

## Grand Marais Library Board Minutes

Meeting Date: January 3, 2011

Call to Order: 5:35

In Attendance: Linda Chappell (Library Director), David Quick, Kim Nelson, Dawn Byholm, Heather Kemp, Audrey Stattelmann, Fritz Sobanja, Kay Costello, Patsy Ingebrigtsen (Library Staff)

Introduction of Visitors: Helen Muth

Additions to the Agenda: None

Approval of Minutes: Motion made by Costello and seconded by Nelson to correct minutes as there was no cheesecake served and Fritz Sobanja was not in attendance.

Financial Report: Certain items, not in our control, are over budget. Linda will ask Kim Dunsmoor, City Finance director, if we should transfer money, possibly from memorial funds, to cover overages or wait for December 2010 Year End totals. 81% of utilities budget was used through November. We have had unexpected revenues come in this year.

Approval of Bills: Sobanja moved and Byholm seconded to approve December 2010 bills.

Directors Report: The library will consider purchasing an "e-Reader", out of Memorial Funds, in order for the staff to become familiar with the equipment to help patrons as e-books are becoming more widely used. Arrowhead Library System pays the subscription to Overdrive download e-book service now and makes it available to libraries in the system but what will happen in the future as the demand rises? Will ALS buy more e-copies or will libraries be expected to purchase and pay independently? Chappell will review the features on the compatible readers.

Holiday Gaming Night at the Library on December 29<sup>th</sup> was a success with 15 juveniles and 20 adults in attendance. Both the electronic and board games were popular. Everyone seemed to enjoy the evening and the food and drinks!

Grand Marias Public library will hold an Amnesty Week in January to promote returning lost items not eliminating accrued fines. Details will be advertised in the near future.

Communications: The Library received a note of thanks from Mayor Sue Hakes for being a friendly, professional community service.

Committee Reports: The next meeting with DSGW Architects will be on Thursday, January 6 at 5:30. The meeting is open and will provide a chance for review of remodeling plans to date.

Library Friends Report: No word about the new liaison, folks are still out of town, Chappell will pursue.

Unfinished Business: Fine and Fees schedule does not include a processing fee for getting replaced items back in the system. Patrons are unaware that paying the replacement cost of an item does not cover the total cost of getting it back into the system. Staff time and processing supplies are involved also.

The wedding party coming to the GMPL this Sunday will be charged \$75.00 to cover the cost of Linda's time and utilities, etc.

We now have a Facebook page. Friend us @ Grand Marais Public Library! Ingebrigtsen updates our page weekly with upcoming events and announcements about library services.

Motion to adjourn by Costello, seconded by Byholm at 6:20 pm

Respectfully submitted by Patsy Ingebrigtsen, temporary secretary.

Next meeting will be held on February 7, 2011.

## Grand Marais Library Board Minutes

**Meeting Date:** February 7, 2011

**Call to Order:** 5:35pm at the Grand Marais Library

**In Attendance:** Linda Chappell (Library Director), David Quick, Audrey Stattleman, Kim Nelson, Dawn Byholm, Fritz Sobanja, Patsy Ingebrigtsen (Library Staff).

**Nominations of Officers:** David Quick (President), Audrey Stattleman (Vice President), Kim Nelson (Secretary)

Slate Passed as written above with no other nominations.

**Introduction of Visitors & New Board Members:** none present

**Additions to Agenda:** There will be a brief presentation on E Books w/demonstration of Nook by Kim Nelson at the end of the meeting.

**Approval of Minutes:** Motion made by Sobanja and seconded by Stattleman to accept the minutes as written.

**Financial Report:** The Year End 2010 Unaudited Report has the library \$800 over budget. Revenue in the 215 Fund, Operating Fund 211, and the Hazel Mathis Fund 216 may help in offsetting this overture.

Items discussed by board are copies related to the Concept Drawings from the Architects, disc repair, and Cat Express Webinar.

**Approval of Bills:** Byholm moved and Stattleman seconded to approve January 2011 bills.

**Director's Report:** New Adult program "Hot Reads for Cold Nights" was discussed. Library staff members are examining the draft version of DSWG Architects addition plans. "Snowflake Storytime" has Patsy Ingebrigtsen and parent volunteers reading to preschool children Tuesday's at 10:30am through the month of February. Fines have increased for adult and children books – Adults .25 and Children .15 per item/per day. The result of the amnesty program for book retrieval did not bring back a lot of the libraries materials. New board members for 2011 are Jan Sivertson, Audrey Stattleman and Olwe Bottorf. Linda is preparing the 2010 Annual Report for the State Office of Libraries (due on March 1, 2011) online. The annual inventory of the GM Library's collection will be completed by Alicia Deschene and her husband over President's Weekend in February. Linda purchased four new black relaxing chairs to replace the floppy brown ones in the teen area. Pie charts for Juvenile Circulation 2011 and Adult Circulation 2010 were distributed. Linda mentioned they have stayed pretty consistent with previous years.

