

## **GRAND MARAIS LIBRARY BOARD**

### **Meeting Minutes**

**Date:** January 3, 2006

**In attendance:** Kay Costello, Andrea Peterson, Linda Chappell, Karen Cronquist, Carol Miller, Sue Jordan, Heather Kemp, Cindy Imsdahl-Tiffany.

**Absent:** Fritz Sobanja.

**Call to Order:** President Peterson called the meeting to order at 5:30 p.m.

**Introduction of Visitors:** Emily Woolwine, prospective Board candidate, and Kay Levitan, public.

**Additions to the Agenda:** none.

**Minutes:** Costello moved for approval of the December minutes. Jordan seconded. Ayes all.

**Financial Report:** Chappell reported that the budget has been reviewed and is in line with projections. The Library budget will be audited by the City and any shortfalls made up if necessary.

**Approval of Bills:** Jordan moved for approval of the December bills. Kemp seconded. Ayes all.

#### **Director's Report:**

- The library was quiet over the holidays. The staff took staggered vacation days. We are working on end-of-the-year projects including 2005 statistics, tabulation of the public questionnaire, file transfers to storage, un-decorating and cataloging and ordering new books.
- "Plunge into a Good Book" is this year's theme for the Children's Winter Reading Program which will be held during January. Children can come to the library and pick up free bookmarks and stickers. They can also hug the polar bear and her baby bear! Karen Cronquist will be conducting a preschool story time at 10:30 a.m. on Friday January 20<sup>th</sup> at the library. Everyone welcome.
- Tom Stockman from the City Maintenance Department is doing a great job helping me with several building and plumbing repairs. He and the crew will design and install boxes to keep cold air from our roof ventilators from filtering down into the library.
- SJA Architects will meet with the Needs Assessment Committee on January 17<sup>th</sup> to present their preliminary space plans based on the needs expressed at our first meeting and through the public questionnaire. We are still in the "dreaming" stage of the project. The third meeting will finalize several options based on expense.

**Committee Reports:** none.

**Communications:** none.

**Library Friends Report:** none.

**Unfinished Business:**

- Needs Assessment questionnaire – The results of the questionnaire have been tabulated. The Board discussed the variety of opinions expressed by the public through the questionnaire. Chappell will email the questionnaire results to the architects in time for the next Needs Assessment meeting with them on January 17.
- The Library Board vacancy was discussed with prospective new member Emily Woolwine.

**New Business:**

- Jordan moved that the election of 2006 Board officers and meeting dates be tabled until the Board is set at the February meeting. Costello seconded. Ayes all.
- Miller moved to adopt the union holiday calendar for 2006. Costello seconded. Ayes all.
- Library patron Kay Levitan spoke about her wish to have adult-priority for internet computer use.

**Adjournment:** Peterson moved for adjournment at 6:35 p.m. Kemp seconded. Ayes all.

**Next meeting:** Monday, February 6, 2006, at 5:30 p.m.

Respectfully submitted,

Sue Jordan, secretary

## **GRAND MARAIS LIBRARY BOARD**

### **Meeting Minutes**

**Date:** February 6, 2006

**In attendance:** Kay Costello, Andrea Peterson, Linda Chappell, Karen Cronquist, Sue Jordan, Heather Kemp, Fritz Sobanja, Cindy Imsdahl-Tiffany.

**Absent:** Carol Miller.

**Call to Order:** President Peterson called the meeting to order at 5:30 p.m.

**Introduction of Visitors:** none.

**Additions to the Agenda:** none.

**Minutes:** Costello moved, Kemp seconded, for approval of the January minutes. Ayes all.

**Financial Report:** Chappell recommended purchasing a new controller and keypad for our alarm system because our current 15-year-old system is obsolete. She received a letter from Great Lakes Alarm stating the manufacturer will no longer provide technical support for the old system. The current system has malfunctioned twice already this year. Sobanja moved, Woolwine seconded, for the purchase of a new alarm system at a cost of approximately \$550.00. Ayes all.

**Approval of Bills:** Jordan moved for approval of the January bills. Costello seconded. Ayes all.

#### **Director's Report:**

- “Love Your Library With a Gift” fundraising campaign kicked off on Feb. 1, 2006. As part of this region-wide effort, people can donate to their local library. The money raised will go towards purchasing new books and other materials for the Grand Marais Library. Donations may be dropped at the library or mailed to: Library Friends, P.O. Box 1234, Grand Marais, MN 55604
- “Hot Reads for Cold Nights” is the theme for our adult winter reading program. Stop by the library to get a book log for recording the titles you read and enter to win prizes!

