

Grand Marais Library Board Minutes
Meeting Date: January 5, 2009

Call to Order: 5:40 p.m.

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

Additions to the Agenda: New Business: Ceiling Repair

Approval of Minutes: Costello moves; Sobanja seconds.

Financial Report: Chappell reports on November's financial status, as the city Financial Manager is closing up the books for 2008. Final December report will be available next meeting for any decisions to be made prior to the annual audit.

Approval of Bills: Motion by Quick, Kemp seconds.

Directors Report: Chappell asked for board approval for 2009 Library closings and board meeting dates, as listed. Motion by Costello, Sobanja seconds. She also noted high activity during the holiday season, and highlighted the upcoming Overdrive Downloadable Audio Book class that is free and open to the public. The Grand Marais Public Library received an award for record attendance at staff training sessions. Chappell also highlighted various articles on increased library usage throughout the US as the economy worsens, as stated in Parade Magazine and the Star Tribune, among other sources. American Library Association's statement paper sent to the Obama administration, *Opening the Window to a Larger World*, which lists the valuable contributions libraries make communities, was also noted and can be found on the ALA website.

Committee Reports: None.

Communications: Cook County News Herald letter to the editor by Mr. Hay, holiday cards from the Duluth Superior Community Foundation and the Arrowhead Library System.

Library Friends Liaison Report: None.

Unfinished Business:

- 1.) 2009 Budget – The Library received a letter from the County, who has approved our budget in its entirety. In addition, the Arrowhead Library System has decided to finance 2009's automation fees, which we have paid in the past. This amounts to roughly \$7,500.00.

- 2.) “Quiet Room” Construction Update – Construction will begin the second week of January and last for several weeks. New furniture choices and costs are expected next meeting.
- 3.) Library Calendar/Strategic Priorities – Linda highlighted brainstormed strategic priorities for 2009. Costello and board requested a more organized and prioritized annual calendar to be considered and approved next meeting.

New Business:

- 1.) Financial plan for 2009 – Chappell shared a brainstormed Capital Projects list for 2009. Board requests dollar amounts for each item listed to be considered next meeting.
- 2.) Ceiling Repair – Chappell noted the need for library ceiling vents to be insulated or removed and recommended the Kalb brothers for labor since they will already be on site to help with the quiet room construction. Board suggests a quote for service and labor be sent to the executive committee to be considered. Quick moves to give the executive committee authority to approve quote, if appropriate, and move towards removal of vents. Costello seconds.

Meeting Adjourned: 7:09 pm.

Grand Marais Library Board Minutes
Meeting Date: February 2, 2009
Amended April 5, 2009

Call to Order: 5:30 p.m.

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

Additions to the Agenda: New Business: Steering Committee update, 1% Sales Tax from Sobanja, strategic planning update from Chappell.

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

Financial Report: Chappell reports a surplus of \$3400.00 for 2008, although the final audit has yet to be finished.

Approval of Bills: Motion by Costello, Kemp seconds. Ayes all.

Directors Report: Along the Items of Report: The Quiet Reading Room is Under Construction, "Better Together: the Great Community Book Read" is the title of a joint project between WTIP, The Grand Marais Public Library, and the Cook County Extension Service which starts this month and ends in March. There are two juvenile programs scheduled in conjunction that will be run by Prinsen. Strategic Planning consultant, Whitney Crettol, met with directors and trustees at Arrowhead Library System headquarters on January 21st to explain the strategic planning process she will be conducting over the next two years. Despite the Governor's cuts in State Aid to cities, City Administrator Mike Roth says he doesn't think the library budget will be negatively affected for 2009. In addition, last month's "Downloading Audio Books for Free!" Training session was rescheduled to February 11th at 7pm in the Sawtooth Mountain Elementary Computer Lab due to scary temps.

Committee Reports: None.

Communications: A nice note was given to Elaine Erickson, Library Clerk, in support of our audio collection.

Library Friends Liaison Report: The Library Friends volunteered an estimated 1333 hours in 2008 and is looking forward to keeping track of 2009's volunteer hours.

