

GRAND MARAIS LIBRARY BOARD MINUTES: 1/7/13

Meeting Date: January 7, 2013

Call to Order: The meeting was called to order by president, David Quick at 5:30.

Attendance: Sally Berg, Dawn Byholm, Linda Chappell, David Quick, Jan Sivertson, Fritz Sobanja, and Clara Weitz.

Not in attendance: Audrey Stattelmann

Introduction of Visitors- There were no visitors at the meeting.

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

Approvals of Minutes- Quick asked for two wording changes in the report on the Financial Policy from the December minutes. A motion was made by Sivertson and a second by Byholm to approve the minutes of the November meeting, as corrected. The motion passed.

Financial Report- Chappell reported that the library had received the newsletter from the MN Community Foundation. Chappell shared the November financial printout from the city. She reported that at the end of November the library was about \$10,0000 under budget. While the December expenditures were not included in this report, this should place the library in good financial standing for fiscal year 2012.

Approval of Bills: Byholm motioned to approve the payment of the bills presented by Chappell. Sivertson seconded the motion. There was no discussion. The motion to approve the bills passed.

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

Committee Reports- There were no committee meetings during the month of December.

Interior Design – This committee has a meeting scheduled for Friday, January 11, 2013.

Communications- Martha Dale sent a Christmas card, from a nursing home in Iowa, expressing her fond memories of the Grand Marais Library. Chappell replied to her card.

Library Friends Liaison Report-

Clara Weitz, representing the Library Friends organization, reported that their plans to consider purchasing a sculpture for the library would be changed due to the cost being more than the organization could provide. The amount that they can spend for this purchase won't exceed \$2500.000. Other options for their contribution were discussed including a new sign for the library, outdoor benches, or after hours pick up boxes. Chappell, and the board, stated that all of those options are needed and would provide

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the Library Friends with good recognition for their contribution. Weitz said that they would need information on the cost of these items so that she could take the information back to the Library Friends. Chappell said that she would provide her with this information.

Unfinished Business-

Landscape trees –No report

Wi-Fi Internet Policy –This policy was sent to the city attorney to look over and advise the library on liability issues. The cable Internet access is filtered with Arrowhead but if people bring their own devices in, they are not filtered. Some disclaimer would need to be handed out to explain this.

Building Project List: Flood Abatement: LHS Engineers thought it over and sent a proposal. In summary, for \$5000.00 they will think about it and provide guidance. It will not include specifications. The materials and labor would be on top of that. After considerable discussion, the library board was in favor of creating a request for proposal from local contractors to fix the problem.

Capital Budget: The board looked at the list of capital expenditure ideas compiled by Chappell. The board determined that some of the items were more important than others and some may not be true capital items. It was a consensus that the flood abatement is a necessity. The other items are possible ideas for future capital improvements. A discussion of what constitutes capital items was held. The capital budget items list will be reworked for discussion at the next meeting. The board thought a different title for the list, such as Potential Capital Improvements from Restricted Funds, would be a more descriptive title for the list.

Financial Policy: Quick and Chappell shared the changes in wording in the proposed policy. There was a discussion of the number of months of reserve funds needed for the Reserve Fund. A recommendation to set aside one month of reserves, to use when there are “cash flow issues”, was recommended. A motion to approve the financial policy was made by Byholm, second by Sivertson. Chappell thanked David Quick for his help on this policy. Motion passed.

New Business- The new board members have not yet been appointed to the Library Board so the election of officers was not held. The proposed slate of officer includes: Chairperson: Audrey Stattleman, Vice Chair: Dawn Byholm and Secretary: Sally Berg. The board decided to wait until the next meeting to vote on the officers so there is a full board in attendance.

Adjournment: A motion and second were made by Byholm and Sivertson to adjourn the meeting. The motion passed. The meeting was adjourned at 7:03.

Respectfully Submitted by Sally Berg.

GRAND MARAIS LIBRARY BOARD MINUTES: 2/4/13

Meeting Date: Monday, February 4, 2013

Call to Order: The meeting of the Grand Marais Library Board was called to order at 5:38 p.m. by David Quick. There was an introduction of the new members to the library board. The new members are Jay Arrowsmith-DeCoux, Garry Gamble and Brienne Moody. Chairperson Quick made a change to the agenda and moved the election of officers to take place after the approval of the minutes.

Introduction of Visitors: There were no visitors at the meeting.

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

Approval of Minutes: There was a motion/second by Byholm and Sivertson to approve the minutes of the January meeting. There were no additions or corrections to the minutes. The motion passed.

Election of Officers for 2012-2013: A slate of officers was developed at the January meeting to be voted on at the February meeting. One member on the slate of officers was not present at the January meeting. Chappell said that she had talked to Stattelmann and that she would be happy to serve as the chairperson for 2013, but was unable to attend the February meeting. Sivertson made a motion to approve the slate of officers that included Stattelmann as chairperson, Byholm as vice chairperson, and Berg as secretary. There was a unanimous vote to approve the slate of officers.

Financial Report: Chappell explained to the new board members that the library has three funds. The 211 funds are for most expenditures in the operating budget. Two restricted funds are the 215 and 216 accounts where we have approximately \$415,000.00. Those funds are used for capital purchases. Chappell said that there was a complete printout of the governance of the capital funds if any board members wishes to see it. Chappell also reported that for 2012, the library was \$4,449.00 over budget. This was primarily due to not having an idea of the cost of heating/cooling the new facility. She will receive an updated balance sheet after the 2012 audit.

Approval of Bills: Chappell shared a summary of the bills for the month of January. Sivertson/Berg made a motion and second for approval of the January bills. The motion passed.

Director's Report: Chappell gave her report to the board. A copy is attached to the minutes. Gamble asked if there were changes in the number of employee hours after the expansion of the library and if those hours were tracked. There have been no changes in additional staff since the expansion of the library but with the upcoming resignation of one of the library employees, there may be a realignment of duties based on the needs of the library. Chappell stated that there has been an increase in patrons since the expansion. She also stated that she is looking at the cost of an auto check out option so the library staff can be available for other library needs.

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Committee Reports

Chappell reported that the next meetings of all committees would not take place until March.

Emergency Committee – No report

Financial Committee – No report. Gary Gamble stated that he would like to be on this committee. Jay Arrowsmith DeCoux stated that he might also be interested in this committee. Chappell stated that there is a plan for the use of the restricted funds in the 215 and 216 account. She offered to provide the new members with the plan if they wished to learn more about the use of those funds.

Interior Design Committee – No report. A discussion of how to complete the furniture selections for the library was held. No decisions were made at the meeting.

Communications: There were no communications this month.

Library Friends Liaison Report – Lee Stewart gave the report for the Library Friends. The Library Friends board met and they are looking for new board members. There are about 308 members. Many of them contribute financially to the Library Friends but are not active in the operation of the group.

This year, the joint chairs of the Fisherman's Picnic Library Sale are Hillary Freeman and Beth Blank. Additional tasks for the group have been allocated among several members. The Library Friends are reassessing their online sales due to the amount of time and work that it takes to locate the books and mail them out within 48 hours. Library Friends discussed helping with four events at the library this year. The Friends also discussed a gift of two benches, a new sign for the library, and an improved bookrack for the ongoing sale of used books at the library.

Chappell reported that the updates to the website are almost done. All new library items, such as stationery and brochures, will have the new logo on them.

Unfinished Business

None

New Business

None

Berg /Arrowsmith motioned and seconded to adjourn the meeting. The motion passed and the meeting was adjourned at 7:02.

Respectfully Submitted by Sally Berg.

