

Minutes for Monday, March 27, 2017

Grand Marais Public Library

Call to Order: 5:30 PM at the Grand Marais Library

members present:

-John, Judie, Helen, Hillary, Jan, Jay, Steve, Amanda present
-Lorrie Oswald for Library Friends report

All board members present took oath of office

Consent Agenda

- March 27th Agenda
- Minutes from February 27th, 2017, meeting – attached
- Bills submitted for payment on: 3/2, 3/9 – attached

***Motion by Jan, second by Helen, carried unanimously**

Director's Report – attached

Director gave Library Annual Report *draft* to Board Members to look over. He will submit it by the April 1st deadline and requests the Board approve that it be submitted. **Motion: Helen, second Judie. Passes unanimously.**

Some noteworthy changes appear in this annual report due to changes in patron behavior, measurement methods, definitions of what falls in each category, and such. As a result, the 2016 annual report will form a new baseline for measurement of library use that will have more meaning as we move forward and may result in changes that could in the short-term paint a deceptive picture of changes that are happening in our library. Director intends to add explanatory notes where needed.

Examples of such changes in numbers:

-98,000 people used our library in 2016. This compares with around 70,000 in 2015. This change results from the installation of an electric eye that takes a door count rather than relying what may have been faulty hand tallied counts of patron use that were conducted in the past. (Neither number accounts for people who use wifi outside of the building, however, equipment is soon to be installed that will track those users in 2017.)

-The State has changed the rules for counting Inter-Library Loan so that the library *lending a book through ILL* should NOT count that as titles circulated. This results in a 5000 drop in circulation for us, despite the fact the staff is still engaged in the same level work circulating these items from our collections. Director is adding a note to the annual report to reflect this, and also to call to the attention of the Department of Education that this policy needs review.

-Due to changes in how Arrowhead Library System counts "patrons," Grand Marais lost a large proportion of our "patrons" because the new model is that library users are to be registered and counted where they live, not *additionally* where they have vacation or other secondary property. The Library has addressed the matter in its procedures, however the reported patron count for our library has changed, despite the number of borrowers who use the library remaining more or less constant.

Amanda's Report:

Technology—Mac computers need to be "locked down" so they can be secure for patrons. She is researching options and will get those out soon. Staff computers are getting replaced and so shuffling computers is taking

time, but is causing a lot of learning. She is installing the UniFi Cloud Key so that we are able to monitor wifi sessions initiated.

Library Friends Liaison Report

-Last week meeting to gather and build the plan for 2017. Grant apps started going out, updating the bylaws, planning the big sale in August.

Committee Reports

- *Financial Committee*: Meeting held. Update

-Brief meeting to go over a first blush of the 2017 budget. Numbers are looking very good to keep the numbers under a 5% increase for 2018. Further budgetary meetings will begin in June.

- *Policy Committee*: No report.
- *Art Committee*: No report.
- *Personnel Committee*: No report.
- *Film Night Committee*: Series ended. Update.

-Average attendance in the 30s, very active attendance. Comments that the videos this year were more violent than last year. Perhaps more art films as in the first year. There were a few suggestions as to selection criteria for next year. *Licensing is still an issue for what films we can show.

- *Legacy Art Committee*: Need to meet regarding poetry walk.

- Communications – Mail-A-Book

-There are services available to people who live outside of the city limits where they can get books mailed to them at their homes. We are making an effort to expand knowledge and use of this program. Catalogs are available at the front desk. This is an Arrowhead Library System program.

- Video – What it means to be a trustee

Unfinished Business:

-Need to revisit the contract signing with the Strategic Planning.

- Revisit April Board meeting

-Will happen as originally scheduled: 5:30pm April 24th.

New Business:

- Collections/Exhibits—We are getting requests for displays or exhibits or historical/artistic materials and have been deferring them because it isn't the mission of the library directly. Steve has been referring them to other locations/venues and the people offering are not pleased. Thoughts of the Board: If the Library is interested in hosting these types of things that would be another topic for strategic planning, if not, the Library should work on cultivating a relationship with another organization in the area to actualize these offers. A policy could be made regarding this once information is collected. Where, How does it support the strategic plan? It's a clearly interesting idea, but it happens to every public building in the county, so we need to build a policy.