

## **Grand Marais Library Board Minutes**

**Meeting Date:** Tuesday, January 3, 2012

**Call To Order:** 5:35pm

**In attendance:** David Quick, Audrey Stattelmann, Kim Nelson, Fritz Sobanja, Dawn Byholm, Linda Chappell (Library Director), Jan Sivertson, and Clara Weitz (Library Friends).

**Approval of Minutes:** Stattelmann moved to approve minutes with corrections and Sivertson seconded (Helen Muth and Fritz Sobanja were not in attendance and changing Lee Stewart to Lee Stewart). Motion passed.

**Financial Report:** Salary, Telephone, Postage, and Transportation have been over budget in the 4<sup>th</sup> quarter as stated in previous minutes and currently Utilities are under.

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

**Director's Report:** Hundreds of people visited the library the first month to see the new building and check out materials. The comments have been very positive and most people say, "You really did a nice job. It looks beautiful and feels spacious." Staff is working hard to keep up with customer service as well as unpacking boxes every day and trying to get things organized.

The Second Annual Gaming Night was well attended by approximately 30 people. There was a chess tournament. The Xbox 360 and Wii consoles also got heavy use.

**Communications Reports:** Board received information from MLA in regards to being an effective library trustee and advocate.

Memorandum from Orb Management –Essentially, stating that adding the new roof onto the old roof they would be held harmless for any resulting problems.

### **Committee Reports:**

Interior Design Committee – The committee toured the building to identify the spaces, and will be meeting to determine purchases.

Financial Committee – Met and discussed framework for a financial plan for the library short and long term. Another meeting is scheduled for Saturday, January 9<sup>th</sup> at 9am, at the library.

Grand Opening Committee – Did not meet.

**Library Friends Liaison Report:** Have not met since our last board meeting.

**Unfinished Business:** After contacting local libraries and having no one interested in buying our used circulation desk the following motion was made by Byholm and seconded by Sivertson to donate the old circulation desk to Babbitt library with the stipulation that they pick-up the desk. Motion passed.

Great Lakes Alarm will be up in the next few weeks to finish hooking up our alarm system.

Furniture is being ordered via email with Orb and the additional light issue is still not resolved.

A motion was made by Sivertson and seconded by Nelson authorizing Chappell to order furniture/fixtures/equipment for the library, not to exceed the budgeted amount allotted in the 1% project, with the approval of the executive board. Motion passed.

**New Business:** One additional city resident is needed for the library board.

**Motion** made by Byholm and seconded by Sobanja, library board meetings for 2012 would be the first Monday of the month with the exception of holidays, and then it would be the first Tuesday of the month at 5:30 p.m. Motion passed.

Library closed dates will be discussed at the next meeting after Chappell informs the board of the union holiday schedule for 2012. A decision to close the library January 16<sup>th</sup> to observe Martin Luther King Day was made by the board.

A card of thanks will be written to Steve Deschene, Jackie Meyer and Bob LaMettry for their help in the library move. Additionally, flowers will be given to the Real Estate office next door for their patience in the project which may have affected them both in noise considerations and dust.

7:32pm Motion to adjourn by Sobanja, Nelson seconded

Minutes submitted by Kim Nelson

## **Grand Marais Library Board Minutes**

**Meeting Date:** Monday, February 6, 2012

**Call To Order:** 5:35pm

**In attendance:** David Quick, Audrey Stattelman, Kim Nelson, Fritz Sobanja, Linda Chappell (Library Director), Jan Sivertson, and Sally Berg, and Lee Stewart (Library Friends).

**Introduction of Visitors:** Introduction of new board member Sally Berg

**Approval of Minutes:** Sobanja moved to approve minutes and Nelson seconded. Motion passed.

**Financial Report:** The ends for the book stacks and wheels put on browsers was done by Jim Hallmen and came in just over \$1,000 (which will be picked up by the 1% tax). Luke Galstran is building 18' high boxes to put under the magazine racks and he also redid the paperback exchange bins. The staff door lock is slipping and was not sealed right so it sets off the alarm system – working on this item. A new vacuum was purchased this month. The safety committee requested that we buy a defibrillator at \$895. Linda renegotiated our fuel charge to reflect the cities rate at \$1.35 gal. Linda will be checking on the PUC January utilities payment of \$1,184.41 to see if this is correct for water/sewer/electricity (she thought it seemed high, but perhaps it is a reflection of the larger space).

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

**Director's Report:** The Library closed dates for 2012 are: Jan. 1 New Year's Day, Jan 16 Martin Luther King Jr. Day, Feb. 20 President's Day, May 28 Memorial Day, July 4 Independence Day, Sept. 3 Labor Day, Nov 12 Veteran's Day, Nov. 22 Thanksgiving, Nov 23 Friday after Thanksgiving, Dec. 24 Christmas Eve, Dec 25 Christmas Day.

Library Board Meetings for 2012 are (Usually Monday's): Jan. 3 – Tuesday, Feb 6, March 5, April 2, May 7, June 4, July 2, Aug. 6, Sept. 4 – Tuesday, Oct. 1, Nov. 5, Dec. 3.

Motion made to accept Library closed dates and Library Board meeting dates by Sobanja and seconded by Nelson. Motion passed.

Great Lakes alarm finished installing and activating our Fire and Intrusion systems on February 1<sup>st</sup>.

Unfinished items for the library are the additional lights being installed to better illuminate one

aisle and the reference desk area.

E-book usage increases in month by month. Library patrons in the Arrowhead Library System using the “Overdrive” service totaled 6,927 for Dec. 2011 and 8,523 for Jan. 2012. This is a 23% increase in one month. It is projected that 1/3 of the books checked out by Public Libraries in 2012 will be in electronic format (e-books). Download service is available at the Grand Marais Library and through our website.

“Organizational Storytelling for Librarians” was a webinar Linda attended on 1/10/12.

Arrowhead has hired someone to oversee the Legacy Events. We currently have 1-2 programs per month under this programming.

### **Communications Reports:**

Interior Design Committee (Linda, Audrey, Dawn, & Ann Ward) – The look for the quiet room is going to be more traditional. The furnishings will be serviceable and have wood in the main areas.

Financial Committee – The report was passed out to all the board members and indicates that the committee is working on a long range plan that would appropriate monies for future programming and operation costs as well as investment opportunities.