GRAND MARAIS LIBRARY MINUTES: 3/4/2013

Meeting Date: 3/4/13

Call to Order: The meeting of the Grand Marais Library Board was called to order at 5:30 p.m. by president Audrey Stattelmann, at the Grand Marais Library.

Attendance: Board members in attendance included: Sally Berg, Dawn Byholm, Brienne Moody, Jan Sivertson, Audrey Stattelmann, and Clara Weitz. Linda Chappell, Library Director, was also present at the meeting. Absent: Garry Gamble and Jay Arrowsmith-Decoux.

Introduction of Visitors: Tom Knutson, the new technician-computer maintenance staff member was introduced to the board. Chappell reported that Knutson was also interested in performing some front desk tasks as needed. Knutson is also the Co-manager of Shoreline Inn in Grand Marais.

Additions to the Agenda: Chappell noted that the vote on the Internet Policy needed to be added to the agenda. With that addition, Berg/Byholm made a motion and second to approve the agenda. The motion passed.

Approval of Minutes

Byholm noted that the list of members in attendance at the February meeting was not included in the minutes and that David Quick was only in attendance until after the election of officers, when the meeting leadership was transferred to Byholm, Vice chair of the board.

Byholm/Sivertson made a motion and second to approve the minutes as corrected. The minutes were approved.

Financial Report

Chappell reported that at this time the budget is on track in all areas. The only expenditure beyond the budget amount is the advertising budget. Chappell also reported that maintenance costs are up until we are completely settled in the building. The 215 and 216 special fund accounts are still gaining interest.

Chappell stated that she had received notice from the Duluth Superior Foundation with a financial recap for 2012. There is a \$515.00 grant available to the Grand Marais Library based on our earnings. This grant could be paid out to us but Chappell stated in the past we have put the earnings into the endowment. Our current balance with the Duluth Superior Foundation is \$26,992.16. In the past the board worked to get the value of the investment up to \$25,000.00, the minimum allowed in order to receive a yearly pay-out.

Chappell explained that we usually get money from the Arrowhead Library System each year based on a formula. This money is called "Best Sellers Account" and the intent is to provide funds for individual libraries to purchase hot new titles for their collections. This year we received \$744.00 and had the option to get a check or sign it over to help enlarge the Overdrive eBook collection. Chappell explained that she is planning to turn the money over to ALS to purchase more e-book titles because the demand for this download service is rapidly increasing. Chappell went on to explain that the city/county let the library raise our book budget this year so we can afford to expand the eBook opportunities. It was mentioned that Arrowhead Library System couldn't keep funding

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all of the eBooks purchases forever. There was further explanation of how the eBook system works. The use of eBooks is evolving and changing. Stattelmann mentioned that we discuss them further in the future.

Chappell stated that most years we also get "Crossover" money from Arrowhead Library System. Our pay-out for 2013 is \$4,610. It can be used for many different things including software, computers, wages for special projects, continuing education for library staff, etc.

Approval of Bills

Chappell shared the list of expenses for the month. She explained some of the line items, including the book/AV/magazine line. Arrowhead Library System negotiates discount rates for book purchases from suppliers, including Baker and Taylor. The COMO and Century Link bills are on the bills sheet. The additional billing from each was due to unusual circumstances in the billing cycle. Byholm /Sivertson made a motion/second to approve the bills. The motion passed.

Byholm suggested that the library consider showing movies to the public.

Director's Report

The Director's Report is attached to this report.

Appreciation Celebration: Chappell reported that there would be an appreciation cake for retiring employee, Alicia Deschene, on March 29th. Stattelmann will get a card to Chappell and the board should stop by the library and sign it. The board members can leave a monetary gift if they wish.

New Employee and Personnel: Chappell stated that Tom Knutson is a nice addition to the library staff. He expressed that Alicia Deschene had documented many things in writing, which makes his job easier. Knutson is working 20 hours per week but will likely increase up to 25 during the summer. Patsy added five more hours per week this month changing from 25 to 30 hours per week, in order to catalog books. Another employee who is scheduled for 30 hours per week has been working 25 hours due to lower demand in the winter. She is learning how to delete things from the catalog. Chappell will monitor the work load and hours to see if we need to request additional staff funding for 2013.

Strategic Plan: The current plan is good until 2014. Chappell stated that the main objective was to get the building completed. Now we need to revisit the strategic plan and set new goals. The intent was for it to be three years long and then be updated. Originally it took two full day- long retreats to create it. The update shouldn't take nearly as long. Right now fall would be a good time to tackle this update.

FYI: In response to a question from the previous meeting, Chappell reported that the propane tank is a 500-gallon tank.

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Committee Reports

There were no committee reports. New members expressed interest in some of the existing committees. Dates for meetings were discussed.

Financial: Gamble, Arrowsmith-Decoux and Stattleman

Interior Design: Sivertson, Stattelmann, Byholm, Chappell, Moody

Emergency Preparedness: Berg, Stattleman, Chappell

Meeting Dates:

Financial: TBD

Interior Design: Second week in April

Emergency Preparedness: March 15th 2:00

Communications:

Chappell read a positive Thank You note received from Bob Carter thanking her and her staff for, "The best library anywhere!" His comments are appreciated.

Library Friends Liaison Report

Clara Weitz reported that donations for used books in the library entry really add up as income for Library Friends. From July to Dec. this year the amount was \$2400.00.

Suggested donation amounts are \$2.00 for hard cover books and \$1.00 for paperbacks. With the number of visitors to Cook County, she stated that it helps them get something to read even though they don't have library cards.

Normally this would be the time of year for the spring newsletter and membership guide to come out. The Library Friends will wait until June this year since many members are gone this time of year. The Library Friends Board thought that delaying the membership drive may encourage members to get in on the "members only" night for the books sale.

The Library Friends Board meeting is March 11 at 4:15 at city hall. Weitz reported that the Library Friends meet as needed, about five times per year.

Unfinished Business

- Dates for Committee Meetings – Financial, Emergency Management and Interior Design

- Water Abatement – next steps & timeline

Chappell will talk to Rick Crawford since he did the original work. She will get quotes from local contractors for resolving the problem.

WI-FI Internet Policy: The city attorney, Chris Hunt, added one line to the policy, which resulted in no significant change to the policy. Motion and second made by Sivertson/Byholm to approve the WIFI Policy. The motion passed.

New Business

There was no new business.

Meeting Adjournment: Stattelmann adjourned the meeting at 6:45.

GRAND MARAIS LIBRARY MINUTES: 3/4/2013

Director's Report Grand Marais Public Library

Date: March 4, 2013

Ventriloquist, James Wedgwood will perform at the Grand Marais Library on Friday, March 8 at 6:00 p.m. Outrageous characters and hilarious comedy for all ages. This FREE family event is funded by Minnesota's Arts and Cultural Heritage Fund.

Annual State Report for 2012 is due at the State Office of Libraries by April 1, 2013. I will be submitting our statistics from last year to the online library data site. This Information is used as a basis for continued funding for various library projects. Our Five Star rating for the last five years was also based on these figures.

The Duluth-Superior Symphony will present "The Timeless Beauty of Harp and Flute" at the Grand Marais Library on Saturday, March 16 at 4:00 p.m. Janell Lemire and Betty Braunsteinm will perform harp and flute duets. This program is aimed at adults, but everyone is welcome. This FREE event is funded by Minnesota's Arts and Cultural Heritage Fund.

Alicia Deschene is on vacation during the month of March and will retire on April 1, 2013. She has worked for the library for nineteen years. In that time she has taught herself how to catalog books and repair and maintain our growing flock of computers, which now number twenty three. I appreciate all of her hard work and dedication over the years. We will miss her, but she has lots of fun planned with her grandchildren to keep her busy.