**Committee Reports:** Peterson reported on SJA Architects' library design presentation to the Needs Assessment Committee. Lengthy discussion ensued. By consensus, the Library Board supported moving forward with asking SJA for detailed schematics.

**Communications:** The City has officially appointed Emily Woolwine to the Library Board, to finish the last year of Paulette Anholm's three-year term which ends 12/31/2006. Welcome Emily!

**Library Friends Report:** Imsdahl-Tiffany reported that the Library Friends Writers Workshop will be March 24-25 and feature local author Joan Drury. The Friends are also supporting the Love Your Library With a Gift fundraising campaign.

**Unfinished Business:**

- Election of Officers for 2006 – Costello moved, Woolwine seconded, to elect the following officers for 2006, pending their acceptance: Peterson – President, Miller – Vice President, Jordan – Secretary. Ayes all.

**New Business:** none.

**Adjournment:** Peterson moved for adjournment at 6:50 p.m. Kemp seconded. Ayes all.

**Next meeting:** Monday, March 6, 2006, at 5:30 p.m.

Respectfully submitted,

Sue Jordan, secretary

## **GRAND MARAIS LIBRARY BOARD**

### **Meeting Minutes**

**Date:** March 6, 2006

**In attendance:** Emily Woolwine, Carol Miller, Kay Costello, Linda Chappell, Karen Cronquist, Heather Kemp, Fritz Sobanja.

**Absent:** Sue Jordan, Andrea Peterson.

**Call to Order:** Vice President Miller called the meeting to order at 5:30 p.m. in the absence of President Peterson. Cronquist substituted for absent secretary Sue Jordan.

**Introduction of Visitors:** none.

**Additions to the Agenda:** Sobanja requested that the Inside the Box Thinking workshop be added to the Agenda.

**Minutes:** Costello moved, Woolwine seconded, for approval of the February minutes with the addition of Woolwine's name to the attendance list. Ayes all.

#### **Financial Report:**

- Chappell reported that the Love Your Library campaign took in \$213.00.
- The Minnesota Foundation investments paid-out a \$770 grant in 2005 which was rolled back into the account.
- December expenditures have been received from the City. The Board authorized Chappell to transfer up to \$3,000.00 from the 215 Restricted Fund account to cover authorized overages in the 2005 211 Operating Fund account. Costello moved and Sobanja seconded. Ayes all. January 2006 expenditures were within budget.

**Approval of Bills:** Costello moved for approval of the February bills. Kemp seconded. Ayes all.

#### **Director's Report:**

- "Hot Reads for Cold Nights" adult reading program concluded with prizes for 12 of the 45 participants.
- SJA Architects are currently working on schematic drawings for a possible library expansion. The third meeting with SJA will probably be in April.
- Lib-Dating Nights are being held in Antwerp, Belgium, in the public libraries, as a way for singles to meet other singles who are interested in books.

**Committee Reports:** none.

**Communications:** Peterson received a letter from Beltrami County where two libraries are threatening to secede from the Kitchigami Regional Library.

**Library Friends Report:** none.

**Unfinished Business:**

- Finalized election of officers for 2006 – Carol Miller formally accepted the Vice Presidency of the Board.
- The Policy on Disruptive Behavior was handed-out for review and discussion. Changes will be finalized at the April meeting.

**New Business:** The Inside the Box Thinking Workshop for Library Friends and Trustees will be held March 22 in Willmar, MN. Sobanja will check on details.

**Adjournment:** Woolwine moved for adjournment at 7:15 p.m. Kemp seconded. Ayes all.

**Next meeting:** Monday, April 3, 2006, at 5:30 p.m.

Respectfully submitted,  
Karen Cronquist, Library staff, substituting for  
Sue Jordan, secretary

**GRAND MARAIS LIBRARY BOARD**  
**Meeting Minutes**

**Date:** April 3, 2006

**In attendance:** Sue Jordan, Andrea Peterson, Emily Woolwine, Carol Miller, Kay Costello, Karen Cronquist, Heather Kemp, Fritz Sobanja.

**Absent:** Linda Chappell.

**Call to Order:** President Peterson called the meeting to order at 5:30 p.m. Cronquist substituted for absent Library Director Linda Chappell.

