

**Duluth Public Library Board Meeting
Minutes
November 28, 2023**

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

Also in attendance: Carla Powers, Noah Hobbs, Shinedala (DPL Intern), Jim Filby Williams

The meeting was called to order at 4:31 PM by Michelle Foshay, 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 August 22, 2023 and September 26 2023, meetings

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

Reports

Library Manager

- **Port Cards** – This partnership has been reactivated again, thanks to Councilor Hobbs and other library advocates who reached out to officials from the school district.
- **Wifi Hotspots** – DPL has received funding to purchase 25 hot spots which are available to check out. The cost will be covered for a year by this funding. Ongoing cost per hot spot after the first year will be \$25 per hotspot per month.
- **North Shore Room** – This room, which houses local history materials, has been reconfigured recently. Access to the room is available upon request to patrons doing research.

Foundation

- The foundation recently put out an RFP for financial services and chose Stonebridge Investment Advisors. This firm is based in the Twin Cities and does a lot of work with nonprofits. The Foundation will be issuing a check to the library next month for the unrestricted disbursement, which will be spent in 2024. Learning & Libations is on hold for 2024. On Sunday, February 25th author David Heska Wanbli Weiden will speak at the Olga Walker Awards about his book *Winter Counts*. Tickets will go on sale in January.

Friends

- The Friends have \$11, 137 in treasury and received \$1,000 on Give to the Max Day. They will host their meetings in January, February, March and April via Zoom. They have begun subscribing to Mailchimp for member communication and newsletter distribution.

Old Business

Safety Update

- The number of incidents is ticking up after a calm summer.
- Two upcoming projects are to install a badge reader on the top floor at Main and purchase security cameras for the branches.

Main Library Facility Update

- No new information to report at this time with regard to planning and community engagement. Project is paused until new mayor has taken office. It is likely that the new mayor will want to make changes to the plan that was proposed by the outgoing mayor. This is a very large bonding request, and the city has submitted several other capital requests as well. It's possible the project could be halted. Library advocates hope to meet with the incoming mayor soon to share information about the need for a major capital project at the Main Library. One-on-one meetings with city councilors may be scheduled as well.

Library Staffing Update

- A Library Technician at the West Duluth Branch has resigned to take a position closer to her home in Mt. Iron. Paperwork is in process to fill the position.

New Business

2024 Library Meeting Schedule

All meetings begin at 4:30 p.m. and take place in the Gold Room at the Main Library unless otherwise indicated. The 4th Tuesday of every month **except October**.

January 23

February 27

March 26 – Election of officers

April 23

May 28 – Semiannual review of strategic plan

June 25 – Mt. Royal Blue Room

July – NO MEETING

August 27

September 24

October 29 – 5th Tuesday of the month; City Center West

November 26 – Semiannual review of strategic plan

December – NO MEETING

Ongoing Business

Semi-Annual Review of Strategic Plan

The board will go through the plan twice a year to get an idea of the progress. Board members reviewed the plan dashboard. There was a suggestion to break the plan down by year, to avoid the temptation to tackle the entire three-year plan at once.

Advocacy

The new Mayor may be inaccessible due to the large number of immediate meeting requests he is receiving. Library advocates will continue to try setting up a meeting as soon as possible.

Adjournment: Meeting adjourned at 5:22 PM