Tom Knutson was hired this month as our new Library Technician. He had several training sessions with Alicia and has already started looking after the computers. I planned for him to have a month of overlap with Alicia, but life intervened and he will have to use his skills and curiosity to solve problems as they arise. Tom will also be working at the front desk for several shifts per week. He and his wife currently manage the Shoreline Motel. Welcome Tom.

GRAND MARAIS LIBRARY BOARD MINUTES: 4/1/13

Meeting Date: Monday, April 1, 2013

Board Members In Attendance: Sally Berg, Dawn Byholm, Linda Chappell, Garry Gamble, Audrey Stattelmann and Lee Stewart

Board Members Absent: Sivertson and Arrowsmith DeCoux

Call to Order: Audrey Stattelmann called the meeting of the Grand Marais Library Board to order at 5:38 p.m. A motion/second was made by Gamble/Byholm to move Mike Roth up on the agenda. Motion passed.

Introduction of Visitors: Mike Roth was present to talk about the Open Meeting Law. With several new board members, Chappell felt it was important to go over the highlights of the law. Open meetings are when there is a quorum of the board and board business is discussed. It doesn't have to be a regularly scheduled meeting. Public business should not be discussed outside of the regular scheduled meetings. Subcommittee committees meetings are covered with open meeting laws. A three-days notice is required for special meetings along with posting the date/time/location and agenda. In the event of a staff performance evaluation, the meeting can be closed. When a vote has a split decision, a roll call vote is required. The regular meeting cannot start before the stated time. Sub-committee meetings require minutes as well. Board members cannot miss more than 25% of the meetings. This statute only applies to city appointees.

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

Approval of Minutes: A motion/second was made by Byholm/Moody to approve the minutes. Motion passed

Financial Report: Chappell gave a financial report to the board. She stated that the restricted funds are increasing in value. The library has spent 42% of the maintenance salary to date. For all other categories we are at 14%. The Duluth/Superior Community Foundations sent an invitation to talk about partnerships.

Approval of Bills: The new city bill itemizes expenses by water, sewer, and electricity. Chappell said she would like to make a spreadsheet to track those expenses. Byholm/Berg made a motioned/second to approve the bills. The motion passed.

Director's Report: Chappell shared a report from the State Office of Libraries. While the state report is labor intensive, it is good information to have. Member libraries can look at other libraries and make comparisons with similar sized libraries.

Chappell stated that there was a list of steps to take when the power goes out and how to get the system back up and running. The Emergency Preparedness committee will go over that and the plan will be retooled for the new facility.

Suggestion Box: A person put a comment in the box and suggested that there be less electronic media for students in the library. The person believes that the students don't look at books.

GRAND MARAIS LIBRARY BOARD MINUTES: 4/1/13

Chappell provided each board member with a new list of committee members.

Committee Reports

Emergency Committee – The Emergency Preparedness committee met and worked on a policy. The next meeting is April 12th at 10:30.

Financial Committee – The Financial Committee has a meeting on April 5th at 10:30

Interior Design Committee – The Interior Design Committee has a meeting on April 25th at 10:30.

Stattelman reminded each committee to begin taking minutes at their subcommittee meetings to meet the requirements of the open meeting law. Committees will report what occurred during the committee meetings at the regular board meetings.

Communications:

Library Friends Liaison Report –The Library Friends met on March 11th. They are still working on their gift to the library, benches and a sign. The benches are black metal with a sign. The rest of the meeting was about setting up and getting organized for the book sale during Fisherman's picnic.

Unfinished Business

Water Abatement: Chappell has not acted on this yet because there was still snow on the ground and a contractor would not be able to adequately see the area. She did state that the concrete in the front of the library is crumbling in several spots. She will contact ORB to see who the contractor was for the front sidewalk.

New Business

Stattelman asked if the Library Board would want to consider a consent agenda for the routine business of the library such as the minutes, bills, etc. The board decided to gradually move to a consent agenda starting with the approval of the minutes.

The Strategic Plan: Chappell stated that the Strategic Plan needs to be updated. This will require a four-hour meeting to update the 2010 plan and would take place in the fall. Chappell handed out a copy of the plan for the board to review prior to the meeting. The layout of the plan was described to the board members.

Stattelman adjourned the meeting at 7:12.

Respectfully Submitted by Sally Berg

GRAND MARAIS LIBRARY BOARD MINUTES: 5/6/13

Grand Marais Public Library

Meeting Date: May 6, 2013

Call to Order:

Byholm called the meeting to order at 5:35 p.m. at the Grand Marais Library

Members Present: Sally Berg, Dawn Byholm, Linda Chappell, Jay Arrowsmith DeCoux, Garry Gamble, Brienne Moody, and Clara Weitz

Introduction of Visitors

There were no visitors present at the meeting.

Additions to the Agenda

There were no additions to the agenda.

Approval of Minutes

Gamble/Moody made a motion/second to approve the minutes of the April 2013 meeting with the correction of Brienne Moody to be listed in the members present section. The motion passed.

Financial Report

Chappell did not have the full April financial report because she had not yet received it from city hall. The MN Comm. Foundation-\$22,928.00 and the Duluth/Superior Foundation: Total: \$45,000.00 and interest. These funds are not part of the "city" funds. The library is on budget at this time.

Approval of Bills

Chappell explained that the revenue from patrons who make copies goes into the income portion of the budget. The library is billed every three months for the copies. The copier belongs to the library and there is a service agreement for the maintenance of the copier. There was discussion about the sewer/water/electricity bill and a question as to whether the bill was broken down by each service. Chappell reported that on the bills from the last two months that bill has been itemized. Berg/Gamble moved to approve the bills. Motion passed. A discussion was held relative to the timely payment of bills. The board authorized Chappell to have the city pay regular monthly bills and report on the payment of those bills to the board in the financial report at the monthly meeting.

Director's Report

The Director's Report is attached to these minutes. Chappell had information on the Digital Public Library of America that came on board in April. This is an initiative from all fifty states. The intent is to make the cultural heritage available to all people.

GRAND MARAIS LIBRARY BOARD MINUTES: 5/6/13

Committee Reports

Interior Design: Chappell talked about some potential arrangement adjustments to meet the needs of the library patrons. The Interior Design committee would like to finish with the furniture order and make purchases that acknowledge the way the library is actually used. The board discussed the use of the library spaces, the quiet room, and how to accommodate the needs of all patrons.

Emergency Preparedness: A tentative emergency plan was developed. The committee will meet to finalize the plan. Chappell will send a copy of the plan to Jim Winneman for review and comment.

Financial Committee: The Financial committee met and did an overview of current finances. The next step is to discuss the 2014 budget.

Communications

Chappell shared a thank you note that she had received from Alicia Deschene.

Library Friends Liaison Report

Clara Weitz gave a Library Friends report. Some of the members will help with the May 20th event. Their focus for the next month is to prepare for the Library Friends books sale.

Unfinished Business

Water abatement update: Chappell has not contacted anyone yet. The snow is nearly gone and it can be checked when that happens.

2014 Budget – preliminary considerations: The board had a discussion about the options the library may need to consider to accommodate increased staffing needs in the summer, the possibility of insurance coverage for some staff if their hours increase, and the need to maintain a balanced budget.

New Business

There was no new business.

Adjournment

Byholm adjourned the meeting at 7:28 P.M.

GRAND MARAIS LIBRARY BOARD MINUTES

JUNE 3, 2013

Call to Order: The Grand Marais Library Board meeting was called to order by chairperson Stattelman at 5:32 p.m. at the Grand Marais Library.

