

Grand Marais Library Board Minutes

Date: Jan. 7, 2008

Call to Order: 5:30 p.m.

In attendance: Linda Chappell, Anne Koomen (Library Staff), Suzanne Jordan (chair), Kay Costello, Heather Kemp, Carol Miller, Helen Muth (library friends' liaison), David Quick, Fritz Sobanja.

Visitors: Paula Sundet (Cook County Higher Education), Dawn Byholm, Ron McGriff (library consultant)

Additions to the Agenda. Under new business: Resolution in support of local government aid. Rain garden on library property?

Minutes: Motion to approve, Kay; David seconds. Ayes all.

Financial Report: Linda noted a few end-of-year overages resulting from overtime, book budget.

Approval of Bills: Fritz moves to approve; Heather seconds. Ayes all.

Director's Report: Linda's report included a number of items. See attached.

Committee Reports: None.

Communications: New CD from Michael Monroe. Donations from the Pie Place and from another patron dedicated to support of teen corner and related programming.

Library Friends' Liaison Report: No writers' workshop planned for this year because of negative correlation of cost to attendance. A subcommittee will explore other possibilities, e.g., a community reading program like Duluth's. Alternative projects under consideration. New officers to be installed at February 7 meeting: Judy Siegle will continue as President. Helen Muth replaces Cindy Tiffany as 1st Vice President. Jean Bushman replaces Hyla Napandansky as Treasurer. Emma Bradley continues as Secretary. Kris Hedstrom continues as Past President.

Unfinished Business:

1) Library Renovation. Purchase agreement for new library site is being negotiated. Board members will meet with the City Council in the coming week to discuss details of financing, closing date, inspection, etc.

2) Ron McGriff presented a preliminary report on new building site. 35,000 sq. feet of site space. Biggest issue is the change in grade. A one-story building is optimal. B+ is McGriff's overall estimate of the suitability of the proposed new site.

New Business:

- 1) Discussion of the One Book, One Community Program focusing on Duluth's choice, *Three Cups of Tea*. The Board suggested that Helen take this idea to the Friends. Kay volunteered to help with subsequent planning if the Friends decide to undertake this project.
- 2) The Board voted to support a resolution, solicited by the Arrowhead Regional System, in support of increased local government aid. Carol moved. Fritz seconded. Ayes all.
- 3) ALS will need a new representative from Cook County. Fritz volunteers.
- 4) For information only: A rain garden has been proposed for the area near the rock wall by the highway by the Cook County Soil and Water group.

Grand Marais Library Board Minutes

Date: February 4, 2008

Call to Order: 5:30 p.m.

In attendance: Linda Chappell, Suzanne Jordan (chair), Dawn Byholm, Kay Costello, Heather Kemp, Helen Muth (Library Friends liaison), David Quick.

Absent: Anne Prinsen (Library Staff), Carol Miller, Fritz Sobanja.

Visitors: Paula Sundet (Cook County Higher Education)

Additions to the Agenda. None.

Minutes: Motion to approve, Costello; Byholm seconds. Ayes all.

Financial Report:

Approval of Bills: Quick moves to approve; Costello seconds. Ayes all.

Director's Report:

Committee Reports: None.

Communications: Kay Costello reported talking to Judy Siegle about the 'One Book, One Community' reading program, as well as the recommended book, "Three Cups of Tea: One Man's Mission to Promote Peace – One School at a Time" by Greg Mortenson and David Oliver Relin. Diane Booth has several copies of this book she could loan to the program.

Library Friends' Liaison Report:

The Library Friends are holding a meeting Thursday, February 7th at the Grand Marais Public Library.

Unfinished Business:

1) ALS Board volunteer – Fritz?

The board said that Fritz agreed to serve on the ALS Board, with a term of 3 years. Chappell will follow up on this appointment.

2) Renovation/Expansion project update

- The Library board is still in favor of the Schulte site, and strongly believes that government support is needed to sustain the project, as the Library Board members are unable to come up with all the money themselves. An appraisal of the Schulte property will be presented to the city council on February 13th at 4:30 pm. Board members will attend the city council meeting.