Unfinished Business:

- 1.) Finalize List of Board Members for 2009 – Quick motions to reelect all officers as they stand: Suzanne Jordan, Chair; Heather Kemp, Vice Chair; Carol Miller, Secretary. Byholm seconds. Ayes all.

- 2.) Quiet Room Project Update – Things are clipping along well with the quiet room, and progress looks wonderful. Board recommended finding out when the paint date will be and trying to do it at night to eliminate any odor problem for the public.
- 3.) Vent Removal/Ceiling Repair Update – ‘The Brothers Kalb’ have bid \$1100.00 to remove and sheetrock ceiling panels and insulate crawl space opening, as well as fix several cracks, water marks. Sobanja moves to accept the bid, Quick seconds. Ayes all.

New Business:

- 1.) Steering Committee Update, 1% Sales Tax Committee – Sobanja reports the request for a ‘final’ project - i.e. solid funding and space estimation for the 1% sales tax committee mediator. After much discussion, Board agrees to gather for a special meeting on February 9th at 7:00 pm at the Grand Marais Public Library to solidify plan.
- 2.) Strategic Planning Update – Chappell revisits 2009’s staff priorities and will organize them to show connection to Strategic Plan for March’s meeting. ‘Picturing America’ curriculum, and 2009’s planned expenses will also be considered in March.

Meeting Adjourned: 7:55 pm.

Grand Marais Library Board Minutes
Special Meeting: Feb. 16, 2009
Amended April 5, 2009

Call to Order: 5:40 p.m.

Present: Linda Chappell, Director; Suzanne Jordan, Chair; Kay Costello; Heather Kemp; Carol Miller; David Quick; Fritz Sobanja.

Topic of discussion for this special meeting was consideration of David Quick's proposed model for an addition that could be constructed on the library's current site, with the goal of providing input to Mike Fischer et. al. regarding potential new community funding and the library's future needs and aspirations.

1) **Visual aids.** Chappell had ready for the board's review comparative charts and information from previous steps in the planning process: SJA's recommendation at 7773 square feet; Ron McGruff's recommendation of an optimum space of 9400 square feet; in contrast with the approximately 4000 square feet of the current library building.

2) **Quick's presentation.** Planning for a new addition based on what could be accommodated on the current library site. His design is for an attached space adding 3150 square feet, resulting in a total library building encompassing 7150 square feet. His design is for construction of an attached new space 50' x 40' to the south and a 25'x48' additon to the east. A street cut-in would create two disability parking spaces and a drop-off. The design would in general retain the current entrance for cost effectiveness and convenience to current parking. A courtyard would be added to facilitate informal programming. (See attached drawings.)

3) **Next steps.** We will need more information about the cost of commercial construction by the square foot. Sobanja will contact Mike Fischer to update him about this new design possibility and ask what details he can provide to facilitate further planning. Costello will query Mike Roth about the feasibility of street changes, e.g., issues affecting creation of additional parking access, right of way, or variances. Chappell will work on internal design issues. A subcommittee (Chappell, Prinsen, Costello, Quick, and Sobanja) will meet next week to report on progress.

4) Sobanja moves to accept Quick's proposed design for expansion on the current site. Costello seconds. Ayes all.

Adjournment: 6:50 p.m.

Grand Marais Library Board Minutes

Date: March 2, 2009

Call to Order: 5:30 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

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

Financial Report: Duluth Superior Community Foundation report on the beginning balance to most recent quarter shows an expected moderate loss. The Minnesota Community Foundation report showed an endowment loss of 27.7% over the past year, but a more modest 1.4% loss when figured over a five-year period.

Approval of Bills: No exceptional bills except for two significant expenditures (to be drawn from the capital account) for a) construction of the quiet room and b) more general ceiling vent removal and repair and floor tile replacement. Chappell noted satisfaction with the excellent work of both contractors. Byholm moves to approve. Costello seconds. Ayes all.

Director's Report:

****Congratulations** on our library being named one of eight state libraries designated as among nationally rated "star libraries" by the *Library Journal Magazine*.

****A discussion** of the "Community Reads" book *Better Together* will be on Saturday, March 21, from 2:00-3:00 p.m. at the library. Refreshments will be provided by Library Friends.

