

## **Grand Marais Library Board Minutes**

**Date:** January 4, 2010

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

**In attendance:** Linda Chappell, (Director), Dawn Byholm, Kay Costello, Helen Muth (Library Friends Liaison), Anne Prinsen (Library Staff), David Quick, Fritz Sobanja, Audrey Stattelmen

**Introduction of Visitors:** None

**Additions to Agenda:** Election of Officers, 2010 Calendar

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

**Financial Report:** Chappell reported that 2009's expenditures for overtime seemed incorrect on the financial report. The insurance line item also seemed off, as it doubled over the previous year. Chappell will check with city financial manager Kim Dunsmore and report back next month.

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

**Director's Report:** 1) Wi-Fi internet service was installed by Quest this month on a DSL phone line which offers patrons "free" wireless internet service. 2) Prinsen reported on a library-hosted event on December 30, 2009 which featured Spencer Muhich, a local student who attends the Perpich Arts High School in Golden Valley. 3) Whitney Crettol, Strategic Planning consultant, spent several hours with Chappell and Prinsen formulating an Action Plan of tasks to accomplish in 2010 during a retreat on December 8, 2009.

**Committee Reports:** None.

**Communications:** The Grand Marais Public Library received an email from a team of Cook County workers at the South Pole who are happy to report they will be sending nine boxes of books as a donation for the Library Friends book sale.

**Library Friends Report:** None.

### **Unfinished Business:**

- 1) New Board Member – Chappell noted Cook County put an ad in the newspaper recruiting a new board member, with no avail. Chappell will now advertise on her own and asked for recommendations.
- 2) Election of Officers – Costello moved to table this item for the next meeting. Byholm seconded. Discussion: The board asked Chappell to organize sending a

thank you to Sue Davies, past Board President, for all of her time and effort. Ayes all.

- 3) 2010 Calendar - Chappell presented a calendar of Library Closings and Board Meetings in 2010. Sobanja moved to approve, Costello seconded. Ayes all.
- 4) Strategic Planning/Review final draft document for 2010-2014 plan - After some discussion, the board arrived at the consensus to review the document and to have Chappell prepare the following for February's meeting:
  - a.) Place the action plan in chronological order
  - b.) Revise the narrative, values, and goals with suggestions from board members and staff.

Quick moved to approve the mission statement as it appears in the Grand Marais Public Library 2010-2014 Strategic Plan. Byholm seconded. Ayes all.

**New Business:** Performance Policy – Review: The board arrived at the consensus to have Chappell edit the model Performance Policy sent from ALS to better fit the Grand Marais Public Library and its values, for review next meeting.

**Meeting Adjourned:** 7:07 p.m.

## **Grand Marais Library Board Minutes**

**Date:** February 1, 2010

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

**In attendance:** Linda Chappell, (Director), Dawn Byholm, Kay Costello, Heather Kemp, Helen Muth (Library Friends Liaison), Kim Nelson, Anne Prinsen (Library Staff), David Quick, Fritz Sobanja, Audrey Stattelmann,

**Introduction of Visitors:** None

**Additions to Agenda:** Election of Officers, 2010 Calendar

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

**Financial Report:** Chappell reported that 2009's un-audited budget was 'in the black' by \$6100.00 according to the December 2009 report from the city's finance department. A recent statement from the Minnesota Community Foundation shows a \$2406.00 annual increase in investments in 2009. \$4400.00 of these funds are available for use if the Library Board needs them in 2010.

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

**Director's Report:** 1) Kim Nelson was appointed to the Library Board by the Cook County Commissioners. 2) Chappell visited with Senior Center members on January 25<sup>th</sup> and highlighted library services of interest to seniors. 3) Grand Portage Head Start students visited the library on January 27<sup>th</sup>. 4) 10 boxes of used books arrived from the South Pole, courtesy of Susan Weber and the people of Antarctica. They will be sold at the library by the Library Friends during the first week of February.

**Committee Reports:** None.

**Communications:** The Grand Marais Public Library received a letter from Jim Weikum, ALS Director, alerting us that the at large term of Arrowhead Library Service Board member Elizabeth Kelly will be expiring, and there will be an opening on the board. The Grand Marais Public Library Board also received a questionnaire from the Community Center Board about their needs for the new center.