- The commissioners of Cook County voted to cancel the county-wide 1% sales tax. Library Board members will talk with their commissioners to get more details on why this was done.
- The City Council is looking for input from the Library Board about funding sources for the renovation or expansion of the library. According to city administrator Mike Roth, county involvement with funding is imperative. The city cannot fund the project by itself. The Library Board agrees that the County needs to be involved in funding and/or support.

New Business:

- 4) Higher Education – Ron McGriff final space analysis report review.
Paula Sundet of Cook County Higher Education gave a summary of Ron McGriff's space needs assessment. He estimates they need 5600 total square feet of facility space to carry out their programming.

Costello moves to adjourn, Quick seconds. Ayes all. Meeting adjourned @ 6:35.
Next meeting will be on March 3, 2008

Respectfully submitted by Sue Jordan, Anne Prinsen, and Linda Chappell
for secretary Carol Miller, who was ill.

Grand Marais Library Board Minutes

Date: March 3, 2008

Call to Order: 5:30 p.m.

In attendance: Linda Chappell (Director), Anne Prinsen (Library Staff), Suzanne Jordan (Chair), Dawn Byholm, Kay Costello, Heather Kemp, Carol Miller, David Quick, Fritz Sobanja.

Visitors: None

Additions to the Agenda: None

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

Financial Report: Gifts from the Harris Family fund have been donated and may be directed to the Grand Marais Public Library Endowment fund. Interest on library accounts in general is reinvested in relevant funds. Linda will check interest rates on all library-invested funds to insure re-investments garner highest returns. In consequences of the City Council's decision not to go forward with the purchase of the Schulte property, the library's \$10,000 earnest money has been returned.

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

Director's Report: Linda's report summarized the following:

**Library Friends' storage space at city hall has been shifted to make room for an additional city office space.

**The Adult Winter Reading Program had 34 participants.

**New toys have been added to the library toy collections.

**The Library's 2007 Annual Report, collating use statistics and trends, will be completed soon and forwarded to the State Office of Libraries to assist legislative funding requests.

**Tax forms continue in high demand, with IRS-trained volunteers available to help local tax filers on Mondays at the Senior Center.

Committee Reports: None.

Communications: None.

Library Friends' Liaison Report: Helen Muth is unavailable for this meeting. Linda reports for her that 20 tickets are available for the March 19th DECC presentation of the One Book, One Community project author of *Three Cups of Tea*. The author's mother, Jenene Mortenson, will be at the library for a presentation on the evening of April 18.

Unfinished Business:

Library Renovation project update. For discussion, David Quick presented a prospective plan (requested by Linda) for a more modest extension of current library space than recent considerations of comprehensive renovation or new construction. His first-phase renovation would add a space of approx. 1150 sq ft. (The Board was reminded that roof and carpeting have to be replaced in any case, probably by the end of the coming summer season.

Broader discussion followed of the current uncertainty of plans for renovation of the current building or new construction at another site. The Board reasserted its conviction that any ongoing plans maintain the library's current general location in the town center. A task group was identified to draft a document articulating more concretely to our Grand Marais community the board and staff's vision for the library's future.

New Business: The Board will review and update for 2008 the current "Strategic Priorities of 2006" document.

Adjourn: 7:00 p.m.

Grand Marais Library Board Minutes

Date: April 7, 2008

Call to Order: 5:30 p.m.

In attendance: Dawn Byholm, Linda Chappell (Director), Kay Costello, Suzanne Jordan (Chair), Heather Kemp, Helen Muth (Library Friends Liaison), Anne Prinsen (Library Staff), David Quick, Fritz Sobanja.

Absent: Carol Miller

Visitors: None

Additions to the Agenda: None.

Approval of Minutes: Quick moves to approve; Sobanja seconds. Ayes all.

Financial Report: The Library received a letter from the Minnesota Community Foundation, which was pleased to announce that our available grant payout amount for 2007 is \$2592.16. According to Chappell, this dollar amount will be placed back into the endowment to grow the fund since it is not needed for a specific project at this time. Current balance in the Library's Restricted Fund with the city: \$124,000.00; and the Hazel Matthews fund: \$241,000.00. The Board maintains these accounts for future Capital projects.