****Chappell reported** that all city department heads have been asked to identify ways to adjust for a \$50,000 loss of state aid for 2009. First priority of the group will be supporting the 1% sales tax.

Committee Reports: A sub-group offered more information about the feasibility of our plans for an on-site addition. Mike Fischer will work up more specific data about construction and utility costs.

Communications: A letter from Mary Alice Howard enclosed a contribution of \$50.00, representing her recognition of a library in each of the fifty states. Jean Williams submitted her formal letter of resignation, effective as of May 2.

Library Friends Report: Planning for the Friends' sponsored spring event will take place on Wednesday afternoon.

Unfinished Business:

- 1) Quiet room construction is basically complete.
- 2) 2009 Strategic Priorities. Work on these plans for administrative priorities and client service is ongoing.
- 3) The board continued discussion of the need for new carpeting. Chappell will begin gathering estimates of replacement costs.
- 4) Significant discussion involved the outcomes of the sub-group meeting of Feb. 16 discussing the proposed addition to the current library site. Chappell and Prinsen will continue work on interior library usage design. Quick provided expanded drawings of the proposed addition

Adjourned: 6:55 p.m.

GRAND MARAIS LIBRARY BOARD

Meeting Minutes

Date: April 6, 2009

In attendance:

Suzanne Jordan, Dawn Byholm, Kay Costello, David Quick, Fritz Sobanja, Heather Kemp, Linda Chappell, director, and Helen Muth, Library Friends

Absent:

Carol Miller

Call to Order: 5:30 p.m.

Introduction of Visitors: None

Additions to the Agenda: None

Minutes: **Motion**, Quick. Second, Byholm. Ayes all.

Financial Report:

Chappell had the city transfer \$1,424 from our restricted fund to our Endowment Fund with the Duluth/Superior Area Foundation at the donors request. **Motion**, Costello. Second Quick. Ayes all.

Chappell reported that the amount available for payout in 2009 from the Library's Endowment Fund with the Minnesota Community Foundation will be re-invested in the fund.

We have received word from a local attorney that the Library will be the recipient of a memorial donation. The amount of the bequest and the name of the donor will be made public after the estate is settled.

All library investments are starting to rebound slightly.

Approval of Bills: **Motion** to approve the bills for March 2009, Kemp. Second, Sobanja. Ayes all.

Director's Report:

All board members received an invitation to the Arrowhead Library System's annual dinner on Thursday May 14th at 5:30 p.m. in Mt. Iron. Reply by May 11th.

Chappell reported that according to County Auditor Braidy Powers, the library's budget is .72% of total county expenditures.

Committee Reports: None

Communications: None

Library Friends Report: Duluth author, Bea Ojakangas will talk about her cookbook of casseroles at St. John's Catholic Church on Saturday May 9th. The public is invited. Dessert casseroles will be served.

Unfinished Business:

2009 Capital projects

Carpet project – Chappell presented a large chart listing the projects planned for the summer months. A discussion of carpet replacement followed. The consensus was to wait on this project until after the 1% sales tax referendum in November 2009. In the meantime, carpet problems will be addressed with mats for safety and appearance.

Chairs for reading room – a volunteer committee of Byholm, Costello, Muth, Prinsen (library staff), and Chappell was set up to decide on chairs to purchase for the new Quiet Reading Room.

Periodical shelving – Chappell will order and move magazines and newspapers into the new room.

1% Sales Tax Task Force update – Costello shared consultant Mike Fischer's e-mail about estimated construction costs for a library addition. Sobanja updated the board on the legislative process. The bill is not to committee yet.

Library Improvement Project update – David Quick presented a more detailed draft of a "concept" drawing of the proposed library addition. He added details to the roof lines and penciled in some landscaping ideas. The board will continue to refine this drawing to present to the voters before the referendum this fall.

New Business:

Cost reduction/Revenue increase ideas – Mike Roth, city administrator will meet with all city department heads to collect and discuss ideas for ways to reduce the 2009/2010 budgets in anticipation of a \$50,000. shortfall in city revenue from the state.

The library's budget is already very tight, so discussion centered on increasing revenue. Fundraising and raising library fines were discussed.

Moved to adjourn – approx. 7:35 p.m.