### **Library Friends Liaison Report: n/a**

**Unfinished Business:** Building project -Additional lights being installed to better illuminate one aisle and the reference desk area will be put in shortly.

**New Business:** The Emergency Committee was formed (Stattelman, Nelson, and Chappell) to work on an emergency action plan for the library. Additionally, Chappell and Berg will be working on our Wifi policy.

Election of Officers will be moved to the March meeting.

7:40pm Motion to adjourn by Nelson, Stattelman seconded.

Minutes submitted by Kim Nelson

## Grand Marais Library Board Minutes

**Meeting Date:** March 5, 2012

**Call to Order:** 5:30 PM

**In Attendance:** Sally Berg, Dawn Byholm, Linda Chappell (Library Director), David Quick, Fritz Sobanja, Audrey Stattelmann, and Lee Stewart

**Members Absent:** Kim Nelson and Jan Sivertson

**Introduction of Visitors:** Mike Roth, City Administrator

**Approval of Minutes:** President Quick, asked for a change in the agenda order. He asked that the board go to the election of officers first, followed by Mike Roth, city administrator.

**Election of Officers:** Quick has agreed to continue serving as president, Stattelmann has agreed to serve as Vice-president, and Berg has agreed to serve as secretary. Quick asked if there were any other nominations from the floor. Hearing no further nominations, a motion was made by Byholm and second by Sobanja to accept the slate of officers. Motion carried.

**Mike Roth:** Mike Roth, City Administrator, was asked to attend the meeting to answer questions regarding fund balances by the library board. He said there have been no changes in the way the city handles the individual department funds. He said it is true that the city account will “cash flow” for departments when bills come in before the revenue for the individual accounts is allocated. He also stated that each department is expected to maintain a balanced budget. The library receives funds every six months. The money goes into the city account, coded to the library. He suggested that it would be smart to build up a reserve so there is money to handle the highs and lows. The suggested amount was three month of expenses at a minimum working to six months. Chappell asked if this needed to be a special fund. Roth said the amount is not so large that it needed a special fund. When the topic of the capital fund for the library was brought up, Quick stated that the goal is to formalize the capital fund this year. Chappell asked who the city uses for investment information. Roth said that they use Ehlers and Associates. He also said that for what the library has in reserve, the board could talk to Braidy Powers, County Auditor, or himself. Roth left the meeting at 5:50 PM when there were no more questions for him.

**Approval of Minutes:** The minutes were reviewed. It was noted that there was a spelling error in carpenter, Luke Gulstrand’s, name. The minutes also did not reflect that Jan Byholm and Jan Sivertson were absent from the meeting. A motion was

made/seconded to approve the minutes of the previous meeting with the corrections.

**Financial Report:** Chappell reported that the repair and maintenance portion of the budget was larger due to the new building and the need for supplies that they had not had in the past. She said she had asked the city if there had been a change in insurance and to date, no new assessment had taken place. The 2013 budget will be developed in June and July of 2012. Board members were invited to be involved in the process if they are interested. Chappell stated that the Duluth/Superior community Foundation started at \$26, 291 and has grown to \$29, 198.

**Approval of Bills:** Byholm asked what the limitations are for showing DVDs to groups in the library. Chappell was not aware of any restrictions. She stated that the movie screen had not yet been installed in the new library. It was suggested that she look into the cost of a SMART Board to allow for a wider use of the technology. Chappell also stated that the furnace has gone off twice. One time it was due to no fuel even though the library is signed up for auto filling. Stewart suggested that the library get signed up with COMO so they receive a notification if the furnace goes off. Chappell also stated that she has purchased some software, some of which is to back up the computers each night. The library needed to add some area rugs to maintain the carpet, so a Duluth company is being used for this service. Winter service is costing \$66.44 per month with replacement and Byholm and second by Fritz to approve the bill payments. Motion carried.

Chappell reported that the supplemental bank of lights has made a big difference on the north side of the library. She recommended that an additional bank be added to the south side as well. An estimate of \$2,622.00 has been received for this upgrade. Quick suggested that she see if an extension could be added to the existing fixtures at a better rate. Chappell will look into the difference in the cost. A motion was made by Strattleman and second by Byholm to proceed with the additional lighting. Motion carried.

Chappell mentioned that some areas of the library have no data drops which created limitations in arrangement in the room. The hub of computers creates a chaotic area right in the center of the library and the staff feels if they spread the computers out the library would be more user friendly for everyone. Quick asked if he could review the specification for the electrical components to see if it would be possible without considerable expense. Chappell was asked to put this on the agenda next month.

**Director's Report:** Chappell submitted a written report that will be attached to the minutes.

**Committee Reports:** The Design Committee has not met. They have discussed furniture styles and need to decide finalize color choices. The Financial Committee will meet on April 3<sup>rd</sup> at 9:00.

**Communications:** There were no communications reported.

**Library Friends:** Stewart reported that the Library Friends would meet tomorrow (3/6/12). They will send out 200 newsletters at the end of March. Copies will be available in the library. The Library Friends have discussed needs that they may fulfill. Two examples of ideas they may pursue were furniture or artwork for the library. The Library Friends have awarded the library \$7500 for 2012.

**Unfinished Business:** Chappell reported that there are a few minor building project items still being worked out such as the lighting in the men's bathroom. Plumbing, door latches, and lights have been adjusted. The new window treatments were hung and look very nice. The spring will bring landscaping needs. Diane Booth was suggested as a resource for this phase.

The meeting was adjourned. (About 7:20 PM) The next meeting will be on Monday, April 2, 2012 at 5:30 p.m. at the library.

## **Minutes**

### **Grand Marais Public Library**

**Meeting Date:** 4/2/12

**Present:** Sally Berg, Dawn Byholm, Linda Chappell, David Quick, Jan Sivertson, Fritz Sobanja, Audrey Stattelma, and Kim Nelson (came late)

**Members Absent:** There was not a Library Friends representative at the meeting.

**Call to Order:** The meeting was called to order by 5:30 p.m. at the Grand Marais Library by President Quick.

**Introduction of Visitors:** There were no visitors present.

**Additions to the Agenda:** Stattelma asked to give a consolidation report on Arrowhead Library System. This will be after the Director's report.

**Approval of Minutes:** The minutes from the March 5, 2012 meeting were approved with the following corrections: Dawn Byholm was present and Kim Nelson was absent. The motion was made by Sobanja and seconded by Byholm. The motion passed.

