

# **Grand Marais Library Board Meeting Minutes**

**Date:** January 2, 2007

**In attendance:**

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

**Absent:** Andrea Peterson

**Director:** Linda Chappell

**Librarian I:** Karen Cronquist

**Library Friends Liaison:** Helen Muth

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

**Introduction of Visitors:** Jim Bacon and Kay Levitan, prospective Library Board members.

**Additions to the Agenda:** One Book, One Community program.

**Minutes:** Dec. minutes accepted: motion-Costello, second-Kemp, Ayes all.

**Financial Report:** There should be \$20,000 in the Building Sinking Fund at the end of 2006. We will be over budget on several items over which we have no control, e.g. insurance. Overages can be adjusted after the audit.

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

**Director's Report:** The Holiday season brought in a lot of library visitors. Juvenile series have been weeded. New items will be ordered. Gail Becker has been volunteering several hours each week. The adult winter reading program Hot Reads for Cold Nights will be Jan. 16 – Feb 16. Watch the newspaper for details.

**Committee Reports:** None.

**Communications:** A Christmas card and letter was received from yet another patron impressed with the library's superlative service. A letter was received from Ron McGriff telling of a construction grant possibility. Also McGriff sent a copy of an editorial on small library use. Jim Hane from the city's Tree Board sent a letter describing the condition of the trees in the green space in front of the library. The Duluth/Superior Community Foundation sent information that the Grand Marais Public Library Fund agreement has been signed. We are now able to accept donations to this endowment fund. Donors should contact Chappell..

Sobanja reported that the County Commissioners had voiced strong approval supporting the resolution requesting increased funding from the Minnesota Legislature for Regional Library Systems statewide.

**Library Friends Report:** Helen Muth reported Library Friends are planning to have the Book Auction at the Senior Center during the Art Fair in July, 2007. A winter Author Workshop is in the planning stages. A small book storage building will be built behind the library after winter to temporarily house book donations.

**Unfinished Business:**

**Long Range Plan** update - The Board will vote on the Mission and Vision statements at the next meeting. Woolwine motioned to approve the Customer Service and Administration Priorities; Jordan seconded. Ayes all.

**Terms expiring** – The two prospective board members asked questions.

**Next Board meeting** – Kemp moved to set Monday, Feb. 5, at 5:30pm as the next Board meeting. Jordan seconded. Ayes all.

**Election of officers for 2007** – Tabled.

**Ron McGriff, library consultant** update – McGriff's report Expansion Program for the Grand Marais Public Library was distributed and discussed. Questions were collected. McGriff will forward his report to SJA Architects.

**New Business:**

**Fines and fees for 2007** – Tabled.

**One Book One Community** – Suggestions for a Community Read program in Spring 2007 was discussed.

**Adjournment:** 7:15 p.m. Motion by Woolwine; seconded by Kemp. Ayes all.

**Next meeting:** Monday, February 5, 2007, at 5:30 p.m. at the library.

**Respectfully submitted,**

Suzanne Jordan, secretary

# **Grand Marais Library Board Meeting Minutes**

**Date:** February 5, 2007

**In attendance:**

**Board:** Fritz Sobanja, Suzanne Jordan, Carol Miller, Kay Costello, Daniel Quick, Heather Kemp

**Absent:** Alice West

**Director:** Linda Chappell

**Librarian I:** Karen Cronquist

**Library Friends Liaison:** Helen Muth

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

**Introduction of Visitors:** Daniel Quick, new Library Board member.

**Additions to the Agenda:** none.

**Minutes:** January minutes accepted: Motion-Costello, second–Jordan. Ayes all.

**Financial Report:** The Minnesota Community Foundation balance as of 12/30/2006 is \$20,167. The unaudited 2006 Library Operating Budget will be over budget on several items due to increases in wages, health care, workers compensation and building insurance.

