

Duluth Public Library Board Meeting Minutes March 25, 2025

Present: Bill Arezzo, Lori Steinbach, Lizzy Luoma, Ellen Hatfield, Matt Rosendahl, Sue Henke, Michelle Foshay

Also in attendance: Carla Powers, Jim Filby Williams, Carolyn Baird – League of Women Voters, Sarah Kessler – observer

Absent: Jose Gonzalez, Betty Ramsland

Call to Order

The meeting was called to order at 4:30 pm by Sue Henke, President

Review and approval of agenda

Motion by Arrezzo, seconded by Hatfield, to approve the agenda as drafted. Motion passed unanimously.

Approval of minutes of February 25, 2024

Motion by Luoma, seconded by Hatfield, to approve minutes as drafted. Motion passed unanimously.

Reports

Library Manager

- **Tech Café** – Usage is picking up and service ended up over capacity one day. Currently it is one day a week for a couple of hours.
- **Interfiling Genre Fiction** – Changes are underway in the adult fiction collections at all three library locations. Some genres in the juvenile collection are already interfiled at the branch libraries.
- **Decodable Books** – A new collection was added to the Youth Services area at Main. Decodable books are designed to help early readers practice and reinforce the phonics skills they are learning.
- **Technical Services Refresh at Main** – Tech Services is now arranged for better workflow and improved ergonomics. This is the behind-the-scenes area where items are received and cataloged for the collection.
- **Main Library Tours** – Powers gave two separate tours to city officials last month so they could learn more about the facility and operations.
- **Staffing Update** – A request was approved to replace a .5 library technician and to convert one of the two Library Safety Specialists to a Library Safety Coordinator.
- **Library Usage** – Physical items checked out are down a little bit at Main and Mt. Royal but up a bit at West. Hoopla and Libby still rising. Mt. Royal programming attendance has been slightly lower this year.

Foundation

- Several activities are planned for National Library Week this year, including a scavenger hunt, a trivia contest, and a book fair. The Library Board thanked Rosendahl, who has reached the end of his second term on the Library Board. He

will continue to serve on the Foundation Board.

Friends

- The Friends bank balance at the end of February stands at \$10,630 and membership is at 81.
- There was discussion of Square processing fee of 3.5% to be passed onto all who use credit cards at the June book sale.
- Jose Gonzalez is the new Friends' liaison and will talk to Erin about a possible Foundation representative for the Friends board. Also, thank you to Ramsland who also has reached the end of her second term on the Library Board.

Old Business

Main Library Facility Update

Filby Williams offered an update on the concept of establishing a regional library services district, which could have an impact on library facilities.

Safety Update

An uptick in incidents at the Main Library is continuing. The Police Department has provided some recommendations for improving situation. Staff held a meeting with Property and Facility Maintenance to discuss what would be feasible. The library's Safety and Security Team will review the recommendations and work with PFM on implementing them.

Advocacy

The Advocacy Team plans to meet with city councilors and the new city administrator. With a 2026 budget gap looming, there is a greater chance of budget cuts across the city.

New Business

Annual Report

The board reviewed the library's annual report for 2024. Motion by Rosendahl, seconded by Foshay, to approve the report as drafted. Motion passed unanimously.

Meeting Schedule

The board discussed options for changing its meeting schedule. Meetings will take place on the first Tuesday of the month beginning on May 6th. There will be no meeting in April.

Election of Officers

The following board members were nominated as officers:

- Secretary: Ellen Hatfield
- Vice President: Lori Steinbach
- President: Bill Arezzo

Motion by Henke, seconded by Foshay, to cast a unanimous vote for this slate of officers. Motion passed unanimously.

Meeting adjourned at 5:35 PM.