

No Minutes were taken for the January 6, 2014 Library Board meeting because the Meeting was cancelled due to extreme cold.

Linda Chappell

# **GRAND MARAIS LIBRARY BOARD MINUTES**

## **FEBRUARY 3, 2014**

**MEMBERS PRESENT:** Sally Berg, Dawn Byholm, Linda Chappell, Jay Arrowsmith DeCoux, Garry Gamble, Brianne Moody, Jan Sivertson, Audrey Stattelmann, and Kathryn Nelson-Pedersen

**MEMBERS NOT PRESENT:**

**CALL TO ORDER:** The February 2014 meeting of the Grand Marais Library Board was called to order at 5:30 p.m. by chairperson, Audrey Stattelmann.

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

### **CONSENT AGENDA**

Tonight's agenda (There was no January meeting so the minutes approved are from the December meeting.)

Previous month's minutes

Bills submitted to City Council

Motion/second to approve the Consent Agenda by Berg/Arrowsmith DeCoux. Motion passed.

### **ELECTION OF OFFICERS:**

Berg/Sivertson made a motion/second to re-elect Stattelmann for president. Motion passed. Gamble/Moody made a motion/second to re-elect Byholm for Vice President. Motion passed. Byholm/Gamble made a motion/second to re-elect Berg for secretary. Motion passed.

### **FINANCIAL REPORT**

Chappell reported on the budget over runs for 2013. There was a lengthy discussion about the budget overages. Chappell was asked to obtain more information from City Hall on the following items that exceeded the budget for clarification: Specifically: Insurance amounts and overtime charges.

### **DIRECTOR'S REPORT**

Copies of the Director's Reports are attached to this document. Chappell stated that she plans to retire from her position by April 1, 2014. The Library Board thanked Chappell for her years of service and approved her request. Arrowsmith DeCoux recommended the formulation of a committee to develop a job description and plan for the replacement of Chappell. Arrowsmith DeCoux, Berg and Stattelmann will serve on the committee.

### **COMMITTEE REPORTS**

Each committee was asked to schedule a meeting prior to the March Board meeting.

**\*Art Committee:**

**\*Emergency Preparedness:** This committee's goal is to finish the Emergency Preparedness Plan

# **GRAND MARAIS LIBRARY BOARD MINUTES**

## **FEBRUARY 3, 2014**

**\*Financial Committee:** This committee's goal is to get questions from 2013 budget answered

**\*Policy Committee:** This committee will meet on Tues, Feb. 11<sup>th</sup> 9:00 to work on the Library Card Policy.

**\*Library Director Hiring Committee:** At the March meeting, Chappell will report to the Library Board on which items on the Strategic Plan Notes she will accomplish prior to her retirement.

### **COMMUNICATIONS**

There were no communications shared at the meeting.

**LIBRARY FRIENDS LIASON REPORT:** There was no report from the Library Friends. The new representative, Kathryn Nelson-Pedersen, was present at the meeting. The next meeting of the Library Friends is March 10<sup>th</sup>. A copy of the minutes will be sent to the Library Friends rep.

### **UNFINISHED BUSINESS**

Chappell had a copy of the 2014 Strategic Plan Action calendar strategies that were developed by her and the library staff. Berg will take the list of strategies and put them in the form of an Action Plan for 2014. -

### **NEW BUSINESS**

Chappell announced the 2014 Non-profit Finance and Sustainability Conference – Feb. 25, 2014 at the Earl Brown Heritage Center, Brooklyn Center, MN. Cost \$125.00. She asked if any of the board members had an interest in attending. There were no commitments at the meeting.

Handouts available at meeting:

- 2014 Board member contact list
- 2014 Holiday list
- 2014 Board meeting dates
- Exhibit and Performance Policy – final version

### **MEETING ADJOURNMENT**

The meeting was adjourned at 7:05.

# **GRAND MARAIS LIBRARY BOARD MINUTES**

## **FEBRUARY 3, 2014**

### **Director's Report**

**Date:** February 3, 2014

**The County has approved the Library's 2014 Budget** in the amount of \$102,030.00. Funds will be transferred to our operating account at the city in July 2014.

**Special thanks goes to some great winter volunteers.** Melinda and Mark Spinler helped assemble two new shelves that will be used to display children's board books and parenting materials in our juvenile section. Nelda Westerlind has arranged the Paperback Exchange area into categories so people can find romances, westerns, etc. Jackie Meyer comes every Friday and hauls cardboard, paper, plastic, and glass to the Recycling Center. All of these dedicated volunteers help keep the library running well.

**The Library was closed on January 6,** due to minus 30 degree weather and blowing snow. After a couple weeks of this brutal weather, we stopped closing because it has just become par for the course for the winter of 2013/2014. Brrr....

**"Hot Reads for Cold Nights"**, the adult winter reading program will run during the month of February. Stop by the Library and sign up for a free book log and book mark. Also, enter the prize drawing! Everyone over 18 years of age is welcome to join.

# **GRAND MARAIS LIBRARY BOARD MINUTES**

## **MARCH 3, 2014**

**Call to Order:** The March 2014 meeting of the Grand Marais Library Board was called to order at 5:38 p.m. by President, Audrey Stattelmann at the Grand Marais Library.

**MEMBERS PRESENT:** Sally Berg, Linda Chappell, Garry Gamble, Brienne Moody, Jan Sivertson, Audrey Stattelmann, and Peggy Struck

**MEMBERS NOT PRESENT:** Dawn Byholm and Jay Arrowsmith DeCoux

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

**Consent Agenda** – The consent agenda included the meeting agenda, the minutes\* from the February meeting, and the bills submitted to the GM City Council. A motion/second was made by Sivertson/Moody to approve the Consent Agenda. The motion passed.

- Correction needed on the date of the Feb. meeting.

**Financial Report** –Kim Dunsmoor provided written answers to the questions that the board members had inquired about at the February meeting. Chappell included a handout explaining each of the responses to the questions and went through them with the board.

Chappell had statements from the Minnesota Community Foundations and the Duluth/Superior Area Community Foundations. Fund balances were \$25,355 and \$48,272.46 respectively.

**Director's Report:** Chappell brought the Zinio and Overdrive reports. Zinio is the online magazines and Overdrive is the online ebooks that the library uses.

- Chappell reported that she would like to have the carpets clean this summer. Her plan was to contact the carpet-cleaning people to see if they could do the cleaning during the summer. Gamble talked about contacting the manufacturer to get recommendation on the best way to clean the carpet.

- Chappell state that she had purchased a number of things from the list of items that would be funded by the Library Friends. They should be arriving soon.

- Chappell presented a retirement letter to Stattelmann who read her letter of resignation to the board. Gamble made a motion to accept the letter of resignation with respect and regrets. Sivertson made a second to the motion. Stattelmann thanked Chappell for her years of service to the library.

### **Committee Reports:**

- Art** – No report; the committee did not meet. The committee was asked to meet to discuss the Legacy Grant and the new sign for the library.

- Financial** – No report; the committee did not meet.

- Emergency** – No report; the committee did not meet. Chappell handed out the Emergency Action Plan with her suggestions. Berg will update the plan.

# **GRAND MARAIS LIBRARY BOARD MINUTES**

## **MARCH 3, 2014**

- Policy** – The committee will meet on March 11 to continue work on the Library Card Use Policy and present the first draft at the next meeting.
- Director Search Committee** – Stattelman reported on the process for hiring a new Library Director. Stattelman and Berg will be the board members on the committee. The City Council approved the job description on February 26, 2014. It is advertised in the local library this week. The position will also be advertised with Arrowhead and beyond. The next steps will be to evaluate the applications using a point system. This will be followed by interviews, background checks, etc. Gamble suggested having an exit interview with Chappell so we that can learn from her years of experience as the GMPL director.