**Introduction of Visitors:** none.

**Additions to the Agenda:** none.

**Minutes:** Costello moved, Woolwine seconded, for approval of the March minutes. Ayes all.

**Financial Report:**

- Cronquist handed out a table of monthly Library utility costs for 2004-2006 that the Board had requested.
- The 2006 Operating Budget reports an overage in the Equipment Parts/Building line item because of unexpected alarm system problems.

**Approval of Bills:** Jordan moved for approval of the March bills. Woolwine seconded. Ayes all.

**Director's Report:**

- Jim Weikum, the director of the Arrowhead Library System, will make a presentation of the ALS Strategic Plan at the May 1 board meeting. He is visiting all the libraries in the ALS region.
- Money will be transferred from the Restricted 215 account to cover planned overages in the 2005 Operating Budget. Money for continuing staff education is the main item to be reimbursed.
- Lyle and Joan Gerard donated a set of Muzzy Chinese Language tapes to the children of Cook County. Thank you to the Gerards!

**Committee Reports:** none.

**Communications:** none.

**Library Friends Report:** none.

**Unfinished Business:**

- Sobanja reported on The Inside the Box Thinking Workshop for Library Friends and Trustees held March 22 in Willmar, MN. He presented information on library public relations, advertising, publicity and fundraising. He wants to keep a file of this material for use in moving forward the library's needs assessment project.
- The revised draft of the Disruptive Behavior Policy was discussed. Its adoption was tabled until May.

**New Business:**

- The Policy on Unattended Children was handed out for review. Much discussion followed. Costello will investigate Child Protection Standards for Unattended Children.

**Adjournment:** Costello moved for adjournment at 6:40 p.m. Woolwine seconded. Ayes all.

**Next meeting:** Monday, May 1, 2006, at 5:30 p.m.

Respectfully submitted,

Sue Jordan, secretary



**GRAND MARAIS LIBRARY BOARD**  
**Meeting Minutes**

**Date:** May 1, 2006

**In attendance:** Joint meeting of the Board and the Needs Assessment Committee

**Board:** Andrea Peterson, Carol Miller, Kay Costello, Fritz Sobanja, Sue Jordan,  
Emily Woolwine, Heather Kemp

**Committee:** Leonard Sobanja, Mike Roth

**Absent:** Shelby Andersen, Judy Siegle, Karen Cronquist

**Director:** Linda Chappell

**Library Friends liaison:** Cindy Imsdahl-Tiffany

**Call to Order:**

**Introduction of Visitors:** Jim Weikum, director of the Arrowhead Library System

**Motion** by F. Sobanja, second by Miller to deal with the minutes and bills and table all other agenda items except Jim Weikum's talk and discussion of three building site options.

**Additions to the Agenda:** None

**Minutes:** Costello moved, Woolwine seconded for approval of April minutes.  
Ayes all.

**Financial Report:** Chappell will purchase 7 ergonomic staff chairs as part of a joint equipment purchase with City Hall. One half of the purchase price will come from the library's memorial accounts and one half will come from the State's Safety Grant.

**Approval of Bills:** Motion by Jordan, second by Sobanja to approve April bills in the amount of \$2979.90.

**Director's Report: questions?** None

**Committee Reports:** None

**Communications:** None

**Library Friends Report:** None

**Unfinished Business:**

Tabled until next month

**New Business:**

**Jim Weikum** passed out copies and gave an overview of the Arrowhead Library System's Strategic Plan. He is visiting all of the Library Boards in the region. The Plan was developed through focus groups including sessions with Library Directors, ALS Board members, and an electronic survey of all library staffs as well as a telephone survey of 600 residents.

There are 18 Objectives included in the Plan. These will be reduced in the next update. He urged the group to look over the list of objectives, but stated that he would not take time to cover them all in detail. He explained two objectives relating to funding of library services. Weikum then asked the group if they had any topics they would like to discuss with him. Woolwine mentioned the large print collection, stating that more current non-fiction would be a good addition to consider. The rotating video collection was also discussed.

Weikum thanked the board for their time and urged them to contact him if they have any concerns or questions.

**Three Site proposals** from SJA architects for possible future expansion were discussed at length by the Board. The board's task was to decide on the best building configuration for future expansion on the current library site. Sketches of options "A", "B", and "C" present a range of choices.