Approval of Bills: Costello moves to approve, Byholm seconds. Ayes all.

Directors' Report: Chappell's Report summarized the following:

-Both Chappell and Prinsen attended the Public Library Association Conference in Minneapolis with over 10,000 librarians in attendance. Prinsen's summary can be viewed at:

<http://alscurrentevents.blogspot.com/> under the header "thoughts from the GMPL".

Chappell presented her summary at the board meeting. Both staff members thanked the board for this opportunity to learn about current library trends and network with other librarians. They plan to implement new programs and procedures using the knowledge they gained.

-The Library Friends of Cook County will present Jerene Mortenson, who will give three talks about her son's book, "Three Cups of Tea" on Tuesday, April 15th. Sites and times will be announced soon.

Committee Reports: summarized by Chappell in Unfinished business

Communications: The Arrowhead Library System sent an invitation to all GM Board Members to attend their annual meeting in May in Mt. Iron. Entertainment will be provided by "The Minnesota Crime Wave", a trio of regional mystery writers including William Kent Krueger who sets his stories in Aurora Minnesota.

Library Friends Liaison Report: The Library Friends are looking forward to Jerene Mortenson's presentations in Grand Marais and are anticipating high attendance. According to Ina Sinkeldam, coordinator of the Friends annual book sale, the recent call for books is bringing in excellent response from the community. The quality of books has been outstanding and the numbers are on track with previous years.

Unfinished Business:

1. Strategic Priorities for 2008

-Chappell highlighted the 2007 annual report, and explained it would be displayed and available at the front check out counter for the public. Jordan also felt the newspapers should have some sort of report or update. She liked 'Looking to the Future' as a title.

-2007's Library statistics were overviewed, and it was agreed that any questions would be brought to the next meeting.

-Sobanja asked for another statistical ratio for next time: the percentage of hours open/number of visits per year as well as the county percentage breakdowns for card holders.

-Chappell highlighted possible strategic goals for 2008 with hopes for feedback by next meeting.

-Jordan noted a priority for this summer is fixing the roof. Chappell is receiving bids for re-roofing costs. Jordan also asked about the plan for installing new carpet in the library, and asked for any possible space changes to be considered prior to next meeting and the installation process.

2. Next Steps in the Library Renovation Project.

-Chappell noted she spoke with Paula Sundet, director Cook County Higher Education. Paula confirmed that the CCHE is still interested in a possible space collaboration with GMPL, but that they will be exploring more options.

-Chappell gave an overview of the task group meeting on March 13th at the North House Folk School, which Linda Chappell, Kay Costello, Suzanne Jordan, Carol Miller, and Anne Prinsen attended.

For the May board meeting, the group agreed the following should be gathered and organized for a 'white paper' with a possible title of: "The Library's Future to 2030: Making the Case for Expansion":

History and Mission

Demographics: Change and Growth

Current Inadequacies and Needs

The Past Three Years: Process and Planning

Vision for a New Library

Proposal for Necessary Interim Maintenance

-Costello and Jordan stressed the need for identifying an actual project – no matter how small – before fundraising or 'marketing' any plan for expansion.

New Business: None.

Next meeting: May 5, 2008 at 5:30 p.m.

Adjourn: 7:30 pm

Submitted by: Anne Prinsen and Linda Chappell for Carol Miller, secretary

Grand Marais Library Minutes

DATE: May 5, 2008

Call to Order: 5:30 p.m.

In attendance: Linda Chappell (Director), Kay Costello, Heather Kemp, Carol Miller, Suzanne Jordan (Chair) David Quick, Fritz Sobanja

Absent: Helen Muth (Library Friends Liaison), Anne Prinsen (Library Staff), Dawn Byholm

Visitors: None

Additions to the Agenda: None

Approval of Minutes: Quick moves to approve; Costello seconds. Ayes all.