Respectfully submitted by Dawn Byholm for Carol Miller

GRAND MARAIS LIBRARY BOARD

Meeting Minutes

Date: May 4, 2009

In attendance: Suzanne Jordan, Dawn Byholm, Fritz Sobanja, David Quick, Heather Kemp, Kay Costello. Helen Muth, Library Friends Liaison and Linda Chappell, Library Director

Absent:

Call to Order: 5:33 p.m.

Introduction of Visitors: Ann Ward, new Library Clerk, was introduced to the board members. Audrey Stattelman, new Cook County representative on the Arrowhead Library System Board.

Additions to the Agenda - None

Minutes: Correction – Costello submitted April minutes. Motion to approve, Costello. Second, Kemp. Ayes all.

Financial Report: Received statement for Mn Community Foundation. Balance as of 3/31/09 was \$14,494. Sobanja expressed concern over money in funds. Would like board to look at history of performance over time at next meeting. Duluth Superior Area Foundation acknowledged receipt of gift from the Harris family.

Approval of Bills: Motion to approve April bills, Byholm. Second Quick. Ayes all.

Director's Report:

Library clerk, Jean Williams retired May 1st. We had cookies for the public and many people stopped by to wish her well. She and her husband are moving to Wisconsin to be closer to their family.

Peter and Carol Harris donated \$2,500. to our endowment fund. We appreciate their generous support.

Great Expectations School had students visit the library and Anne Prinsen read Stories to them and explained how a book gets purchased, processed and put on the shelf so children can check it out. Students enjoyed seeing where books go when you drop them in the outside book drop.

American Library Association has created a new division to align groups, such as Library trustees, who advocate for libraries.

Pet memorials are becoming more common at some public libraries. Chappell reported patrons contribute to their local libraries in memory of their beloved pets. We are certainly willing to accept donations of this kind.

MnKnows – www.mnknows.org is a new website for Minnesota residents. It features information databases, online articles, photos & maps of Minnesota history and a project calculator to help students plan a report. Give it a look!

Rick Austin contacted Chappell regarding land he has for sale on the new Gunflint Trail as a potential site for the library. The board thanked him for his interest and explained they are staying at our current location.

Committee Reports: Chair committee has decided to keep the large lounge chairs and get additional quotes for refinishing/reupholstering the smaller padded chairs.

Communications: None

Library Friends Report: Library Friends will be sponsoring a talk and dessert sampling with Duluth cookbook author Bea Ojakangas on Saturday May 9th from 1:00 to 3:00 p.m. at St. John's Church basement. Everyone is welcome!

Unfinished Business:

1. **Strategic planning** – Chappell compiled the 2009 revision in a new format and asked board to review it before the next meeting when we will vote on adoption.
2. **Hiring Ann Ward** is recommended in a letter Chappell will present to the city council. Board agreed with the hiring recommendation.

New Business:

1. **Internet policy** – Chappell presented recommended updates in wording. Board will review the policy and vote on changes next month.
2. **Budget 2010** – board discussed ways of increasing revenue and decreasing costs. Discussion will continue at June meeting. Chappell will draft a preliminary proposal.
3. Stattelmann discussed her experiences so far on the Arrowhead Library Board. She encouraged the board to bring issues and concerns to her so she can take them to her regional meetings. Thanks to her for volunteering!
4. **Chappell is researching providing free wireless internet** access at the library for patrons.
5. Sobanja gave a brief update on the **1% sales tax task force**.

Adjournment: 6:38 p.m.

Motion, Costello. Second, Byholm. Ayes all.

Next meeting: Monday June 1, 2009

Respectfully submitted,
by Heather Kemp for Carol Miller, secretary.

Grand Marais Library Board Minutes

Date: June 1, 2009

Call to Order: 5:30 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

Approval of Minutes: Sobanja moved to approve minutes; Quick seconded. Ayes all.

Financial Report: Chappell reported that expenditures for line items to this point in the fiscal year are right on target. Investments are beginning to show slow growth.

Approval of Bills: Note made of an expenditure of \$1483.71 for periodical shelving for the Reading room. Patrons are enjoying the quiet reading room and also using tables and chairs in the adjacent space outside the quiet zone. Costello moved to approve the bills; Miller seconded. Ayes all.

