUTH PUBLIC LIBRARY BOARD
Notice of Meeting

DATE: January 24, 2023

TIME: 4:30 p.m.

LOCATION: Main Library Gold Room

AGENDA

Call to order

Review and approve agenda

Approve minutes of December 20, 2022 special meeting

Reports

Library Manager's Report – Powers

Friends Report – Powers

Old Business

Board recruitment

Strategic planning update

Main Library facility update

New Business

Duluth Library Foundation's strategic plan – Erin Kreeger

Ongoing Business

Advocacy

Adjournment

Next regular meeting: February 28, 2023

Duluth Public Library Board
Minutes of December 20, 2022, Special Meeting

Attendees: Bill Arezzo, Michelle Foshay, Sue Henke, Lori Steinbach, Steven Welsh, Betty Ramsland, Lizzy Luoma; Carla Powers, Jim Filby Williams, Councilor Terese Tomanek

Public: John Ramos

Absent: Matt Rosendahl, David Sperl

Call to Order: President Michelle Foshay called the meeting to order at 4:38 PM

Minutes November 2022 Meeting: Motion by Ramsland, seconded by Steinbach to approve minutes of the November 22, 2022, meeting as drafted. Unanimously approved.

Purpose of Special Meeting

The board convened in December due to tight timeline for completing DPL Strategic Plan update and moving forward with the State Bonding pre-design process for building renovation. Two documents were reviewed/discussed:

- Duluth Library/Workforce Development Bonding Project Overview and Timeline.
- Duluth Library Strategic Plan Update proposal from Library Strategies

General Discussion:

Filby Williams gave background on work of the past few years to identify a viable funding solution for renovating the current library building. The concept of relocating the workforce development center to the building, in addition to the library, will allow the City to apply for \$20 million in State Bonding for the project in the 2024 legislative session. An additional \$20 million will be sourced from the federal Coronavirus Capital Projects Fund, nonprofit fundraising, and redirection of facility operating savings to City debt service. The timeline for submitting a preliminary draft project pre-design to State of Minnesota is June 2023 with a final pre-design due in October 2023. An update to the current Duluth Public Library Strategic Plan (2016-2020) is a critical next step to inform the pre-design process.

A proposal has been received from Library Strategies to update the DPL Strategic Plan. \$15,000 in City funding has been secured for this project.

In addition, there will be two Requests for Proposals initiated:

- Pre-design by architectural firm (up to \$250,000 proposed to be split by City and Duluth Library Foundation)
- Community Engagement Proposal (up to \$50,000 proposed to be split by City and Duluth Library Foundation)

At its January 2023 meeting, the Duluth Library Foundation Board will vote on a proposal to share pre-design and community engagement costs with the City at its January 2023.

Review of DPL Strategic Plan Update Proposal (Library Strategies)

- The current DPL Mission, Vision and Values will not be updated in this process. They remain relevant as written and will be key in framing the development of interim (2023-24) strategic goals as described in the proposal.
- Community engagement will be intentionally less robust in creating the interim goals. Intense Community engagement will be focused on the pre-design process.
- One DPL board member will be assigned to the Steering Committee.

Review of Duluth Library/Workforce Development Bonding Project Document

- Intended audiences of this initial document are DPL board, DLF Board and Friends of the Library. The memo will continue to be further refined for additional audiences.
- Both DPL and Workforce Mission, Vision and Values must be top of mind with all planning processes and community engagement.
- Ramsland noted that:
 - Reference to a “new library” could be misunderstood as a new library *building* rather than a renovation of the current building.
 - It will be critical to identify and illustrate the positive impact the renovation project will have for library patrons and Workforce clients.
 - Police department could be added to list of stakeholders
- Henke noted that the document addressed the concerns previously voiced by the board regarding the importance of robust community engagement including library staff, community stakeholders and DPL support boards (DPL Board, DLF Board, Friends of the Library Board).

Work between now and the January board meeting will include refining bonding project memo, beginning work with Library Strategies, posting additional RFPs.