The board unanimously chose Option "B" as their first choice. It provides the best opportunity for a new entrance and provides the most space for the services we want to offer. It also allows the possibility of additional expansion in the future. Concerns about parking, east/west entry access, and functional library space design were raised. Chappell will report these concerns to SJA as well as the choice of Option "B".

Woolwine brought up the topic of a library building consultant to help with the project to assure library functionality in the design.

**Motion** by Woolwine, second by Costello to have Chappell look into the availability and cost of a library building consultant. Discussion. Ayes all.

**Motion** by Woolwine, second by Jordan that "B" is the choice of the board by unanimous decision. Ayes all.

**Adjournment:** Motion to adjourn by F. Sobanja, second by Woolwine at 8:00 p.m.

**Next meeting:** Monday June 5, 2006

**Respectfully submitted,**  
By Linda Chappell for  
Sue Jordan, secretary

**GRAND MARAIS LIBRARY BOARD**  
**Meeting Minutes**

**Date:** June 5, 2006

**In attendance:**

**Board:** Andrea Peterson, Kay Costello, Fritz Sobanja, Sue Jordan,  
Emily Woolwine, Heather Kemp

**Absent:** Carol Miller

**Director:** Linda Chappell

**Librarian I:** Karen Cronquist

**Library Friends Liaison:** Cindy Imsdahl-Tiffany, absent

**Call to Order:** 5:30 p.m. at the Library.

**Introduction of Visitors:** None.

**Additions to the Agenda:** None.

**Minutes:** Jordan moved, Costello seconded for approval of May minutes.  
Ayes all.

**Financial Report:** Chappell presented a draft of the 2007 Budget as New Business.

**Approval of Bills:** Motion by Jordan, second by Costello to approve May bills in the amount of \$9,062.64.

**Director's Report:**

- This summer, the Library will try allowing covered drinks in the reading lounge and the children's area.
- New mystery books have been purchased for the collection.
- Summer Internet traffic is picking up already.
- Special thanks to volunteers David Ulrich and Gail Becker.
- The Library is holding a mini-auction to get rid of obsolete equipment.
- Karen Cronquist may have to request unpaid leave on short notice to temporarily move near her elderly father.

**Committee Reports:** None.

**Communications:** None.

**Library Friends Report:** None.

**Unfinished Business:**

The review of the policies on disruptive children and unattended children were tabled until next month.

**New Business:**

**Budget proposal 2007:** A draft budget proposal for 2007 was presented and discussed. The Board will vote on a final budget proposal at their July meeting.

**Library Consultant:** After discussion, Sobanja moved to contract with Ron McGriff as library building consultant. Costello seconded. Ayes all. The Library Board will hold a special meeting to vote on the contract.

**Adjournment:** Motion to adjourn by Costello, second by Sobanja at 6:55 p.m.

**Next meeting:** Monday July 3, 2006.

Respectfully submitted,  
Sue Jordan, secretary

**GRAND MARAIS LIBRARY BOARD  
Meeting Minutes**

**Date:** July 3, 2006

**In attendance:**

**Board members:** Andrea Peterson, Sue Jordan, Kay Costello, Heather Kemp, Carol Miller, and Fritz Sobanja.

**Others:** Linda Chappell

**Absent:** none

**Call to Order:** 5:30 p.m.

**Introduction of Visitors:** None

**Additions to the Agenda:**

**New business –** discuss September Board meeting

motion: Sobanja second: Jordan Approved

**Minutes:** June 5<sup>th</sup> meeting

motion: Costello second: Woolwine Approved

**Financial Report:** accounts in order with budget

**Approval of Bills:** June bills, \$3,996.10

motion: Miller second: Jordan

**Director's Report:** Memorial donations are being received in memory of John Schwob. The library is thankful to all donors for their generosity.

Some computer down time experienced this week as Arrowhead Library System switches our Internet service to CP Telecom.

Diane Booth of the Minnesota Extension service has identified the large elm trees in front of the library as American Elms. They will need to be considered in any library remodeling plan. Thank you Diane.

**Committee Reports:** None

**Communications:** Letter received regarding the good service provided by the library. "We have the best library I've ever know, and I've been in several, large and small. Hip-hip, hooray."

**Library Friends Report:** Cindy Imsdahl-Tiffany not present.  
Chappell reported that the Silent Book Auction will be held on July 8<sup>th</sup> from 1:30 p.m. to 3:30 p.m. at the Senior Center.