**Communications:** There were no communications this month.

### **Library Friends Liaison Report**

There was no report from the Library Friends but they are meeting next Monday evening and a report will be provided at that time. Peggy Struck did mention that the books have come in more slowly this winter and that the Library Friends may want to advertise for books later this spring. It was recommended that the organization not advertise yet and see if the donations increase when the weather improves.

### **Unfinished Business**

The 2014 Strategic Planning Action Calendar strategies were updated by Chappell and she shared the timeline for the action plan items, noting which ones would be completed prior to her departure as director.

### **New Business**

There was no new business.

### **Adjourn**

President Audrey Stattelman adjourned the meeting at 7:00.

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

**Date:** March 3, 2014

**Overdrive and Zinio statistics** from Arrowhead will be available at the meeting.

**State Report** will be finished and submitted by the end of March.

**Library Friends allotment** items are being ordered, including the plaques for the outdoor benches. They will be attached as soon as the benches melt out of the huge snow piles. Furniture for the staff workroom is on order. Shelves for juvenile board books and Friend sale books are awaiting installation.

**Carpet cleaning** will be scheduled for summer of 2014.

**GRAND MARAIS LIBRARY BOARD MINUTES**  
**MARCH 3, 2014**

**Snow slid off the metal roof** this week. It was quite dramatic and noisy. I happened to be standing outside at the time it let go. Piles of snow in front of the library are almost blocking the windows this year. It was really good that no one was standing close to the roof when the snow slid off. What a winter!

# **GRAND MARAIS LIBRARY BOARD MINUTES**

## **APRIL 7, 2014**

**Meeting Date:** April 7, 2014

### **Call to Order**

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

### **Members in Attendance**

Sally Berg, Dawn Byholm, Garry Gamble, Jan Sivertson, Audrey Stattelmann, Linda Chappell, and Jay Arrow Smith Decoux

### **Members Absent**

Brienne Moody

### **Introduction of Visitors**

There were no visitors present at the meeting.

### **Consent Agenda**

The Consent Agenda include tonight's agenda, the minutes from the March meeting, and the bills submitted to the city council. There were no additions to the agenda. The minutes of the March meeting were approved with a few corrections. Byholm/Berg made a motion/second to accept the consent agenda and the March minutes with the corrections. Motion passed. The corrected minutes will be posted on the GML website.

### **Financial Report**

The January line item printout of the library budget showed that 30% of the yearly heating budget was used by Feb. 1<sup>st</sup>. The automation line item was at 52%. Chappell said all other line items on the budget were within the anticipated budget for April.

### **Director's Report**

- The Director's report included an update of the strategic planning calendar, which showed the action items from the strategic plan that had been completed and what was left to complete for the remainder of the year.
- A discussion was held regarding the use of the tablets and iPads owned by the library. Chappell stated that they were not used frequently and maybe it would be better to let them be check out for two weeks at a time. Several of the board members were not comfortable with the idea and suggested more training be offered at the library on the use of them.
- Chappell stated that Overdrive and the devices have gotten easier to use.
- Chappell has not found out the best way to clean the carpet. Gamble said he would look it up if she could send him the name of the company.
- The state report is finished and turned in. Up and download speeds still need to be tested.



# **GRAND MARAIS LIBRARY BOARD MINUTES**

## **APRIL 7, 2014**

### **Committee Reports**

**Art – Legacy Grant:** The committee met on March 25<sup>th</sup> and looked at the guidelines for the \$10,000 Legacy grant. The committee thought that this amount of money would not be conducive to have many artists working for \$500.00 each. Since Sivertson cannot commit too many hours at this time to the project, Garry Gamble is willing to step up and assist on that committee. Other committee members are Stattelmann and Moody.

**Outdoor Sign:** The Art Committee decided to use a portion of the library logo for the new sign. They have two quotes from David Steckelberg for a sign that can be hung or put on posts. The committee needs to make a decision on which sign to choose. Arrowsmith DeCoux/Byholm made a motion/second to approve the design for the sign with the Art Committee making the final decision on the choice. Motion approved.

**Policy Committee:** The committee met on March 11<sup>th</sup> and 18<sup>th</sup>. They worked on the Library Card Use Policy. A brochure was developed to go along with the policy. The final draft was not available for approval at the meeting.

### **Library Friends Liaison Report**

There was no report from the Library Friends.

### **Communications**

The library received a card from Marcy Woods for Linda's retirement. The library staff put up a book to provide a place for patrons to sign and leave messages for Linda.

### **Unfinished Business**

**Library Card Use Policy** – The first reading for this policy was not ready for review.

**Emergency Plan** – A handout of the Emergency Plan was provided for the library staff to review. The library staff will develop the exact scripts and details for each type of emergency.

**Library Search:** Stattelmann reported on the search and hiring process for the new library director. Stattelmann shared the plans for the transition plan for moving forward from the current director to a new director. The Library Board members were supportive of increasing the wage of the Library 1 and Library Technician until a new director comes on board. The Library Board asked Stattelmann to share the ideas from the discussion with Mike Roth, city administrator.

### **New Business**

None

### **Meeting adjourned**

President Stattelmann adjourned the meeting at 7:15 pm.

# **GRAND MARAIS**

## **MAY 5, 2014**

**Meeting Date:** May 5, 2014

### **Call to Order**

The April meeting of the Grand Marais Library Board was called to order at 5:31 p.m. by President, Audrey Stattelman.

### **Members in Attendance**

Sally Berg, Dawn Byholm, Jay Arrow Smith Decoux, Brienne Moody, Jan Sivertson, Audrey Stattelman, and Patsy Ingebretsen, Acting Library Director

### **Members Absent**

Garry Gamble

There were no visitors present at the meeting.

### **Consent Agenda**

The Consent Agenda included the meeting agenda, the minutes from the April meeting, and the bills submitted to the city council. There were no additions to the agenda. The minutes of the April meeting were approved. ArrowSmith DeCoux/Byholm made a motion/second to accept the consent agenda and the April minutes. Motion passed.

### **Director's Report**

- The May Director's report is attached to this document.
- President Stattelman thanked Ingebretsen for her extra work during the interim between library directors.

### **Committee Reports**

**Financial Committee:** (Gamble, ArrowSmith Decoux)

**Policy Committee:** (Berg, Moody, Stattelman)

**Art – Legacy Grant:** (Gamble, Moody, Byholm)

Committee meetings will resume meeting as soon as the new director, Steve Harsin, begins his position.

**Communications:** A Thank you note was received from Linda Chappell and read at the meeting.

### **Library Friends Liaison Report: Peggy Struck**

Peggy did not have a formal report for the meeting. She would like to put an ad in the paper calling for books for the summer book sale. Patsy will also post an ad about the request for books on Facebook and on the library website. The Library Friends will meet in June to prepare for the annual book sale.

### **Unfinished Business**

**1. Library Page Position:** The position has been offered to a college student from Northfield and he accepted the position and will start at the end of May or first part of June.

## **GRAND MARAIS MAY 5, 2014**

**2. Carpet Cleaning:** Stattelman will talk to Garry about that because it is unknown whether Chappell shared the information about cleaning the carpet with him.

**3. Emergency Action Plan:** This was shared with the board but the actual scripts for carrying out the plan need to be completed. The staff and Jim still need to do an on sight visit to make sure that all library staff understood the Emergency Action Plan.

**4. Front Entrance Sign:** Stattelman explained some of her conversations with Steckelberg. The board voted to approve the terracotta sign with the white Grand Marais lettering.