Meeting adjourned at 5:35 PM

Manager's Report to Library Board January 2023

Easy Access Cards. The library's PR office did an excellent job of publicizing the new Easy Access cards that DPL started making available this month. There was an article in the *Duluth News Tribune* and coverage by at least one local television station. Circulation Coordinator Byron Johnson appeared on WDIO's *The Lift* on Jan. 11. A clip can be found at: <https://www.wdio.com/lift-online/expanding-access-at-the-duluth-public-library/>. Easy Access cards allow a patron who comes to the library without proof of their current address to check out up to four items at a time and gain access to the library's electronic resources. So far this month an average of one Easy Access card has been issued every day.

Every Child Ready Duluth. ECRD is continuing its good work in the new year. Here are some highlights:

- **Headstart class visits:** In October and November the ECRD team visited six of the seven ISD 709 Headstart/Preschool sites. They did a storytime with 16 classes (216 children) and sent home library information to parents. They plan to visit all of the classes again the spring to do storytime and promote the summer reading program.
- **Family, Friend, and Neighbor Programs:** The Northland Foundation has provided DPL with grant funding for programs targeting family, friend, and neighbor child care providers. It's part of a statewide push to support this type of informal care provider. The ECRD team is doing six sessions between January and May, rotating among library locations. The programs include storytime, crafts, snack and social time, plus free books and storytime supplies for participants. The first session at the Main Library had a great turnout with 17 participants.
- **Steve O'Neil Apartments:** The ECRD team is visiting the supportive housing apartments once a month during a free food distribution program. Staff drives the Little Library Go van, bringing the mobile collection and information about the library to residents. It has been a slow-growing program, but there are some regular families who appreciate the service and extra support.
- **Wiggle Time for Littles:** In January the first Wiggle Time for Littles program took place. It was a two-hour drop-in program at the Main library for children birth to age five and their grown-ups to play together. This month featured active play, including an obstacle course, mini ball pit, a special baby zone, and Imagination Playground building blocks borrowed from the Duluth Children's Museum. Staff plans to hold these Saturday programs once a month through April or May, as the first one was a great success with 40 attendees.

History Day Hullabaloo. This year's History Day Hullabaloo took place on Jan. 7. The event is for students working on projects for MN History Day. It offers a chance for students to get help with in-depth research and access primary sources for their history day project. A total of 20 students attended this year. This was lower than pre-covid attendance but well above the turnout at many other libraries.

Staffing Update.

- The hiring process is continuing for the Librarian II position in Technical Services. A second round of interviews has been scheduled with the four top candidates.
- A 13-hour-per-week Library Technician position for the West Duluth Branch is in the process of being filled. At this time supervisors are talking with other current 13-hour staff to see if there is any interest in this position from internal candidates.

**Friends of the Library Report
January 2023**

Strategic Planning Representative. Milissa Brooks Ojibway will represent the Friends on the steering committee for the strategic plan update. Thank you, Milissa!

Office Move. Marcia, Theresa, Erin Kreeger and Carla met recently to discuss Friends and Foundation space needs. With an intern starting on Jan. 17 and another full-time employee coming on board Jan. 30, the Foundation needs more space in the office. The Friends use the office less frequently and mainly need space to store their records and supplies. Storage space has been freed up in the library's shipping room, and the library's conference room has been reserved for Marcia's use on a regular basis.

Friends Store. There is some interest in finding space at the Main Library for the Friends to have items for sale all the time. A committee made up of Friends Board members and library staff will be formed to look into this idea.

DECC Volunteering. A couple of Friends Board members have raised \$312 by volunteering at the DECC under a new program. Volunteers from local nonprofits can earn money for their organization by helping serve concessions or acting as ushers for DECC events. Thank you to Marcia for taking the lead on this!

Donation. With this month's treasurer's report showing \$15,423 in the general account, the board decided to turn over \$10,000 to the library.

Submitted by Carla Powers

Note: There is no written report from the Foundation Board this month, as Erin Kreeger will be providing an in-person report at the meeting.