Financial Report: The Minnesota Community Foundation statement showed a modest first-quarter loss. To reach the \$25,000 goal in our other foundation account, we need approximately \$7000, to be in place by 2011. A representative from the Duluth Superior Foundation will be in town next week to meet with Linda and interested board members for an update. Linda has in hand one estimate from North Shore Roofing for summer roof replacement and will seek another estimate as soon as possible.

Approval of Bills: Costello moves to approve; Kemp seconds. Ayes all.

Director's Report: Chappell presented for review a set of data she has collected about current library use and demographic information, requested by Sobanja. This will be included as a supplement to the 2007 Library Report. Additional points of information provided by Chappell:

**The Arrowhead System is considering hiring a consultant to advise and assist regional libraries in future planning.

**We will advertise in local papers to hire a page for the summer season.

**A plan is being devised to publicize the fact that the library's Downloadable Audio Book service is now IPOD compatible.

** Preliminary information about costs of a modest addition to the current library building indicates approximately \$125-140 dollars per square foot for commercial construction, according to an estimator from Isak Hansen.

Committee Reports: None

Library Friends (Chappell for Muth): Very successful set of community activities related to the book *Three Cups of Tea* and excellent response from community contributors for the summer book auction and sale.

Unfinished Business: 1) The board discussed the format and content of a “white paper” updating and clarifying the current status of planning for library renovation or relocation. We discussed a draft prepared by Chappell and recommended a working group to revise the draft and ready it for publication and presentation to the City Council and the County Board.

2) The board reviewed Chappell’s draft of “Strategic Priorities for 2008.” Miller moved to approve; Quick seconded. Ayes all.

New Business: Discussion of a budget document for 2009 was deferred until the June meeting when Chappell will have the full proposal ready for review.

Meeting Adjourned: 7:10 p.m.

Grand Marais Library Board Minutes

DATE: June 2, 2008

Call to Order: 5:35 p.m.

In attendance: Linda Chappell (Director), Dawn Byholm, Kay Costello, Suzanne Jordan (Chair), Heather Kemp, Carol Miller, Helen Muth (Library Friends Liaison), Anne Prinsen (Library Staff), David Quick, Fritz Sobanja.

Visitors: None

Additions to the Agenda: Report on visit from Duluth Superior Foundation representative Strand

Approval of Minutes: Quick moves to approve; Costello seconds. Ayes all.

Financial Report: Accounts are sound with overages routine and expected. End of year coverage of these overages will occur at the direction of the City Council. New heaters have been installed in restrooms.

Approval of Bills: Byholm moves to approve; Sobanja seconds. Ayes all.

Director's Report:

**The Summer Reading Program is ready for kickoff. Theme is food-related books. Activities will include field trips to Lola's bakery kitchen, etc. Anne Prinsen will supervise.

**Chappell is getting quotes from a web designer to assist with updating and streamlining the library's homepage.

**Chappell has acquired state guidelines and recommendations for library locations—reinforcing the Board's wish to remain in the city center.

**The summer page position will be filled soon.

Committee Reports: None.

Communications: Costello shares an e-mail from Sue Prom supporting a relocation of the library to the proposed new complex located near the school.

Library Friends Report: Muth reports that preparations are moving forward for the summer sale and auction.

Unfinished Business:

**We now have two roof replacement estimates in hand (North Shore Roofing and BMA). Both recommended a fresh start and tear-off. The new roof would take out the existing (leaking) ventilation/circulation units. Contingent upon Mike Roth's review, Sobanja moves to approve the North Shore estimate, funds to be drawn from the library's building fund. Quick seconds. Ayes all.

** Strategic Planning 2008. Discussion acknowledged Diane Booth's report for the Cook County Community Center indicating the aging demographic of future library users.

** Budget 2009. Chappell presented a draft, which will be fleshed out by additional numbers when, for example, the union contract is set, health and insurance rates become available, etc. A subgroup will review more closely in light of additional firm data so that the final version can be presented for formal approval at the Council's July meeting.