**Library Friends Report:** The 10 boxes of used books arrived from the South Pole and have been for sale at the library during open hours for the entire week. This sale was highlighted in a January 30<sup>th</sup>, 2010 Cook County News Herald article.

**Unfinished Business:**

- 1) Election of officers for 2010:

- Costello nominated Kemp as President, Sobana seconded. Ayes all.  
Costello nominated Quick as Vice President, Kemp seconded. Ayes all.  
Byholm nominated Miller as Secretary, Sobanja seconded. Ayes all.
- 2) Strategic Plan, 2010-2014:  
Quick moves to adopt the first three pages of the Strategic Plan with the revisions discussed by the board today, Costello seconds. Ayes all.  
The board agreed to review the remainder of the Plan for March's meeting and bring suggested revisions.
- 3) Performance Policy:  
The board agreed to review a draft copy before their March meeting and bring suggested revisions.

**New Business:** Kemp highlighted the reading program by local third grade youth: 'Wii for Seniors'.

**Meeting Adjourned:** 6:50 p.m.

**Respectfully submitted** by Anne Prinsen for Carol Miller.

## **Grand Marais Library Board Minutes**

**Meeting Date:** March 1, 2010

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

**In attendance:** Linda Chappell (Director), Dawn Byholm, Kay Costello, Heather Kemp, Carol Miller, Helen Muth (Library Friends Liaison), Kim Nelson, David Quick, Fritz Sobanja, Audrey Stattelmann (Arrowhead Library System Board member)

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

**Introduction of Visitors:** Mike Roth attended to update the board about Minnesota Open Meeting Laws.

**Financial Report:** Chappell requested that the Harris family gift be transferred, per their request, to the Grand Marais Library Endowment Fund held by the Duluth Superior Area Community Foundation. That we now have more than \$25,000 in the endowment means that we can receive an annual payout. Sobanja moved to accept this request; Byholm seconded. Ayes all.

**Approval of Bills:** Nelson moved; Sobanja seconded. Ayes all.

**Director's Report:** Chappell reported on the recent inventory of library holdings: 21,266 items in the collection; 106 missing. Chappell further noted the reorganization of the biography section, and that the new Wi-Fi service is increasingly popular.

**Committee Reports:** None.

**Communications:** A card of appreciation to former Board chair Suzanne Davies was signed and will be mailed.

**Library Friends Report:** The Friends had their winter business meeting. Coming activities: the annual Fisherman's Picnic book sale; the Friends will also sell arts and crafts-related books at the Heritage Post during the July Summer Arts Fest. Books are also being sold online at Amazon.com. Claudia Clark-Myers, quilter and writer, will be sponsored as the Friends' next activity, May 1 at St. John's Catholic Church.

### **Unfinished Business:**

- 1) Miller confirmed acceptance of the position of board secretary.
- 2) The board continued consideration of the Strategic Plan, 2010-2014. Several editing suggestions resulted; see revised version for changes and accepted language. Quick moved to approve revised progress indicators (monthly progress report included in Director's Report and more detailed quarterly reporting); Byholm seconded. Ayes all.

- 3) Next, the board moved on to consideration of the “Action Plan.” Chappell explained that this document has been primarily generated by the consultant and library staff in the form of movable targets putting into action the board’s broader “Strategic Plan.” Nelson moved to approve the Action Plan for 2010; Kemp seconded. Ayes all.
- 4) “Performance and Exhibit Policy” was reviewed next. Costello moved to approve; Miller seconded. Ayes all.
- 5) The board moved on to the “Requests for Reconsideration of Library Program or Exhibit” form. Costello moved to approved; Nelson seconded. Ayes all.