Members in Attendance: Sally Berg, Dawn Byholm, Linda Chappell, Jay Arrowsmith DeCouix (arrived late) Garry Gamble, Jan Sivertson, Audrey Stattelman, and Library Friends representative, Lee Stewart

Members Absent: Brienne Moody,

Chairperson Stattelman reviewed the concept of a consent agenda. At the next meeting we will begin using a consent agenda. Byholm/Gamble made a motion/second to approve the use of a consent agenda. Motion passed.

Introduction of Visitors: There were no visitors present at the meeting.

Additions to the Agenda: Berg/Byholm made a motion/second to approve the agenda as written. Motion passed.

Approval of Minutes: The minutes of the May meeting were approved with a correction to the spelling of Jim Winneman's name. Gamble asked to have the pages of the minutes numbered in the future. Byholm/Arrowsmith DeCouix made a motion/second to approve the minutes with the correction. Motion passed.

Financial Report: There was a discussion as to who on the board should see the financial report from the city on a regular basis. It was decided that Chappell would scan the document and send it as a PDF to the financial committee on a monthly basis. Chappell reported that the repair and maintenance line item has exceeded budget. All other categories are at approximately 42% for the year. Gamble asked if there were budget items that had not changed due to the larger library space. Chappell stated that there were really no line items that had not been impacted by the new building. She stated that she did base the draft budget for 2014 from data based on the full year of occupancy (2012) and the first five months of 2013.

Approval of Bills: Sivertson/Gamble made a motion/second to approve the bills. Motion passed.

Director's Report: The Director's report is attached to this report. Chappell also reported that the library will be purchasing a phone system for about \$3000.00. It is wireless and can be converted when Broadband comes to Cook County.

Committee Reports:

Interior Design Committee is meeting tomorrow. The representative from the furniture company is coming to share chairs, fabrics, etc. The committee will meet at 1:00 on June 4th.

GRAND MARAIS LIBRARY BOARD MINUTES

JUNE 3, 2013

Financial Committee: The financial committee did not meet. They will be meeting on June 19th at 9:00.

Emergency Preparedness: The committee did not meet.

Communications: There was a card from a patron expressing appreciation for the help with the copy machine and apologizing for not paying for her copies.

Library Friends Liaison Report: The Library Friends are busy sorting books for the Book Sale. They would like to buy two benches, two plaques, and the new sign for the library. Their fiscal year ends on June 30th so they would like to know the final details on what is desired. Stewart asked Chappell to order what was desired and pass the bill on to the Library Friends. The benches will be ordered for sure. The plaques have been ordered. The Library Friends asked Chappell where her spending of Library Friends funds is at this time. There was a discussion on the choice of benches that have been selected and a suggestion to have the benches modeled after the line of the windows and made with a timber frame design. Arrowsmith DeCouix will check into it.

Unfinished Business

Flood abatement work: Rick Crawford felt it was a large amount of water to move. He stated that if he came up with a proposal, rather than an engineer, and it does not solve the problem, he would be responsible. A city employee (Lenny) has some ideas to discuss with Crawford. The board would like to look at additional options and propose a permanent solution.

Cement problem: ORB and Crawford were both supposed to look at the concrete. So far neither has come to look at the concrete. Chappell will remind both of them again.

Budget – 2014 preliminary proposal

The Financial Committee will meet with Chappell to develop a proposed budget to be approved at the next meeting so it is ready to go to the City Council after the next meeting.

New Business

There was no new business.

Adjournment

Stattelman adjourned the meeting at 7:22.

GRAND MARAIS LIBRARY BOARD MINUTES

JUNE 3, 2013

Director's Report Grand Marais Public Library

Date: June 3, 2013

Summer Reading Program, "Digging Into a Good Book" for K-5 readers and "Beneath the Surface" for middle school readers starts on June 3. Patsy Ingebrigtsen has planned a fun program to encourage students to keep up their reading skills this summer. Children can pick up a packet of colorful materials at the Grand Marais Library, Oshki Ogimaag School in Grand Portage, or at the Tofte Branch of the Grand Marais State Bank. Grandchildren and other young summer visitors are welcome to dig in too!

Two Elm trees have been planted by the Rec. Park crew on the Library grounds. The variety was developed by the University of Minnesota to be resistant to Dutch Elm disease. Buck Benson was very kind to allow the library to purchase them at cost through his wholesale contacts.

The landscaping plants are growing well. Every day there are new surprises popping up. We lost one evergreen, which will be replaced soon. Unfortunately, children think The gravel is a large sandbox and they walk in and play with the gravel. This problem should resolve, as the plants get larger. Part of the sod did not make it through the winter, even though it was well-established last fall. We may have to replace or reseed some patches. Dave Tersteeg has been very helpful with suggestions.

Tom Knutson finished our computer inventory and is working with me to set monthly tech goals. We have ordered a wireless printer for people using our Wi-Fi Internet service. Tom will get that set up as soon as it arrives.

Patsy Ingebrigtsen attended a meeting of regional library catalogers at Arrowhead Library headquarters in Mt. Iron. ALS has a new cataloger on their staff that is working with the libraries to discuss cataloging issues common to all of the libraries. She also provided information on original cataloging for dealing with unique books in our collections.

The Library of Congress has adopted a revised form of cataloging called RDA, which all libraries are switching to soon. Patsy is learning RDA through webinars, professional manuals, and workshops like this one. It is vital in a shared catalog, such as our, that everyone uses a standardized form of cataloging. This helps librarians and patrons to be sure they are getting the exact item they want.

Alicia Deschene has decided not to do any temporary work at the Library because union rules do not allow returning retirees to return at their previous wage. They lose all seniority and must start at the lowest pay for their job title. I agree with her decision, but it is hard for the library to miss out on her expertise to finish training other staff members in cataloging and computer management. Neither she, nor I, was aware of this rule before she retired. We will manage fine, just a bit more slowly than anticipated.

GRAND MARAIS LIBRARY BOARD MINUTES

JULY 1, 2013

Call to Order: The Grand Marais Library Board meeting was called to order by chairperson Stattelman at 5:35 p.m. at the Grand Marais Library.

Members in Attendance: Sally Berg, Dawn Byholm, Linda Chappell, Garry Gamble, Brienne Moody, and Audrey Stattelman.

Members Absent: Jan Sivertson and Jay Arrowsmith DeCoux

Introduction of Visitors: There were no visitors present at the meeting.

Approval of Bills: Berg/Moody made a motion/second to approve the consent agenda. The consent agenda will include the agenda, the minutes of the previous meeting, the financial report and the approval of the bills. Motion passed.

Financial Report: Chappell had not received the May financials from City Hall so they were not available at the meeting. She stated that we are on budget for the line items at this time.

Director's Report: The phone system is installed and the staff will be trained on the use of it and special features next week. The eBook service, region wide, has had usage of 11, 4058. The Zineo online magazine service went online today and the library will be moving to the use of the site. Chappell stated that patrons of the Grand Marais Library would have access to the service soon.

Committee Reports:

Interior Design Committee: The committee met on June 4th and June 19th. The furniture and fabrics have been selected. The fabric choices and pictures of the chairs were shared at the board meeting.

Financial Committee: The financial committee met on June 19th and July 1st to prepare the budget.

Emergency Preparedness: The Emergency Preparedness committee did not meet. This committee needs to finalize the plan and present it to the board. Chappell will send the draft that was created by the committee to Jim Wiinanen to see if anything needs to be added to the plan.

Library Friends Liaison Report: No representative was represent at the June meeting. Chappell believed that the library benches would arrive in a couple of days because the invoice for them has arrived. The city employee didn't want them permanently affixed to the sidewalk due to snow removal. Chappell has yet to order the garbage can and receptacle for cigarettes.