**5. I Pads and tablets:** There was a discussion about the I Pads and tablets and how they are used at the present time. Currently they are seldom used in the library. A number of ideas were discussed with a consensus that we all support the use of them by patrons but feel there needs to be supervise availability. It was suggested to start with the young children. Moody will talk to the library tech coordinator to share the thought from the board discussion.

### **New Business**

**1. 2015 Library Budget:** The Financial Committee and the new director will approach the budget and get a draft together prior to the June meeting.

**2. Discussion on Library Card Use Policy:** There is a need to get a Library Card Use Policy in place before the summer visitors arrive. The policy needs to be temporary until Arrowhead completes their updates to the program. Stattelman shared the temporary policy that we will put in place until Arrowhead makes their final decision on how they will make adjustments to the program for registering patrons. Moody/Berg made a motion/second to have Stattelman and the policy committee make revision to the existing library card policy draft with guidelines for issuing library cards until Arrowhead has their new implementation in place.

**3. New Director Update:** Steve Harson's going away party is in Cook on Friday afternoon. He will start in Grand Marais the following Monday. There was a motion/second by Sivertson/Berg to have a "Meet the Director" event with the date and time to be determined.

### **Meeting adjourned**

President Stattelman adjourned the meeting at 7:20 pm.

## **GRAND MARAIS MAY 5, 2014**

### **Interim Directors Report: Prepared by Patsy Ingebritsen**

- April 11, 2014 Library Friends and staff hosted an open house from 11:00 a.m. until 5:00 p.m. for Linda's retirement celebration. There were a number of speakers including Jim Weikum from ALS and Audrey Stattelman from the Library Board. Food, cake and coffee were available throughout the day.
  - Dean called 4/16/14 cannot work for two weeks minimum due to shoulder injury.
  - 4/18/14: Made arrangements with city employee Ronda, from Rec Dept, to clean while Dean is off due to injury. Ronda is available for up to 3 weeks. I told her 6 hours/wk. She will start on 4/20/14. I gave her a side door key off of Steve's key set and showed her how to use the alarm system. Staff has been informed.
  - 4/21/14 Received delivery of entryway rugs and cleaning towels from Ameripride. G&K picked up their supplies on 4/22.
  - Note from Ronda, roller on vacuum didn't work. I looked at vacuum, the belt is off. Called City Hall, when Tom is back he will look at it and likely purchase a new one. Mike suggested Ronda borrow the vacuum at City Hall for the next time or two she cleans the library as a temporary fix. I left a message with Ronda asking if she is willing to do this.
  - 4/22/14 Ronda set off alarm when she came to clean. I received a call at 6:20. Had a terrible time getting a call through to the library 1140 #. Was the system being triggered to dial out to the security company? Ann retrieved a message from Security Co. and arrived at library, disabled the alarm.
  - 4/23/14 Note from Ronda that she used her own vacuum last night but will pick up City Halls' by Thursday. It concerns me that I have called and left messages twice and she did not return either call.
  - Rolled out the carpets this morning and they all were quite damp, the rubber backs were wet in spots. I have noticed a musty smell.
  - 4/25/14 With the complications due to the snow (12-16 inches of heavy wet snow) I decided to come in early. Melissa from MN Historical Society made the trip from cities. We had 40 people here for the performance.
  - Called City Hall to ask that the front doors be oiled.
  - 4/27/14 fire alarm set off again. Police called Dean who met them at the library. Building was secure and Dean shut off the alarm.
  - 4/28/14 Rhonda left a note saying she resigned and left her key in the book drop.
  - Steve Harsin will start employment on 5/12/14 with 8:30 a.m. meeting with Mike Roth. Plan for library introduction.
- Harp Event: 62 attendees
- Page Job offered to a college student from Northfield at the end of May or first part of June.
- Zineo: \$1000 was contributed last year. Chappell made a commitment that we would support Zineo based on our allocation from \$744.53 from the Best Sellers allocation from ALS.

# **GRAND MARAIS LIBRARY BOARD**

## **JUNE 2, 2014**

**Meeting Date:** June 2, 2014

### **Call to Order**

President, Audrey Stattelmann, called the June meeting of the Grand Marais Library Board to order at 5:30 p.m.

### **Members in Attendance**

Sally Berg, Dawn Byholm, Jay Arrow Smith Decoux, Garry Gamble, Brienne Moody, Jan Sivertson, Audrey Stattelmann, and Library Director, Steve Harsin

### **Members Absent:**

There were no visitors present at the meeting.

### **Consent Agenda**

The Consent Agenda included the meeting agenda, the minutes from the May meeting, and the bills submitted to the city council for payment. There were no additions to the agenda. ArrowSmith DeCoux/Moody made a motion/second to accept the consent agenda and the May minutes. The motion passed.

### **Director's Report**

•The Director's report is attached to this document. In addition to his written report, Harsin shared that the library staff had implemented the temporary Library Card Policy. Feedback will be provided to the board on issues in the policy that still need refinement. Harsin expressed interest in securing a display cabinet that could be used to display books and artifacts of interest to the community. This idea will be added to the list of future projects for the library. Harsin showed the board samples of the new stationary that was ordered for the library.

### **Committee Reports**

**Financial Committee:** (Gamble, ArrowSmith Decoux) The committee met on May 21, 2014 to discuss the 2015 GMPL budget.

**Policy Committee:** (Berg, Moody, Stattelmann) The Policy committee will meet in mid-June.

**Art – Legacy Grant:** (Gamble, Moody, Byholm) The Art/Legacy committee will meet in June. Gamble discussed the process the committee will take to meet the guidelines of the Legacy Grant. The board agreed that the focus would be on the work of one artist, rather than breaking the grant down into smaller parts.

**Communications:** None received

**Library Friends Liaison Report:** There was not a report from the Library Friends. Their annual meeting is on June 10<sup>th</sup>. Harsin shared that the Library Friends will support the purchase of a Media Management Solution Cube to check out DVDs. This will solve the problem of stolen DVD's from the existing location and the time consuming process of checking them out from the front desk. A lengthy discussion followed with support for the idea and the possibility of putting the Cubes at satellite locations in Cook County.

# **GRAND MARAIS LIBRARY BOARD**

## **JUNE 2, 2014**

### **Unfinished Business**

1. **Carpet Cleaning:** This will take place over the 4<sup>th</sup> of July.
2. **Discussion on Library Card Use Policy:** GMPL is using the temporary policy at this time until the Arrowhead Library System confirms what they plan to do.
3. **Front Entrance Sign:** The new sign has arrived and is hanging at the entrance. Overall, the board was pleased with the results.
4. **Library Page Position:** The new library page did not arrive today. Harsin will contact the new employee tomorrow to find out when he will start.
5. **I Pads and tablets:** Additional applications were added to the I pads. There still has been limited use of the technology. It was recommended that no additional I pads be purchased. The I pads will be added to the computer sign up sheet to increase use.

### **New Business**

1. **2015 Library Budget:** The Financial Committee and the new director will approach the budget and get a draft together prior to the next meeting.
2. **Resignation:** Tom Knutson has resigned from his position at the library, effective June 15<sup>th</sup>. He has offered to stay on for ten hours per week. The board recommended that we take advantage of his offer. It was also decided that Harsin review the technology needs for the future prior to advertising for the position. The board suggested that he do what is needed to get the work covered until this is done. Harsin asked if there was a personnel committee on the library board. The board recommended that he make the decisions on what is needed and come to the board with the recommendation.
3. **Library Project:** Jay ArrowSmith DeCoux received a grant from Moving Matters to build four little libraries around the county. The concept is a free book sharing process to share literacy. He asked the library board if they would support him by sharing the information about them with patrons. He also stated that he would work with the Library Friends to secure donated books to put in them.