### **New Business:**

After a discussion led by Quick about next steps for the library expansion project, the board decided to take the following steps before sending letters of inquiry to architects:

- \*\*Develop a Bill of Particulars about what is going into the new addition.
- \*\*Decide what the parameters will be for limiting the pool of architect candidates.
- \*\*Proceed with an energy audit of the current building as soon as possible.
- \*\*Have Sobanja check with the commissioners about their plans for proceeding with the 1% projects.
- \*\*Have the Financial Sub-committee meet and discuss funding plans. This committee includes Sobanja, Byholm, Nelson, and Chappell. Muth would like to observe.

Sobanja and Miller will not be able to attend the April meeting.

**Adjourned at 7:45**

## **Grand Marais Library Board Minutes**

**Meeting Date:** April 5th, 2010

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

**In attendance:** Linda Chappell (Director), Dawn Byholm, Kay Costello, Heather Kemp, Helen Muth (Library Friends Liaison), Kim Nelson, David Quick, Audrey Stattelman (Arrowhead Library System Board member)

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

**Introduction of Visitors:** Bob Fenwick attended to discuss the 1% sales tax procedure with the Board.

**Additions to the Agenda:** Bob Fenwick, County Commissioner:

For the Library expansion, Fenwick encouraged the library board to:

- Put a project timeline in place and begin the process.
- Bring project timelines and estimates to the County Commissioners, upon finishing.
- Contact interested architects.

Fenwick also discussed several funding options for projects with budgets under \$1 Million dollars – including the use of incoming sales tax dollars, rather than the bonding process. His belief was that the Grand Marais Public Library could be reimbursed for architectural plans by the 1% sales tax income.

**Financial Report:** Chappell received a letter from the Duluth Superior Community Foundation confirming the receipt of a \$1267.90 gift from the Harris family.

The Grand Marais Public Library endowment account payout amount available from the Minnesota Community Foundation is \$4444.81 for 2010. The board has the option to accept a check or re-invest this amount in the endowment account. Quick moved to re-invest the optional payout in order to grow the account balance, Nelson seconds. Ayes all.

The Grand Marais City audit report for 2009 has not been received yet. Chappell will bring it once it is completed.

**Approval of Bills:** Byholm moved, Costello seconds. Ayes all.

**Director's Report:** Chappell reported that the 2009 annual statistical report had been submitted to the State Office of Libraries in time, the Office of the Legislative Auditor for the State of Minnesota has released an Evaluation Report on Public Libraries, the Minnesota Community Foundation has started a new initiative called "Minnesota Idea Open", the metal railing on the west side of the library has been stabilized by the city maintenance crew, and an energy audit will be performed at the library in the next few weeks. Chappell further mentioned the Spirit Lakes Poetry series event on April 9<sup>th</sup> at the library, and that the Minnesota Book Awards are accepting votes online.

**Committee Reports:** None.

**Communications:** None.

**Library Friends Report:** The Library Friends group is excited to hold an author event on May 1st. Claudia Myers will talk about her new quilting book and treats will be served. They are also working on a new brochure.

**Unfinished Business:**

- 6) Architect Search – A letter of inquiry will be sent to architects. Interested firms will receive a packet including: a concept drawing, the library 'White Pages' packet, RFP, and funding information.  
The Library Board recommended Linda contact the city attorney to finalize the RFP, and they asked Stattleman to query ALS for architect recommendations.
- 2) Library Addition Project -

**New Business:**

After some discussion, the Financial Committee agreed to meet on Monday, April 26 at 11:00 am at Kim Nelson's house to discuss Financial Plans and the 2011 Library Budget. Members are Linda Chappell, Kim Nelson, Dawn Byholm and Fritz Sobanja.

**Adjourned at 7:15**

**Next meeting – May 5, 2010**



## **Grand Marais Library Board Minutes**

**Meeting Date:** May 17 (postponed from May 3, 2010).

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

**In attendance:** Linda Chappell (Director), Dawn Byholm, Heather Kemp, Helen Muth (Library Friends Liaison), Kim Nelson, David Quick. Absent Kay Costello, Carol Miller, and Audrey Stattleman (Arrowhead Board rep.).

**Approval of Minutes:** Moved- Quick, second-Nelson, ayes all.

**Introduction of Visitors:** None

**Additions to the Agenda:** None

**Financial Report:** Chappell presented information on quotes for a new copier. She recommended the Ricoh quote from Ikon. Discussion followed about lease vs. purchase and value of service contract.