Unfinished Business

Flood abatement work: Chappell asked for guidance on this issue. Byholm asked if David Quick could advise the board on the ideas that he expressed when he was on the board. Gamble suggested making a contact with the University of Minnesota to obtain a

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recommendation. Chappell will contact the person in charge to see who designed and installed the system. That will help the board decide how to proceed with the repair. Gamble will bring it up with ORB at the next Board of Commissioners meeting.

Cement problem: ORB and Crawford were both supposed to look at the concrete. So far neither has come to look at the concrete. Chappell will remind both of them again. No progress has been made on this issue.

2014 Budget – The Financial Committee shared options for the 2014 preliminary budget. Three budget proposals were discussed. The library staff recommends that a page be hired for 2 hours per day, five days per week with two extra hours for a total of a fifteen-hour week. This would free existing staff to perform their regular jobs. Gamble recommended that the board approve Plan B. Gamble moved to proceed with budget B, as amended, with the name of the Automation line item, with the understanding that if we can verify building insurance and any other issues related to health insurance and Medicare prior to adoption. This would bring the budget to \$274,621.00, which is just over the budget of the previous year. Byholm second. Motion passed.

Carpet Cleaning: Chappell mentioned that it would cost from \$1200-\$1500 to have a commercial company clean the carpet. The board agreed that this should be done every other year.

New Business

In order to meet the state requirements, there needs to be a realignment of Library Board expiration dates so that we meet the guidelines for state statutes stating that the terms of service need to be staggered. Stattelmann explained some ways we could adjust terms to be more in line with the state recommendations. Gamble requested that we consider what happens if we don't/can't comply with the state recommendations. Chappell will check on this.

Meeting Attendance: The board discussed the need to have consistent requirements for both city and county representatives on the Library Board. The city requires board members to miss no more than three meetings annually. Gamble will check the county requirements on this and Chappell will check with the city. Byholm stated that in the past board members who could not meet the required attendance expectations were asked to step down from the board.

Adjournment

Stattelmann adjourned the meeting at 7:25 pm.

GRAND MARAIS LIBRARY BOARD MINUTES

AUGUST 5, 2013

Meeting Date: August 5, 2013

Call to Order: The meeting of the Grand Marais Library Board was called to order at 5:30 p.m. by chairperson, Audrey Stattelman.

Members Present: Sally Berg, Dawn Byholm, Linda Chappell, Jay Arrowsmith DeCoux, Brianne Moody, Jan Sivertson, Audrey Stattelman, and Lee Stewart.

Members Absent: None

Introduction of Visitors: There were no visitors present at the meeting.

Consent Agenda – additions or adoption

Byholm/Sivertson moved/second a motion to add the Lion's Club program held at the library to the new business.

Tonight's agenda

Previous month's minutes

Bills submitted to City Council

Berg/Sivertson made a motion/second to approve the agenda. Motion approved.

Financial Report: Chappell reported that the expenditures for most line items in the budget were at the 50% mark with the exception of Transportation, Education, Service Agreements, Repair and Maintenance, and Office Supplies. Overall the budget looks good.

Chappell stated that she would leave the overages until the end of the year and then go to the memorial fund to make up the difference if they are over the budget allotment.

Chappell will check with city hall to determine how the work comp amounts are calculated for library employees.

Chappell received a report from the Duluth/Superior Community Fund. The fund started with \$41,600.00 and ended with \$43,900.00. The fund statement from MN Community Foundation started with \$20,600.00 and ended with \$23,000.00.

No questions or comments on the Financial Report.

Director's Report: Report attached.

Chappell reported that the library would receive a Legacy Grant that is given to each library in the Arrowhead system. each library and the GM public lib. GMPL will receive the grant money in 2014. It will be about \$10,000.00 Jan Sivertson and Brianne Moody will serve on that committee to help develop a plan to select the art piece that will adorn the library.

The American Library Association came up with a declaration stating ten reasons why people have a right to libraries. Chappell shared them with the board. The board felt they would be nice to post in the library if a poster were available.

Stattelman asked if we were done purchasing the items that were included in the proposal for the new library funded with the 1% money. Chappell reported that the library still needs coat racks and bookracks for the Friends of the Library books in the

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entryway. The goal is to have all of those purchased completely finished by the end of the year.

Committee Reports

There were no committee meetings during the month of July.

The **Financial Committee** will set a meeting following the board meeting since they have not met since April.

Emergency Preparedness: Chappell will send the Emergency Preparedness draft to Jim Wiiananen for review and comment. Chappell will contact committee members if a meeting is needed.

Communications-None

Library Friends Liaison Report: Lee Stewart reported on a successful Library Friends Book Sale with an increase of over \$600.00 from last year. Forty-seven households renewed or joined Library Friends during the sale. The Library Friends want to look at how many boxes of hard cover books were taken to Two Harbors for recycling and how many boxes of books were taken to the Grand Marais Recycle center. Initially there were concerns about having fewer books for the sale than in the past but that was not the case. Linda will talk to Beth from the Library Friends about the other receptacles, the new library sign, and perhaps another bench.

Unfinished Business

2014 Budget – update

Chappell and Stattelmann went to the city and county meetings to present the budget for 2014. There was a less than 1% increase requested by the library. There were no objections to the increase. A discussion of current and future library services was held. Chappell was asked to check with the technology network administrator to see if there is a way to count the number of “pings” on the wifi network to measure usage. Gamble suggested that Chappell also check with other libraries to see how they measure usage and other data. Chappell mentioned that there are things that they are required to measure but if there are other statistics that the board would like, the program used by the library answer other questions. The city did vote to accept the budget and the county will vote on the budget when the other county budgets are ready.

Realignment of board terms

Stattelmann stated that the current term list of board members has some issues. Further examination shows that on the next two board appointments in 2015, we have one county and two city members. If one of the new members would have their first term appointed for two years instead of three years, we could be in the staggered term rotation that would be recommended. Chappell mentioned that if we decide to go with that method to resolve the issue, we would need to go to the city council for approval. Prior to Dec. 2015, the Library Board should make a request the city when they reappoint the one person, they would do it for two years and then three words. Byholm/Arrowsmith DeCoux made a motion/second to approve the proposal. The motion approved.

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Flood Abatement

Chappell would like a subcommittee formed to work on this issue. She showed some of the pictures taken by ORB as the project was going on to see what had been to the north side of the building done during the construction of the new library. There were no pictures showing what had been done. Chappell said that the water was coming in on the old part of the building and suggested that perhaps, if the city or someone can dig down around the foundation in that area to see the situation, that may provide the information needed to make a plan for correcting the situation. Chappell has called the architect and engineer to find out how the system was designed. Chappell was told that there is a huge sump pump that should take care of the water. Chappell also called Rick Crawford to find out what he had done on the north side of the building. A subcommittee, including Byholm, Arrowsmith DeCoux, and Gamble, to work on a flood abatement resolution was formed.

New Business

Board Attendance Stattelmann stated that there is a difference between the city and county on attendance expectations for board members regarding attendance at the meetings. City board members cannot miss more than 25% of the meetings. The county does not have this policy. Stattelmann spoke with Mike Roth to confirm the city policy. She spoke with Brady Powers and Janet Simon, from the county, and they didn't think that there was a county policy. They discussed the difference in expectations for board members. A committee was formed to review bylaws/policies, etc. The committee will address this issue and other policies that need to be evaluated. Members on this committee include Berg, Moody, and Stattelmann. Chappell will make sure that all committee members have copies of the Bylaws and the Joint Powers Agreements.

Lion's Magic Show

The Lion's club had a magic show at the library. They wanted to charge \$2.00 per head to show up. The board does not want the library to be used for any more programming that has a charge for attendance.

Stattelmann adjourned the meeting at 7:16.