Director's Report: The teen area is shaping up-- e.g., the Xbox 360 and Wii gaming equipment has been moved to the east end of the building, and the TV is now next to the young adults books and magazines. An inviting graphic black and white rug has been added to help define the area.

"Be Creative @ Your Library" will be the theme of this year's Summer Reading Program. A free performance featuring musician Hans Mayer, sponsored by the "Kid's Stuff" program of the Arrowhead Library System, is scheduled for June 17th.

A small amount of funding, probably for historical programming, has been earmarked for libraries from the Legacy Amendment passed by the Minnesota Legislature. Arrowhead Library System will let us know how our library will benefit from this money.

Committee Reports: One bid to refinish chairs for the Quiet Room has been received. A subgroup will consider additional bids. Sobanja reported on the very preliminary stages of planning for community uses of the prospective sales tax. Although a joint community center building is being considered, the library maintains its status as a stand-alone facility in the planning process.

Communications: None.

Library Friends Report: The annual book sale may be smaller this year than in previous years. There was excellent response (approximately sixty attendees) to the May 9th presentation by Duluth cookbook author Bea Ojakangas

Unfinished Business:

1) Linda presented a preliminary draft of the 2010 budget document. Subsequent discussion centered on the following topics:

****Significant unknowns include facility cleaning costs. Chappell has been notified by the city that each entity will be responsible for seeking bids for cleaning. She will post this six-hour a week position.**

****Because the Arrowhead system does not yet know its request for the coming year, Chappell will rely for now on last year's contribution (\$26,654).**

Other expenses--e.g., replacement of computers, utility costs—must be estimated. All planning is being carried on within the context of the city's prospective \$100,000 shortfall. Chappell is currently projecting a zero per cent increase in the Library's request. Final budget numbers are due in July.

2) The Board will review Chappell's new draft of internet use and rules and the new version of the Strategic Plan and take up both for consideration at next month's meeting.

New Business:

The Arrowhead System is not charging \$7500 for automated software, an amount that was in this year's budget. Another line item included in this year's budget, \$1800 to fund a summer page, will not be necessary since Chappell has decided not to fill that position. Consequently, Quick made, and Kemp seconded, a motion to return to the City Council its portion of these line items (\$4650). Ayes all.

Chappell will make arrangements with the county auditor to subtract \$4650. from the county's upcoming July payment of one half of the library's operating budget.

Adjourned: 6:50 p.m.

Submitted by Carol Miller, secretary

Grand Marais Library Board Minutes

Date: July 6, 2009

Call to Order: 5:30 p.m.

In attendance: Jean Bushman (Library Friends Liaison), Linda Chappell, (Director), Kay Costello, Carol Miller, Anne Prinsen (Library Staff), David Quick, Fritz Sobanja.

Absent: Heather Kemp, Dawn Byholm, Suzanne Jordan.

Visitors: Jean Bushman, Library Friends Liaison proxy for Helen Muth

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

Financial Report: Chappell requests questions on endowments be moved to the next meeting in August. Board agrees. Chappell also reports the unneeded Arrowhead Library automation funds were returned to the County. All expenses are on target for the mid-year mark.

Approval of Bills: Sobanja moves to approve the bills; Costello seconds. Ayes all.

Director's Report: Chappell reminds all to bring library cards when visiting the library during busy summer months. 'Cheney and Mills', a "wonderful wacky comedy & juggling team" will perform on the library lawn Wednesday, July 8th. It is a free program provided by the Arrowhead Library System and open to everyone. The Library Friends of Cook County will not be having a Silent Auction during the Grand Marais Art Festival the year. They will be focusing their volunteer efforts on the Fisherman's Picnic book sale.

Committee Reports: None.

Communications: None.

Library Friends Report: The Library Friends closed their fiscal year on the 30th of June. In 2009, the total amount given to local libraries increased by 50% over the previous year. The Public Library received \$7,500. The book donations this year are up and looking good.