** The Board discussed the recent visit of Becky Byers-Strand, Duluth Superior Foundation consultant/representative. She noted that as a benchmark, 50% of money for new construction should be in hand before breaking ground. Recommended building a donor base, undertaking a survey of community financial support, identifying particular "benefactors," the need for a professional fundraiser, etc. The Board expressed consensus in exploring these recommendations as a priority of next and subsequent meetings.

Meeting Adjourned: 7:10 p.m.

Grand Marais Library Board Minutes

DATE: July 7, 2008

Call to Order: 5:30 p.m.

In attendance: Linda Chappell, (Director), Dawn Byholm, Kay Costello, Suzanne Jordan, Heather Kemp, Carol Miller, Anne Prinsen (Library Staff), David Quick, Fritz Sobanja.

Absent: Helen Muth (Library Friends Liaison)

Visitors: None

Approval of Minutes: Costello moves to approve; Sobanja seconds. Ayes all.

Financial Report: Library expenditures on track for the year. Modest growth in investment interest. The new roof has been completed, with costs reflected in this month's bills. Linda notes the purchase of a new laptop.

Approval of Bills: Quick moves to approve; Miller seconds. Ayes all.

Director's Report: Chappell highlighted the library's new X-box game and its objectives of sharpening young users' team and social skills, problem-solving abilities, etc.—a component of the library's commitment to enhance service to young patrons. The Board discussed possible construction of a glassed-in "quiet space" to address the concerns of patrons who are distracted by noise levels in the library's current configurations of open spaces. Linda will pursue plans and bids.

Committee Reports: None.

Communications: None.

Library Friends Report: Quick reporting for Helen Muth: The Silent Book Auction is in preparation and will be held at the Senior Center. Every category of books for the Fisherman's Picnic book sale is ahead of last year's numbers.

New Business: The Board reviewed the Director's "Operating Budget for 2009" figures, which includes an over-all 5% increase over 2008 expenditures. Board members noted that salary commitments, health insurance, etc. leave very little flexibility in what is this year's very reasonable annual increase. Miller moved to approve the 2009 budget; Quick seconded. Ayes all. Next step will be submission of the budget for consideration at the City Council's at next weekly meeting.

Old Business: Our ongoing strategic planning discussion is tabled until next month's meeting since Sue has to leave by 6:30.

Adjourned: 6:30 p.m.

Grand Marais Library Board Minutes
DATE: September 2, 2008

Call to order: 5:30 p.m.

Present: Linda Chappell, Director, Anne Prinsen, Library Staff, Suzanne Jordan, chair, Dawn Byholm, Kay Costello, Heather Kemp, Carol Miller, Helen Muth, Library Friends Liaison, David Quick, Fritz Sobanja.

Visitors: None

Additions to the Agenda: None

Approval of Minutes: Moved by Quick, seconded by Sobanja. Ayes all.

Financial Report: Investments continue slow growth. County share of support has been received.

Approval of Bills: Item of note—purchase of Nintendo Wii game system. Costello moves to approve; Byholm seconds. Ayes all.

Committee Reports: None

Communications: One summer visitor's praise: "I like coming here. It's the best library in the world!"

Library Friends Liaison Report: Helen notes the Friends' annual meeting set for Oct. 6 at 7:00 p.m. at the Cochran Room at the Clinic. Howard Sivertson will discuss his new book, *Tales of the Old North Shore*. Membership is currently down on Friends' board. Recommendations for prospective members are solicited. The summer book sale made more than \$7,700.

Director's Report: Very successful summer page experience, with Linda planning to make even more of that position next summer. Summer rush is now slowing, but of note is increased need for free wireless internet access for laptops. Linda will look into how to meet this need, via Boreal or other servers. (Currently, there is a charge of \$3.95 per hour.)

Several board members voiced interest in attending a non-profit charitable giving seminar, scheduled for Tuesday, Sept. 16, as preparation for the Library's upcoming fund-raising activities.

The Harris family has requested that their recent donation be moved to the Duluth Superior Foundation Grand Marais Public Library Endowment Fund. Sobanja moves to act on that request; Quick seconds. Ayes all.