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AUGUST 5, 2013

Director's Report Grand Marais Public Library

Date: August 5, 2013

Preston Gunderson will give a performance and songwriters mini-workshop at the Library on Thursday, August 8th at 6:00 p.m. Library Friends of Cook County will provide lite snacks before the show. Preston, a native of Virginia, Minnesota, will perform songs from his album, "*While I Was Gone*." He will speak about writing and recording original music, his processes and his musical experience as a singer/songwriter. Preston's performance is funded in part by a grant from Minnesota's Arts and Cultural Heritage Fund. Everyone is welcome to this free program.

Library Friends of Cook County have donated two beautiful, black metal slat-backed benches to the library along with an attractive trash receptacle. We barely got the bench unloaded from its pallet before a guy sat down. When I told him that he was the first person to sit on it, he said, "Oh, I thought it had always been here."

Final furniture quotes have been accepted and the orders placed. Gail Fackler of GFA Interiors will notify me regarding a shipping date as soon as she receives one from the delivery company. The final total will be very close to \$55,000. depending on final fuel surcharges, which are assessed at market value at the time of delivery.

The order includes, lounge chairs, reading tables, computer chairs on wheels, tables for Wi-Fi use, tall café tables and chairs, individual computer tables, wooden chairs, and a large conference-style table.

There are a variety of styles from traditional in the Quiet Reading Room, to chairs and tables on wheels in computer and Wi-Fi areas, to snazzy upholstery for teen and juvenile areas. Colors include various shades of blue, both patterned and plain and two colors of wood, maple and cherry that match the circulation and reference desks and the wall trim. Everything coordinates and enhances the building.

The GM Library's Interior Design Committee chose items with an eye toward durability, economy, design, and functionality. Gail was able to purchase for us at discount rates because we are an educational institution. Everything will be warehoused, then delivered and assembled for us altogether at one time. We will close for a day and then re-open with all of the new furniture in place. Furniture is the last big piece in our renovation process and the staff and patrons are excited to see the final product.

GRAND MARAIS LIBRARY BOARD MINUTES

SEPTEMBER 3, 2013

Meeting Date: September 3, 2013

Call to Order: The meeting of the Grand Marais Library Board was called to order at 5:36 p.m. by chairperson, Audrey Stattelmann.

Members Present: Sally Berg, Dawn Byholm, Linda Chappell, Jay Arrowsmith DeCoux, Garry Gamble, Brienne Moody, Audrey Stattelmann, and Clara Weitz.

Members Absent: Jan Sivertson

Introduction of Visitors: There were no visitors present at the meeting.

Consent Agenda – There were corrections made to the minutes of the August meeting in the areas of attendance, wording on the budget update and realignment of board terms, and flood abatement.

Gamble/Arrowsmith made a motion/second to approve the items on the Consent Agenda and the minutes as corrected. Motion approved.

Financial Report:

Budget Line Items: Chappell reported that all budget areas are on schedule with the exception of Service Agreements and Maintenance/Supply. She stated that the heating propane budget to date is at 59% and should get us through the year. The Utility line item is at 62%.

Revenues: The county library support, \$201,802.00, has been paid for the year. A portion of that payment, \$28,000.00, is paid to the Arrowhead Library System. Chappell reported that the library received \$7000, in unsolicited contributions, from memorials for 2013.

Furniture Payment: Chappell received an invoice for \$15,000 for furniture. No payment will be made on the furniture until it arrives.

Director's Report: Report attached. Chappell reported that September 3rd was the first day, since the warmer summer weather, that the air conditioning was not used.

Chappell reported on questions that were asked of her at the August meeting:

- Workers' Compensation Rate: The staff at city hall told Chappell that the Employee Workers' compensation charge is difficult to predict in advance. It is best that she check annually with them to find out the current rate.

- WIFI Usage: Century Link cannot measure each time a different person goes online. They did report the gigabyte amounts over the last three months: May: 267, June: 263, July: 368, August: 353

- Other Reports: Chappell reported that we can build different reports about our local library and that some national data may also be available.

Strategic Plan: Moody suggested that we set dates for the strategic plan so we can determine what information we may need, giving Chappell adequate time to collect the data that needed. Chappell was asked to email the former strategic plan to all board members before the next meeting. The last strategic plan was developed in 2009. Stattelmann suggested that we develop a plan at the October

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SEPTEMBER 3, 2013

meeting and develop the topics. The last plan focused on the building project. One of the goals of the 2009 Strategic Plan was diversity. Chappell was contacted by the school and asked if the library would be willing to do a "one book/one community" event based on diversity. This would be a winter project. Chappell will email the former plan to all board members before the next meeting. The board requested that items that have been accomplished should be checked off to help provide direction for the next planning session. Stattelmann and Chappell will look the plan over and come up with a proposal. Moody asked if the information about the plan could be sent electronically.

Library Board Directory: Chappell handed out a new 2013 Directory update to the board members.

Committee Reports

•Art Project: The committee will take care of the sign and the legacy art project. There was no report from this committee.

•Bylaws/Policies: The Bylaws/Policy committee met on August 14, 2013. They looked at the current policies and selected two policies, Internet and WIFI Acceptable Use Policy and Materials Selection Policy to revise/update. Suggested revisions were discussed and the board offered other revisions and ideas. The two policies will be further reviewed and have the second reading at the next meeting of the Library Board.

•Emergency Preparedness: Chappell reported that the draft policy has not been sent to Jim Winnen. There was no report from this committee.

•Financial Committee: The next meeting will be Sept. 11 9:00 a.m. There was no report from this committee.

•Flood Abatement: The committee met to establish what they know and what they still needed to know in order to proceed with a solution. Chappell talked with city crew and they are not interested in doing the work. They suggested that metal flashing and painting the wall with waterproofing would help. Mike Roth supported their suggestion. Bruce Carmen suggested that a French drain, which is a trough, filled with gravel or gravel and a drainage pipe, would help. He also suggested that there should be an installation of a membrane to the first block that would hang over the lip of the French drain and backfilled with dirt. The drainage field would be dug in and go to the rain garden. Mike Roth said to call Soil and Water Conservation office regarding this idea. Mike Roth suggested the names of two individuals, who have expertise in the area that the committee may want to consult. The next step for the committee is to decide what to do. Chappell will email the dates of the two flooding incidents to Gamble, so that he can determine the water volume from the roof. Gamble will put of the flashing himself and call Century Link and have them give him their roof dimensions. He suggested that we then go to Century Link with a plan to solve the problem together.

•Interior Design committee: There was no report from this committee.

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Communications-There was no communication/correspondence to report during the month.

Unfinished Business

Library Friends Liaison Report: The next meeting of the Library Friends will take place on Monday, September 9th at 5:00. Three board members will not renew their terms. Two of the new board members will be Catherine Nelson Peterson and Jill LeVeneare. The Library Friends are still looking for other board members. None of the current officers will continue in their positions. The annual meeting for the Library Friends will be Monday, October 14th.

Chappell reported that she could not contact the Library Board Chairperson, Beth Black, about the purchase of another bench because she has been out of town.

New Business

Policies: Two of the current policies were presented to the Library Board for review and revision. Stattelman explained the process being used by the committee and shared the initial suggested changes with the board. The two policies will be discussed/adopted at the next board meeting.

Borrowing Agreement: Chappell requested conditional approval of a policy that would govern public use of ipads. After discussion, conditional approval for the policy was granted but the use of the ipads will take place within the library.

Adjournment: Stattelman adjourned the meeting at 8:00

GRAND MARAIS LIBRARY BOARD MINUTES

OCTOBER 7, 2013

MEMBERS PRESENT: Sally Berg, Dawn Byholm, Linda Chappell, Garry Gamble, Brianne Moody, Jan Sivertson, Audrey Stattelmann, and Lee Stewart

MEMBERS NOT PRESENT: Jay Arrowsmith DeCoux

CALL TO ORDER: The October 2013 meeting of the Grand Marais Library Board was called to order at 5:34 p.m. by chairperson, Audrey Stattelmann.