Unfinished Business:

- 1) Chappell presents three optional final drafts of the 2010 budget document for selection and endorsement. Miller asks if there is a formal agreement between the Arrowhead Regional Library System and the Grand Marais Public Library about the dollar amount required each year? Chappell agrees to look into it for August's

- meeting. Quick moves to endorse the budget that includes an increase of ten extra hours per week during the summer months. Costello seconds. Ayes all.
- 2) Chappell presents an updated internet policy for approval. Costello moves to approve the policy with slight grammatical suggestions from Quick and Miller; Sobanja seconds. Ayes all.
 - 3) Chappell asks the board to review the strategic goals and priorities for approval at August's meeting.

New Business: None.

Adjourned: 7:05 p.m.

Submitted by Anne Prinsen, library staff

Grand Marais Library Board Minutes

Date: August 3, 2009

Call to Order: 5:30 p.m.

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

Visitors: None

Addition to the Agenda: Discussion of the 1% sales tax initiative and final 2010 budget update.

Approval of Minutes: Miller moved to approve minutes; Quick seconded. Ayes all.

Financial Report: Chappell reported that again expenditures for line items to this point are right on target—approximately 50% remaining for the rest of the budget year. Chappell's good news that a generous and unexpected bequest to the library from the estate of former library patron Willard Storland.

Approval of Bills: Note that Jinsey Smith has been contracted as library cleaner. Sobanja moved to approve; Quick seconded. Ayes all.

Director's Report: Chappell reported on the potential future development of "Go Library" and automated book service in kiosk form that might be offered in Grand Portage or Lutsen. In response to a member's previous query, Chappell also explained that the ALS's contract with the City notes no change in its services to the library, which include no-cost provision of automated service to on-line catalogues, data bases not provided by the state, and delivery service. See attached hard copy Director's Report for more information about the success of the book sale, the approval of the 2010 budget by the City Council on Wednesday, July 29, and the increasing popularity of the Quiet Reading Room.

Committee Reports: None

Communications: None.

Library Friends Report: Helen Muth reported a new high at the book sale: \$8432. Also, \$3000 has already been collected in Library Friends' memberships. The Friends' annual meeting will be held on the 31st of August. The guest will be Tim Cochrane, author *Minong: The Good Place*. The meeting will take place in the Corcoran Classroom at the Sawtooth Clinic at 7:00 p.m.

Unfinished Business:

1) Quick moved to accept the Strategies Priorities Document for 2009, as reviewed last month. Costello seconded. Ayes all.

2) The Arrowhead Library System's Public Library Planning Initiative consultant will meet with area directors in late August. (ALS is paying for the consultant to give libraries guidance in future strategic planning, particularly in the areas of fundraising, marketing, expansion, etc.) A subsequent September meeting in Grand Marais will include the Board chair, the director, and staff members.

3) From 1996 to the present, we have received approximately \$19,000 in endowment investments. A modest amount of that was used previously to allow the library to automate. In light of our new bequest, the board decided to create a "finance committee" composed of Davies, Sobanja, and Chappell to review endowment performance and consider future investment options.

New Business: Quick provided new and enhanced drawings of the proposed library expansion project. A brief discussion of the status of the 1% sales tax planning followed.

Because of Labor Day, the September Board meeting will be held on Tuesday, the 8th.

Meeting adjourned: 6:50 p.m.

Grand Marais Library Board Minutes

Date: September 8, 2009

Call to Order: 5:35 p.m.

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

Absent: Suzanne Davies (Chair)

Visitors: None

Approval of Minutes: Costello moved to approve minutes; Quick seconded. Ayes all.

Financial Report: Chappell reported that expenditures to this point in the fiscal year continue to be on target. Endowments show small increase. The Storland donation went to the library's money market fund at GM State Bank. Some discussion centered on the newly formed Finance Committee meeting in the next month to focus on funding for our proposed expansion project. Costello encouraged that city council financial staff be invited to this meeting.

Approval of Bills: Byholm moved to approve the bills; Sobanja seconded. Ayes all.

Director's Report: Chappell summarized coming term endings—e.g., Davies, representing the county, will be ending her second term. Reported an Aug. 26 final ruling that library books do not have to be tested for lead content.

Committee Reports: None.

Communications: Chappell reported on an amiable exchange between herself and a patron objecting to Xbox games in the library. Chappell's reply explained that the Xbox, paid for by Library Friends, is located in the teen area as part of ongoing strategies to make the library inviting to teen users.