**Financial Report:** Chappell had the February printout from city and reported that the current budget is on track. One quarter of the book budget has been spent due a large book order that was place. The amount of \$2000.54 was received from the MN Community Foundation. The money was deposited in the 215, restricted capital account. Chappell asked if it should stay in city account or if it should be put in the endowment to let that grow. Sobanja moved to put the Community Foundation money into the endowment. Byholm seconded it. There was no discussion. Chappell clarified that it is a safeguard that we need to do an action to let the city know. Motion passed.

**Approval of Bills:** Chappell stated that the library is still struggling with COMO to get the correct rate on the fuel bill. The rate was straightened out that we receive the same rate as other departments but the latest bill came in at the higher rate again. Chappell called COMO about the error. A rebate of \$588.55 was given and corrected from past over charges since the library moved to gas. Chappell reported that we have used 1411 gallons so far this year. This was an average of 352 gallons per month for the first four months. A discussion was held on how the errors from COMO should be handled. Stattelma made motion that the COMO bill not be paid until we receive the specific amount that is owed with clarification. Byholm seconded the motion. Motion passed. Linda explained that one Nook has been purchased so far at a cost of \$199.00 plus a case. The library also purchased a new vacuum cleaner at Buck's Hardware. Byholm made a motion and Sivertson seconded the motion. There was no discussion. Motion passed.

**Director's Report:** Chappell provided the board with a written report that will be attached to the minutes. She handed out invitation to the Arrowhead Library System dinner. Stattelma plans to attend the event. Chappell has finished the 2011 State Report. The state uses the reports to apply for federal funding. The report asked for general information and checks on registered borrowers compared to library



cardholders. Reference transactions were down for the year. Chappell thought the reduction might be due to the library being located at the school for several months. It may also be due to increased Internet use. Children's circulation was down a little, again perhaps due to the change of location. Total circulation was down 3400 or about 5%. The size of the library increased from 3915 Square feet to 6700 square feet. There are still 3.86 FTE working at the library. The library currently has two full time employees, one full time clerk and then three part time workers. They will hire a three-month summer page, who will mainly be restocking for the summer. The position is funded through the regular library budget. The biggest change, capital money, went from \$6600 to 1 million four thousand from the 1% money. The collection size went from 20,800 to 20,658 due to scaled down prior to moving.

The quote for adding the additional bank of lights was \$2260. Chappell was told that adding on to the lighting banks horizontally would cost more than adding the row, similar to the one on the north side. Chappell asked Sobanja if they were approved to make these adjustments. Sobanja suggested that she use her best judgment on the decisions about completing the small projects related to the remodeling. She said she would have the work done since the amount of the expenditure was not extreme.

Stattelman reported on the changes to the Arrowhead Library System. Two boards, North County Library Cooperative and Arrowhead Library System have decided to merge together and operate as one agency. They have requested approval for this merger. The Arrowhead Library System will be a multi-agency and multi-type system. The bottom line of the merger is that there will be thirteen people on the board. This will go into effect on July 1, 2012. Each county will have one representative. The Cook county representative will have an 18-month term. The changes should create a more efficient system.

### ***Committee Reports***

Financial-The committee did not meet due to a personal reason from one of the committee members. A date for the next meeting will be set after the meeting today. Interior Design-The committee met and Linda contacted the State of MN to see what companies the state had contracts with so the possibilities could be narrowed down. The committee will set a date for their next meeting at the close of this meeting.

***Communications***-None reported

***Library Friends Liaison Report***-None

***Unfinished Business:*** Renovation Project – update

This Progress since the last Library Board meeting includes progress on furniture selection, the purchase of four bulletin boards, a rack for pamphlets, magazine shelf stands, additional data drops, additional lights.

Chappell reported that she is still working on data drops and lights.

### ***New Business***

***MN State Return on Investment (ROI)*** report for libraries – explanation. Chappell reported on the Return on Investment study done by the UMD. A brochure was handed out that highlighted the key findings. The brochure spoke to the financial benefit of libraries to the State of Minnesota.

Chappell reported the library will be hosting author **Jack Salmela's presentation, "Of Vikings and Voyageurs"**, on Friday, April 27 at 7:00 p.m. as part of Arrowhead Library System Legacy Events.

***Adjournment:*** Byholm motioned to adjourn the meeting. Nelson seconded the motion. Motion passed. The meeting was adjourned at 6:47 p.m.

Respectfully Submitted by Sally Berg

## **Grand Marais Library Board Minutes**

**Meeting Date:** May 7, 2012

**Call To Order:** 5:35pm

**In attendance:** David Quick, Kim Nelson, Fritz Sobanja, Linda Chappell (Library Director), Jan Sivertson, Dawn Byholm, and Lee Stewart (Library Friends).

**Introduction of Visitors:** N/A

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

**Financial Report:** Spending is in line with the budget. One question came up about insurance, is it a lump sum payment of \$5,000.00? Linda will check on this as well as will it go up now with the new building?

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

**Director's Report:** April and May have been busy. People continue to come in to see the new facility and use library services. Books and Wi-fi internet access are our most popular services. The plan for purchasing furniture continues to evolve. It is tricky finding furniture we can afford that comes in fabrics that match our color scheme and are sturdy enough for public use.

Of Vikings and Voyageurs with Jack Salmela, scheduled for April 27<sup>th</sup> will be rescheduled due to a booking error. A nice crowd showed up and had a great time anyway with cookies, coffee, and conversation. Many thanks to the Library Friends of Cook County.

A Library Page will be hired for the summer to help the library staff during this busy season.

Landscaping bids will be sought soon for planting the library grounds.

### **Committee Reports:**

**Financial Committee** – The committee is going over the rules that govern financial instruments. A delegation will be talking with the Duluth Foundation. Linda has contacted other non-profits to ask how they formed their foundations. The committee will be working a budget that would identify capital purchases over 5 years. They are also working on concise reporting procedures for quarterly capital reports.

**Interior Design** – They continue to work on purchasing furniture for the library. They have made decisions on the waiting room (soft not too comfy transitional furniture). They are also looking price range.

**Communications:** Letter from Orb Management thanking us for our business.

**Library Friends Liaison Report:** Memberships are coming in as well as books.

**Unfinished Business:** Building Project update – There are some outstanding miscellaneous projects that are needing to be completed: latch on the women’s bathroom stall, glass window into Linda’s office has a scratch and needs to be replaced, some carpet squares are coming up, testing out the air conditioning, in June reseeding for the grass, etc. The 10 month walk through will happen this fall.