Motion to purchase copier and service contract for quote of \$4,517.00 if representative answered a couple questions about the service contract to our advantage. If not, lease and still get service contract – Sobanja, second – Nelson, ayes all.

Results of Energy Audit of the library building were presented by Chappell.

Summary:

The building is pretty tight for a public building over 20 years old. Windows are well caulked. Doors could be better insulated and insulation in the ceiling should be re-evaluated. Fixing all problems would save an estimated \$500. per year. Audit was performed by Stephen Holz and Chris Norman. The audit will provide valuable information for our remodeling contractor. Price was \$350.00.

**Approval of Bills:** Bill were sent to the City Council to approve when May 3<sup>rd</sup> meeting was postponed.

**Director's Report:** No questions.

**Committee Reports: Financial Committee** – Kim Nelson presented a sheet titled “Library Expansion Fundraising”. It is a list of potential steps in our fundraising Process. Financial committee will meet to refine these fundraising steps.

**Communications:** Anne Prinsen submitted her letter of resignation. She will be leaving the first week of August to accompany her husband to Toronto, where he plans to pursue graduate studies. The board reluctantly accepted her resignation, with strong thanks for all her fine work as a library staff member over the last 3 years.

**Library Friends Report:** Helen Muth reported that the Claudia Clarke Meyers author event on May 1<sup>st</sup> at St. John's Catholic Church was well received, particularly by various quilting groups. A group who had taken classes from her traveled to Grand Marais from Thunder Bay, Ontario for the program.

Library Friends has initiated an e-mail account with Boreal Access, a local internet service provider, to be used to pre-register for this event as well as others in the future. The quilters from Canada sent an e-mail thank you note to the Friends.

**Unfinished Business: Architect Search – update**

Discussion of the search for an architect to do a final set of drawings for our proposed expansion ended with the following decisions:

1. Send out RFPs by the end of May.
2. Hold a pre-proposal conference at the library to explain our project in mid-June. Chappell will determine a date.
3. Return the proposals by August 2, 2010.

**New Business:**

Vote for Arrowhead Library System "At Large" board member.

Ayes all for Beth Kelly, former Director of the Duluth Public Library.

Issues and ideas for the 2011 Library budget proposal – short discussion which will continue at the June meeting.

**Adjourned at: 7:10 pm.**

**Next meeting: Monday, June 7, 2010**

Respectfully submitted by Fritz Sobanja and Linda Chappell for Carol Miller,  
Library Board secretary.

## **Grand Marais Library Board Minutes**

**Meeting Date:** June 7, 2010

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

**In attendance:** Linda Chappell (Director), Dawn Byholm, Kay Costello, Carol Miller, Helen Muth (Library Friends Liaison), Kim Nelson, David Quick, Audrey Stattelman (Arrowhead Library System Board representative)

**Introduction of Visitors:** None

**Approval of Minutes:** Miller moved to approve; Nelson seconded. Ayes all.

**Financial Report:** Chappell reported that library expenditures are on target through April and to date.

**Approval of Bills:** This month's itemized report listed a few extra expenses, e.g., alarm monitoring, replacement of a lost book, and the recent energy audit of the library building. Byholm moved to approve; Costello seconded. Ayes all.

**Director's Report:** Chappell noted that the Grand Marais Library has made Hennen's American Public Library Rating "top ten" list for 2010 in its population category. She reported on her recent meeting with Blandin Foundation representatives to discuss the library's possible participation, along with other community entities, in a broadband grant proposal to be sponsored by the Blandin Initiative. Other items of Chappell's report: the welcome addition of the library's new color copier and a reminder about an informal tour of the library, scheduled for June 18<sup>th</sup>, for architects interested in bidding on the renovation project. Children's author and illustrator Henry Cole will be the guest at a free event on June 8<sup>th</sup>, sponsored with funding from the Arts and Cultural Heritage tax approved by Minnesota voters in 2008. And the summer program for young readers, "Make a Splash at Your Library" will be kicking off in the coming month.