Library Friends Report: Muth reported an excellent turnout for the annual meeting and the presentation by Tim Cochrane about his book on Isle Royale titled "Minong – The good place".

Unfinished Business:

- 1) 1% sales tax update. Chappell will attend the Marketing Committee meeting on September 9 to represent the Library improvement project. (There will be a WTIP radio public forum at the Arrowhead Center for the Arts on October 13 featuring all seven projects.) Mail ballots go out to all city and county registered voters on October 16, with a return deadline of November 3.

- 2) Chappell reported on recent meetings with consultant Whitney Crettol to put in motion a Strategic Planning schedule for the Grand Marais Library. After discussion about issues of timing and process, the board affirmed its commitment to the strategic planning initiative. Chappell will follow up with Crettol to schedule a community focus group meeting involving participation by a range of county residents. She will also schedule subsequent planning team meetings, which will include board members and other designated stakeholders, probably to be held in November.

New Business: None

Adjourned: 7:15 p.m.

Grand Marais Library Board Minutes

Date: October 5, 2009

Call to Order: 5:30 p.m.

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

Visitors: None

Addition to the Agenda: None

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

Financial Report: Chappell reports that assets are right on target following a check in with city Financial Manager Kim Dunsmoor. Her overview includes balances in the operating, restricted, Hazel Matthews, Endowment, and Library Friends funds.

Approval of Bills: Costello moves, Kemp seconds. Ayes all.

Director's Report: Teen Read Week will be celebrated between October 18th and 24th at the Grand Marais Public Library, with a drawing for a free iPod Nano open to all area middle and high school students who fill out a book suggestion form. The Beverly R. Uhrhammer Memorial Fund has been set up by her husband with the Duluth Superior Area Foundation. Each year, the Grand Marais Public Library will be eligible to receive a grant from the fund to purchase new, award winning children's books. The office of the Legislative Auditor is evaluating Minnesota's public library system for the Legislature. Chappell has submitted information about our library to an online questionnaire, and a final report will be released in January of 2010. The American Library Association is championing a bill which would reform three provisions of the Patriot Act which are set to expire at the end of 2009.

Committee Reports: None

Communications: Chappell noted the Duluth Superior Area Community Foundation has a new website targeted towards those in their 20s and 30s living in the region that is worth looking at: www.dusu.com

Library Friends Report: Quick, reporting for Muth, highlighted the fact that the book storage shed behind the library had been blown off of its foundation during the recent high winds and would be fixed by the Grand Marais City maintenance department as soon as possible. The Library Friends of Cook County also sent a mailing to all of their members highlighting the upcoming 1% sales tax referendum details with their own added cover sheet.

Unfinished Business:

1.) The Grand Marais Public Library is advertising the upcoming 1% Sales Tax Referendum and ongoing activities surrounding it by posting notices, offering information, and highlighting the library's proposed project on the library website at: www.grandmaraislibrary.org In addition, Chappell and Davies were interviewed by WTIP radio recently. The interview has been archived and can be listened to by visiting www.wtip.org. Davies will be representing the library during the upcoming live community 1% sales tax referendum forum broadcasted on WTIP.

2.) The Arrowhead Library System's Public Library Planning Initiative schedule has been set in Cook County, with a Community Focus group to be held Thursday, October 29th at the Corcoran Community Classroom at the Sawtooth Mountain Clinic, a Library Board retreat at the North House Folk School on Thursday, November 12th, and a second board retreat to be held at the North House Folk School on December 8th. Planning Consultant Whitney Crettol will facilitate all sessions.

New Business: The Grand Marais Public Library 2009 holiday schedule is as follows:

November 26th: closed
November 27th: closed
December 24th: open 9-1
December 25th: closed
December 26: closed
December 31: open regular hours
January 1: closed

Meeting adjourned: 6:44 pm. Costello moves, Byholm approves. Ayes all.

Grand Marais Library Board Minutes

Date: November 2, 2009

Call to Order: 5:30 p.m.

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

Visitors: Audrey Stattelmann, Arrowhead Library System Special Liaison

Addition to the Agenda: Brief report from Stattelmann on the ALS's recent meeting, focusing on the strategic planning process.