**Committee Reports:** None

**Communications:** Linda received official notification from the city accepting Olwe Bottorff, as a library board member for a three year term. Linda also received official notification from the county accepting Audrey Stattleman, as a library board member for a three year term.

**Library Friends Liaison Report:** None. Helen Muth will continue to be the "Friends" liaison.

**Unfinished Business:** Update on building renovation: schedule of completion of work for the Grand Marais Library addition and GM library plans of the addition, were passed out as well as Project Budget v.3 (area summary, budget costs with and without updating heating system). This information will be presented by the Architects to the County Board at their February 8, 2011 board meeting. After looking at the information there was some discussion about computer technicians, broadband, and staffing needs.

**New Business:**

Motion made by Stattleman and seconded by Nelson to hold library board meetings on

Monday's: January 3, February 7, March 7, April 4, May 2, June 6, August 1, October 3, November 7, December 5, 2011.

Tuesday's: July 5, September 6, 2011

Motion Passed.

Motion made by Nelson and seconded by Stattleman to set the 2011 GM Library closing dates as January 1, January 17, February 21, May 30, July 4, September 5, October 10, November 24 & 25, December 24 & 26, 2011.

Motion Passed.

Discussion of adding a rider to the library's insurance policy for our Birney Quick painting resulted in Linda planning to find out the value of the painting and then talking with Paul Cole to see if it is covered under our current insurance policy.

Linda and Patsy will be updating information about current library board members and their positions on the board on our website/any correspondence that the library uses with this information.

Kim gave a short demonstration on how the Nook (E book) works with the Arrowhead Library system. Linda will be checking with Arrowhead to see how the Grand Marais Library collects stats on E-books.

Motion to Adjourn by Sobanja seconded by Byholm at 7:30pm

Respectfully submitted by Kim Nelson, Secretary

Next meeting will be held on March 7, 2011.

## **Grand Marais Library Board Minutes**

**Meeting Date:** Monday, March 7, 2011

**Call to Order:** 5:35pm at the Grand Marais Library

In Attendance: David Quick, Audrey Stattleman, Kim Nelson, Patsy Ingebrigtsen (Library Staff), Helen Muth (Friends Liaison), Olwe Bottorff, Fritz Sobanja, Dawn Byholm, Linda Chappel (Library Director), Tom Wacholz (Orb Management), Mike Roth (Grand Marais City Manager).

**Introduction of Visitors:** Tom Wacholz from Orb Management was introduced and presented his company's role in the management of the 1% sales tax projects. Currently Orb is under contract with the county for the Community Center project. They are proposing to be the County's Project Management Consultant on all projects utilizing the balance of the 1% sales tax. It was explained what that would mean for the library project. The two key areas where they would be most helpful to the library board/staff would be in presenting sub-agreements to the county for the project and helping determine the contracting method. Asked if having them on board would slow down our project, they saw no conflict with our timeline. Their main role is administrative to the county in Risk Analysis Management and acting as a liaison between the Commissioners, County Staff, and the organizations/committees/Boards that are steering the projects.

**Additions to the Agenda:** None

**Approval of Minutes:** With the clarification of Paul Coe's name, the motion was made by Sobanja and seconded by Byholm to accept the minutes. Motion passed.

**Financial Report:** Linda informed us that the MN Community Foundation Funds and the Duluth Superior Area Funds are gaining nicely. She also mentioned that she had not received an expense sheet from the City Audit at this time.

**Approval of Bills:** Byholm moved and Stattleman seconded to approve February 2011 bills. Motion passed.

**Director's Report:** Linda asked direction from the board as to their decision to have Heather Kemp, Carol Miller and Mike Roth continue to be building committee members. Motion was made by Sobanja and seconded by Stattleman to officially retain them on the committee, even though Kemp and Miller's terms on the Library Board have expired. Motion passed.

Grand Marias Library Board 2011 Directory was passed out and corrections to contact information were made as needed.

2010 State Library Report is due by mid-March and Linda is currently working on that.

Within the next few month a "Discovery Layer" will be added to the Library catalog. By April Arrowhead will be choosing a product and hopefully have this up and running by summer 2011. This feature will enable users to get results from all formats of information available through the libraries, including books, databases, e-books, etc., with one search. Currently, you have to go out of the catalog to enter research databases or e-book lists.

"Snowflake Story Times" will continue on Tuesday mornings at 10:30am with librarian Patsy Ingebrigtsen through the month of March.

March 19<sup>th</sup> the Library will host "Celebrate Teen Tech Week". At this event a drawing for a free Nook e-reader will be promoted.