**Unfinished Business:**

**Ron McGriff** consultant proposal:

Motion: Jordan - hire Ron McGriff based on June 15, 2006 contract, not to exceed \$5,160. second: Costello Lively discussion about what input the board expects from McGriff on our project. Approved unanimously on condition that Chappell write to him and clarify our expectations. The board wants him to use his expertise to supplement our existing community and space data and work with Stanius Johnson Architects to produce a functional schematic to use in planning an improved library for Grand Marais.

**Budget 2007** draft: Chappell discussed ideas for increasing revenue, including Memorial brochure, corporate giving partners, coordinating with Library Friends efforts and a yearly fundraising campaign.

The 2007 budget proposal includes a funding request for a part time seasonal Library Page position to help during the busy summer months.

motion: Miller            second: Woolwine      approved after discussion.

**Policy on Disruptive Behavior**

motion: Costello      second: Sobanja      approved after discussion

**Policy on Lost, Missing and Unattended Children**

motion: Jordan      second: Sobanja      approved after discussion  
(Costello mentioned community efforts to educate families about Internet safety with social networking sites such as "My Space". The library would like to be involved in these discussions).

**New Business:** September board meeting is scheduled for Tuesday, September 5<sup>th</sup>. This is because of the Labor Day holiday on Monday, September 4<sup>th</sup>. Board members will discuss at their August 7<sup>th</sup> meeting whether or not a quorum of members will be able to attend. Re-scheduling may be necessary.

**Adjournment:** approx 6:45 p.m.

motion: Sobanja      second: Woolwine

**Next meeting:** Monday August 7, 2006

**Respectfully submitted,**

Linda Chappell

for Suzanne Jordan

## **GRAND MARAIS LIBRARY BOARD Meeting Minutes**

**Date:** August 7, 2006

### **In attendance:**

**Board members:** Sue Jordan, Heather Kemp, Carol Miller, and Fritz Sobanja.

**Others:** Linda Chappell, Karen Cronquist, Leonard Sobanja, Ron McGriff, Cindy Tiffany.

**Absent:** Andrea Peterson, Emily Woolwine, Kay Costello.

**Call to Order:** 5:40 p.m.

**Introduction of Visitors:** Ron McGriff, library building consultant.

**Additions to the Agenda:** Change in proposed 2007 budget.

**Minutes:** July 5<sup>th</sup> meeting.

Motion: Kemp, Second: F. Sobanja, Approved.

**Financial Report:** Accounts in order with budget. Community Foundation balance as of June 1 - \$18,827; as of January 1 -\$18,146.

**Approval of Bills:** July bills.

Motion: Jordan, Second: Kemp, Approved.

**Director's Report:** Library budget proposal for 2007 will be presented to the county commissioners on August 14, 2006.

The Amazing Jeffo Magic Show was attended by 72 children and adults. This Kids Stuff program was provided by the Arrowhead Library System and the Library Friends of Cook County.

Alicia Deschene from the Grand Marais library staff is working with Shelby Anderson at the Sawtooth Elementary School media center to enter electronic records for all their books into the Arrowhead Library System catalog.

The air conditioning at the Library has been well used this summer by tourists and residents escaping the heat and forest fire smoke.

**Committee Reports:** None

**Communications:** None.



**Library Friends Report:** Cindy Imsdahl-Tiffany reported that the Library Friends Book Sale made over \$8,000 this year. The Friends Annual Meeting will be in September but they do not have a date yet.

**Unfinished Business:**

**Policy on Disruptive Behavior**

Motion: Jordan, Second: F. Sobanja, Approved after minor change.

**September Board meeting date**

Will be changed to September 5 or 11 because of the Labor Day holiday.

**Ron McGriff, Library Consultant**

Presentation summary attached.

**New Business:**

The 2007 Budget needs to be revised. The Arrowhead Library System increased their appropriation from Cook County by \$495. Chappell reduced the book budget line item of the 2007 proposal by \$500. in order to keep the total increase under 5%.

Motion: F. Sobanja Second: Jordan Approved.

**Adjournment:** 7:10 p.m.

Motion: F. Sobanja, Second: Miller, Approved.