Approval of Minutes: Costello moved to approve minutes; Miller seconded. Quick amended to note that Chappell, rather than he, had submitted last month's Library Friends Report. Ayes all.

Financial Report: Chappell noted that the Minnesota Community Foundation investment tracked upward from January to September.

Approval of Bills: Chappell highlighted an item of \$917.03 covering new signage with the intent of aiding patrons to be more effective at self-service. The Board agreed that this was a good investment. Byholm moved to approve the bills; Sobanja seconded. Ayes all.

Director's Report: Chappell discussed the success of Teen Read Week, facilitated by Anne Prinsen's visit to middle school English classes. An additional component of this program to encourage teen reading was a contest to win an iPod player (which may be used to download books from the Arrowhead System). Moose Madness family story time attracted approximately twenty-five participants.

Committee Reports: None.

Communications: None.

Library Friends Report: Tabled until Muth's return next month.

Unfinished Business:

Strategic planning update.

- 1) A community focus group of thirteen, including representatives from the West End and Grand Portage, met during the last week of October with ALS consultant Whitney Crettol. The first of the Library Board's two six-hour retreats with Crettol will take place on Nov. 12.

- 2) Chappell will advertise the opening for a county member to replace Suzanne Davies, whose term ends in December.

New Business:

Costello asked for input concerning her participation in the upcoming “Community Conversations” on WTIP. Ensuing conversation focused on highlighting our preliminary plan for the prospective library expansion. The Board agreed that the necessary next step would be to ask for space on city and county government meeting agendas to confirm once more their support for the expansion project.

Meeting Adjourned: 6:25 p.m.

Grand Marais Library Board Minutes

Date: December 7, 2009

Call to Order: 5:34p.m.

In attendance: Linda Chappell, (Director), Dawn Byholm, Kay Costello, Carol Miller, Helen Muth (Library Friends Liaison), Anne Prinsen (Library Staff), David Quick..

Absent: Suzanne Davies (Chair), Heather Kemp, Fritz Sobanja

Introduction of Visitors: None

Additions to Agenda: None

Approval of Minutes: Costello moved to approve minutes; Miller seconded. Ayes all.

Financial Report: Chappell reported that line items are on track for the year. Investments are returning modest interest.

Approval of Bills: Quick moved to approve the bills; Costello seconded. Ayes all.

Director's Report: 1) Chappell noted that she had received a report, available for board members' perusal, from the Institute of Museum and Library Services with an emphasis on 21st century skills and challenges. 2) Prinsen reported on the upcoming family holiday event, to be held December 19, in collaboration with the GM Art Colony. The event will feature folk music, dancing, story time, and children's crafts. 3) Library staff will attend a free Customer Service Training Class, offered by Cook County Higher Education, on December 16th.

Committee Reports: None.

Communications: None.

Library Friends Report: Muth announced the Library Friends' Workshop Planning Session to be held at her home at 10:00 a.m. on February 9, 2010. The Friends will sponsor a presentation by quilter Claudia Clark Myer, currently scheduled for Saturday, May 1, 2010, at Saint John's.

Unfinished Business:

- 1) Library Improvement Project Update. Discussion concerned the County Commissioners' recent meeting and possible next steps for the board, including hiring an architect. Quick noted that we need someone who will assume legal and official oversight. The ALA and the Arrowhead System might be resources to provide advice about model proposals. The board also recommended input from other local entities (e.g., the Art Colony, Higher Ed, North House, WTIP, the

Charter School) that have had experience in hiring and working with an architect. The Board discussed creating a building sub-committee made up of Quick and other relevant library patrons to be identified and recruited.

- 2) Quick presented a list of upgrades for the current building which should be a part of library expansion planning. (See his list for specific items.)
- 3) Strategic Planning Update. A second meeting with the Arrowhead System consultant will take place on December 12th from 12:00 p.m. to 6:00 p.m. Then the consultant will meet with Chappell and Prinsen on December 14 to discuss implementation.

New Business: Discussion of board meeting dates and library closing dates for 2010 was tabled until next month's meeting.

Meeting Adjourned: 6:40 p.m.