**New Business:** The Emergency Action Committee was formed and the members are Byholm, Nelson, Berg, and Chappell.

The board looked at Logo’s that were presented by Chappell to use for letterhead, web page, etc. After discussion a few were selected with modifications and will be submitted to the artist to rework.

7:15pm Motion to adjourn by Sivertson, Sobanja seconded.

Minutes submitted by Kim Nelson

**Minutes**  
**Grand Marais Public Library**

**Meeting Date:** 6/4/12

**Members Present:** Sally Berg, Dawn Byholm, Linda Chappell, David Quick, Jan Sivertson, Audrey Stattelma, and Clara Weitz,

**Board Members Absent:** Kim Nelson and Fritz Sobanja

**Call to Order:** The meeting was called to order by 5:30 p.m. at the Grand Marais Library by President Quick.

**Introduction of Visitors:** There were no visitors present.

**Additions to the Agenda:** Chappell added one item under Unfinished Business: Logo Decision

**Approval of Minutes:** Quick noted that there was a correction to the minutes from the previous meeting stating that in the area of Unfinished Business, the words outstanding and miscellaneous should be deleted. A motion was made by Sivertson, with a second from Stattelma to approve the minutes as corrected. There was no other discussion. The motion passed

**Financial Report:** Chappell shared a proposed budget for 2013 with the board. She told the board that the initial numbers came to 11.4% increase in the budget. Chappell stated that she did not want to take it to the City Council until the budget was examined more closely with that much of an increase. Chappell will check numbers and she asked the board to check numbers as well. Chappell discussed the advantages of adding five more hours per week to the clerk position versus advertising, interviewing and training a summer Library Page each year. There was a discussion of several of the line items to determine what adjustments may be needed. The 2013 budget will be approved at the July 2<sup>nd</sup> board meeting. Approval by the city will be in July and the county presentation will take place in August.

**Approval of Bills:** Three credit memos were received from Baker and Taylor, the main book supplier for the library. Byholm moved to authorized payment of the bills. Stattelma seconded the motion. Motion passed.

**Director's Report:** Chappell ate with the senior "lunch bunch" group at Birch Grove Center in June to share information about library services with them. West End community members are good library users and supporters. Both Birch Grove and Grand Portage will assist with the children's summer reading program. Quick asked if the Arrowhead Library System's "Mail a Book" service is being used by Schroeder, Tofte, and Grand Portage. Chappell will check with

Arrowhead to get some use statistics. A “Vikings and Voyagers” program by Jack Salmela, is coming to the library on Friday, June 15 at 7:00 p.m..

**Committee Reports:** The Financial Committee did not meet. The Interior Design Committee received fabric samples. The committee members were emailed to look coming and look at them. They will make a selection after the meeting tonight.

**Communications-**None reported

**Library Friends:** Clara Weitz reported that the Library Friends had a successful membership drive in the spring. The Library Friends are meeting the second week in June for the first time in four months. They will let Chappell know when they hold their meeting. Their meetings are held at the library 3-4 times per year. The annual meeting is in the fall.

**Unfinished Business:** Four different landscaping firms were contacted to submit concept ideas by the library landscaping by June 14<sup>th</sup>. Only one firm is interested in doing the job. D & R may not be able to supply large trees but they are working on a plan for the landscaping closer to the building. Chappell reported that the grass has been seeded. The recreation park employees put up the sprinklers. The east and west sides are hand watered because the hoses don't reach. The Executive Board will approve the final plan for landscaping. There was a discussion on the landscaping parameters. The board felt the total expenditure should be in the \$10,000-\$20,000 range. Chappell reported that there is a family that would like to donate money for an American elm tree for the landscaping.

**Emergency Preparedness:** The Emergency Preparedness committee has not yet met. Byholm, Nelson, Berg and Chappell are on this committee. Chappell was given paperwork by the emergency supervisor and all public buildings are coming up with a plan to deal with risk assessment. Jim will assist if needed. Chappell will contact the committee to meet.

**Logo Selection:** The Library Board selected a group of logos that can be used for stationary, signs, t-shirts, etc.

**Adjournment:** Byholm moved to adjourn, Sivertson seconded the motion. The meeting was adjourned.

Respectfully Submitted by Sally Berg

## **Agenda**

### **Grand Marais Public Library**

**Meeting Date:** 7/2/12 5:46

**Members Present:** Sally Berg, Dawn Byholm, Linda Chappell, David Quick, Fritz Sobanja and Lee Stewart

**Board Members Absent:** Jan Sivertson, Audrey Stattelmann, and Kim Nelson

**Call to Order:** The meeting was called to order at 5:30 p.m. by President Quick.

**Introduction of Visitors:** There were no visitors present.

**Additions to the Agenda:** David Quick, chairperson, stated that he felt the staff did a great job during the recent heavy rains and the flooding at the library. He felt the board minutes should reflect our appreciation to the library staff for their hard work and dedication. Dawn made the motion, Fritz second it. Motion passed. Chappell added one item to the agenda entitled: Unfinished business: Logo Decision  
*2013 Budget:*

**Approval of Minutes:** Byholm, moved to approve the minutes of the previous meeting. Berg second. There were no additions or corrections to the minutes. Motion passed.

**Financial Report:** Chappell had the May financial printout from the city. All line items were fine except the one that represents the equipment for the new building. This includes things the city needed to buy as they were getting settled. Heating is over budget but nothing was budgeted for 2012. All other areas of the budget are at the 30-40% range for the total budget which is on target during the sixth month of the year. Chappell received the 2011 Annual Report from Duluth Superior Area Foundation.

**Approval of Bills:** Byholm asked that the mileage rate be corrected on the spreadsheet from 55.5 cents per mile to .555. Byholm asked for clarification of the site license expenses. Chappell explained the expense. Moved by Byholm, second by Sobanja. There was no discussion. The motion passed.

**Director's Report:** Chappell had a patron that asked about donating stock for the foundation. After some research, Chappell found that it is an easy process so that it should be included in our Foundation information. Sobanja discussed how the foundation would handle the donation. Mike Roth told Chappell that the library board cannot own the stock. It must be owned by the foundation. Quick stated that the foundation could own stock and be advised by the foundation

board of directors. Chappell did not have time to check on the Mail-a-book program. She will do that for the next meeting.