**Next meeting:** Tuesday, September 5, 2006

Respectfully submitted,

Suzanne Jordan, secretary

## **Grand Marais Library Board Meeting Minutes**

**Date:** September 11, 2006

**In attendance:**

**Board:** Andrea Peterson, Fritz Sobanja, Emily Woolwine, Carol Miller, Kay Costello, Suzanne Jordan

**Absent:** Heather Kemp

**Director:** Linda Chappell

**Librarian I:** absent

**Library Friends Liaison:** absent

**Call to Order:** 5:30 p.m. at the Library.

**Introduction of Visitors:** None

**Additions to the Agenda:** None

**Minutes: August 2006**

Motion – Miller, second – Sobanja, ayes all

**Financial Report:** Chappell will check on a couple line items

**Approval of Bills: August 2006**

Motion – Sobanja, second – Costello, ayes all.

**Director's Report:**

Chappell summarized results of Summer Reading Program from report submitted by Cronquist. 90 free books were given out. Evening Magician Program was crowd pleaser. Library Friends of Cook County funded the program. Chappell will report results at their annual meeting.

**Committee Reports:** None.

**Communications:** Card to staff from Emily LaVigne thanking them for great summer program.

**Library Friends Report:** None.

**Unfinished Business:** None

**New Business:**

**Lengthy discussion of “Evaluation of Space Needs and Planning”**  
document from library consultant, Ron McGriff.

The board was pleased with the thorough work McGriff did in assessing our current building. They considered issues he raised which need to be addressed in their 20 year library improvement planning process. These issues include parking, green space use and the functional configuration of the building.

The board decided to pursue five actions before proceeding further with a final schematic drawing from SJA Architects.

They are:

1. Investigate the Qwest property to the north of the library.
2. Consult with SJA about the possibility of drawing both an L-shaped and rectangular floor plan.
3. Investigate the options for incorporating existing green space in front of the current library into future expansion plans. Investigate cost of having a survey done if none exists.
4. Investigate status of rock walls on the lawn. Are they on historic register?
5. Obtain an evaluation of the trees in front of the library from a registered forester.

**Discussion of “Definition of Estimated Service Area Population – Year 2025”** document from Ron McGriff.

10,000 population estimate is based on a 25% addition to 7,800 (8,000) estimate from the State Demographer to accommodate library use by seasonal residents and visitors.

**Motion** – Woolwine, second – Sobanja, ayes all

Accept 10,000 users as our working population estimate for the year 2025 as suggested by library consultant Ron McGriff. He will use this figure as the basis for building size, collection size, technology needs and other calculations.

**Adjournment:** 7:00 p.m. Motion – Sabanja, second – Jordan, ayes all

**Next meeting:** Monday October 2, 2006 at 5:30 p.m.

Respectfully submitted,

Sue Jordan, secretary

## **Grand Marais Library Board Meeting Minutes**

**Date:** October 2, 2006

**In attendance:**

**Board:** Andrea Peterson, Fritz Sobanja, Emily Woolwine, Carol Miller, Kay Costello, Heather Kemp

**Absent:** Suzanne Jordan

**Director:** Linda Chappell

**Librarian I:** Karen Cronquist

**Library Friends Liaison:** absent

**Needs Assessment Committee:** Judy Siegle

**Call to Order:** 5:30 p.m. at the Library.

**Introduction of Visitors:** Judy Siegle from the Needs Assessment Committee

**Additions to the Agenda:** None

**Minutes: August 2006**

Motion – Miller, second – Costello, ayes all

**Financial Report:** The figures from the end of August were almost \$1,000 over that budgeted because of increases in compensation insurance and building maintenance.

**Approval of Bills: September, 2006**

Motion – Costello, second – Kemp, ayes all.

**Director's Report:**

Duluth Public Library's collection is now on MnLink. Cronquist attended the Children's Librarians' meeting in Mt. Iron in September. The Library received many donations from seasonal residents and tourists this summer.

**Committee Reports:** None.

**Communications:** None.

**Library Friends Report:** None.

**Unfinished Business:** Chappell reported on actions requested by the Board at the September meeting. The City owns the green space and the rock walls in front of the library. The rock walls are not on historic register but the Cook County Historical Society would like for them to be. A survey of the green space was done pro bono by Sam Parker. This was very nice of him and will be a great help to the architects and the Board. A DNR forester and the City Forester will

begin evaluating the trees in the green space in mid-October. There was a consensus to ask SJA to continue to work with the present space, plan and site rather than pursuing alternative locations. Chappell will ask SJA for floor plans of square and L-shaped configurations in response to consultant Ron McGriff's analysis.