"Try Broadband at the Library" grant was awarded to the Library from the Blandin Foundation. The Library will be participating in the Minnesota Intelligent Rural Community Initiative, by purchasing 8 portable wireless devices to have available at the library for people to try broadband internet service. The grant has an 18 month term and a sponsored event with be determined to promote broadband during this period.

**Committee Reports:** Linda asked that the entire building committee be defined by the Library board. At that time, David Quick, Kim Nelson, Fritz Sobanja, Heather Kemp, Carol Miller, Mike Roth, and Linda Chappell were named on that

committee. The motion was made by Audrey Stattleman and seconded by Byholm. Motion passed.

**Communications:** None

**Library Friends Liaison Report:** A membership drive is scheduled in March for 2011 membership. A nominating committee was established to recruit more board members. Six of the ten current board members terms expire in 2011. The Annual Book Sale was discussed and board members divided up responsibilities amongst themselves to accomplish tasks set forth. The number of books collected so far for the event is comparable to last year's. However, internet sales have slowed down considerably. No plans have been decided on for upcoming presentations at the library for 2011, at this time.

**Unfinished Business:** An update on the Library renovation project and the latest plan changes were discussed.

After reviewing the Library closed dates, the motion was made by Nelson and seconded by Byholm to include Veteran's Day (November 11, 2011) to the list. Motion passed.

The board agreed to provisionally accept Orb Management as a partner in the Library Expansion Project.

Motion to adjourn by Quick seconded by Sobanja at 8:05pm

## **Grand Marais Library Board Minutes**

**Meeting Date:** April 12, 2011

**Call To Order:** 5:30pm at the Grand Marais Library

In Attendance: David Quick, Audrey Stattelmann, Kim Nelson, Helen Muth (Friends Liason), Fritz Sobanja, Dawn Byholm, Linda Chappell (Library Director), Ann Ward (Library Staff), Elaine Erickson (Library Staff), John Geissler (DSGW Consultant), Mike Roth (Grand Marais City Administrator), Carol Miller, Heather Kemp. Conference call – Wade Cole from ORB.

**Approval of Minutes:** Motion was made by Byholm and seconded by Nelson. Motion passed.

**Approval of Bills:** Stattelmann moved and Byholm seconded. Motion passed. Nook e-reader was purchased for Teen Week prize drawing.

**Unfinished Business:** Orb Management has been approved by the County Board to be the Construction Manager for the Library project - our contacts will be Tom Wacholz and Wade Cole. Discussion of what Orb has already worked on with DSGW – Plan specifications near completion, devising bid requirements and categories, construction plans page by page, and the library relocation during expansion project.

Sobanja made a motion to find a temporary location to operate the library during the renovation/expansion project, Stattelmann seconded. Motion passed

There will be 8 bid packages as follows: Landscaping & demolition, Concrete & Masonry, Carpet & Demolition, Drywall, Flooring, Painting interior & exterior, Mechanical, Electrical. Orb will be developing a plan holders list and will contact contractors directly. There will be sites identified for plans to be viewed by bidders. The county auditor will collect the bids. A pre-bid conference will be held at the library site. Orb will include tree removal in the bidding process.

Reviewed site plans with DSGW interiors/exterior.

**Financial Reports: N/A**

**Director's Reports: N/A**

**Committee Reports: N/A**

**Communications:** Invitation for Board members to attend Arrowhead Library System's Annual meeting on May 12, 2011.

**Library Friends Liaison Report – N/A**

**New Business:** Discussion on Builders Risk Insurance. Linda will ask Orb who buys that.

Sobanja moved to accept the “Addendum to Joint Powers Agreement for Library Services” as presented by the county attorney for the duration of the library renovation/expansion project, seconded by Byholm. Motion passed. The County will own the library during the remodeling process.

Next meeting for the building committee is Tuesday, April 26, 2011 5:30pm at the library.

Brainstorming about temporary library locations will take place on April 13, 2011 with Nelson/Stattelman/Chappell at the library.

Motion to adjourn by Stattelman seconded by Nelson at 8:30pm.

Submitted by Kim Nelson, Board secretary

## **Grand Marais Public Library Board Minutes**

**Date:** May 2, 2011

**Call to order:** 5:30 p.m. at GMP Library

**Introduction of Visitors:** None

**Additions to the Agenda:** None

**Approval of Minutes:** April 4, 2011 – motion Stattleman, second Byholm, ayes all.

**Financial Report:** Reviewed monthly reports and special funds. (Suggestion to name the Quiet Room in memory of Will Storland).

**Approval of Bills: April bills -** Motion, Byholm, second Sivertson, ayes all.

Voted to pay **DSGW Architects invoice** for expanded scope of work items including extensive renovation of old part of the library and upgraded, integrated HVAC systems. \$6,717. Expanded scope, \$4,378. Upgraded A&E, \$11,095 total.  
Motion Sivertson, second Byholm, ayes all.