***Committee Reports:*** Emergency Preparedness: The committee met with Jim Weinaman. He provided samples for the committee. The committee will meet again on July 13<sup>th</sup> to prepare an Emergency Plan for the library. Flooding will be factored in at the next meeting.

Interior Design Committee: Seating has arrived for the entry. Two chairs have been added to the back. The tables and chairs have been selected. The lounge chairs for the quiet room have yet to be selected.

Financial Committee: A date needs to be set for the next meeting. Kim was not present. Fritz, David and Linda discussed possible meeting dates. A longer fall meeting was discussed with a short meeting to go over tasks and a list of capital outlay purchases that may need to be considered in the future. The 2005 plan will be used to review needs of the library.

Grand Opening Committee: The library board needs to decide a date for the grand opening or authorize that they want it left it up to the committee. The committee consists of Elaine, from the staff. Linda was not sure who else was on it. She had ideas for things to order now that the logo has been selected. The Arrowhead Printshop will print things for the cost of the paper. August plans are busy. Possible days/dates for the event were discussed. August 18<sup>th</sup> was selected as the date for the grand opening.

***Communications-***None reported

***Library Friends:*** The Library Friends are preparing for the annual book sale. There are fewer books than last year. The hard cover novels will cost 50 cents rather than a dollar. They Library Friends are always looking for board members.

***Unfinished Business:***

**Building Project Update:** The closing of the library, during the flood, was not posted on Boreal. One of the board members suggested that It needs to be posted in the classified ads as well as the email. Linda talked to Mike and Lenny about the flood. It was a freak of nature and he doesn't feel ORP needs to be contacted regarding the flood. Lenny came to the library and dug a six-inch trench that can be filled with gravel so it flows toward the west. Quick stated that gravel and backfill would not be enough. The board would like a permanent fix for the water problem so it doesn't happen again. The executive committee will look into it and find a permanent solution for the flooding issue on the north side of the library. Second by Fritz. Motion passed.

**Webpage Update:** Linda is pursuing a web page with Kathy Helner and Boreal. Linda shared the current samples that are being fine tuned with the board. The board made comments about the two latest versions.



**Landscape Proposal:** The executive committee will make the final decision on the landscape design. Linda will be getting information from the university about a “big tree” specimen to use in the design. This will include types that would be good and the best way to transport a larger variety. (Alisa Burns)

**2013 Budget:** *Chappell provided the board with a second draft of the 2013 budget. A review of the line items brought discussion on the need for a larger circulation, possibly more fuel needed as well as the need for addition staff time. These items were added to the budget resulting in a 2.5% increase over 2012.*

**New Business:** There was no new business.

**Adjournment:** Byholm moved to adjourn, Sobanja seconded the motion. The meeting was adjourned. 7:58 P.M.

Respectfully Submitted by Sally Berg

## GRAND MARAIS LIBRARY BOARD MINUTES: 8/6/12

**Meeting Date:** Monday, August 6, 2012

**Call to Order:** 5:30 p.m. at the Grand Marais Library by David Quick.

**In Attendance:** Sally Berg, Dawn Byholm, Linda Chappell, Kim Nelson, David Quick, Jan Sivertson, Fritz Sobanja, Audrey Stattelmann, and Lee Stewart.

**Introduction of Visitors:** None Present

**Additions to the Agenda:** There were no additions to the agenda.

**Approval of the Minutes:** Dawn Byholm clarified that the clarification she asked about was to see if the permission to show movies had been renewed. The mileage amount listed in the report did not need to be corrected. In Unfinished business: Quick stated that Gravel and rock "may" not be enough. Sobanja made a motion to approve the minutes as corrected. There was a second by Byholm. No further discussion. Motion approved.

**Financial Report:** The Duluth/Superior Area Community Foundation and the MN Community Foundation sent their Jan-June 2012 statements. The Duluth/Superior Area Foundation increased from \$27,498.00 and ended at \$30,571.76. The MN Community Foundation started at \$20,415.00 and ended \$19,363.00 including a \$2000 grant payout. There was a motion by Byholm and a second by Audrey to reinvest the 2012 grant payout from the MN Community Foundation back into the foundation,

**Approval of Bills:** Chappell discussed the June financial printout from city of Grand Marais. She reported that the expenditures for most of the line items should be at about 50%. The repair and maintenance supply is over as is equipment and parts. The budget is on track in the other areas. The 2013 budget was presented to the city/county at their meeting earlier in the day. There were no further questions on the budget. The expenditures from the 215 account were for soil prep for the landscaping due to excessive soil compaction. The extra lighting and data drops were also additions to the budget. Chappell will call Brady Powers to see if those costs can be taken to the county for reimbursement. At the conclusion of the landscaping project the entire cost will be taken to the county for approval. Sobanja made a motion to approve the July bills. Nelson seconded the motion. The motion passed.

**Director's Report:** Chappell reported on the plans for the grand opening. She asked the board for ideas on any other people who should get a personal invitation to the event. In addition to Quick and Sobanja, Chappell will say a few words at the grand opening.

### Committee Reports

Grand Opening-The Grand Opening will be held on Saturday, August 18<sup>th</sup>. Notepads and pens will be handed out. Byholm mentioned that Kathy Helner sells specialty items that may be used at the Grand Opening. Chappell reported that the

## GRAND MARAIS LIBRARY BOARD MINUTES: 8/6/12

Friends of Library will help with the event. Cake and beverages will be served. Financial-The Financial Committee has not yet met. A date in early Sept will be set for their meeting.

Emergency Preparedness-The Emergency Preparedness Committee has not met. A date needs to be set for it.

Interior Design-There is still furniture that needs to be ordered. The specific items needs to be located and ordered.

**Communications:** There were no Communications to report on.

**Library Friends Liaison Report-**Clara Weiss reported that the annual used book sale went well. There was a good turnout of people and the organization made over \$6800.00. The prices were reduced this year and there were fewer books donated. There were also fewer books left over at the end. The Library Friends have some new book bags that are for sale at the library with the Library Friends logo. The library friends are donating some of the bags to the library to use as a raffle items at the grand opening.