**Committee Reports:** The Financial Committee's meeting focused on the prospective 2011 annual budget in light of the city's request for a 0% increase over last year's figures. The committee also worked on a next-steps process for the library expansion project, recommending first development of a cost estimate for the project before making a request for city-county funding from 1% tax resources. The board continued its ongoing discussion of the interlocking pieces of funding for the project from both public and private sources.

**Communications:** None.

**Library Friends Report:** Muth noted that Chappell and members of the board will be invited to be guests at the Library Friends' September meeting (tentative date, Sept. 13<sup>th</sup>, 7:00 p.m.) to provide updates about the expansion project. Library Friends are

sponsoring a sale of art books (and memberships) at the Anna Johnson Heritage Building during the July 10<sup>th</sup> Arts Festival.

**Unfinished Business:**

--Update of the search for an architect for the expansion project. Ten requests for proposals have been disseminated, with a deadline for submission of proposals by August 2, 2010.

--The board discussed the 2011 draft budget proposal, making recommendations to bring the first draft proposal increase of 2.6% over last year's numbers down to a 0% increase as requested by the city and county. Chappell will review suggested cuts and revise the draft for the July board meeting.

**Meeting adjourned: 7:20 p.m.**

**Respectfully submitted by Carol Miller, secretary.**

## **Grand Marais Library Board Minutes**

**Meeting Date:** July 5, 2010

**Call to Order:** 5:32 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, Audrey Stattelmann (Arrowhead Library System Board representative)

**Introduction of Visitors:** None

**Approval of Minutes:** Quick moved to approve; Byholm seconded. Ayes all.

**Financial Report:** No new information.

**Approval of Bills:** Purchase of new computer was noted. Byholm inquired about the disposition of old ones. Chappell replied that they are upgraded when possible and put to different uses until they become too obsolete. Miller moved to approve; Sobanja seconded. Ayes all.

**Director's Report:** Chappell noted that the chief item of her report is that the library is extremely busy in this summer season. Reported that Audrey Stattleman has been named vice-president of the Arrowhead Library Board. And "Make a Splash" with the Shiffelly Puppets will be presented on the library lawn on July 30<sup>th</sup>.

**Committee Reports:** The Financial Committee did not meet this month.

**Communications:** None.

**Library Friends Report:** Muth reported that the art book sale is ready for next weekend's Art Fair event. The current Friends' newsletter is being circulated, and board members made suggestions about additional locations where it might find a wider audience.

### **Unfinished Business:**

--Update of the search for an architect for the expansion project. Chappell reported on last month's on-site visit by interested architects. An additional on-site tour will be offered to another interested Duluth firm.

--2011 budget proposal was reviewed and a vote was called for on a final draft. Discussion focused on figure checking. Sobanja moved to approve the revised draft. Costello seconded. Ayes all. Chappell will present the proposed budget to the City Council at its July meeting. Board members were invited to attend.

**New Business:**

--Chappell offered for discussion an application form requesting funds from the 1% County Sales tax. Subsequent discussion centered on the timeliness and process for submitting the application in our current circumstance of not having complete information about the amount we will be requesting for the proposed library expansion project. Quick moved that Chappell complete the application with the information we have, with the application to be supplemented as more information becomes available. Byholm seconded. Ayes all, with the recommendation that the board chair and vice-chair (Kemp and Quick) review the application draft before it is submitted.

--Report on the search to replace Anne Prinsen's position. Twenty-six applicants and three interviews. Successful candidate to be made public at the appropriate point as the search process is completed.

**Meeting adjourned at 6:45 p.m.**

**Respectfully submitted by Carol Miller, Board Secretary**

## **Grand Marais Library Board Minutes**

**Meeting Date:** August 2, 2010

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

**In attendance:** Dawn Byholm, Patsy Ingebrigtsen (Library Staff) Heather Kemp, Carol Miller, Helen Muth (Library Friends Liaison), Anne Pollock (Library Staff), David Quick, Fritz Sobanja, Audrey Stattelman (Arrowhead Library System Board representative)

**Introduction of Visitors:** None

**Additions to the Agenda:** None

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

**Financial Report:** No report since Linda Chappell is away attending to a family emergency.

**Approval of Bills:** Byholm moved. Miller seconded. Ayes all.

**Director's Report:** Anne Pollock, standing in for Linda Chappell, reported that the Summer Reading Program was very successful, reflecting an increase in participation in each of the last four years. More than 250 hours of reading were recorded, capping a "wonderful summer's programming."