**Director's Report:**

**Committee Reports:** None

**Communications:** None

**Library Friends Liaison Report:** Friends board met last Thursday to discuss the 8'x 10' storage shed. Posted online @ Boreal.org For Sale for \$350.00 or best offer. Will be updating their brochure design and printing more copies for summer. Membership fees were increased to \$15.00 for individual.

**Unfinished Business: Renovation Plan update** – Temporary site available at Cook county High School with good parking and space for collection and equipment. Superintendent will have attorney draw up Lease Agreement. School Board meets on May 5. \$2,000. Per month for 2,700 sq. ft. Includes utilities and janitorial.

Must move our T1 internet connection - \$500. Disconnect & \$500. Re-connect fees.

Wi-fi signal – will need to negotiate when it can be broadcast. Arrowhead Library System will work with the school's techs on this project. Moving and rental costs may not be covered by 1% tax revenues. Security will be important.

We will depend on Interlibrary loans during our temporary location term. Volunteers may be able to help pack boxes for the moves.

**New Business:** Vote on temporary site move. Motion Sivertson, second Byholm, ayes all.

**Adjourned:** Motion by Byholm after approximately one hour? Ayes all.

**Respectfully submitted:** by Dawn Byholm for Kim Nelson

**Next Meeting:** Monday June 6, 2011

## Grand Marais Library Board Minutes

**Meeting Date:** June 6, 2011

**Call To Order:** 5:37pm at the Grand Marais Library

In Attendance: David Quick, Audrey Stattleman, Kim Nelson, Fritz Sobanja, Dawn Byholm, Linda Chappell (Library Director), Jan Sivertson

**Approval of Minutes:** Sivertson moved and Byholm seconded. Motion passed.

**Approval of Bills:** Nelson moved and Byholm seconded. Motion passed.

Outdoor book drop will be purchased for the temporary school location and will be moved to the library site when renovations are complete.

**Director's Reports:** Bester Brothers will be the professional moving company that will move the library to the school site. The approx cost was quoted at \$8,100.00 one way with volunteer help. The move will take place on Wednesday. Qwest will hookup on June 15-16<sup>th</sup>.

We will rely heavily on interlibrary loans during this interim period. The library will be closed for one week during the move and so therefore due dates for materials have been changed to accommodate this.

**Committee Reports:** N/A

**Communications:** N/A

**Library Friends Liaison Report** – The library will still collect books until the end of July for the Friends book sale. The Library Friends individual membership is now at \$15.00. The shed sold for \$350.00 and the money was donated to the library.

**Unfinished Business:** The facilities use agreement was discussed between ISD166 & the Grand Marais library. It was determined that the 1% tax will pay for all the moving costs but not the rent or additional fuel costs after November.

The library board will authorize payments up to a total of \$15,000.00 for the library's temporary location during the renovation project for rent & storage fees. Sivertson moved and Byholm seconded. Motion passed.

The facilities lease agreement is payable on the 15<sup>th</sup> of each month.

The board authorized Linda to be their agent to giveaway/sell surplus property that was not going to be relocated to the library after the renovation project. Fritz moved and Stattleman seconded. Motion passed.

**New Business:** Audrey Stattleman was appointed as the GM Library Board's representative to the Arrowhead Library Board. Sobanja moved and Byholm seconded. Motion passed.

2012 Budget preliminary discussions indicate 0% increase or cuts to the library budget. The discussion hinged on what the expansion of the library would mean in the budget.

**Financial Committee Report:** Will be meeting in July for fundraising issues, date to be determined.

Motion to adjourn by Stattleman seconded by Sobanja at 7:30pm.

## Grand Marais Library Board Minutes

**Meeting Date:** July 5, 2011

**Call To Order:** 5:35pm at the Temporary School Site for the Grand Marais Library

In attendance: David Quick, Audrey Stattelmann, Kim Nelson, Fritz Sobanja, Dawn Byholm, Linda Chappell (Library Director), Jan Sivertson, Olwe Bottorff

**Approval of Minutes:** Sivertson moved and Sobanja seconded. Motion passed

**Approval of Bills:** Byholm moved and Nelson seconded. Motion passed

**Director's Report:** The move to the temporary location at the high school went well. There has been positive feedback about the temporary location and the fact that the library is staying open during the renovation process. Renovation of the old library building is on schedule. The old elm tree wood is being used by local artisans. The footings and foundation are completed, electrical service has been moved and computer cabling removed. Work has begun on repairing the west end of the building.