INTRODUCTION OF VISITORS: There were no visitors at the meeting.

CONSENT AGENDA

Agenda: A discussion of the Strategic Planning Retreat was added

Previous Month's Minutes: Page 1: Add an "is" by 'needed' and an 'of' by flood abatement.

Bills

Sivertson/Byholm made a motion/second to approve the consent agenda. The motion passed.

FINANCIAL REPORT

Maintenance of Effort: Chappell received a MN Department of Education letter regarding the Maintenance of Effort amount. This figure is based on the level of financial support the City of Grand Marais provides to the library. The figure from the state identifies the minimum amount the city needs to contribute to the library to meet 90% of 2011 state certified level of support. That amount is \$107,492.00 for our library. Chappell reported that the city has always exceeded the Maintenance of Effort figure.

August Balance Sheet: Chappell stated that she needs to check with city hall because she has questions about where some line items were recorded. The utility bills are at 71% as of the end of August and the heating fuel is at 59% for the year. At this time we have gone through 75% of the year so it appears that those accounts may come in under the amount budgeted for 2013.

DIRECTOR'S REPORT

The Director's report is attached to this report. Chappell passed around a copy of the new "Due Slips" being used in the library. They have been changed so they are easier to read.

COMMITTEE REPORTS

Interior Design: Most of the new furniture has arrived, with the exception of a couple of items. The frosted glass dividers in the computer area were too long. There are also a few electrical changes needed. Chappell reported that she told Brady Powers that all of the 1% expenditures would be reported to him by the end of December. Gamble suggested that Chappell have an article in the paper about the former library furniture being repurposed in other city offices. The board supported this idea. The Interior Design Committee dissolved.

Financial Committee: There was no meeting during the month of October.

GRAND MARAIS LIBRARY BOARD MINUTES

OCTOBER 7, 2013

Policy Committee: The Policy Committee met Sept. 18 and Oct. 1st. Stattelmann reported the plan for updating the current policies, saying that with a couple of policies would be presented for first and second reading at each meeting, until all of the existing policies have been updated. The policies required by the Arrowhead Library system will be added at the end of the process.

Art Committee: The Art Committee will assist in the selection of a new sign for the library. The committee will set a date for the next meeting.

Emergency Preparedness: Chappell has not yet sent the draft policy to Jim Wiinanen. Chappell will send it to him so the committee can set a date for the next meeting. A meeting will be set up after she hears his response.

Flood Abatement: Gamble reported that he dug down about 18 inches along the north side of the building. From the point where the membrane ended, he dropped in 19 inches of flashing, taped the membrane that was there and cleaned up where it was full of mud and water. He attached a metal flashing to the foundation and filled it with clay, packed it, and built the clay up against the wall. He reported that it should be secure other than when the water exceeds the level of the membrane. Stattelmann thanked Gamble for his ideas and his physical work in the project. There will be more consideration of work yet to be done in the spring.

COMMUNICATIONS

- There was a "Thank You" card from the Sawtooth Mountain Clinic for collaborating with the "Moving Matters" committee and allowing them to hold their event inside due to rainy weather. Chappell explained that she keeps a record of the agencies with whom the library has collaborated.
- Walt McCarthy: His family sent a "Thank you" for the 94th birthday card that the library staff had sent to Walt. They later came by with a pie for the staff.

LIBRARY FRIENDS LIASON REPORT

Lee Stewart was present to represent the Library Friends. Their annual meeting is set for October 14th at 5:30. Joan Drury will be speaking and new board members will be selected. Stewart asked for suggestions from the library board for ideas for board members. A discussion was held to discuss the level of support the Library Friends could provide for the new sign for the library. Stewart will ask about this at their next meeting.

UNFINISHED BUSINESS

Water Abatement Project - Gamble suggested that a rough dimensional drawing of the project be done and then the next step would be to get quotes for the installation of a French drain in the spring.

POLICY ADOPTION

Internet Policy and Materials Selection Policy

Berg/Sivertson made a motion/second to approve the Wi-Fi and Materials Selection Policies. The Wi-Fi and Internet Policy was approved with two changes. Berg will make the changes and send them to the committee for final approval. Chappell will send a copy of the completed policy to all of the board members. The motion passed.

NEW BUSINESS

GRAND MARAIS LIBRARY BOARD MINUTES OCTOBER 7, 2013

Policy First Reads: The first reading and discussion of the Exhibit and Performance Policy and Unscheduled Closing Policy was held. A couple of changes were recommended. The policies changes will be recorded and the second reading will be held at the next meeting where policies are addressed.

Strategic Planning Dates: The board discussed dates for a retreat to update the current Strategic Plan. The process would involve about 4.5 hours. Chappell stated that would like to follow the plan from the previous strategic plan and update it for the current needs of the library. Stattelmann reported that the board would be provided with a current update to the strategic plan that was written in 2010. The planning session will use the current plan and make updated goals to go along with it. Berg asked if a staff member could be involved with the planning process as well. Chappell suggested that we get stats from Gamble and the "Go" Team to use for updated demographic information. The plan of action for the strategic planning process will be discussed at the November meeting.

MEETING ADJOURNMENT

The meeting was adjourned at 7:33

GRAND MARAIS LIBRARY BOARD MINUTES

OCTOBER 7, 2013

Director's Report **Grand Marais Public Library**

Date: October 7, 2013

Our new furniture has arrived! All pieces are "as ordered". Everything looks beautiful and feels sturdy. We were able to share our old furniture with Higher Education, the Grand Marais Recreation Park, Community Center, and the YMCA. Several well-worn items were sold to the public in a mini-sidewalk sale.

I will submit the invoices to the One Percent Committee for approval and payment. This furniture delivery marks the last big piece of our Renovation Project. Thanks to the Library Board, both present and past, who worked to make this transformation possible. Special thanks goes to the Library Staff also. They put up with three years of planning, moving, moving again, and coping with innumerable interruptions to their daily job of keeping the customers satisfied.

I encourage everyone in the community to stop by, take a look, and have a seat in one of the new chairs.

Thanks to the Grand Marais Rec Park crew for reseeding the library lawn.

Joan Drury will speak about her "Life in Words" at the Library Friends of Cook County's annual Meeting on Monday, October 14 at 7:00 p.m. at the Library.

Alabaster Falls, a talented Bluegrass/Folkgrass musical group will perform at the Grand Marais Public Library on Friday, October 11 at 6:00 p.m. Funding provided by The Minnesota Arts and Cultural Heritage Fund.

Moose Madness Storytime will be held at the GM Library on Friday, October 18 at 1:00 p.m. Come share in the fun of moose crafts and stories.

Eric Dregni, author of "Vikings in the Attic" will speak at the Grand Marais Public Library on Friday, October 18, 2013 at 7:00 p.m. He tracks down and explores the significant and quite often bizarre, historic sites, tales, and traditions of Scandinavia's "peculiar colony" in the Midwest. Everyone is welcome to this free performance. Funding provided by the Minnesota Book Awards organization.

Poetry Night will be held on October 30 from 7:00 p.m. to 8:00 p.m. at the library. This is a monthly gathering of anyone interested in sharing original poems or reading poems written by others. Stop by and enjoy this low key, self-directed event.