### **Unfinished Business**

- Landscaping-New plans were discussed. Chappell mentioned the need for some benches. A subcommittee will meet with the landscaper.
- Building issues – Sobanja talked to the contractor of the building. The city has taken the attitude that it will not flood again. Quick asked Sobanja what he had found out. Rick Crawford told Sobanja that the area behind the library needed a crown so the rain will run off. He also suggested that we add rain gutters should resolve the issue. He felt that those would be the most reasonable priced ways to fix the area. Quick reported that there are two issues. The drip edge lip is very minimal. There is a problem with the way it is attached. The other issue is where to locate the downspouts because they can't work on the ends. Sivertson said an expert opinion is needed so we can decide what should be done to alleviate the problem. Chappell will talk to ORB when they come this week. She will bring up the drainage issue with them.
- Budget 2013 –The City Council members were happy that the increase was less than 5%. Overall they were appreciative of the budget proposed and shared good comments they had received about the library from the community. Most likely the budget will be accepted with the slight increase due to increase insurance costs.

**New Business:** *There was no new business.*

**Adjournment:** Byholm moved to adjourn the meeting. Nelson seconded the motion.  
7:16 P.M.

Respectfully Submitted by Sally Berg

## GRAND MARAIS LIBRARY BOARD MINUTES: 9/4/12

**Meeting Date:** Tuesday, September 4, 2012

**Call to Order:** David Quick called the September 2012 meeting of the Library Board to order at 5:30 p.m. at the Grand Marais Library.

**Introduction of Visitors-**There were no visitors in attendance.

**Additions to the Agenda-**The topic of prepurchases of art from the Plein Air competition was added to the agenda.

**Approvals of Minutes-**The minutes of the August meeting were approved with the following corrections: Spellings-Kathy Hellner, Weitz (Weiss)  
Rain Gutter issue: Unfinished Business line 5: He also said that rain gutters should be added. No other corrections. Byholm moved to approve, Stattelman seconded. No discussion. Motion passed. Finance Committee: Date set Sept.

**Financial Report-** Chappell gave a review of the current budget. She stated that line items look good for July. Chappell reported that the library Investments are increasing in value. There is \$467,000 in reserve accounts. The Financial committee will monitor those funds. The current budget is \$26.00 over in the work comp. area. The line item for heating fuel is \$1400.00 over due to no prior knowledge of the amount it would cost to heat the new library. The repair and maintenance supplies budget line item is also over budget. There is a slight surplus in the budget for the cost of temporarily moving the library. The Utility Services line item has 34% of the budget left with \$4000 spent. The State of MN has released an amount for each county to pay by statute. This Maintenance of Effort state formula requires counties to fund at least at 90% of the second previous two years (2011). Cook County pays more than the minimum level of support. The 2011 city audit was received. The library was \$2800 over appropriations. The overage amount was funded by donations and gifts.

**Approval of Bills:** The August expenditures were presented to the board. Chappell explained the 215 expenses that were technology upgrades or replacements. Byholm asked if it would be cheaper to use a "voice over" system instead of a traditional phone call. Chappell stated that a new phone system is needed. She has looked at Duluth/Superior communications. Byholm moved to approve the bills. Sobanja seconded. There was no further discussion. The motion was approved.

**Director's Report:** Chappell reported that she is looking at a different summer program for 8-12 year olds because they don't work with the little children' program. The Grand Opening celebration brought in over 200 people. She has an upcoming workshop on RDA (cataloging standard) and libraries will be switching over to that. The intent is to simplify cataloging and make it more user friendly at the same time. There is interest in getting the entire regional library system on the same provider for the shared catalog. Currently, Duluth is on a different system. Chappell shared a watercolor painting of the library that was done by Tom McCann to celebrate the grand opening. The Library Board expressed their appreciation to McCann for sharing his talent and commemorating the event.

## GRAND MARAIS LIBRARY BOARD MINUTES: 9/4/12

**Committee Reports-** Chappell announced that there will be a Financial Committee meeting in Sept. and an Emergency Preparedness Committee meeting in Oct. Chappell will continue selecting furniture with help from the Interior Design Committee.

**Communications-** Chappell shared a suggestion she had received from the suggestion box to have the library open at 9:00 am instead of 10:00. This idea will be considered.

**Library Friends Liaison Report-**Last month Clara Weitz reported on the Library Friends book sale. Donations are coming in well as they already have 7 boxes, at city hall, to sort for 2013. The Library Friends Board has a meeting on Sept. 18<sup>th</sup>. One item on their agenda is to decide what they want the proceeds of their sale to be used for in the new building. They have their annual meeting in Oct. as well. Chappell thanked the Library Friends for their help at the grand opening.

**Unfinished Business-**Budget 2013 – Capital items Chappell made a list of potential things to consider for purchase in f2013. Some ideas included a SMART board, DVD player, new books in the nonfiction collection such as medical, financial, craft and how too, etc. She also mentioned that a hospitality cart to load supplies on for programs would be very useful. There is also a need for 70-80 folding chairs. Unfinished items in the new library include artwork for interior, an outdoor sculpture, and possibly some glass etching to provide more privacy in the quiet room. Chappell reported that the 2013 operating budget was presented to the county. City and County budgets are finalized in December.

**New Business-**Chappell reported that she had a request from the Lion's Club to Partner with them for the "Brondini Magic Show" @ Fisherman's Picnic 2013. This is a Family Comedy Magic Show. The Lions would like to have three shows during Fisherman's Picnic weekend on the lawn in front of the library. They would like the library to provide a venue and perhaps some funding. The Library Board mentioned that the lawn is city property and the use to the property would need to be determined by the city council. The board felt that the library should consider the event.

Chappell handed out an updated Internet Policy to include Wi-Fi regulations. Library Board Members read through the draft policy this month and will review and comment next month.

Chappell mentioned the pre-purchase plan the Grand Marais Art Colony holds as part of its Plein Air painting program. Berg suggested that the first step could be to come up with an overall plan for art in the library prior to purchasing any art. The committee agreed to have the decorating committee come up with a plan so any art that is purchased can coordinate to enhance the spaces within the library.

Byholm motioned to adjourn the meeting. Stattelmann seconded.  
The meeting was adjourned at 6:48.

Respectfully Submitted by Sally Berg.

## GRAND MARAIS LIBRARY BOARD MINUTES: 9/4/12

**Meeting Date:** Monday, October 1, 2012

**Call to Order:** David Quick called the September 2012 meeting of the Library Board to order at 5:30 p.m. at the Grand Marais Library.