### **Meeting adjourned**

President Stattelmann adjourned the meeting at 7:48 pm.

# **GRAND MARAIS LIBRARY BOARD**

## **JUNE 2, 2014**

### **Library Director report of activities for May 2014:**

Mainly just settling in, working with staff, learning local procedures, meeting people.

Meeting regularly with Audrey, city officials.

Met with budget committee.

Working on spending the Friends grant.

Was notified the 2013 annual report has been accepted by the State. Expect to receive the approval letter in August.

CIPA compliance paperwork has been mailed to ALS.

Book donations literally flooding us.

Was interviewed on WTIP.

Implemented the draft library card policy. Forwarded to ALS. Looking for (and getting) staff input.

Coordinating with city regarding installation of bike rack, table legs, under desk keyboard tray for staff.

Library is hosting numerous groups of school children as a field trip experience to promote summer reading program.

Discussing a display of books for the library, but not sure where to host it. (See attachment.)

Staff meeting held May 29.

Will be attending a "Cataloging for Directors only" workshop at ALS June 3.

Staff resignation – Tom Knutson.

# **GRAND MARAIS LIBRARY BOARD**

## **JULY 7, 2014**

### **Call to Order**

President, Audrey Stattelmann, called the June meeting of the Grand Marais Library Board to order at 5:30 p.m.

### **Members in Attendance**

Sally Berg, Dawn Byholm, Garry Gamble, Brienne Moody, Jan Sivertson, Audrey Stattelmann, and Library Director, Steve Harsin

**Members Absent:** Jay Arrow Smith Decoux

### **Members Absent:**

There were no visitors present at the meeting.

### **Consent Agenda**

The Consent Agenda included the meeting agenda, the minutes from the June meeting, and the bills submitted to the city council for payment. There were no additions to the agenda. Moody/Berg made a motion/second to accept the consent agenda and the June minutes. The motion passed.

### **Director's Report**

- The Director's report is attached to this document. Harsin reported on the progress of the summer page position. The new hire has juggled hours to work the two hours at the library with his schedule at his full-time job. The staff has worked with his adjustments as needed.

### **Committee Reports**

**Financial Committee:** Steve, Garry, Jay & Audrey met on June 25th to discuss the 2015 GMPL Budget. The budget will be discussed later in the meeting.

**Policy Committee:** Steve, Sally, Brienne & Audrey met on June 17<sup>th</sup> and July 2<sup>nd</sup> to discuss Library Card Use policy revision. The staff is working with the temporary policy at this time.

**Art – Legacy Grant:** Steve, Garry & Sally met on June 25th to discuss Legacy Art Project. The committee asked for a motion to support the direction of the committee and permission to publicize the brochure, made by Gamble, announcing the Legacy Fund grant. A motion/second was made by Sivertson/Byholm proceed as the Art-Legacy Grant committee requested.

**Communications:** None received

### **Library Friends Liaison Report**

The Library Friends met Harsin at their June meeting. They decided to support the library's purchase of a vending machine to dispense DVDs. There is in excess of \$7000 remaining from 2013 donation from the Library Friends that will go towards the purchase. More information will be available after the Friends of the Library sale regarding the Friends ability to provide further support for the project. The Friends are gearing up for their annual sale. There are many great volunteers who work together to make for a successful book sale.



# **GRAND MARAIS LIBRARY BOARD**

## **JULY 7, 2014**

### **Unfinished Business**

1. Carpet Cleaning (July 4<sup>th</sup>) The carpet was cleaned and looks good.
2. Library Friends' Monetary Gift Use: (See the Library Friends Report for details.)
3. 2015 Library Budget: Stattelman explained the budget change in use of the additional summer hours from a page position to a clerk position. The primary change in the budget from 2014, are due to the 15% increase in health insurance costs. The proposed budget was reviewed. Harsin and Stattelman will discuss how the budget information should be presented to the city and county. Byholm/Sivertson made a motion/second to accept the budget as written to present to the city/county. The motion passed. The 2015 Library budget will be presented to City Council on July 9<sup>th</sup> and presented to County Commissioners in August.
4. Library Technician Position: The position was posted internally and is now posted externally. There is one week left for applicants to apply.

### **Meeting adjourned**

President Stattelman adjourned the meeting at 7:21 pm.

### **Library Director report of activities for June, 2014:**

Meeting regularly with Audrey, city officials, committees – Budget, Policy Summer Reading Program off to a good start.

I attended all three public performances during June: Jack Pearson program was outstanding – 118 children & adults. Icebox Radio Theater as well – we were the best attended of any library where they played – 26 children & adults. Stubby the Elephant – 43 children & adults.

Met with broadband group.

Attended Arrowhead Library System "Cataloging for Directors Only" workshop June 3.

Attended Friends meeting June 9.

Library Page started 6/11.

Met with city officials, neighboring property owners, and a planning group to discuss the possibility of installing a rain garden along alley side of the building to abate water runoff issues.

Library Technician posted first to internal candidates, now open to external candidates.

Library traffic is up. Staff says "Hold on."

# **GRAND MARAIS LIBRARY BOARD MINUTES**

## **AUGUST 4, 2014**

### **Call to Order**

President, Audrey Stattelmann, called the meeting of the Grand Marais Library Board to order at 5:33 p.m.

### **Board Members in Attendance**

Sally Berg, Dawn Byholm, Jay Arrow Smith Decoux, Garry Gamble, Jan Sivertson, Audrey Stattelmann, and Library Director, Steve Harsin  
Library Friends Representative: Kathryn Nelson-Pederson

### **Members Absent:** Brienne Moody

There were no visitors present at the meeting.

### **Consent Agenda**

The Consent Agenda included the meeting agenda, the minutes from the July meeting, and the bills submitted to the city council for payment. There were no additions to the agenda. Arrowsmith-Decoux/Byholm made a motion/second to accept the consent agenda and the minutes. The motion passed.

### **Director's Report**

The Director's report is attached to this document. In addition to his written report, Harsin shared that he followed up with the city on the voice over IP discussion from the previous meeting and they said that it was not worth doing. He also said he looked at the door and can't find how to adjust it to make the handicap door open more promptly. Harsin also reported that a couple asked if they could maintain the landscape plants at the library. Harsin shared the growth status of the Duluth/Superior investment.

### **Committee Reports**

#### **Reports were received from the following committees:**

•**Financial Committee:** Steve, Garry, Jay, & Audrey - No report, need to schedule meeting

•**Policy Committee:** Steve, Sally, Brienne, & Audrey – Harsin reported that the feedback from the staff regarding the Library Card policy has been positive.

•**Art Committee:** Steve, Garry, Sally, & Ann Ward – August 22nd is the deadline for people to submit their letter of interest in being considered for the Legacy Grant Art Selection and information about their work.

### **Communications:**

A donation of \$150 came in for large print materials. The books have been ordered. Harsin sent a thank you note to the donor.

### **Library Friends Liaison Report**

• Nelson-Pederson from the Library Friends was present to give a report about the recent Friends of the Library sale. The sale was a success and she expressed appreciation to the Library Board members who were able to work at the sale.

## **GRAND MARAIS LIBRARY BOARD MINUTES**

### **AUGUST 4, 2014**

Proceeds from the sale were almost \$8000.00, just \$100.00 less than last year. They have made notes for some changes for next year.

- The Friends of the Library have felt unappreciated for their many donations to the library. This is due, in part, to the slow response in securing the needed items identified by the library. The library board was supportive of making this a faster process and agreed that we do need to do some work to improve and maintain our relationship with the Library Friends.