**New Business:** A resolution draft supporting improved state aid to regional library systems was presented. A motion was made by Sobanja and seconded by Woolwine to take this resolution to the city and county for consideration. Ayes all.

**Adjournment:** 6:55 p.m. Motion – Costello, second – Sobanja, ayes all

**Next meeting:** Monday November 6, 2006 at 5:30 p.m.

Respectfully submitted,

Karen Cronquist, substituting for

Sue Jordan, secretary

## **Grand Marais Library Board Meeting Minutes**

**Date:** November 6, 2006

**In attendance:**

**Board:** Andrea Peterson, Fritz Sobanja, Emily Woolwine, Carol Miller, Kay Costello, Heather Kemp, Suzanne Jordan.

**Absent:** None.

**Director:** Linda Chappell.

**Librarian I:** Karen Cronquist.

**Library Friends Liaison:** absent.

**Call to Order:** 5:30 p.m. at the Library.

**Introduction of Visitors:** None.

**Additions to the Agenda:**

- Added to Unfinished Business: Tree survey and ALS resolution for state library funding.
- Added to New Business: Duluth-Superior Foundation and the Long Range Plan.

**Minutes: October, 2006**

Motion – Costello, second – Woolwine, ayes all.

**Financial Report:** The Minnesota Community Foundation balance at the beginning of the period was \$18,146; at the end of September, \$19,228, because of the gain in investment interest. The City budget report was reviewed.

**Approval of Bills: October, 2006**

Motion – Miller, second – Jordan, ayes all.

**Director's Report:** Chappell is speaking about the Grand Marais Library at the Upper Deck Forum on Thursday, Nov. 30, at noon. She requests that board members attend, if possible. The topic is "What are the future plans?"

**Committee Reports:** None.

**Communications:** None.

**Library Friends Report:** Chappell attended the Friends of the Library October Meeting. She reported that Judy Siegle is their new president and Helen Muth their new Board liaison. The Friends are planning both a Silent Auction and a Book Sale next year. They are investigating another off-library site for storing book sale books until they can be moved into the old jail for sorting.

**Unfinished Business:**

- Tree survey – Mike Fitzgibbon, DNR Forester, has completed a preliminary report on the condition of the significant trees in the green space in front of the library.
- The Arrowhead Library Association resolution requesting support for additional state funding for library systems will be submitted to the city council and county board of commissioners for approval.
- SJA Architects remodeling design options update – SJA would charge another \$4300 for a second schematic of a rectangular building design. In addition, a rectangular building would require removal of the current roof and become a major cost issue.
- Ron McGriff, Library Consultant, update – The Board reviewed McGriff's service area table draft 2. Discussion followed on the recommended sizes of the various service areas. The Board decided not to make a decision on the final square-footage of an expanded building at this time. Before making a decision, the Board needs to know if a 9,700 square foot building (current size estimated by Ron McGriff) will fit on our site and the recommended number of persons per square foot needed to staff a library of this size.

**New Business:**

- Duluth-Superior Foundation – Woolwine moved and Costello seconded that the city attorney review the draft Foundation agreement and the fund be set up subject to his recommendation and the city council's approval.
- The Long Range Plan needs revision. Chappell will present a revised and updated plan to the Board in December.

**Adjournment:** 7:10 p.m. Motion – Sobanja, second – Miller, ayes all.

**Next meeting:** Monday December 4, 2006 at 5:30 p.m.

Respectfully submitted,

Sue Jordan, secretary

## **Grand Marais Library Board Meeting Minutes**

**Date:** December 4, 2006

**In attendance:**

**Board:** Emily Woolwine, Andrea Peterson, Suzanne Jordan, Carol Miller, Kay Costello, Heather Kemp

**Absent:** Fritz Sobanja

**Director:** Linda Chappell

**Librarian I:** absent, Karen Cronquist

**Library Friends Liaison:** Helen Muth

**Call to Order:** 5:30 p.m. at the Library.

**Introduction of Visitors:** Helen Muth – new Library Friends liaison

**Additions to the Agenda:** Unfinished Business – Long Range Plan update  
Moved agenda items around due to Costello leaving early for Christmas concert

**Minutes:** Correction to Nov. minutes – Heather Kemp was absent  
motion-Woolwine, second-Miller, Ayes all.

**Financial Report:** received October expenses and revenue sheets.

**Approval of Bills:** motion-Jordan, second-Woolwine, ayes all.

**Director's Report:** "What are the Future Plans" Upper Deck Forum, Nov. 30<sup>th</sup>  
report on the library will be re-broadcast on WTIP radio on Wed. Dec. 6<sup>th</sup> from  
6 to 7p.m. and shown on Pac 13 TV.