GRAND MARAIS LIBRARY BOARD MINUTES

NOVEMBER 4, 2013

MEMBERS PRESENT: Sally Berg, Linda Chappell, Jay Arrowsmith DeCoux, Garry Gamble, Brianne Moody, Audrey Stattelmann, Jan Sivertson

MEMBERS NOT PRESENT: Dawn Byholm

CALL TO ORDER: The November 2013 meeting of the Grand Marais Library Board was called to order at 5:31 p.m. by chairperson, Audrey Stattelmann.

INTRODUCTION OF VISITORS: There were no visitors at the meeting.

CONSENT AGENDA

There were no additions to the agenda. Gamble suggested the following changes to the minutes of the October 2013 minutes:

Page 2: Remove the word "with" in the second sentence under Policy committee, put quotation marks around the words, "Moving Matters"

Page 3: Change policies to policy, and add the word, "she" after "that" in Strategic Planning Dates

Sivertson/Arrowsmith DeCoux made a motion/second to approve the consent agenda. Motion passed.

FINANCIAL REPORT

Chappell had the September financial statement from the City of Grand Marais. She reported that the library had also received statements from their investment accounts. The 3rd quarter earnings from the Duluth/Superior Area Foundation investment went from \$41,638.78 to \$46,379.22. The 3rd quarter report from the MN Community Foundation showed the Jan. 1, 2013 value at \$20,655.00 and the Sept. 30, 2013 value at \$24,132.00. DeCoux clarified that the insurance line item on the financial report was for the building.

DIRECTOR'S REPORT

The Director's report is attached to this report. Chappell took a class that focused on new mysteries that provided ideas for the library. The Arrowhead Library System sent a blog reprint about a "Kindness audit" that libraries could use to make sure that the library provides a welcoming and pleasant environment for patrons. Chappell also shared the Cook County News article about the new library furniture.

COMMITTEE REPORTS

Stattelmann reminded each committee to write up a summary of their subcommittee meeting and send their committee reports to Chappell. Chappell will send out the committee reports to all board members. The active library committees at this time include: Financial, Policy, and Art Committees.

COMMUNICATIONS: The Library Friends requested that the Library Director send a "wish list" for 2014 and prioritize the items on the list. This list is due November 4th.

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They also want pricing estimates for the items desired to help them make decisions on what projects from Grand Marais Pubic Library they can help support financially.

LIBRARY FRIENDS LIASON REPORT: There was no report from the Library Friends due to the plan to Strategic Plan discussion at the meeting.

UNFINISHED BUSINESS

Second Readings: The board provided their comments on the Exhibit and Performance Policy, the Exhibit and Performance Form and the Unscheduled Library Closing Policy. Gamble suggested that we add a numbering system to the library policies so that it is easier to discuss certain areas of the policies. The committee will continue to work on the two policies, email them out prior to the next board meeting, and present them for the third reading and final approval at the next meeting.

POLICY ADOPTION

Chappell handed out the final Internet Policy and Materials Selection Policies. The Policy Committee will review them to see if there is a need for numbers on the policies.

NEW BUSINESS

The board reviewed the existing Strategic Plan. There was a discussion that some of the goals could be merged together. The one area of the library that was not included in the former strategic plan was the administration of services. It was decided to add that as one of the goals and to use the current strategic plan template as a guide for updating the current plan. Chappell will survey the board to determine a date in January when the Strategic Planning Retreat can take place. The retreat will involve approximately four hours of time. Arrowsmith DeCoux volunteered to host the retreat at his B & B.

MEETING ADJOURNMENT

Stattelman adjourned the meeting at 7:22

GRAND MARAIS LIBRARY BOARD MINUTES

NOVEMBER 4, 2013

Director's Report **Grand Marais Public Library**

Date: November 4, 2013

Metal Tooling Workshop will be presented at the library on November 22, at 6:00 p.m. by the Duluth Art Institute. Participants will transform soft metal into a unique picture frame by adding embossed designs. Fun for ages 7-97... children must be accompanied by an adult. Would make a nice holiday gift ! This FREE program is funded by a grant from Minnesota's Arts and Cultural Heritage Fund.

Our new furniture is a hit with the public. We get lots of comments every week about how nice it looks and how comfortable the chairs are to sit in. The installers will make a final visit on Nov. 7 to finish a couple of left over projects and switch out a damaged desktop. Gail Fackler of GFA Interiors did a great job helping us choose tables and chairs that are nice looking, affordable, and durable.

The number of attachments I will be sending to board members is increasing because of our commitment to doing more prep work before the monthly meetings in order to shorten the meeting times. If you have any trouble printing or other issues, please let me know and I will work with you.

Library Board Meeting December 2013: 5:33 call to order

Present: Statleman, Moody, Gamble, Chappell, Sivertson;

Library Friends Liaison: Kathryn Pedersen

Absent: Berg, Byholm No visitors present

Consent Agenda:

Addition under "Unfinished Business" retreat date:

Motion: Gamble

Second: Moody

No discussion, unanimous vote

Financial Report:

-No October print-out from City yet, thus nothing new to report

-Gamble raises question: If Commissioners request 5% reduction from Library budget, where would that money come from? --Chapell suggested perhaps un-needed phone line elimination, book budget, office supplies, special training funds, but not a lot of other line items possible. --DeCoux suggested that it would be best to take a little from many of the line items to make up for any budgeting deficit. *Question is to get information for commissioner meeting tomorrow night.

Director's Report:

-Live on Nov. 4th 2013 with Broadband... Not much public comment. Perhaps because everything is running well!

-Included in the Library Journal construction page to highlight libraries that have been renovated. It is a national publication.

-Emergency Action Plan sent to Wiinanen 11-25-2013. Wiinanen will go over it and get back to us with comments

-Zinnio (online periodicals) numbers are going up: almost 2000 usages for the month of October for the region.

-5 Star Library for 6 years running.

-Chapell will meet with Braidy Powers about alleged overages in billing from ORB

Committee Reports:

-Policy Committee- bringing one policy back to the board for approval. If possible, policies will be drafted in numbered form.

-Art Committee- Still needs to get together and work on the sign. Gamble requests attempting to incorporate drift wood or the appearance of it.

Communications:

Library Board Meeting Minutes Continued:

12-2-2014

Library Friends—Kathryn sharing with Peggy Struck

- Willing to co-host 4 events with library, not in July/august
- Tentative in March
- Gift of \$14,525. Needs to be spent by June. Ideas are already identified by director.
- Board extends much thanks to the Library Friends Members!

Unfinished Business:

- Exhibit and Perform Policy-
 - Typo on the bottom of page 1. “AD” to “AS”- Corrected
 - “Exhibit and Performance Guidelines” to “Exhibitor and Performer Guidelines”
- Move to approve by Sivertson
- Second by Gamble
- Vote- Unanimous

Strategic Plan Meeting set for January 11, 2014. Lunch will be catered.

New Business:

2014 Library Calendar

- Holidays are the same as 2013 except Columbus Day we stay open.
- July 4th? Open or closed? Sivertson suggests staying open. Gamble wants to investigate what other departments do. Conversation goes both ways. In the end motion made to remain closed on July 4th and approve the calendar as revised (staying open Columbus Day). Motion: Moody
- Second: Sivertson
- Vote: Unanimous
- Continuing conversation on Library schedule: more hours on Saturday or Sunday?
- Something to consider

Motion to keep board meeting dates on first Monday of each month at 5:30pm

Motion: Sivertson

Second: Gamble

Vote: Unanimous

Board Members:

- How does reapplication work?
- City and County Reps are willing to return for another year
- Sally- city rep. she was fulfilling someone else’s term, open for her own 2-3 year term.
- Arrowsmith DeCoux will ok as county rep even though living in city.
- Stattleman- end of first term, can apply for a second.

Next meeting officers will be elected for 2014. **January 6th, 5:30pm**

Meeting concluded at 7:09pm