Unfinished Business:

- 1) A revised 2009 budget proposal reflects new numbers based on 0% increase in health and insurance costs and keeps the overall increase to 3.7 %. (See, for information and context, the “Operating Budget 2009” document.) Jordan moves to submit revised budget to city/county commissioners group. Costello seconds. Ayes all.
- 2) Quotes on construction of “quiet” area. Preliminary proposals are surprisingly costly. Subsequent discussion focused on who should be involved in the contracting as well as the planning and building processes. Does the City have an engineering firm under contract already? The Board requested that Linda pursue the question of who should take the lead in this process with city administration.
- 3) Strategic Planning Update. The Arrowhead System may hire a professional consultant to undertake strategic planning throughout the system. Linda has requested that we be an early priority to receive this assistance. The Board discussed how this plan interacts with upcoming county and city-wide “steering committee” planning for the 1% revenue initiative. Sobanja recommended a packet be prepared to document and summarize the Library Board’s own strategic planning activities to date, to help the steering committee envision the Library’s expansion project as a part of potential future revenue allotments.

Meeting adjourned: 7:10 p.m.

Grand Marais Library Board Minutes
Meeting Date: October 6, 2008

Call to Order: 5:30 p.m. at the Library. (The meeting must end before 7:00 p.m. so as not to conflict with the Library Friends' annual meeting in the Corcoran Room of the Sawtooth Mountain Clinic.)

Present: Linda Chappell, Director, Anne Prinsen, Library Staff, Suzanne Jordan, Chair, Dawn Byholm, Kay Costello, Heather Kemp, Carol Miller, Helen Muth, Library Friends Liaison Fritz Sobanja. **Absent:** David Quick.

Visitors: None.

Approval of Minutes: Moved by Costello; seconded by Sobanja. Ayes all.

Financial Report: Harris donation has been transferred, as requested by the donors, to the Endowment.

Approval of Bills: Reflecting significant book purchases and one-time purchase of chair-back covers for children's section. Byholm moves to approve; Costello seconds. Ayes all.

Director's Report: Chappell presented holiday schedule: Library will close at 1:00 p.m. on Christmas Eve and remain closed on Friday, Dec. 26th. Open as usual on New Year's Eve. The proposed "suggestion card" and the "reader's advisory" projects are tabled until next month's meeting.

Committee Reports: None.

Communications: None.

Unfinished Business:

- 1) The 2009 budget has been submitted to the city/county commissions; we await their response.
- 2) The Board reviewed and edited a subcommittee's draft of the "Strategic Planning Packet," summarizing the Board's work to date identifying the need for and steps toward attaining a potential new library facility. This document will be made available to the city/county "steering committee" charged with planning for the prospective 1% revenue initiative.
- 3) A synopsis of the Charitable Giving Seminar presentation by Leigh Mathison was tabled until the November meeting.
- 4) Chappell presented an update of the "quiet area" planning process. Further research has clarified that a contractor rather than an architect should be able to provide sufficient oversight for this project. Chappell will publicize a call for bids for design and construction, with the goal of having preliminary estimates available by November's Board meeting.

Meeting adjourned: 6:45 p.m.

Grand Marais Library Board Minutes
Meeting Date: Nov. 3, 2008

Call to Order: 5:40 p.m. (Kemp convenes; Jordan will be a little late.)

Present: Linda Chappell, Director; Dawn Byholm; Kay Costello; Suzanne Jordan, chair; Heather Kemp; Helen Muth, Library Friends Liaison; Carol Miller, David Quick, Fritz Sobanja.
Absent: Anne Prinsen, Library Staff

Approval of Minutes: Costello moves; Sobanja seconds.

Financial Report: Chappell reports a loss of about 9% in foundation accounts, but sixteen quarters are considered in the averaging process, so there will be time to recoup any short term losses. We have approximately \$21,000 in the Duluth Superior Foundation account, with \$25,000 as our immediate goal. 75% of the Library's annual budget has been expended through September—on schedule as we move into the last quarter.

Approval of Bills: Sobanja moves; Byholm seconds.