Fund raising ideas are welcome. Bring them to Chappell.

**Committee Reports:** None.

**Communications:** Letter to the editor in newspaper praising the library staff.  
Memo received from County Board secretary, Janet Simonen informing the  
board that the commissioners passed a resolution in support of increased  
funding from the Minnesota Legislature for regional library systems.

**Library Friends Report:** None. Chappell reported that Friends are looking into  
having a 6ft.x8ft. building constructed and placed outside the library to  
temporarily house donated books.



**Unfinished Business:**

**Ron McGriff**, library consultant update – there will be an additional charge if we want Ron to meet a second time with SJA to collaborate on final schematic design. Ron would like to know which are top three areas to cut, if necessary. Are his final space tables ok at 9,700 sq. feet? Discussion followed.

**Motion:** Jordan, second: Woolwine. Ayes all.

Authorize \$400. for second meeting between Ron McGriff and Ken Johnson of SJA.

**Motion:** Miller, second: Woolwine. Ayes all.

Authorize Ken Johnson of SJA to proceed with final schematic drawing after meeting with Ron McGriff a second time.

**Motion:** Woolwine, second: Costello. Ayes all.

Authorize Linda Chappell to attend the meeting with Ron McGriff and Ken Johnson.

**Tree report** update – Mike Fitzgibbon of the DNR submitted a final report on the condition of the trees in front of the library to Chappell. See attached copy. He also provided pamphlets about protecting trees during construction and choosing trees for new landscaping. Thank you Mike; this will help the Board in their decisions.

**Qwest** update – Chappell spoke with a couple of Qwest representatives who assured her that the Qwest property to the north of the library will continue to be used to house the local telephone exchange because all of the fiber optics and switches for Grand Marais are located in that building.

**Grand Marais Library Endowment Fund** update – Chappell attended the Cook County Community Foundation awards presentation at Lutsen Resort on Nov. 30<sup>th</sup>. She was able to announce the formation of the new fund thanks to a generous donation from Peter and Carol Harris. The Library Board must now raise \$10,000. within the next three years to bring the fund balance up to \$25,000. Once the fund reaches this level, we can start receiving a yearly payout. The fund will earn interest from day one and fees will be taken out of the principal, if necessary, until sufficient interest is earned to cover costs.

**Long Range Plan** update – Chappell presented a revised Long Range Plan listing Strategic Priorities for Customer Service and Administration. Board will look over the Long Range Priorities, Mission and Vision Statements and discuss at the Jan.2, 2007 meeting.

**New Business:**

**Terms expiring** include city representatives, Peterson and Woolwine. Woolwine is completing the third year of Paulette Anholm's term. She is now eligible to apply and serve two consecutive three year terms of her own. Andrea Peterson is completing 6 years of service. A special word of thanks was extended to her from Chappell and the other board members. She must be off the board at least one year before being eligible to reapply. Chappell and the city are advertising the two open city positions. Applicants need to be city residents to qualify. Sobanja may continue to serve as the County Board's representative if re-appointed in Jan. 2007.

**Calendar of holidays for 2007**

**Motion:** Woolwine, second: Miller. Ayes all.

The library will be closed on the following union negotiated holidays:

New Year's Day	Mon. Jan. 1
Martin Luther King, Jr. Day	Mon. Jan. 15
Presidents Day	Mon. Feb. 19
Memorial Day	Mon. May 28
Independence Day	Wed. July 4
Labor Day	Mon. Sept. 3
Veterans Day	Mon. Nov. 12
Thanksgiving Day	Thur. Nov. 22
Friday after Thanksgiving	Fri. Nov. 23
Christmas Day	Tues. Dec. 25

**Calendar of Board meetings for 2007**

Discussion of board meeting dates for 2007 ended with decision to let new board decide at the January meeting.

**Motion:** Jordan, second: Costello. Ayes all.

First board meeting of 2007 will be on Tuesday, January 2<sup>nd</sup> at 5:30 p.m.

**Adjournment:** adjournment 6:45 p.m.

**Next meeting:** Tuesday, January 2, 2007 at 5:30 p.m. at the library.

**Respectfully submitted,**

Suzanne Jordan, secretary