Duluth Public Library Board Minutes
November 22, 2022

Attendees: Michelle Foshay, Susan Henke, Betty Ramsland, Lori Steinbach, Matt Rosendahl, Stephen Welsh, Lizzy Luoma,
Also in attendance: Library Manager Carla Powers; Library Staff Kim Adams, Carly Madden, Barbara Opal.
Public Attendees: Debbie Rasmussen from League of Women Voters

Chair Foshay called the meeting to order at 4:30.

Welcome and introductions: Library staff members Kim Adams, Carly Madden, and Barbara Opal provided an overview of the Easy Access cards and Circulation policy proposal which provides an avenue for library users who don't have a proof of address or a permanent address at the time of registering for a card. This would replace the temporary card. It would provide library users the ability to borrow up to four items at a time. One to two people are turned away each day based on the current circulation and library card registration policy. This change would be in line with the library's values of access and inclusion. A government issued-identification is still required for someone to register for an Easy Access card. Powers responded to Ramsland's question about assessing the program by noting that any measure of loss of materials must be balanced by the amount of increased access the program provides.
Ramsland asked to add a ":" after "Library Cards that expire are Easy Access Cards…"
Motion by Henke, seconded by Ramsland, to approve the Circulation Policy as drafted with this change. Motion approved unanimously. The policy change will go into effect in January following staff training.

Review and approve agenda: Motion by seconded by Steinbach, to approve the agenda as drafted. Motion approved unanimously.

Approve minutes of October 25, 2022 meeting: Motion by Ramsland, seconded by Steinbach, to approve the minutes as drafted. Motion approved unanimously.

Reports

Library Manager's Report: Powers noted that the *Duluth News Tribune* published an article about the library efforts to be a safe and welcoming place for all people, prompted by the budget presentation that she gave last week. Henke and Ramsland attended the presentation. Henke reported that Powers did a great job, and that for the second year in a row she used the presentation to illustrate the fact that the library budget has remained flat for many years. Henke asked what opportunities there might be to ask for a budget adjustment for library materials, and the board discussed the roles of council liaison and councilors versus the Mayor and city staff in budget-setting. Henke wondered if the board could work on a presentation about the flat collections budget and highlighting all the impacts and the context in which those impacts are felt, and provide the presentation to Council Liaison Tomanek and/or other councilors. Foshay

will reach out to Tomanek to attend the next board meeting to discuss the topic of flat funding of collections.

Foundation Report: Written report was reviewed. Powers provided the report because Rosendahl missed the previous Foundation board meeting.

Friends Report: Ramsland noted that the balance in the Friends account is approximately $9,700. Terry Teich was added to the Friends board. The Littlest Booksale will be held at Mt. Royal November 29, 30 and December 1.

Old Business

Main Library facility update: In the absence of Filby Williams, Powers provided a fairly significant update. The proposal for a co-location with Workforce Development and redeveloping the downtown facility appears to be moving forward. City administration would like to make this project the top priority for a bonding proposal, emphasizing how the library and workforce development have a regional impact. A pre-design needs to be submitted in June 2023, and a final design must be submitted by October 2023 for bonding. City staff and Foundation staff have been meeting to discuss sharing the cost of the pre-design study. The city has also been discussing the library strategic plan, and whether the library needs a new strategic plan before the pre-design process. City staff advise that we focus on a two-year, interim or update plan in very early 2023 to inform the pre-design process. Powers inquired with Library Strategies to see if they could facilitate and is waiting for a confirmation on their availability and capacity. The foundation would partner on funding and community engagement by paying up to half the cost of the predesign and co-leading on a community engagement process with a lens toward equity. Community input for strategic plan would be more limited than the predesign due to its interim nature. Project parameters: the building must be on the library site downtown, and co-location with workforce development is required. Expansion of the footprint is a possible consideration to be explored in the pre-design process. The pre-design will be a blank slate, and not based on the conceptual work done by the city earlier this year. Based on state guidelines, the project must be very sustainable and green. Ramsland asked if staff would be included in the pre-design process and Powers confirmed that community engagement includes staff as a critical piece. Filby Williams is meeting with library staff on December 2 to discuss this latest update.

New Business

Recruitment of new board members: Foshay reported that David Sperl's term is expiring and we will need to seek an additional board member. Members had questions about their term lengths, and Powers said that she would check with the City Clerk. Foshay stated that we will address this at the next meeting.

2023 meeting dates: A list of dates was included in the packet. Meetings will be the fourth Tuesday of every month except for July and December.

Ongoing Business

Advocacy: Foshay will reach out to Council Liaison Tomnek and Foundation Executive Director Kreeger about the collections budget, facilities, and library strategic plan.

Foshay adjourned the meeting at 5:55.