**Committee Reports:** As requested, Audrey Stattelman had inquired about whether ALS services could be contracted in selected components or must be accepted as a bundled set of services. The answer is that the Library cannot negotiate a piecemeal set of services from the Arrowhead System.

**Library Friends Report:** Muth reported that the upcoming Fisherman's Picnic book sale is the Friends' current focus. The Art Book sale was a qualified success: most books sold by mid-morning; some new memberships. The most productive outcome was the increased visibility of Library Friends' work and support.

### **Unfinished Business:**

--Board Chair Kemp summarized the outcome of the Board's special mid-month meeting to consider a final revision of next year's projected budget. At that meeting, after Chappell's presentation of options, the Board had moved to recommend raising revenues (for example, increasing fines, charging more for copies), with the goal of meeting the City's request for a zero per cent increase **and** avoiding cutting monies allotted for purchase of reading and viewing materials. In Chappell's absence, Costello presented the revised budget to the City Council, which approved it.

--Pollock reported that Chappell will act on architects' proposals when she returns. (At least six proposals have been received.)

**New Business:**

--Byholm raised a concern about whether a security system should be part of the library expansion and renovation. The Board agreed that more information was needed on this issue, and Stattelmann agreed to make inquiries with the Arrowhead System.

--The Board welcomed new library staff person Patsy Ingebrigtsen, who is replacing Anne Pollock.

--Miller moved to commend Anne for her wonderful work for the Library and to wish her well in her new life in Toronto. Sobanja seconded. Ayes all.

**Meeting adjourned at 6:10 p.m.**

**Respectfully submitted by Carol Miller, Board Secretary**



## **Grand Marais Library Board Minutes**

**Meeting Date:** September 7, 2010

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

**In attendance:** Linda Chappell, Director, Dawn Byholm, Kay Costello, Patsy Ingebrigtsen (Library Staff), Heather Kemp, Carol Miller, Helen Muth (Library Friends Liaison), Kim Nelson, David Quick, Fritz Sobanja, Audrey Stattelmann (Arrowhead Library System Board representative)

**Introduction of Visitors:** None

**Additions to the Agenda:** None

**Approval of Minutes:** Byholm moved to approve; Kemp seconded. Ayes all.

**Financial Report:** Linda Chappell reported that several line items show overages for this point in the budget year. She will monitor, and adjustments may be necessary at year's end. The Minnesota Community Foundation account shows a small loss (\$564.00) from January to June. The Duluth Superior Area Community Foundation account shows a modest gain over the same period.

**Approval of Bills:** Costello moved. Miller seconded. Ayes all.

**Director's Report:** The "Make a Splash" Summer Reading Program was a big success thanks to Anne Pollock and exchange student Sarah Carman. Two hundred and eight children participated. On August 11, one of seven annual "sampling days" which count library patrons, three hundred and eighty-nine people used the library. Whew! Thanks to Jackie MacDonald for her summer volunteer work reading shelves and reshelving misplaced materials. Chappell and Ingebrigtsen attended a class on "Scratch" software, a free program to teach middle-schoolers, teens, and adults how to write simple code to produce animated science and art projects.

**Communications:** Two e-mails from summer visitors lauded the library's great resources and service.

**Committee Reports:** None.

**Library Friends Report:** Muth reported that the Fisherman's Picnic Annual Book Sale garnered approximately \$8000. The Friends' next meeting will be held on Sept. 14 at 7:00 p.m. on the Higher Ed campus building. Board members are invited to be part of a presentation on the status of the library expansion project.

**Unfinished Business:**

--The final version of the 2011 budget proposal was submitted and accepted by the City Council, but new figures project a 17% increase in health insurance costs, meaning that the budget may need to be revisited at some future point.