**Committee Reports:** N/A

**Communications Reports:** N/A

**Library Friends Liason Report:** N/A

**Unfinished Business:** Various bills for the renovation project were presented and it was determined that Orb as the Counties Administrator/General Contractor for this project would be responsible to review the billings and make sure payment is made. The new book drop bill will be presented to Braidy as a part of the 1% bill. Linda will ask that the school send an invoice for the rent so that we may present that billing to the city. She will also bring to the next meeting the budget estimates that Kim made (\$800.00) for the allocation of funds during the temporary location move. Linda made sure the public utilities meter was read at the library building and all usage during the renovation will be billed to the 1% tax.

2012 Budget discussion continues with a work session with the city council, board members were encouraged to participate if they wanted.

**New Business:** Information was presented to the board about Lake Superior Day on July 17<sup>th</sup>.

Motion to adjourn by Byholm, seconded by Nelson at 6:15pm.

Minutes submitted by Kim Nelson

## **Grand Marais Public Library Board Minutes**

**Date:** Monday, August 1, 2011

**Call to order:** 5:34 p.m.

**Introduction of Visitors:** Helen Muth

**Additions to the Agenda:** none

**Approval of Minutes:** Motion, Byholm. Second, Sobanja. Approved.

**Financial Report:** City Audit for 2010 looks good for the library's part.

We will receive a memo from Financial Director that our memorial funds will be reimbursed from our operating account for any part of rent paid to the school that would have come out of our operating fund for things such as utilities and insurance. Amount of rent is \$2,454. per month.

**Approval of Bills:** Motion, Byholm. Second, Stattleman. Approved.

**Director's Report:** Flood in our storage room at the school. Staff was worried about reference books and children's books stored there. The school provided large industrial fans to dry the carpet. Everything seems okay. Boxes were up on pallets.

ORB had a library project update meeting on August 2, 2011 with Rob Brse and DSGW interior designer Julie Spiering, architect John Geissler, Commissioner Fritz Sobanja, County Auditor Braidy Powers, and Library Director Linda Chappell, on August 2, 2011. They went over bills and progress reports. Construction is on schedule and very few change orders have been requested.

Chappell noticed that a window behind the circulation desk was framed too low and that floor outlets may need to be adjusted closer to the wall. ORB site manager, Tom Weaver assured her these items could be corrected easily.

Google has launched a new e-reader called "Story H.D." to compete with the Nook, Kindle and other e-book readers.

Sampling Day on 7/18/11 showed 166 people visited the library. 250 was the peak attendance last summer. Patrons are very appreciative that we stayed open at a temporary site instead of closing for six months during construction.

**Committee Reports:** None

**Communications:** None

**Library Friends Liaison Report:** Helen Muth reminded the board that the Friends Annual Book Sale will be held on Thursday, August 4<sup>th</sup> from 5-7 p.m. with the members-only preview sale. Sale will continue for the general public all day Friday and on Saturday morning.

**Unfinished Business:**

**Budget 2012** – Quick and Chappell presented the 2012 draft budget proposal to the City Council. They explained the proposed 5.1% increase due to the anticipated costs that will be incurred to run the new library building, which is larger than the old building. Utilities, cleaning and insurance are unknowns now, but will most likely increase a bit. The Council approved the proposal. \$3,300. was added to the budget to fund a Library Page position for the 12 busy summer months. The proposal will be presented to the County Commissioners on August 16, 2011. City Administrator, Mike Roth will attend the meeting. He will speak on wage issues and other issues from the city's perspective. Motion by Sobanja to approve budget proposal. Second by Stattleman. Ayes All. Approved.

**Renovation Project-** Contractors are working on the east wall of the library building this week. No Damage was incurred from the heavy rains last week. The State shut down did not affect our project either. Interior Designer from DSGW, Julie Spierling will meet with Chappell, Quick, and Bottorff to discuss services such as material selection, colors, etc. which are part of our original contract with DSGW.

She will also talk with us about contracting for additional design help with furniture and fixtures – moveable items that are not part of the building itself. She would be a good candidate for this work because she has been involved with our project from the beginning. She is proposing that we have ORB bid out the circulation desk to local cabinet makers at government pricing to give business to local crafts people and get a more customized design than ordering from a catalog.

**New Business:**

**Linda Chappell** has been nominated by Dawn Byholm for Citizen of the Year at Fisherman's Picnic. What a surprise and a nice thought!

**Adjourned:** 6:29 p.m., followed by a field trip to the construction site.

**Respectfully submitted:**

by Audrey Stattleman  
for secretary, Kim Nelson

**Next Meeting: TUESDAY, September 6, 2011**

at the Cook County High School at 5:30 p.m.