- Nelson-Pederson told the Board that President, Lee Stewart, has planned an appreciation picnic on August 27<sup>th</sup> and the Board was invited.

#### **Unfinished Business**

1. **Library Budget:** The 2015 Library budget approved by the City Council on July 9<sup>th</sup>, 2014. Harsin and Stattelmann will present the budget to the County Commissioners on August 27<sup>th</sup> at 10:30 A.M.
2. **Job Posting:** There were three applicants for the Technology Support Position. One candidate was not qualified; a second found another job before the hiring process began and the third one who was interviewed lacked many of the prerequisite skills needed for the job. Letters were sent out to all three candidates and the job was reposted.

#### **New Business**

1. **Handout to Library Board:** Each of the Board members was given a folder with information about how to be an effective board member. The board was asked to complete the self-assessment and the board assessment prior to the next board meeting.
2. **Establish library birth date:** Stattelmann told the board that several communities were celebrating their hundred year anniversaries. Harsin and Stattelmann were trying to find out when the library in Cook County began so that we can celebrate the long, successful history of our library. They found that the city council established the concept of a library with the designation of a space and the purchase of a bookshelf on May 1904. The plans for the actual library building were done in 1911. Kathy, from the Library Friends shared that she had seen a history of the Grand Marais Library posted on the library website. Harsin will call the museum to see if they know the date the library was started.
3. **Establish personnel committee:** Stattelmann shared that one board responsibility is to evaluate the job performance of the library director. She noted that we haven't done this in the past and need to develop the steps we will follow to put an evaluation tool in place. Stattelmann suggested formulating a personnel committee to take on the task. She appointed Arrowsmith/Decoux and Berg to serve on the committee with her.

#### **Meeting adjourned**

President Stattelmann adjourned the meeting at 6:52 pm.

#### **Director activities – report for August, 2014, board meeting:**

Delivered budget and letter to Brady at the County. Should be on the agenda soon.

Audrey and I reviewed my “2<sup>nd</sup> day” list – mostly completed.

## **GRAND MARAIS LIBRARY BOARD MINUTES**

### **AUGUST 4, 2014**

Gathering information for financial policy committee.

Put in second request with Arrowhead Library System for an invoice for the money deducted from Crossover dollars and used to pay our share of Zinio and other electronic resources. Seems to be some kind of barrier there. Will keep on it.

Minnesota Grantmakers Online – WTIP interviewed Kristen Ostlie from the Minnesota Council on Foundations. Have not seen a great deal of interest in the database, yet it is a critical tool for those looking for grant support for their projects. Hope it catches on!

Grand Marais State Bank donated \$250 to buy a Kindle Fire for the teens summer reading program promotion. The equipment has been ordered and received.

We had a power supply burn out on a computer and ordered one of those from Amazon – around a hundred bucks. Repair has been made – computer was out of commission 1 week.

Story time for summer reading program has ended. Other activities still going on for a few weeks, but it's winding down. For one project, a member of the community is contributing \$300 toward prizes for the kids to create something. Patsy is checking with Grand Marais State Bank to see if they will contribute the cost of making gift cards, and distribute the money across them. Tom produced an outline for me to begin learning the cataloging procedures here.

Put memorial plaque on the chair for Thorsen gift.

Asked the city to install the plaques on the Friend's benches.

eBook reader workshop – 6 attended. Went well. I was on the radio with Bob Pranis prior to the event.

Have asked the city to attend to the weeds in the front beds and to mow those by the back door. The mowing was addressed. Weeds – do we have a volunteer who knows something about that vegetation?

Mailed some art project flyers out to artists I think might be interested. Garry Gamble took that project on and got work done at the print shop around the corner. Have also placed a couple flyers directly into the hands of people in the community who might be worthy of consideration.

# **GRAND MARAIS LIBRARY BOARD MINUTES**

## **TUESDAY, SEPTEMBER 2, 2014**

### **Call to Order**

President, Audrey Stattelmann, called the meeting of the Grand Marais Library Board to order at 5:45 p.m.

### **Board Members in Attendance**

Sally Berg, Jay Arrow Smith Decoux, Brienne Moody, Audrey Stattelmann, and Library Director, Steve Harsin

Library Friends Representative: Peggy Struck

**Members Absent:** Dawn Byholm, Garry Gamble, and Jan Sivertson,  
There were no visitors present at the meeting.

### **Consent Agenda**

The Consent Agenda included the meeting agenda, the minutes from the August meeting, and the bills submitted to the city council for payment. There were no additions to the agenda. Moody asked why the Amazon orders for books were on a separate spreadsheet page. Harsin explained that it was to keep the bookkeeping clear for city hall. Arrowsmith-Decoux/Berg made a motion/second to accept the consent agenda and the minutes. The motion passed.

### **Director's Report**

The Director's report is attached to this document. In addition to his written report, Harsin shared the following:

- The approval of library budget by the county
- A new employee was hired for the technology/cataloging position and will start on Thursday.
- The Red Cliff Band will give a talk about the digging of barrels in Lake Superior at the library in October.
- The new signage from Perry signs will be in place before Oct. 1.
- Harsin received a note from a physician for a staff member who needs a new chair. Harsin asked the employee to order the recommended chair.

Arrowsmith-Decoux/Moody moved to have meetings limited to 1.5 hours from 5:30-7:00. The motion passed.

### **Committee Reports**

#### **Reports were received from the following committees:**

- Financial Committee:** Steve, Garry, Jay, & Audrey - Met on August 12th Looked at the Reserve Endowment Gifts Policy and the concept of it. Steve has started to prepare a report for the board and it will be presented at the next meeting.
- Policy Committee:** Steve, Sally, Brienne, & Audrey – Have not met but Stattelmann attended the AS meeting. They handed out some upcoming mandates for policies effective Jan. 1, 2016. The Grand Marais Public Library has some of the policies in place and others need to be reviewed. Harsin and

## **GRAND MARAIS LIBRARY BOARD MINUTES**

### **TUESDAY, SEPTEMBER 2, 2014**

the staff will work on this from Nov.-March. When it is ready to review the committee will be brought in to finalize it.

•**Art Committee:** Steve, Garry, Sally, & Ann Ward – Met on August 29<sup>th</sup>. The Legacy Grant Art Selection finalists were named. ArrowSmith-DeCoux described the process that was used. Two glass artists and two sculpture artists were chosen for the finalist. Moody/ArrowSmith-DeCoux made a motion to move forward with the recommendation from the committee. Letters will be sent to those who were not selected as finalists. The others entrants will be contacted by mail.

•**Personnel Committee:** Met on 8/7/14 and 8/13/14 – The committee worked on a Director Review process. Mike Roth had concerns over the process. Stattelmann met with him and explained the intent of the review. They decided that the board would go ahead with their version and the City Administrator still do his formal review as well.

**Communications:** Two donations to the library were been received in the \$50.00 range.

#### **Library Friends Liaison Report: Peggy Struck**

•The proceeds from the annual book sale totaled about \$7300, just slightly less than last year. Harsin commented that we already have many truckloads that have been hauled to city hall for the 2015 sale. Struck stated that the Library Friends discussed what went well at the sale and what changes could be made to make the sale even more successful in the future. The Library Board thanked the Library Friends for their support of the library.

#### **Unfinished Business**

1. **2015 Library Budget:** The 2015 Library budget was approved by the County on August 27, 2015.
2. **Library Technician Job Posting:** An applicant was offered the job and has accepted it.
3. **Handout to Library Board:** This will be continued at a meeting when more board members are present.
4. **Review Strategic Plan:** Hold till next meeting.

#### **New Business**

1. Review Reserves – then defer to Policy committee

#### **Meeting adjourned**

President Stattelmann adjourned the meeting at 7:05 pm.