**Introduction of Visitors-**There were no visitors in attendance.

**Additions to the Agenda-**The topic of prepurchases of art from the Plein Air competition was added to the agenda.

**Approvals of Minutes-**The minutes of the August meeting were approved with the following corrections: Spellings-Kathy Hellner, Weitz (Weiss)  
Rain Gutter issue: Unfinished Business line 5: He also said that rain gutters should be added. No other corrections. Byholm moved to approve, Stattelmann seconded. No discussion. Motion passed. Finance Committee: Date set Sept.

**Financial Report-** Chappell gave a review of the current budget. She stated that line items look good for July. Chappell reported that the library Investments are increasing in value. There is \$467,000 in reserve accounts. The Financial committee will monitor those funds. The current budget is \$26.00 over in the work comp. area. The line item for heating fuel is \$1400.00 over due to no prior knowledge of the amount it would cost to heat the new library. The repair and maintenance supplies budget line item is also over budget. There is a slight surplus in the budget for the cost of temporarily moving the library. The Utility Services line item has 34% of the budget left with \$4000 spent. The State of MN has released an amount for each county to pay by statute. This Maintenance of Effort state formula requires counties to fund at least at 90% of the second previous two years (2011). Cook County pays more than the minimum level of support. The 2011 city audit was received. The library was \$2800 over appropriations. The overage amount was funded by donations and gifts.

**Approval of Bills:** The August expenditures were presented to the board. Chappell explained the 215 expenses that were technology upgrades or replacements. Byholm asked if it would be cheaper to use a "voice over" system instead of a traditional phone call. Chappell stated that a new phone system is needed. She has looked at Duluth/Superior communications. Byholm moved to approve the bills. Sobanja seconded. There was no further discussion. The motion was approved.

**Director's Report:** Chappell reported that she is looking at a different summer program for 8-12 year olds because they don't work with the little children' program. The Grand Opening celebration brought in over 200 people. She has an upcoming workshop on RDA (cataloging standard) and libraries will be switching over to that. The intent is to simplify cataloging and make it more user friendly at the same time. There is interest in getting the entire regional library system on the same provider for the shared catalog. Currently, Duluth is on a different system. Chappell shared a watercolor painting of the library that was done by Tom McCann to celebrate the grand opening. The Library Board expressed their appreciation to McCann for sharing his talent and commemorating the event.

## GRAND MARAIS LIBRARY BOARD MINUTES: 9/4/12

**Committee Reports-** Chappell announced that there will be a Financial Committee meeting in Sept. and an Emergency Preparedness Committee meeting in Oct. Chappell will continue selecting furniture with help from the Interior Design Committee.

**Communications-** Chappell shared a suggestion she had received from the suggestion box to have the library open at 9:00 am instead of 10:00. This idea will be considered.

**Library Friends Liaison Report-**Last month Clara Weitz reported on the Library Friends book sale. Donations are coming in well as they already have 7 boxes, at city hall, to sort for 2013. The Library Friends Board has a meeting on Sept. 18<sup>th</sup>. One item on their agenda is to decide what they want the proceeds of their sale to be used for in the new building. They have their annual meeting in Oct. as well. Chappell thanked the Library Friends for their help at the grand opening.

**Unfinished Business-**Budget 2013 – Capital items Chappell made a list of potential things to consider for purchase in f2013. Some ideas included a SMART board, DVD player, new books in the nonfiction collection such as medical, financial, craft and how too, etc. She also mentioned that a hospitality cart to load supplies on for programs would be very useful. There is also a need for 70-80 folding chairs. Unfinished items in the new library include artwork for interior, an outdoor sculpture, and possibly some glass etching to provide more privacy in the quiet room. Chappell reported that the 2013 operating budget was presented to the county. City and County budgets are finalized in December.

**New Business-**Chappell reported that she had a request from the Lion's Club to Partner with them for the "Brondini Magic Show" @ Fisherman's Picnic 2013. This is a Family Comedy Magic Show. The Lions would like to have three shows during Fisherman's Picnic weekend on the lawn in front of the library. They would like the library to provide a venue and perhaps some funding. The Library Board mentioned that the lawn is city property and the use to the property would need to be determined by the city council. The board felt that the library should consider the event.

Chappell handed out an updated Internet Policy to include Wi-Fi regulations. Library Board Members read through the draft policy this month and will review and comment next month.

Chappell mentioned the pre-purchase plan the Grand Marais Art Colony holds as part of its Plein Air painting program. Berg suggested that the first step could be to come up with an overall plan for art in the library prior to purchasing any art. The committee agreed to have the decorating committee come up with a plan so any art that is purchased can coordinate to enhance the spaces within the library.

Byholm motioned to adjourn the meeting. Stattelmann seconded. The meeting was adjourned at 6:48.

Respectfully Submitted by Sally Berg.

## GRAND MARAIS LIBRARY BOARD MINUTES: 11/5/12

**Meeting Date:** November 5, 2012

**Call to Order:** David Quick called the November 2012 meeting of the Library Board to order at 5:31 p.m. at the Grand Marais Library.

**Attendance:** Sally Berg, Dawn Byholm, Linda Chappell, David Quick, Jan Sivertson, Fritz Sobanja, Audrey Stattelmann, and Clara Weitz.  
Not in attendance: Kim Nelson

**Introduction of Visitors-**There were no visitors in attendance.

**Additions to the Agenda-**There were no additions to the agenda.

**Approvals of Minutes-** At the October meeting, Lee Stewart stated that the Friends of the Library were selling books on Amazon, not Yahoo as stated in the minutes. A motion was made by Sivertson and seconded by Sobanja to approve the minutes of the October meeting with the correction.

**Financial Report-** Chappell stated that the October financial report has not yet been received from city hall. She did state that the budget line items were on target.

**Approval of Bills:** Chappell provided the board a copy of the Sept. 2012 bills. Chappell shared that she had received a bill from an unscrupulous toner company. The board directed her not to pay the bill and to write a letter to the company, Better Business Bureau, and City Attorney regarding the situation. Byholm made a motion stating that the bill should not be paid followed by a second from Stattleman. The motion passed.