## **Grand Marais Library Board Minutes**

**Meeting Date:** September 6, 2011

**Call To Order:** 5:35pm at the Temporary School Site for the Grand Marais Library, 101 W. 5<sup>th</sup> St.

In attendance: David Quick, Audrey Stattelman, Kim Nelson, Fritz Sobanja, Dawn Byholm, Linda Chappell (Library Director), Jan Sivertson, Helen Muth (Library Friends), Patsy Ingebrigtsen (Library staff). Absent: Olwe Bottorff.

**Approval of Minutes:** Sobanja moved to approve minutes with corrections and Byholm seconded. Motion passed.

**Financial Report:** A letter was received from the MN Community Foundation informing us that they will be issuing yearly grant checks and if we would like to roll over our gains, we will have to issue another check back to them to do so.

A memo was received from City Hall regarding how much money will be used from the 215 Capital Account to pay for our rent at the temporary school site. It was decided that the executive committee (Chair, Vice Chair, and Secretary) will meet with the City Manager and Financial Director to clarify this.

**Approval of Bills:** Nelson moved and Byholm seconded. Motion passed.

**Director's Report:** The Sampling Day count on August 23, 2011 showed that 181 people came into the library. In 2010 the number was 195. Business is holding steady despite our relocation.

Fire drills and lockdowns will be part of the library procedures while in the temporary location.

The Art Colony Director contacted Linda, about their Plein Air painting program which invites individuals and organizations to pledge to buy paintings prior to the painting weekend. People who pledge are allowed to choose their paintings prior to the public exhibit. It is a great way to collect local art. They were wondering if the library board was interested in buying art pieces for the library. At this time, we are not ready to make a decision on art for the new building, but will consider it in the future.

**Committee Reports:** N/A

**Communications Reports:** N/A

**Library Friends Liasion Report:** The annual meeting will be on September 26<sup>th</sup> at the Higher Ed building. David Quick and Linda Chappell will update the group on the progress of our building renovation project.

**Unfinished Business:** Sobanja gave the library board an update on the renovation project. He had visited the site and was not pleased with the workmanship of the work in some areas of the library. He contacted Orb Management to go over those issues, and a meeting was scheduled with them, DSGW Architects, and county representatives for Thursday, September 8<sup>th</sup> at 3pm at the site.

Orb is negotiating the details and will be contracting with a cabinet maker to construct the circulation and reference desks. Meanwhile Chappell is finalizing interior design details with the interior designer from DSGW.

The 2012 Library Budget draft was sent to the City and County with a 5% increase overall to project the increase in costs that the new library addition may require. A part-time summer Library Page was also added to the budget. There is a work session scheduled for Friday, September 9<sup>th</sup> at 10:00am at the county administrative offices to present the budget.

Strategic Planning is on hold while Chappell is working on the Library renovation project.

**New Business:** Sobanja moved to appoint a sub-committee, to make decisions that are time sensitive, in regards to the Library renovation project. The sub-committee would be made up of Chappell, the Library Board president, vice- president, and Secretary. Two out of the three executive committee members (Pres., Vice Pres, and Secretary) are required to vote in order to pass any decisions. The sub-committee will then report their actions to the entire board at the next monthly meeting. Motion was seconded by Sivertson and passed unanimously.

Motion to adjourn by Byholm, seconded by Nelson at 6:15pm.

Minutes submitted by Kim Nelson

## **Grand Marais Library Board Minutes**

**Meeting Date:** October 3, 2011

**Call To Order:** 5:35pm Temporary School Site for the Grand Marais Library, 101 W 5<sup>th</sup> St.

**In attendance:** David Quick, Audrey Stattelmann, Kim Nelson, Fritz Sobanja, Dawn Byholm, Linda Chappell (Library Director), Helen Muth (Library Friends).

**Approval of Minutes:** Stattelmann moved and Byholm seconded. Motion passed.

**Financial Report:** Quick read his memo – Money budgeted by the City and County for the operation of the Library is deposited twice annually in the Library 211 account. At the end of the year any unspent money remains in that account and is not considered a part of the money budgeted for the following year. During the current year (2011), because of the library expansion project and the temporary relocation of the Library, the Library Board approved the payment of rent from the 215 account. Some costs which are normally a part of the Library operations are included in the rent payments, it is reasonable to suppose that a positive balance will remain in the Library 211 account at year end. The city financial manager (Kim Dunsmoor), and the city manager (Mike Roth), recommended that the Library Board allow that balance to remain in the 211 account because in the past the operations budget has on occasion been overspent and there is no cushion in that account. This is particularly important for the coming year, because of the uncertainty about what actual operating costs will be due to the Library expansion. Discussion followed with the following motion made by Byholm and seconded by Sobanja – A financial plan is one of the goals in 2012 for the Library Board. Motion passed.

Chappel informed the board that expenditures are on target for the budgeted year with postage and transportation having some higher costs than anticipated. Chappel will be contacting the city to ask about recommendations for a “financial planner”.