--Inquiry into a security system was tabled until Stattelmann has an opportunity to query the ALS Group about such systems in other libraries such as ours.

--The board carried forward discussion of the proposals submitted by seven architects interested in carrying out the library expansion. Members agreed that the next step would be interviews with selected firms, focusing on essential issues such as projected costs, and also how closely the project would be supervised to completion, and how well the architects could work with library staff and with the proposed plan the board has approved so far. Chappell will work to schedule interviews, with interested board members attending, so that interviews may be completed before the October board meeting.

Because of the scheduling conflicts of some board members, the October meeting will take place on Tuesday, October 5<sup>th</sup>.

**Meeting adjourned at 7:15 p.m.**

**Respectfully submitted by Carol Miller, Board Secretary**

## **Grand Marais Library Board Minutes**

**Meeting Date:** Tuesday, October 5, 2010

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

**In attendance:** Linda Chappell, Director, Kay Costello, Heather Kemp, Carol Miller, Kim Nelson, David Quick, Fritz Sobanja, Audrey Stattelmann (Arrowhead Library System Board representative)

**Introduction of Visitors:** None

**Additions to the Agenda:** None

**Approval of Minutes:** Costello moved to approve; Nelson seconded. Ayes all.

**Financial Report:** Linda Chappell updated information about several line items to this point in the budget year: overages in workers' comp; postage over because of architectural packet mailings; advertising at 134% (because of advertising for Annie's replacement); books and materials at 102 % (will be supplemented by Library Friends' contributions). The City will transfer previously banked funds as necessary.

**Approval of Bills:** Sobanja moved. Quick seconded. Ayes all.

**Director's Report:** See this month's printed report, including update by Chappell on September and October Action Plan items. Poetry reading attendance: twenty-four. "Geek the Library" is an Online Computer Library Center and Gates Foundation national initiative that Chappell sees as a potential way to raise awareness of library services and funding issues. More information about this will follow.

**Communications:** Thank you from the Library Friends for our presentation at their fall meeting updating information about the expansion project.

**Committee Reports:** None.

**Library Friends Report:** Because Helen Muth's replacement has not yet been identified, no representative present tonight.

### **Unfinished Business:**

--Stattelmann's query to ALS about security systems. Self-check systems appear to be time-consuming, although financially reasonable. Chappell will do more research on the feasibility of security systems as the expansion project progresses.

-Architect selection continued. Discussion of the Board focused on a recommendation from the sub-group who attended the interviews. Quick made the following motion: That the Board should recommend DSGW as the company to undertake the expansion project and should follow up as necessary to expedite the contracting and funding processes. Costello seconded. Ayes all.

**New Business:** A discussion was begun concerning mobile library services and hand-held devices. (Chappell had completed a “webinar” on mobile technology.)  
Downloading of e-books is now possible for card holders.

**Meeting adjourned at 7:00 p.m.**

**Respectfully submitted by Carol Miller, Board Secretary**

## **Grand Marais Library Board Minutes**

**Meeting Date:** Monday, Nov. 1, 2010

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

**In attendance:** Dawn Byholm, Linda Chappell (Library Director), Kay Costello, Patsy Ingebrigtsen (Library Staff), Heather Kemp, Carol Miller, Kim Nelson, David Quick, Fritz Sobanja, Audrey Stattelman (Arrowhead Library System Board representative)

**Introduction of Visitors:** Helen Muth, as a visitor (rather than in her much appreciated role as Library Friends Liaison)

**Additions to the Agenda:** New Business: Board members for 2011.

**Approval of Minutes:** Nelson moved to approve; Costello seconded. Ayes all.

**Financial Report:** Linda Chappell reported that investments in general have improved, although Duluth Superior Area Community Foundation Account shows small loss on invested account into the third quarter. Minnesota Community Foundation shows small increase over three quarters. Revenues are on track. Some overages in line items, indicating this year's tight budget.

**Approval of Bills:** Minimal expenditures except for book buying. From this point in the year, Library Friends' contributions will supplement collection additions. Byholm moved to approve. Quick seconded. Ayes all.