**Approval of Bills:** Motion - Jordan, second – Kemp. Ayes all.

**Director's Report:** Preschool story times will be held Feb. 22, Mar. 1 and Mar. 8. The Legislative platform of the Minnesota Library Association for 2007 was distributed to Board members. Karen Cronquist is compiling Library statistics for 2006. The Arrowhead Library System is checking on costs and technology needed to offer downloadable audio books.

**Committee Reports:** None.

**Communications:** None.

**Library Friends Report:** Helen Muth reported Library Friends is planning an author workshop February 23-24 with photojournalist Marlene Wisuri.

**Unfinished Business:**

**Expansion project** – There was much discussion of the options presented by SJA Architects. For our expansion project, Consultant Ron McGriff will continue to monitor the floor plan for functionality.

**Long Range Plan** update - The Board will review our Mission and Vision statements at the next meeting.

**Board meetings** – Costello moved to set Board meetings on the first Monday of each month with the exception of Labor Day, when the Board will meet the following Tuesday. Jordan seconded. Ayes all.

**Fees and fines** – Tabled.

**One Book One Community** – The Board decided not to participate in this program this year.

**New Business:** None.

**Adjournment:** 7:00p.m. Motion by Costello, seconded by Kemp. Ayes all.

**Next meeting:** Monday, March 5, 2007, at 5:30 p.m. at the library.

Respectfully submitted,

Suzanne Jordan, secretary

# **Grand Marais Library Board Meeting Minutes**

**Date:** March 5, 2007

**In attendance:**

**Board:** Fritz Sobanja, Suzanne Jordan, Carol Miller, Heather Kemp, Alice West.

**Absent:** Kay Costello, David Quick.

**Director:** Linda Chappell.

**Librarian I:** Karen Cronquist.

**Library Friends Liaison:** Helen Muth, absent.

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

**Introduction of Visitors:** none.

**Additions to the Agenda:** Election of officers to Unfinished Business.

**Minutes:** February minutes approved: Motion-Sobanja, second-Kemp. Ayes all.

**Financial Report:** The City contribution for our 2007 operating budget was posted in January. Investments: \$340,000 is available in our money market account.

**Approval of Bills:** Motion - Sobanja, second – Miller. Ayes all.

**Director's Report:** Winter library use is heavy, perhaps because of the weather. DVDs of local community meetings are now available, thanks to Holly Nelson. There has been a brisk business in tax forms. This week marks the 20-year anniversary of moving into the "new" library building.

**Committee Reports:** None.

**Communications:** Chappell read a thank you note from Nancy Lienke who thanked Chappell for her help in recovering from the Historical Society a report Lienke wrote in the 1960s.

**Library Friends Report:** none.

**Unfinished Business:**

- Expansion project – There was much discussion of a preliminary concept floor plan from SJA Architects. The Board wants to know how much city property is available to use for library expansion.
- Mission and Vision statements – Tabled.
- Fees and Fines – Tabled.

- Election of officers – President: Suzanne Jordan  
Vice President: Heather Kemp  
Secretary: Carol Miller  
Motion to elect above slate – Sobanja; Second – West. Ayes all.

**New Business:**

- Arrowhead Library System Board – “at large” position available. Interested people in Grand Marais should notify Jim Weikum.
- Advocacy workshop for trustees April 11, 2007 in Mt. Iron – volunteer needed to attend.
- Chappell presented information from the Regional Library Basic System Support about state allocations to libraries. Board members and friends can contact state representative to support increased funding. This funding directly affects our internet line and interlibrary loan delivery service.