## **GRAND MARAIS LIBRARY BOARD MINUTES TUESDAY, SEPTEMBER 2, 2014**

### **Library Director report of activities for August 2014:**

Budget presented to the county on 8/27 by Audrey, Mike Roth, myself.

From Arrowhead Library System regarding Overdrive usage:

“The Arrowhead Library System reports continuing growth in the use of the OverDrive service that provides a collection of popular e-books and downloadable audiobooks. As of August 27, the year-to-date number of checkouts stands at over 116,000 – a 32% increase over the same date last year. The most check-outs in a single day was 626 items on a cold day last January, but that total was nearly matched last weekend when 605 items were borrowed in a single day.”

Actual usage by Grand Marais users is estimated at around 800, however, the breakdown by library is fuzzy – our number could be, and likely is, higher than that.

Library Friends plaques were turned over to Lenny for installation on the benches.

Brackets seem to be the hold-up. Lenny may have to fabricate something.

Discussed library birthday with Linda – she did the research to find out the May of 1904 information, but didn't recall seeing a specific date. Asked Mike Roth for access to city records from that time. No further action at this time.

Summer Reading Program party for the younger kids was held 8/26, and for teens on 8/28. Well attended and a lot of fun. Board members should plan to volunteer to work the picnic next year if they are available. Great way to get involved with a library activity that is lots of fun and positive image booster in the community.

As per the strategic plan, a signage order placed to put lettering on “facilities” items – restrooms, quiet room, conference room, library hours on door, book drop, and Mechanical Room. Plan to work with staff in coming weeks to address the “collection” signage and other directional signs.

Flowerbeds in front of building were weeded. Linda volunteered and did half. A couple volunteers who worked on it last year finished the other half. Immaculate.

DSSO was on 8/20 and was very well attended – I'm told one of the best-attended events ever in the library. Briand Morrison on 8/27.

Upcoming events:

Thursday, Sept. 4, 6 PM Hwy 61 revisited – (brochure handout)

Thursday, Sept. 4, 6 PM Bill Barnes “Cartooning in the Digital Age)

Monday, Sept. 8, 5:30 PM Library Friends

Wednesday, Sept. 24, 1 PM, Sarah Pajunen (music event)

I will be attending the Minnesota Library Association Conference from Oct 7 – 10.

Received 3 applications for the library tech position. Interviews conducted.

# **GRAND MARAIS LIBRARY BOARD MINUTES**

## **OCTOBER 6, 2014**

### **Call to Order**

President, Audrey Stattelmann, called the meeting of the Grand Marais Library Board to order at 5:32 p.m.

### **Board Members in Attendance**

Sally Berg, Jay Arrow Smith Decoux, Garry Gamble, Brienne Moody, Jan Sivertson, Audrey Stattelmann, and Library Director, Steve Harsin  
Library Friends Representative: Kathryn Nelson-Peterson

**Members Absent:** Dawn Byholm There were no visitors present at the meeting.

### **Consent Agenda**

The Consent Agenda included the meeting agenda, the minutes from the September 2014 meeting, and the bills submitted to the city council for payment. There were no additions to the agenda. A motion/second were made by Sivertson and Berg to accept the consent agenda and the minutes. The motion passed.

### **Director's Report**

The Director's report is attached to this document. In addition to his written report, Harsin shared the following:

- Summer Reading Program Report-The bookmark winners were shared and the book review program sponsored by Drury Lane was described. Harsin gave credit to Patsy Ingebretson for her fine summer program.

### **Committee Reports**

**Reports were received from the following committees:**

- Financial Committee:** Steve, Garry, Jay, & Audrey - No report; need to schedule the next meeting. A meeting will be scheduled when the information shared by Gamble is shared.
- Policy Committee:** Steve, Sally, Brienne, & Audrey – No report; need to schedule the next meeting. Harsin will organize a meeting when he is ready with the policies in question.
- Art Committee:** Steve, Garry, Sally, & Ann Ward – Met on August 29<sup>th</sup> and October 6<sup>th</sup>. An update on the Legacy Grant process was given. Gamble reported that two candidates are still under consideration. Harsin will notify the two other candidates within one week.
- Personnel Committee:** No report; need to schedule the next meeting.

**Communications:** Harsin shared information about a Sharing Optimism event at Grand Portage.

### **Library Friends Liaison Report:** Kathryn Peterson-Nelson

The Library Friends met at 8:30 AM on Sept. 8, 2014. They discussed the book sale and did some forward thinking about next year. The next event for the Friends is the annual meeting at Oct. 15<sup>th</sup> at 8:30 AM. New officers and new board members will be elected. Donuts will be provided! There will be a November meeting to determine how the funds from the book sale will be



## **GRAND MARAIS LIBRARY BOARD MINUTES OCTOBER 6, 2014**

distributed. Harsin will provide the Library Friends with a description of the project(s) that most needs the support of the Friends. Harsin shared the new plaque that will hang in the entry of the library that has been obtained to credit the Friends with the lovely benches provided for outside seating.

### **Unfinished Business**

- 1. Review Strategic Plan and Actions to Date:** Harsin walked through each of the goals in the 2014 Strategic Plan and updated the board on which ones have been completed and where they are at on the other ones. A decision on how to proceed with the 2015 strategic plan needs to take place prior to January 2015.
- 2. Discussion on “Rate the Board as a Whole” from the packet:** MN St. 134.11 Sub. Div. 2. The board discussed the importance of reviewing the contents of the packet and plans to use the information as training for future board members. The board members expressed appreciation for the information that details the role and expectations for library board members.
- 3. Library Anniversary Update:** To be updated later...

### **New Business**

1. None

### **Meeting adjourned**

President Stattelmann adjourned the meeting at 6:48 pm

# **GRAND MARAIS LIBRARY BOARD MINUTES**

## **NOVEMBER 3, 2014**

### **Call to Order**

President Audrey Stattelmann called the meeting of the Grand Marais Library Board to order at 5:30 p.m.

### **Board Members in Attendance**

Sally Berg, Dawn Byholm, Jay Arrow Smith Decoux, Garry Gamble, Brienne Moody, Jan Sivertson, Audrey Stattelmann, and Library Director, Steve Harsin  
Library Friends Representative: Peggy Struck

**Members Absent:** None

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

### **Consent Agenda**

The Consent Agenda included the meeting agenda, the minutes from the October 2014 meeting, and the bills submitted to the city council for payment. There were no additions to the agenda. A motion/second were made by Gamble and Moody to accept the consent agenda and the minutes. The motion passed.

**Director's Report** – The Director's written report is attached to this document. In addition to his written report, Harsin shared the following: He has been training Mark at the circulation desk on normal and unusual tasks. Harsin noted that the library may exceed budget but transfers from donations to the library will offset the budget overage. The DVD box that Harsin mention he would like to purchase with support from the Friends of the Library has been put on hold due to some limitations in the number of DVDs it will hold. Other options that he noted would be valuable to the library include: DVD series, finishing signage in the book collection, more periodicals, or a new reader printer that saves information to a memory stick.

### **Committee Reports**

- **Financial Committee:** Steve, Garry, Jay, & Audrey - No report; need to schedule the next meeting.
- **Policy Committee:** Steve, Sally, Brienne, & Audrey met on 10/16/14 – Two policies, Circulation Loan Policy and Fines and Fees Policy, were presented for first reading at the meeting.
- **Art Committee:** Steve, Garry, Sally, Jay, & Lynn Speaker met on 10/27/14; Ann was absence but communicated her opinion via Steve - Gamble shared the outcome of the Legacy Grant Artist selection being Tom Christensen, a sculptor from Lutsen.
- **Personnel Committee:** Sally, Jay, & Audrey met on 10/20/14 – A Library Director Annual Review Policy was presented at the meeting for first reading.