**Director's Report:** Chappell attaches the Director's Report to the agenda. The items on the report included the "Fleece to Felt" program by the Duluth Art Institute, the final ORB walkthrough of the new building, the volume of traffic at the library, and digital literacy training plans. Items discussed on the final walkthrough included the following: Several loose carpet squares, difficulty latching the front door caused by a faulty center post at the front door, cracks in the paint on the curved wall in the Womens restroom, some sheetrock flaws on the ceiling, a small plumbing leak and resulting antifreeze stain on the carpet, and some cracked concrete outside of the library. The front door, sheet rock flaws, carpet stain and loose carpet have been or will be taken care of by the contractors. The preconstruction DVD will be reviewed to determine if the damage on the curved wall was present prior to construction. The cracked concrete will not be covered under the warranty.

**Committee Reports- Emergency Preparedness** – meeting report from 10/19/12  
Chappell reported on the meeting and shared that the overall threat assessment for the library was in the low risk range. The next step is to write an Emergency Plan for the Library and give it to the county.

**Financial Committee**– This committee will schedule their next after this meeting.

**Interior Design** – This committee will schedule their next after this meeting.



## GRAND MARAIS LIBRARY BOARD MINUTES: 11/5/12

**Communications-** The current Library Cleaning Person has resigned from the position. Chappell has advertised for one week and applications will be received until Friday, November 9, 2012. Chappell expects that there are at least a couple of people who applied for the position. The current hours are M, W, F early AM or late at night. A letter of retirement was read from nineteen-year library computer and catalog technician, Alicia Deschene. This is a part-time job that may expand in the next few years. Chappell spoke very highly of the contributions made by Deschene and the value of her position to the functioning of the Library.

**Library Friends Liaison Report-** Clara Weitz reported that the annual meeting scheduled in Oct. was rescheduled for Monday, Nov. 12<sup>th</sup>, 2012 for 4:00 at city hall. There will be a brief business meeting and a tour of the book sorting area in the old jail. There will be a soup supper following the meeting at a member's home. Postcards were sent out to all library friend members. There are two new people on the twelve-member library friends board, Walt McCarthey and Hillary Freeman. Lee Stewart will update the board in Dec. about the proposed sculpture donation.

### **Unfinished Business-**

Landscape trees – Chappell gave an update on resistant elm trees that have been developed by the University of MN. Byholm made a motion followed by a second from Stattelman directing the director to proceed with the purchase of disease resistant elm trees. The idea of sharing any excess trees with the city was endorsed by the board.

Wi-Fi Internet Policy – The new Wi-Fi use policy was handed out to the board. Chappell has been looking at other Use Policies for language that states that the Library, as a Wi-Fi service provider is not responsible for copyright law violation as stated in the new copyright law. Chappell would like to make sure that language regarding liability for improper use is included before we adopt the new policy.

Capital Budget – 2013 Proposal-Linda will go through this at the December meeting.

**New Business-**There was no new business to discuss.

**Adjournment:** Byholm motioned to adjourn the meeting. Sobanja seconded the motion. The meeting was adjourned at 7:03.

Respectfully Submitted by Sally Berg.

## GRAND MARAIS LIBRARY BOARD MINUTES: 12/3/12

**Meeting Date:** December 3, 2012

**Call to Order:** David Quick called the December 2012 meeting of the Library Board to order at 5:33 p.m. at the Grand Marais Library.

**Attendance:** Sally Berg, Dawn Byholm, Linda Chappell, David Quick, Jan Sivertson, Audrey Stattelmann, and Lee Stewart.

Not in attendance: Kim Nelson and Fritz Sobanja

**Introduction of Visitors-** Jay Arrowsmith DeCoux was a guest at the meeting. He introduced himself to the board. He has experience with budget and building organizations.

**Additions to the Agenda-**There were no additions to the agenda. New business: Approve the calendar of board meetings and the closed dates for the library for 2013.

**Approvals of Minutes-** Sivertson made a motion to approve the minutes of the November meeting followed by a second by Stattelmann. Motion passed.

**Financial Report-** Chappell reported that we are over budget if a few line items on the budget and have a balance in other line items. Chappell estimated that we would be in good fiscal position at the end of the year.

**Approval of Bills:** Sivertson motioned to approve the payment of the bills presented by Chappell. Byholm seconded the motion. Motion approved.

**Director's Report:** Chappell gave the Director's report. A copy of her report is attached to report.

**Committee Reports-** Emergency Preparedness – The plan needs to be written. Chappell will prepare a draft and convene a meeting with Berg and Byholm to finalize the plan.

Financial Committee– The committee met created a draft of a Financial Policy for the Grand Marais Library. A copy of the draft Financial Policy was given to the board members for review. The purpose of the Financial Policy is to develop a policy that outlines how the library will use funds that are donated to the library. The goal of the Financial Plan is to build a fund, of \$400,000.00 or greater, so that the interest from the investment would provide the library with revenue to meet some of the unmet needs of the library beyond the operating expenses. Currently the library spends \$5,000.00-\$20,000.00 from these funds annual with an average of \$15,000.00 for annual yearly Capital purchases. The Financial Policy is intended as the final public document to the city/county to show that there is a plan for all library funds.

Interior Design – This committee needs to schedule a date to meet.

## **GRAND MARAIS LIBRARY BOARD MINUTES: 12/3/12**

**Communications-** There were no communications.

**Library Friends Liaison Report-** There are two new members on the Library Friends Board: Walt McCarthey and Hilary Freeman. The Library Board Representatives next year will be Clara Weitz and Lee Stewart. Library Friends had an open house to show the former jail where the collection of donated books is held until their summer sale. The Library Friends will still assist with events at the library.

### **Unfinished Business-**

Landscape trees –No report

Wi-Fi Internet Policy –This was held over until the next meeting.

Building Project List: The list of repairs or building expansion issues is nearly completed. Some of the repairs are covered under the initial building contract and others are the responsibility of the library/city.

**Capital Budget:** The Capital Budget that was handed out to the board was in draft form. Chappell talked about the items and asked the board to think of things that may have been left off the list.

### **New Business-**

Approval of the Calendar: Chappell provided the board with a handout that listed the proposed dates that the library would be closed in 2013 and the dates for the 2013 library board meetings. The closed dates are the city union holidays with the exception of Columbus Day. Byholm moved to approve the dates as listed. Stattelmann seconded the motion. The motion passed. There was no further business.

**Adjournment:** A motion and second were made to adjourn the meeting. The meeting was adjourned at 6:46.

Respectfully Submitted by Sally Berg.