**Adjournment:** 7:00p.m. Motion by West, seconded by Kemp. Ayes all.

**Next meeting:** Monday, April 2, 2007, at 5:30 p.m. at the library.

Respectfully submitted,

Carol Miller, secretary

# **Grand Marais Library Board Meeting Minutes**

**Date:** April 2, 2007

**In attendance:**

**Board:** Kay Costello, David Quick. Fritz Sobanja, Suzanne Jordan.

**Absent:** Carol Miller, Heather Kemp, Alice West.

**Director:** Linda Chappell.

**Librarian I:** Karen Cronquist.

**Library Friends Liaison:** Helen Muth.

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

**Introduction of Visitors:** none.

**Additions to the Agenda:** none.

**Minutes:** March minutes approved: Motion-Sobanja, second–Jordan. Ayes all.

**Financial Report:** Everything is in line for the February expenditures. The investments are doing fine.

**Approval of Bills:** Motion - Costello, second – Sobanja. Ayes all.

**Director's Report:** There is a Library Advocacy Workshop for Trustees April 11, 2007, at Arrowhead Library System headquarters in Mountain Iron. Bob Lawson from the Minnesota Community Foundation will speak with the Library Director and Board members at 9:30, April 18, at the Library. The Library Expansion Project is included in the House Sales Tax Bill # 1771 at the Minnesota Legislature. The new Harry Potter book arrives July 21. The Library has a new letterhead and envelope design. New Prague, MN, library added a quiet reading room onto their building. The Minnesota Community Foundation payout will be taken as a rollover.

**Committee Reports:** none.

**Communications:** none.

**Library Friends Report:** The Silent Auction will be at the Senior Center July 14. The Book Sale will be at the Community Center August 2-4.

**Unfinished Business:**

- Expansion project – Chappell spoke to the City Council about the preliminary Expansion Project plans. SJA Architects plotted their building expansion plan onto the property survey for the City Council to review.

Consultant Ron McGriff has presented his review of the first preliminary floor plan. Thanks to Board member David Quick for presenting his drawings of how a 10,000 square foot library building could be located on the property. There was much discussion of options and obstacles. The Board wants to present the preliminary plans to the City Council.

- Mission and Vision statements – Tabled.
- Fees and Fines – Tabled.

**New Business:** Chappell has contacted several fundraising consultants. Some responded with proposals. A feasibility study will have to be the first step.

**Adjournment:** 7:20p.m. Motion by Costello, seconded by Sobanja. Ayes all.

**Next meeting:** Monday, May 7, 2007, at 5:30 p.m. at the library.

Respectfully submitted,  
Karen Cronquist, substituting for  
Carol Miller, secretary



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

**Date:** July 2, 2007

**In attendance:** Suzanne Jordan, David Quick, Heather Kemp, Carol Miller, Fritz Sobanja, Helen Muth (Library Friends Liaison), Linda Chappell (Library Director) and Anne Koomen (Staff).

**Absent:** Kay Costello, Alice West

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

**Introduction of Visitors:** Douglas Bruce has been a long-term visitor and area homeowner who recently retired to Grand Marais and has just received his first library card.

**Additions to the Agenda:** 2008 budget discussion, under new business.

**Minutes:** Approve and seconded.

**Financial Report:** May expenditures on schedule. About 50% of budgeted funds remain.

**Approval of Bills:** Sobanja moves; Miller seconds. Ayes all.

**Director's Report:** No official report this month, but Anne reported on attendance and activities in "Go Bananas," the children's summer reading program.

**Committee Reports:** None

**Communications:** A thank you note from Jim Weikum of the Arrowhead System for the library's support of the increased funding request approved by this session's legislature (approximately \$60,000 additional funding in 2008).

**Library Friends Report:** Silent auction to be held at the Senior Center during the upcoming Arts Festival weekend. Friends' newsletter will be out by Fishermen's Picnic. New book donation storage building has been located behind the library—steps, skirting, and signage to be completed soon. The building was built by the High School shop class with funds donated by Pete and Carol Harris to Library Friends of Cook County.

### **Unfinished Business:**

**\*\*Expansion Project update.** Board members who attended the city council work session summarized that discussion. Linda reported on a meeting with Higher Ed and WTIP to consider possibilities of shared new facilities. A subcommittee was identified to follow up on potential new building sites: availability, property values, etc. The board agreed to place an article about the search for appropriate new location space in the local newspapers.

**\*\*New Employees:** Deb Steenbaker has been hired to fill the Library Page position.

**\*\*Mission and vision statements:** Previously presented versions were revised and approved after discussion. (Sobanja moved; Quick seconded.)