**Approval of Bills:** Byholm moved and Nelson seconded. Motion passed

**Director’s Report:** Kindle e-book readers are now available from Amazon.com to download overdrive service on the Grand Marais Library’s website. Now, library patrons can download books directly to their Sony Reader, Nook, Kindle readers, as well as many other portable devices. Linda Chappell will be purchasing several readers through the broadband grant, so that patrons may try these devices. Audio downloads are still available from Overdrive as well as for listening to on MP3 players and iPods.

Amazon is considering a Netflix-like service that would let people pay an annual fee to get book “rentals” for their Kindles and for a new tablet computer with the Android operating system, which is due out in a few weeks. They are currently presenting the idea to publishers and plan to start with “older books” rather than competing with hard copies of new titles.

Orb Management will meet with David Quick, Fritz Sobanja, Linda Chappell and several other interested parties, next Tuesday, Oct. 4<sup>th</sup> at 12:00 noon at the job site to go over this month's progress on our building project. This meeting will be followed by a financial update on payments, change orders, etc. at the courthouse. A "move-in" date from Orb will be requested so that movers, telephone, computer installers, volunteers, and staff can be planned for.

The Cook County High School Band keeps the library patrons entertained as they march around the parking lot and 5<sup>th</sup> street to practice their songs and marching.

The Minnesota Library Association Conference is in Duluth at the Decc on October 12, 13, and 14<sup>th</sup>. Linda Chappell, Patsy Ingebrigtsen, and Ann Ward will be attending. Library board members are invited to attend on Thursday, October 13<sup>th</sup>. Topics that day will include programs on library advocacy, fundraising, and other topics of interest to trustees.

**Committee Reports: N/A**

**Communications Reports: N/A**

**Library Friends Liaison Report:** The annual meeting will be on September 26<sup>th</sup> at the Higher Ed building. Library Friends have the following new members: Clara Weitz, Dianne Howard, Nancy Carlson, Anthony Ashcroft, and Jim Tidwell. The Library Friends board is Beth Blank – President, Emma Bradley – Secretary, and ?Gown – Treasurer. Library Friends will have a soup & supper November 7<sup>th</sup> to set 2012 goals.

**Unfinished Business:** No local craftsmen bid on the circulator desk/cabinets for the interior of the library. The short turn-around time and other commitments made this impossible for them to bid on this project. St. Germain's of Duluth submitted and received the bid, their quote was \$28,230.00. Linda is working with them to decrease this, based off of the countertops that will ultimately be used (Granite, Quartz, or Formica). The roof contingency cap was set @ \$24,000.00 as established by the DSGW architect, Scannel, Powers, and Orb Management. Motion was made by Nelson to accept DSGW designs for the circulation/reference area, seconded by Stattelmann. Motion passed.

**New Business:** After the first of the year, the Library Board will set strategic planning dates to start looking at our fiscal responsibilities short-term and long range.

Motion to adjourn by Byholm, seconded by Sobanja at 7:23pm

Minutes submitted by Kim Nelson

## **Grand Marais Library Board Minutes**

**Meeting Date:** November 7, 2011

**Call To Order:** 6:55pm Temporary School Site for the Grand Marais Library, 101 W 5<sup>th</sup> St.

**In attendance:** David Quick, Audrey Stattelmann, Kim Nelson, Fritz Sobanja, Dawn Byholm, Linda Chappell (Library Director), Patsy Ingebritsen (library staff), and Jan Sivertson.

**Additions to the Minutes:** Memo to City & County approving use of carpet funds under Director's Report.

**Approval of Minutes:** Stattelmann moved and Nelson seconded. Motion passed.

**Financial Report:** Report through the end of September 75% expenses used - one quarter left. Areas that are coming in higher than budget are salary (using maintenance department in the library move), life insurance, telephone (moving internet for temporary library site), and postage.

St. Paul/MN Community Fund has a name change to MN Philanthropic Partners.

Linda will check again with Mike Roth about getting recommendations for a financial planner.

Linda purchased used computers from Systime after a recommendation from the schools IT specialist, John Jacobsen. She purchased Dell computers that were reconditioned and have a guarantee for 2yrs. These usually cost \$1100.00 new, but were purchased for approx. \$400.00.

Rent for temporary library site will be paid through December 2, 2011. Linda anticipates there to be more costs, ie storage space and incidentals, after this bill is paid.

One Uniden monitor/camera was purchased with the plan to purchase three additional ones later to use in the new library space.

**Approval of Bills:** Motion was made to accept the bills by Byholm, seconded by Nelson. Motion passed.

**Director's Report:** November 28<sup>th</sup> has been confirmed as our move in date into the new library building. The library will be closed to the public from November 28 – December 4. Opening Day will be on Monday, December 5<sup>th</sup> at 10:00am. A formal grand opening will be held at a later date, once we are settled. Bester Brothers will be doing the moving once again, however they will be moving everything. The staff is very thankful for that!