Director's Report: Chappell passed along the Library Improvement Project packet to the appropriate city and county entities. See the back page of this meeting's agenda for more detailed notices, e.g., a first-of-the-year collaboration with WTIP in their Community Engagement efforts; the addition of new databases in the Arrowhead system; and a presentation by Lyle Gerard on Nov. 10 about his trip around the world.

Library Friends' Report: Muth reports that the Friends' are sponsoring Lyle Gerard's presentation, and that \$7500 will be donated from the Friends, principally for new book purchases.

Committee Reports: None.

Communications: None.

Unfinished Business:

- 1) Chappell and Kemp report on the charitable giving seminar led by Leigh Mathison. Kemp recommends publicizing giving opportunities (such as designating the library as an estate beneficiary) on the library website, and as a part of the upcoming "Love Your Library" campaign. Other ideas: the importance of board members donating by example; expanded links on website to clarify how patrons can help by donating time, books, money; the library might host its own Mathison-giving event. Chappell will follow up on some of these ideas.
- 2) Reader's suggestion cards and "library picks" tags have already been put in shelved books. Next step: "My suggestion" cards available for patrons, board members, etc. to make recommendations for reading.
- 3) 1% sales tax update. The task force has held two meetings, with consultant Michael Fisher recommending more public input about what projects the tax should support. Status to this point: the need for a follow up meeting to identify a well-defined group of projects; the

need to be clear that much of the revenue might come from out-of-county sources; that 1% might function as seed money rather than representing a complete funding amount; the importance of county-wide projects, not just those affecting Grand Marais proper. Circulating ideas do in no way represent consensus yet, so there is an ongoing need to continue articulating the Library's planning process and to go ahead with fundraising.

4) Quiet room remodeling project update. The job was advertised for two weeks, with one bid, from Stephen Holz Advanced Housing Concepts, resulting. \$8500 preliminary estimate. The Board examined a preliminary design and recommended more glass, less framing.

New Business: The Board discussed fund raising projects for 2009, e.g., the Love Your Library campaign. Consensus of the group is to focus on a longer-term planning strategy. First steps would include creation of a donor list; board member donations; and the formation of subcommittees to consider longer-term activities for the coming year and beyond.

Meeting adjourned: 7:25 p.m.

Grand Marais Library Board Minutes
Meeting Date: Dec. 1, 2008

Call to Order: 5:35 p.m.

Present: Linda Chappell, Director; Dawn Byholm; Kay Costello; Heather Kemp (chairing in Jordan's absence); Carol Miller; Helen Muth, Library Friends Liaison; Anne Prinsen, Library Staff; David Quick; Fritz Sobanja.

Absent: Suzanne Jordan

Approval of Minutes: With corrections, Costello moves; Sobanja seconds. Ayes all.

Financial Report: Chappell will request transfer from restricted account into operating account to cover some one-time operating overages, e.g., bathroom repairs.

Approval of Bills: Quick moves; Byholm seconds. Ayes all.

Director's Report: Among the items of the report: Prinsen demonstrated resources such as the Biography Database to local eighth graders. The holiday schedule is posted. Chappell attended the Park Board meeting to represent library interests and needs as discussion of rec park/harbor area planning continues.

Committee Reports: None.

Library Friends Liaison Report: The Friends group hosted a staff appreciation breakfast at Muth's house on December 1. Thanks to the Friends for remembering the staff.

Unfinished Business:

- 1) Chappell reported that county commissioners will meet on Dec. 4 to finalize budget decisions.
- 2) The board reviewed a revised draft of quiet room renovation designs from Stephen Holz' Advanced Housing Concepts. Quick moved to accept the bid and request a contract as a next step to move the renovation forward. Miller seconded. Ayes all. Costello next moved that the Board authorize a deposit payment to Advanced Housing Concepts from appropriate Library Memorial funds. Sobanja seconded. Ayes all.

New Business: Discussion of board meeting calendar for 2009. The first two monthly meeting dates—Jan. 5 and Feb. 2—were agreed upon. The rest of the meeting schedule will be set later.

Meeting adjourned: 6:25 p.m.