**New Business:** 2008 budget. Linda is putting this together. Scenarios for next years' projected expenditures will be forthcoming. A proposal will need to be approved at the August Board meeting, so it can then be presented to the City and County by their deadlines. Linda will circulate a draft for consideration before that date.

**Meeting adjourned: 6:55 p.m.**

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

**Date:** August 6, 2007

**In attendance:** Linda Chappell (Library Staff), Kay Costello, Suzanne Jordan, Heather Kemp, Anne Koomen (Staff), Helen Muth (Library Friends Liaison), David Quick, Fritz Sobanja

**Absent:** Carol Miller, Alice West

**Call to Order:** 5:35 pm

**Introduction of Visitors:** Danna Asche, Cook County Higher Education Board  
Ella Kearney, WTIP  
Bob Pratt, Cook County Higher Education Board  
Paula Sundet, Director, Cook County Higher Education

**Additions to the Agenda:** Higher Education expansion report and overview given by Director Paula Sundet and members Danna Asche and Bob Pratt.

**Minutes:** Quick moves, Sobanja seconds. Ayes all.

**Financial Report:** MN Community Fund uncommitted balance as of June 30, 2007: \$21,496.00. 75% of the 2007 advertising budget has been spent, due to job vacancy advertising.

**Approval of Bills:** Sobanja moves, Costello seconds. Ayes all.

**Director's Report:** Linda recounted the busy summer and attendance counts during the second week of July and increasing internet usage. She also applauded the new storage shed for donated books with special thanks to the Library Friends and high school industrial technology class.

**Committee Reports:** None.

**Communications:** None.

**Library Friends Liaison Report:** Sales at the annual Library Friend's Book Sale were up 20% over last year, with net sales listed as \$8235.00 and current membership donations at \$2675.00. The annual meeting will happen September 10 in the Corcoran Classroom in the lower level of the clinic. Shawn Perich, local outdoor author, will be speaking at this meeting.

**\*\* Higher Education Expansion Report and Overview:** Paula Sundet thanked the Library Board for their time and applauded the expansion and renovation work and process that the board had already invested time and money into. She then discussed the

facility needs of the CCHE and highlighted the benefits of GMPL and CCHE collaborating and sharing a building. Both Bob Pratt and Danna Asche noted the CCHE board's enthusiasm for this consideration. Further discussion focused on possible locations, technology and infrastructure needs and the ability to expand, and exact classroom square footage needs. The CCHE currently has a pending \$270,000.00 loan/grant application with the USDA that will remain open for the next six months with encouragement to apply for \$500,000.00. They will receive an additional \$40,000.00 annually from the state. Their current annual operating budget is \$130,000.00, and Paula also noted the need for a capital campaign leading into any sort of expansion.

#### **Unfinished Business:**

**\*Private property for sale in the downtown area – parcels large enough for library expansion:** Linda gave reports on the properties that had been visited by members of the board and also highlighted additional options that could/should be visited and considered. The decision was made to have a subcommittee of Sobanja, Jordan, and Quick visit and revisit several properties with the intent of returning with to the board and city council with a report next month. The board invited members of the CCHE board along on the visits.

**\*2008 Operating Budget Proposal:** Linda gave an overview of 2008's operating budget to be submitted to the City and County. After discussion, several changes were made. Jordan motioned to recommend the budget, Quick moved to recommend with the suggested changes, Kemp seconded. Ayes all.

**New Business:** None.

**Meeting Adjourned:** 7:10 pm

Minutes submitted by Staff member Anne Koomen in absence of Secretary Carol Miller.

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

**Date:** Sept. 4, 2007

**In Attendance:** Linda Chappell (Library Staff), Kay Costello, Suzanne Jordan, Anne Koomen (Staff), Carol Miller, Helen Muth (Library Friends Liaison), David Quick, Fritz Sobanja **Absent:** Heather Kemp

**Visitors:** Gwen Carman, Cook County Schools; Paula Sundet, Director, Cook County Higher Education

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

**Additions to the Agenda:** None

**Approval of Minutes:** David moves; Kay seconds. Ayes all.

**Financial Report:** Accounts are where they should be. After Linda's report, next year's budget is under consideration by the County Commission. (City has already approved its share.)