Board member attendance is very important. City Administrator, Mike Roth informed Linda, that any board member who misses one fourth (four meetings in a calendar year) of the regular monthly meetings will not be eligible to continue on the board in 2012. The board is wondering

whose responsibility it is to inform the members when they are no longer able to sit on the board. Linda will ask Mike Roth.

Arrowhead will be including text messages as a means of notifying patrons of their materials.

Patsy Ingebritsen's name was drawn at the MN Library Association conference, as a winner for a "Sisters in Crime" event to be held at the Grand Marais library. The event will feature 1-3 mystery writers from Minnesota (date to be determined).

Currently the library has money in reserve funds that were slated many years ago for new carpet. This money was given equally by the county and city. A memo will be sent to them to request the use of this for the library project and direction from them, as to how it should be spent.

### **Communications Reports: N/A**

**Library Friends Liaison Report:** The Library Friends are interested in donating funds to the library and wondered what would be needed. Linda mentioned the following to them: furniture for the quiet room, circulation desk, or perhaps an opening collection. They will discuss this at their next meeting. They will also be helping with the library "Re-opening Day" by greeting people and serving refreshments.

**Unfinished Business:** Orb and Linda are going through the expenses and determining what is left to be paid and what is available still. Furniture for the building will be purchased in increments, some now and as the library staff moves into the space, a clearer picture of what will be needed will be assessed. The final walk through the building will be November 29<sup>th</sup> and transfer of ownership back to the city will occur at that time as well. The punch list of what is yet to be done/completed will be determined on November 22<sup>nd</sup> prior to the walk through. The staff will be getting training on the mechanical/lighting procedures (date not yet determined). The library will reopen on December 5<sup>th</sup>.

School rent agreement was discussed in the financials, but an additional suggestion to let the school know about the moving date was brought up. Linda will talk with the School Superintendent, Beth Schwartz, to see if any precautions need to happen to ensure student/staff safety during this time period.

### **New Business: N/A**

6:58 Motion to adjourn by Byholm, Nelson seconded

Minutes submitted by Kim Nelson

## Grand Marais Library Board Minutes

**Meeting Date:** Monday, December 5, 2011

**Call To Order:** 5:30pm at the Grand Marais Library

In attendance: David Quick, Audrey Stattelman, Kim Nelson, Fritz Sobanja, Dawn Byholm, Linda Chappell (Library Director), Jan Sivertson, Helen Muth (Library Friends), Lee Steward (Library Friends), and Clara Weitz (Library Friends).

**Approval of Minutes:** Nelson moved to approve minutes with corrections and Byholm seconded (Under Director's reports: any board member who misses greater than three meetings in a calendar year of the regular monthly meetings will not be eligible to continue on the board in 2012. Motion passed

**Financial Report:** Book budget at 97% and the following are over budget as indicated from previous months – school, postage, and telephone.

**Approval of Bills:** Byholm moved and Stattelman seconded. Motion passed

**Director's Report:** The library contents from our temporary site at the Cook County High School back were moved back to our renovated site at 104 2<sup>nd</sup> Ave. West. The collection was moved by Bester Bros. of St. Paul. They were fast, efficient and very helpful. The library staff and several volunteers, including Steve Deschene, Jackie Meyers, and Bob Lamettry worked very hard to get everything completed for our move-in date. Tom Weaver, of ORB Management and several local contractors went the extra mile to make the project a success.

A thank-you card will be sent to the school board thanking them for the use of the space and their help during the time the library was located at the school.

The old circulation desk is for sale.

**Committee Reports:** N/A

**Communications Reports:** Memo from Mike Roth indicating what and how the 211 and 215 accounts are used for.

**Library Friends Liason Report:** Introduction of friends members to the library board. Once again the Library Friends have donated \$7500.00 to the library to use at their discretion in their operating costs.

**Unfinished Business:** Tour of the new library building for those who have not seen it yet.

Discussion of who was on the Interior Design and Finance committee and setting of dates for these committees to meet soon. The Interior Design committee consists of Dawn Byholm, Jan Sivertson, Audrey Stattelmann, and Linda Chappel. The Finance committee now consists of David Quick, Kim Nelson, and Fritz Sobanja. After the meeting adjourned the committees established their dates for the meetings.

**New Business:** Discussion of “Grand Opening” day. Linda Chappell, library staff, friends of the library, Audrey Stattelmann, and Kim Nelson were appointed to this committee, and all the board members that wanted to take part were encouraged to do so. New Year, New Library, New Direction, was brought up as a catch phrase for the event.

Motion to adjourn by Byholm seconded by Nelson at 6:25pm.

Minutes submitted by Kim Nelson