

**Library Board Minutes**  
**April 23<sup>rd</sup>, 2024**

**Present:** Bill Arezzo, Ellen Hatfield, Lori Steinbach, Michelle Foshay, Matt Rosendahl and Sue Henke

**Also in attendance:** Carla Powers, City Councilor Azrin Awal, Librarian Jacqueline Radosevich

**Absent:** Lizzy Luoma, Jose Gonzalez, Betty Ramsland

**The meeting was called to order at 4:35 PM by Michelle Foshay, President**

**Review and approval of agenda**

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

**Approval of minutes of the February 27, 2024 meeting**

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

**Reports**

Library Manager

- West Duluth Reimagined – It was a very nice celebration of the refreshed space. Turnout was great.
- Interlibrary Loan Limits – DPL will be temporarily decreasing the number of loans down to four due to MNLINK’s migration to new software.
- Fax Service – IT has installed fax machines and the software for use in the library. This has been in the works for quite some time and gets a lot of use. Previously the library directed patrons to a free online fax service. Outgoing faxes are provided for free. Incoming fax service is not available at the library.
- Aquarium Passes – Great Lakes Aquarium passes are live! 15 passes are available to check out on a first come first serve basis with no holds permitted. Passes are good for one week.
- National Library Week – Staff appreciation events at all three locations took place again this year. Mayor Roger Reinert was a special guest reader at Wiggles for Littles on April 13<sup>th</sup>. Over 100 children and caregivers attended.
  - Library Staffing Update – Administration has placed a Librarian I position on hold for the time being, due to the upgrade of a Library Safety Specialist position from half-time to full-time. Safety incidents have been on the increase recently. Jim Filby Williams is in discussion with the city about finding for the Librarian 1 opening.

Foundation

- Had a successful Giving day, exceeded fundraising goal of \$50,000. This year the event was held at a new venue.

Friends of the Library

- Annual meeting will take place May 21<sup>st</sup> at 4:00 pm. Following a short business meeting,

speaker Dennis Lamkin will present “Bowery to Bookshelves”

- The annual book sale is scheduled for June 10<sup>th</sup> through 13<sup>th</sup>. Credit cards will be accepted at this year’s sale. The Spirit Valley Days book sale will take place at the West Duluth Branch on Thursday, August 1<sup>st</sup>.
- There was discussion about participation in the Sidewalk Days July 10<sup>th</sup> through 12<sup>th</sup>

## **Old Business**

### Main Library Facility Update

- Still in a holding pattern pending legislative action on the \$300,000 bonding request.

## **New Business**

### 2023 Annual Report

- Libraries need to submit a report to the state of Minnesota each year, covering various data points for the previous operating year.
- Highlights from the 2023 report include: Circulation up in all categories, program attendance up substantially. In-person visits stayed strong.

Motion by Foshay, seconded by Arezzo to approve report as drafted. Motion passed unanimously.

### E-mail from concerned patron about top floor bathroom

- A patron wrote to express concern about staff time spent letting people in to use the bathroom in the Local History Center, which is locked for safety. There was discussion about possible solutions, such as a key pad on the door.
- Board requested that Powers respond to the patron and CC the Board President and Vice President in her reply.

### Safety

- Powers and Filby Williams have approached the Mayor with 3 budget requests for safety.
  1. Hire additional full-time Safety Specialist
  2. Provide funding for one of the safety specialists to move into a lead worker position
  3. Add money to the budget to bring in extra off duty police for a two-week period for all open hours, if incidents escalate to a high level
- Filby Williams has received a verbal OK from administration, but not formal approval.
- The number of safety incidents tend to be higher in the winter and level off in July through September.

### Election of Officers

President – Sue Henke

Vice President – Bill Arezzo

Secretary – Lori Steinbach

Motion by Foshay, seconded by Rosendahl, to elect the above slate of officers. Motion passed unanimously.

**Adjournment – 5:30 pm by Michelle Foshay, President**