**Approval of Bills:** Kay moves; Fritz seconds. Ayes all.

**Director's Report:** Linda circulated revised copies of the mission and vision statements for a final review. Linda reported that Alice West has resigned from the Board and asked assistance in recruiting a new city member. \$500 grant received from the St. Paul Library, dedicated to children's programming; Work in progress on a teen questionnaire to solicit information about what young people want in a new or renovated library.

**Committee Reports:** None

**Communications:** None

**Library Friends' Liaison Report:** Helen reminded the Board of the Friends' upcoming meeting on Sept. 10.

**Unfinished Business:** The Board considered the merits of a list of properties identified as possible sites for construction of a new library. Carol made and David seconded a motion to pursue preliminary considerations of up to four of the locations identified as potentially suitable. Ayes all.

**New Business:** The Board

- \*\* reviewed the existing Exhibition Policy to see if revisions are needed—e.g., security system.

- \*\*discussed suitable placement of Library Endowment funds.

**Meeting Adjourned:** 7:00 p.m.

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

**Date:** Oct. 1, 2007

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

**In Attendance:** Linda Chappell (Library Staff), Kay Costello, Suzanne Jordan (chair), Heather Kemp, Carol Miller, Helen Muth (Library Friends Liaison), David Quick, Fritz Sobanja

**Introduction of Visitors:** Ann Russ (Sawtooth 5<sup>th</sup> grade teacher); Dana Asche (representing Higher Education Board)

\*\* Ann attended to inform the Board that approximately 24 acres adjacent to school property is officially designated as "School Forest." That parcel, part of which has been suggested as a potential site for a new library building, is currently used in multiple ways, including "field studies," by many Sawtooth teachers and students.

**Minutes Approved:** David moves; Kay seconds. Ayes all.

**Financial Report:** Linda reports that the Library's approximately \$358,000 in investments is accruing good interest. Budget is where it should be, although Sue requests a follow up inquiry about the high water bill of the previous month. Newspaper articles about the Grand Marais Library Endowment Fund have generated some inquiries from potential contributors.

**Approval of Bills:** Heather moves; Carol seconds. Ayes all.

**Director's Report:** The Board is still recruiting a city resident to serve out two years of Alice West's three-year term. A new download service of books to patrons' home computers and MP3 players is in the works. New adjacent sidewalks have been provided by the City. Linda displayed photos of the Hoyt Lakes Library's new Teen Area. A Teen Questionnaire is being circulated now to gather information about how our library can better attract and serve teen patrons.

**Committee Reports:** None

**Communications:** Relevant to our ideas about how a new or renovated library might accommodate "joint uses," Kay circulated a *Library Journal* article about the effectiveness and challenges of joint-use school/public libraries.

**Library Friends Liaison Report:** None this month.

**Unfinished Business:**

\*\*The Board reviewed suggested changes to the GM Library Exhibit Policy. David moved, Kay seconded, a motion to accept the new policy. Ayes all.

\*\*The Board continued its ongoing consideration of four potential library locations and considered next steps. After substantial discussion, Carol moved that the Board move forward to develop in more detail three potential “scenarios” involving either acquisition of appropriate property for construction of a new building or renovation of the existing building on the current site, with the goal of presenting these scenarios to the Council for further input and consultation. Fritz seconded. Ayes all.

**New Business:** None

**Meeting adjourned: 7:10 p.m.**

## **Grand Marais Library Board Minutes**

**Date:** Nov. 5, 2007

**Call to Order:** 5:35 p.m.

**In Attendance:** Linda Chappell, Anne Koomen (Library Staff), Suzanne Jordan, (chair), Heather Kemp, Carol Miller, Helen Muth (Library Friends Liaison) David Quick, Fritz Sobanja

**Introduction of Visitors:** Paula Sundet, Jean Cochrane (representing the Cook County Higher Education Board)

**Additions to the Agenda:** None

**Minutes:** Motion to approve, Fritz; Second, David. Ayes all.

**Financial Report:** Accounts are where they should be, except for unavoidable overage for workers' comp. Investments are holding in foreign money markets, with better return than CDs.