**Communications:** Harsin shared a card from a visitor to the Pie Place who donated \$100.00 to the library. He shared statements from the MN Community Foundation and the Duluth Superior Foundation.

# **GRAND MARAIS LIBRARY BOARD MINUTES**

## **NOVEMBER 3, 2014**

**Library Friends Liaison Report:** Peggy Struck was present from the Library Friends. She had no new information to share at the meeting but reported that the next working meeting is November 12<sup>th</sup>.

### **Unfinished Business**

Gamble/Moody made a motion/second to approve Tom Christensen as the recipient of the Legacy Grant. Motion passed. Gamble asked the board what they desired in terms of reporting the information about the grant. Harsin will send the notice of the award to the newspaper.

### **New Business**

- First reading – Circulation Loan Policy: The board discussed the draft policy and Harsin explained the changes from current practice.
- First reading – Fines and Fees Policy: The board discussed the draft policy and Harsin explained the changes from current practice.
- First reading – Library Director Annual Review Policy – The draft policy was discussed by the board and the process of developing the policy was explained by Stattelman.

### **Meeting adjourned**

President Stattelman adjourned the meeting at 6:55 pm.

## **Director's Report: MLA 2014 Annual Conference Report**

What a change in MLA in recent years! So many of the old guard leadership that has been very powerful in shaping our profession over the past several decades have retired or died, and at this conference, I really noticed their absence. By the same token, it's apparent our profession is blessed with a great bounty of youthful enthusiasm and energy, so I'm very hopeful for our future.

I attended a number of sessions that were very good.

One session about the emerging category of **New Adult** materials was quite enlightening. New Adult material is defined as being written for the post YA reader. In other words, post-high school up to age 30. The defining characteristics of New Adult are:

1. Protagonist between 18 and 30
2. Protagonist is facing, and dealing with a major life issue for the first time
3. More explicit than YA, but generally not as explicit as adult romance fiction
4. The experience of the protagonist gains them insight (the distinction from YA material)
5. Anticipated audience is 20 somethings
6. Also enjoyed by adults of all ages

Types of issues covered:

1. Identity
2. Sexuality
3. Marriage

## GRAND MARAIS LIBRARY BOARD MINUTES

### NOVEMBER 3, 2014

4. Going to college
5. Drug & alcohol abuse
6. Depression or suicide
7. Buying a first car
8. Almost any topic one might imagine dealing with for the first time in your 20s.

The genre emerged in the publishing world around 2003, but didn't really meet with success and faded away. Revived again in 2009, but still didn't really grab hold. In 2011, with the advent of e-publishing and smashing success of self-published materials, the publishing world revived the concept again, and it has really taken off. New Adult materials, if you look them up at Amazon, commonly have hundreds of reviews and also, even with so many reviews, have 4+ star ratings, even 4.5 and up. The readership of the genre tends to be rabid in their dedication to the category, and prefers PAPER over ebook. Shocking. But true.

I found it interesting that one of the first books in the 2011 revival of the concept was a book titled Easy. When that book appeared on my radar, it was still pretty new, but had tons of good reviews on Amazon, and lots of people reviewing it. So, I took a chance and ordered it for Cook Public Library. When it arrived, I was kind of disappointed, because it looked kind of like something I might consider "junk material." But I cataloged it anyway and put it on the shelf. The darned thing went out immediately on interlibrary loan, and I don't think we saw it back for about 3 months. Furthermore, once it did return, it seemed to rarely sit on the shelf for a few days before it went out again. A few readers cropped up in Cook, but to be honest, Cook doesn't have a huge population in the demographic for this kind of material. Even so, local users as well as ILL users did check the book out. Repeatedly.

One interesting characteristic of New Adult material is that often older romance readers find they really like this new category. Typically, the reason is that it doesn't contain as much explicit sex as adult romance. So, if you have that type of reader in your library, you might try to steer them to New Adult.

The recommendation was to catalog New Adult material for your adult collections, but to mark them with some kind of spine label to indicate they are New Adult. The logic here is that these readers will gradually transition away from being "just" New Adult readers into adult material, and that housing them together allows users to make that transition on their own timeline. (Kind of like keeping YA material next to the Juvenile, it seems.)

You can find examples of New Adult material at Amazon.com by searching "new adult" and there is also a category for the genre in Baker & Taylor. Already review sources are starting to feature New Adult material. This is a category that is likely to grow, so you may want to look at it.

Another interesting session was titled: **Planting Seeds**

In this one, Carla Powers and Jocelyn Baker from the Duluth Public Library talked about their experience starting a seed library at their library. There are probably a number of libraries in our region that might find a warm reception to such a thing in their community. Spoiler alert! There are some issues here!

But first, DPL did a FANTASTIC job of establishing and programming for their seed library.

They fostered a huge amount of public involvement, and what I feel was an immense amount of programming, commitment, effort, and what I felt was truly excellent support for kicking off the seed library. They even coordinated with the City of Duluth grounds crews to plant seeds from the library in flower beds around the library. The city workers, commendably, embraced the program and really helped make visible contributions to the success of the program.

Ok, so here's the bad news: Minnesota statute precludes the sharing of seeds. Period. So, for

## GRAND MARAIS LIBRARY BOARD MINUTES

### NOVEMBER 3, 2014

instance, if you have some descendent of an immigrant in your town, whose ancestor brought seeds over from the old country, and who has now been growing those seeds on the Iron Range (or other community) for generations, and that person decides to share some of those seeds with their neighbor, those two individuals have just broken the law. The law was written a long time ago, presumably to protect the Minnesota seed industry. Obviously it has not been enforced, because frankly, pretty much everybody shares seeds with someone at some point, whether giving or receiving. Well. It's illegal. And that means that almost by definition, seed libraries are breaking the law as well.

The Minnesota Department of Agriculture visited the Duluth Public Library, and could have shut the seed library activities down, but instead has offered to work with DPL to come into compliance with the law. The requirements are pretty stringent, and may not be feasible, but DPL is exploring what they need to do.

My opinion: This is a law that has outlived its usefulness, and all we are protecting now is Monsanto and their GMO patents. I feel we all need to talk to our legislators, who **PROBABLY HAVE VIOLATED THIS LAW THEMSELVES**, call that to their attention, and ask for an amendment to this statute that specifically exempts individuals and seed libraries.

In the meantime, it seems to me that seed libraries are a great idea for our current era, and with the homesteading, grow your own, off-grid mentality we're seeing, it's something that would very much be embraced by many in our communities.

**We Go Together**, on the topic of LGBTQ services in libraries had a lot of really interesting, and really useful, information. A couple items really stood out – the age demographics for readers of GLBTQ materials run the gamut from young to elderly. One of the presenters did extensive surveys across the demographics of these readers. What she found was that among those groups, the young have an extremely strong preference for PAPER (again!) over electronic, while the retired strongly prefer e-books. The latter group like that you can increase the font size, but particularly care that nobody can see what they are reading, whereas the younger audience really doesn't care about either one. What do the young readers value the most about paper books? Portability and the "new book smell."

And people laughed at us 20 years ago when we said such things....

Anyway, those two items were so thought provoking, that even though I enjoyed the rest of the presentation, I can't remember what else was discussed!

The last event of the conference was a keynote address by **Josh Hanagarne, the World's Strongest Librarian**. If your library doesn't have his book already, you should consider getting it. Josh delivered one of the most moving keynote addresses I've heard in many years. He literally was in tears at three different points during his presentation, and I believe the audience was as well.