**Director's Report:** See this month's printed report from Chappell. Chappell recently attended business seminar, which was focused on generation distinctions in marketing (e.g., younger clients' interest in social media such as Twitter, Face Book, etc. Again, our library has been named by the *Library Journal* among top five in Minnesota in our category for size and budget.

**Communications:** None.

**Committee Reports:** None.

**Library Friends Report:** Because Helen Muth's replacement has not yet been identified, no representative present tonight.

### **Unfinished Business:**

--Update on application for 1% Sales Tax Fund. \$60,000 approved for initial phases of library renovation project. \$800,000 estimated overall contribution, according to Sobanja reporting on the County Commissioners' meeting. Costello reported ongoing conversation about the City and County's shared responsibility for library support.

Although operating and maintenance costs will inevitably rise, Sobjanja noted that the County Commissioners recognize and expect this.

-- Report on DSGW Architects' first meeting. Quick notes that it was an organizational meeting to determine public stakeholders and to begin a broad preliminary discussion of renovation priorities. At the meeting, a core "building committee" was identified: Chappell and Ingebrigtsen, Quick, the library board chair, Mike Roth, and city and county representatives, to be named. Discussion next focused on identifying "stakeholder" groups of the diverse communities of library patrons. Focus group meetings, to be held at City Council chambers, were scheduled for November 12.

**New Business:** Discussion commenced of the upcoming changes in board members (Kemp and Miller will be ending their terms. There will likely be a new appointee to represent the City Council.) The city and county will, as usual, advertise for applicants to fill open seats.

**Meeting adjourned at 7:05 p.m.**

**Respectfully submitted by Carol Miller, Board Secretary**

## **Grand Marais Library Board Minutes**

**Meeting Date:** December 6, 2010

**Call to Order:** 5:37 p.m.

**In attendance:** Dawn Byholm, Linda Chappell (Library Director), Kay Costello, Patsy Ingebrigtsen (Library Staff), Heather Kemp, Carol Miller, Kim Nelson, David Quick, Fritz Sobanja

**Introduction of Visitors:** Helen Muth, as a visitor (rather than in her much appreciated role as Library Friends Liaison)

**Additions to the Agenda:** None

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

**Financial Report:** Linda Chappell reported that investments continue modest growth. Chappell also noted ongoing overages on some line items (e.g., postage at over 200% because of lag time in banking process for Arrowhead Interlibrary Loan postage reimbursements and building insurance higher than estimated.) First bill for DSGW Architects for \$7900 will be paid from county funds.

**Approval of Bills:** Byholm moved to approve. Nelson seconded. Ayes all.

**Director's Report:** See this month's printed report from Chappell. Of particular note: Patsy Ingebrigtsen's "Snowflake Story Time" scheduled for December 15. Chappell discussed her attendance at Marshall Breeding's presentation in Mountain Iron for the Arrowhead Library System members on state-of-the-art digital library service, as represented, for example, by "Discovery" layer software.

**Communications:** None.

**Committee Reports:** None.

**Library Friends Report:** Because Helen Muth's replacement has not yet been identified, no Library Friend representative was present. The Board, though, noted the importance of having a liaison and urged Chappell to ask Library Friends to name a replacement for Helen Muth.

### **Unfinished Business:**

--Update on city contract with DSGW, which is currently undergoing some revisions. Mike Roth will keep Chappell updated on those revisions as they are agreed upon.  
--Board position openings for 2011 were discussed. Current board members Kemp and Miller will end their service on December 31. A new city council and a new county commission representative will also need to be appointed for 2011. Library Board

members whose terms are ending were thanked (with cheesecake supplied by Kim Nelson and Lola's Bakery!) for their service.

**New Business:** Discussion commenced on whether the current schedule of fines and fees should be revised. Miller moved to raise adult fines to 25 cents per day and to raise juvenile fines to 15 cents per day. Costello seconded. Ayes all. The Board further recommended keeping the \$2.00 a day late fee for DVDs and establishing a periodic "amnesty" to encourage patrons to turn in materials without penalty.

**Meeting adjourned at 6:25 p.m.**

**Respectfully submitted by Carol Miller, Board Secretary**