**Approval of Bills:** Higher than normal expenditures resulting from replacing of fluorescent light tubes throughout the building and purchase of software. The water bill is back to normal after unusually high charges in August. Heather moves to approve. Fritz seconds. Ayes all.

**Director's Report:** Linda reported that using credit cards to pay for library fines is still not cost effective. We continue to seek a City resident to fill an open place on the Board. Two new computers have been purchased for staff workstations and the circulation desk. Anne reported on the results of the Youth Questionnaire about young people's library use and on her visits to middle schoolers last week to talk with them about what they would like in a renovated library. Most frequent uses to check out materials, use computers, to read, and to meet friends. Additional ideas generated by students: more computer training and establishing a film club. Another meeting is scheduled to discuss setting up an advisory board composed of interested young people.

**Library Friends Liaison Report:** This is a quiet period but an organizational meeting is scheduled for next week.

**New Business:** Discussion of holiday closings. The Library will be closed on December 24 in addition and Christmas Day, and perhaps on New Year's Eve as well.

**Unfinished Business:** Further consideration of renovation or new building options, stimulated by Linda's question: What is best for the Library? After discussion, the Board agreed to report back to the City Council work session on Wednesday, Nov. 14<sup>th</sup>, highlighting the two remaining options supported by the Board—purchasing the Schulte property on Hwy 61 and 1<sup>st</sup> Ave. E., or renovating on the current site.

**Meeting Adjourned:** 7:00 p.m.



Grand Marais Library Board Minutes

Date: Dec. 3, 2007

Call to Order: 5:30 p.m.

**In attendance:** Linda Chappell, Anne Koomen, (Library Staff), Suzanne Jordan (chair), Kay Costello, Heather Kemp, Carol Miller, David Quick

**Absent:** Fritz Sobanja, Helen Muth (Library Friends Liaison )

**Visitors:** Paula Sundet, representing Cook County Higher Education

**Minutes:** Motion to approve, Carol; Second, David. Ayes all.

**Financial Report:** Heading toward the end of the year's budget allocation. Book purchases almost expended until next year.

**Approval of Bills:** Heather moved; David seconded. Ayes all.

**Director's Report:** Several board members attended a work session with the City Council on Nov. 14 to report on the identification of a potential site for a new library. That location, the Schulte property on Highway 61, was supported by the Council and next steps toward purchase were encouraged. Reminder: The library will be closed on Christmas Eve, Christmas Day, and New Year's Day, but open on New Year's Eve.

**Committee Reports:** None

**Communications:** None

**Library Friends' Liaison Report:** Linda reported for Helen that the annual soup dinner was spent in planning for the coming year. Details to follow when Helen returns.

**New Business:**

\*\* The search for a new city board member continues. Linda will follow up on several potential applicants.

\*\* Heather and Carol agreed to stay on for additional three-year terms.

\*\* Regarding the 2008 library calendar, Linda recommended that the library be closed on all union holidays except Columbus and Veterans' Day. Kay moved to approve. Heather seconded. Ayes all.

\*\* Monthly Board meetings will continued to be scheduled on the first Monday of each month at 5:30 p.m., except for Labor Day Monday. Move to approve. Seconded. Ayes all.

\*\* Heather volunteered to become the Board liaison to the Youth Advisory Board. Next meeting, Jan. 16, 2008.

**Unfinished Business:** Library revitalization project, continued. Positive response from the City Council and other city/county/school district/ Grand Portage constituents will advance the exploration of purchase of the Schulte property as site of new library construction. Next steps will involve inquiries with the city concerning current assessments on the property, conditions of purchase, architectural examination, etc. to guarantee feasibility.

**Meeting Adjourned:** 6:55 p.m.