Josh has Tourette's syndrome, and, against great odds, works as a reference librarian at the Salt Lake City Public Library. He talked about what it was like to grow up as a youth with Tourette's, how it affected his life, how libraries and librarians were the one place and the one group of people he felt actually helped him confront the challenges of his journey. He expressed his gratitude on several occasions, for how he had been treated, for how librarianship had welcomed him to the fold, and for how he has been treated as a working professional.

Really. Go buy the book.

Steve Harsin

# **GRAND MARAIS LIBRARY BOARD MINUTES**

## **DECEMBER 1, 2014**

### **Call to Order**

President, Audrey Stattelma, called the meeting of the Grand Marais Library Board to order at 5:30 p.m.

### **Board Members in Attendance**

Sally Berg, Dawn Byholm, Jay Arrow Smith Decoux, Brienne Moody, Jan Sivertson, Audrey Stattelma, and Library Director, Steve Harsin  
Library Friends Representative: Peggy Struck

### **Members Absent:** Garry Gamble

### **Consent Agenda**

The Consent Agenda included the meeting agenda, the minutes from the November 2014 meeting, and the bills submitted to the city council for payment. There were no additions to the agenda. A motion/second were made by Berg/Byholm to accept the consent agenda and the minutes. The motion passed.

### **Director's Report**

The Director's report is attached to this document. A discussion about the use of funds donated by the Library Friends followed his report. No decisions were made at the meeting. Harsin requested that a plan for some of the new ideas be put in place for the 2016 budget and discussed at our Strategic Planning session. Moody suggested that in the future we look more broadly into the needs of the library. The board supported that recommendation. Harsin explained the situation with the violations in downloaded materials notices from Century Link, his communication with the company and his plans to remediate the situation.

### **Committee Reports**

#### **The following committee reports were given:**

- Financial Committee:** Steve, Garry, Jay, & Audrey - To be meeting on December 4, 2014.
- Policy Committee:** Stattelma gave an update on the committee progress on writing and reviewing the required policies.
- Art Committee:** Steve, Garry, Sally, & Ann Ward – Will meet on December 3<sup>rd</sup>.
- Personnel Committee:** Sally, Jay, & Audrey will meet on 12/9/14 to complete and conduct the Library Director's Review. If any of the Library Board has concerns/comments for the Personnel Committee in reference to the Library Director's review, please contact Audrey, Sally, or Jay no later than Monday, December 8<sup>th</sup>.

**Communications:** Harsin provided reports from the Duluth/Superior Community Foundation and the Minnesota Community Foundation.

# **GRAND MARAIS LIBRARY BOARD MINUTES**

## **DECEMBER 1, 2014**

### **Library Friends Liaison Report: Peggy Struck**

The Library Friends had their meeting on December 12, 2014. New members were introduced at the meeting. Officers were elected at the meeting. Nancy Backlund is the new president along with Tina Krauz. Their members have filled all of the Friends jobs. Allocations were made for each county library. Receiving no proposal from Grand Portage and Birch Grove, the Friends are seeking input from members from those entities. The Friends will probably have a one-day sale of gardening book in late March due to a large quantity of donated books on that topic. Stattelmann expressed appreciation for their support on behalf of the library.

### **Unfinished Business**

1. Second reading/adopt – Circulation Loan Policy  
Motion/second by Arrowsmith DeCoux /Moody. Motion passed.
2. Second reading/adopt – Fines and Fees Policy (only 2 changes: Fees for DVD movies & If fines exceed \$10 - blocked from further borrowing)  
Motion/second by Berg/Arrowsmith/DeCoux. Motion passed.
3. Second reading/adopt – Library Director Annual Review Policy  
Motion/second by Sivertson/Moody. Motion passed.

### **New Business**

1. Change closing hour to 2 PM on Christmas Eve day (12/24/14) and change closing hour to 5 PM on New Year's Eve day (12/31/14)  
A motion/second by Arrowsmith DeCoux/Byholm to accept the changes of hours due to holidays. Motion passed.
2. Adopt – Library calendar for 2105 –Motion/second by Berg/Byholm motion approved the 2015 calendar. Motion passed.
3. First reading – Meeting Room policy
4. First reading – Disruptive and Illegal Behavior policy
5. First reading – Hours of Service policy
6. Board Resignation: Arrowsmith Decoux will be resigning from the Library Board so he can begin his new position as the mayor of Grand Marais. Jan Sivertson resigned from the board to accept her new position as a Cook County Commissioner. Arrowsmith Decoux said that he hopes to replace Jan Sivertson on the Library Board. Both resignations were accepted with regrets.

### **Meeting adjourned**

President Stattelmann adjourned the meeting at 7:09 pm.

Library Board report, 12/1/14

Several events at the library this month – varying attendance as would be expected during November.

Tech open house – only 4 people came, however, those 4 people had a fantastic experience. The tech enthusiasts have expressed that they would like to do it again. At least one individual in our

Mission Statement: The Grand Marais Public Library contributes to an enlightened, connected community by providing resources and a welcoming environment where people of all ages find information and enjoyment, children discover the wonder of reading, and diversity is celebrated. 2

## **GRAND MARAIS LIBRARY BOARD MINUTES**

### **DECEMBER 1, 2014**

community has said they would come to a future event as they notified me by telephone. It was very much the kind of thing we can do as a library to help people get started with their computers and/or devices.

We received a 5 star rating from Library Journal again for 2013. In the coming two years Library Journal intends to collect more qualitative data – known as outcomes. There are already some measures of outcomes being collected via the Arrowhead Library System, but we might consider doing more of this in the future. Outcomes are questions regarding how our library changes someone's life. We know we do that, and being able to measure that could be very meaningful to the library going forward. Without a doubt, State Library Services will be asking for this kind of data in our annual report going forward. I intend to keep track of whatever progress occurs on this front and to ensure that we are making an effort to comply.

Mark Luttinen resigned early in November. Mike Roth and I are working together to address the opening.

The Library Friends of Cook County allocated \$10,000 to the library this year. In addition, they are allowing us to roll over the unspent funds from last year. This gives us nearly \$16,000 to spend this year. I have a list of top 10 priorities – this money will fund the top 9. List is attached. After consulting with Mike Roth and Audrey, I made the decision to close at 5:00 on the Wednesday before Thanksgiving because it didn't seem very productive to have staff here until 8:00 that evening. That closing time is reflected in the calendar for 2015 since it's always true that we have regularly scheduled late hours on the Wednesday before Thanksgiving.

Based upon input from Mike and after consulting with Audrey, I'm requesting permission to close early on Christmas Eve and New Year's Eve, as well, and those are also reflected in the 2015 calendar.

Julie Berglund at Cook County has been notified that we expect to have a county seat open on the library board beginning January 2015.

Two staff attended workshops this month. Patsy went to the Children's Librarians fall meeting, which is the wrap up for the summer reading program, in Mountain Iron. Ann Ward attended a workshop at Duluth Public Library titled "Mindfulness in the Library."

On November 20, Century Link shut down our Wi-Fi network for repeated copyright violations. It took most of the day to get service restored. But my name is now on the account, and I have a new contact at the Minneapolis office who is the individual charged with compliance. It turns out email notifications were being sent out all along, but were going to some email address god knows where. That has been corrected, and future violations will come to my attention. Going forward, we will have to make some changes in the way our Wi-Fi is provided. After talking to the compliance officer at Century Link, I feel confident we can continue to make free Wi-Fi available, however, we may have to have some kind of login method that requires a library card number in order to use it. I'm exploring options.

I expect to be attending the Arrowhead Library System Compass Users Group meeting Wednesday, Dec. 3.