

2019: Minutes of Meetings
Grand Marais Public Library Board of Trustees
Grand Marais, MN

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2019: Minutes of Meetings

Grand Marais Public Library Board of Trustees
Grand Marais, MN

Minutes for Monday, January 28, 2019

Grand Marais Public Library

Call to Order: 5:32 PM at the Grand Marais Library

Present: Helen Muth, Hillary Freeman, John Books, Jay Arrowsmith DeCoux, Gwen Danfelt, Dave Mills, Steve Harsin

Absent:

Consent Agenda

- January 28th Agenda – 2 additions to new business
- Minutes from December 15th, 2018, meeting – attached
- Bills submitted for payment on: 12/20, 11/5, 11/6, 11/16

Edits made and CONSENT AGENDA DECLARED by Harsin.

Introduction of visitors

None

Election of Officers – call for nominations ... slate presented by Hillary Freeman

President – Jay Arrowsmith – Decoux

Vice-President – Gwen Danfelt

Secretary - John Books

There were no other nominations. **Slate was ELECTED** by unanimous vote.

Newly elected President Arrowsmith DeCoux assumed the role of conducting the meeting.

President led Board in swearing Oath of Office.

Director's Report – Tech event for this Wednesday cancelled due to cold

Library Friends Liaison Report:

Expected to hold a meeting soon - new members have joined

Significant donations after radio show

Committee Reports

Arrowsmith-DeCoux solicited board member interests before he appoints committees

Unfinished Business

NONE

New Business

- **Motion:** A \$20K budget is hereby established to construct the work space redesign including assistant Director's office as presented with funds to come from The Hazel Matthews Fund. ***Motion: Freeman Second: Johnson. Carried unanimously.**
- Library Security: A bullying incident was discussed. It has been referred to Sheriff's Office.
- The Board thanks Elaine Erickson for many years of service.

Meeting adjournment @ 6:49pm

Next Library Board meeting is: February 25, 2019

2019: Minutes of Meetings
Grand Marais Public Library Board of Trustees
Grand Marais, MN

Minutes for Monday, February 25, 2019

Grand Marais Public Library

Call to Order: 5:35 PM at the Grand Marais Library

Present: Helen Muth, Gwen Danfelt, Judie Johnson, David Mills, John Books, Jay Arrowsmith DeCoux

Absent: Hillary Freeman

Introductions of Visitors: there were no visitors

Consent Agenda: February 25th Agenda

- Minutes from January 28th, 2019, meeting
- Bills submitted for payment on: 2/4, 2/6, 2/20

Consent agenda was moved by Helen, seconded Judie. **Unanimously accepted.**

Director's Report: Puzzle Tree sculpture deconstructed in the recent winds.

The artist has been informed. Steve met with potential contractor for the office renovation work. Long-time supporter of Library Jane Burley passed away. Judie (Helen) **moved to send a letter of Condolence to the family of Jane Burley. Passed unanimously.**

Committee Reports: Committee appointments by the President

- *Financial Committee:* Judie Johnson, Dave Mills and Jay.
- *Policy Committee:* Gwen Danfelt, Hillary Freeman and Jay. A meeting to discuss fines to be soon.
- *Personnel Committee:* John Books, Helen Muth and Jay.

Communications: a foundation check came in.

Library Friends Liaison Report: there is growing support of the Friends committee.

Unfinished Business: none

New Business:

- Foundation checks: Judie moved (Helen second) **The Board shall reinvest dividends in the Duluth Superior Foundation on an ongoing basis. Motion Passed.**
- Gwen Danfelt moved (Judie second) to **Approve the Annual Report for 2018. Motion Passed.**

Meeting adjourned: 7:10

Next Library Board meeting is: March 25, 2019 .

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.

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Grand Marais Public Library Board of Trustees
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Minutes for Monday, March 25, 2019

Grand Marais Public Library

Call to Order: 5:33 PM at the Grand Marais Library

Present: Gwen Danfelt (Meeting chair), Helen Muth, Judie Johnson, Hillary Freeman, John Books,

Absent: Jay Arrowsmith DeCoux and David Mills,

Introductions of Visitors: there were no visitors

Consent Agenda: March 25th Agenda

- Minutes from February 25th, 2019, meeting
- Bills submitted for payment on: 3/6, 3/7, 3/19

Consent agenda was moved by Judie, seconded John. **Unanimously accepted.**

Director's Report: Steve Sande is not available to do renovations. He did recommend 3 other contractors who might take on the work.

Steve will attend a senior tech outreach event at Birch Grove in Tofte to be led by Aaron Windsor from the Lighthouse Center for Vision Loss of Duluth.

Steve Harsin urged Board members to attend "Guns in America" Exhibit which opens on April 5 at 4PM in the Johnson Heritage Post.

Committee Reports:

- *Financial Committee:* No report. Need to meet.
- *Policy Committee:* No report. Need to meet.
- *Personnel Committee:* No report. Need to meet.

Communications:

Library Friends Liaison Report: There are five people currently in the Friends group with Jan Smith serving as President.

Unfinished Business:

Puzzle Tree: The board moved for Library Director to ask Tom Christiansen to assess what is required to strengthen the structure, anticipating even bigger winds and to supply an estimate for labor and materials. **Moved by Books and seconded by Hillary Freeman. Unanimously approved.**

New Business: none

Meeting adjourned: 6 PM

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Next Library Board meeting is: April 22, 2019

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2019: Minutes of Meetings

Grand Marais Public Library Board of Trustees
Grand Marais, MN

Minutes for Monday, April 22, 2019

Grand Marais Public Library

Call to Order: 5:30 PM at Grand Marais Public Library

Present: Jay Arrowsmith DeCoux, Hillary Freeman, Dave Mills, Gwen Danfeldt, John Books, Steve Harsin and Amanda St. John

Absent: Judie Johnson and Helen Muth

Consent Agenda: April 22 agenda
Minutes from March 25th meeting
Bills submitted for payment on: 4/2, 4/3, 4/16

Approval of Consent Agenda was moved by Freeman (Books second.) **Unanimously accepted.**

Director's report:

Committee reports:

Financial Committee: no report.

Policy Committee: Committee met 4/11 – outlined library fines policy discussions.

Personnel Committee: no report

Communications

Friends of Library Liaison Report: no change

Unfinished Business: concerning the Puzzle Tree: **Freeman moved, (Danfeldt second) that the Board authorize Director to pay Tom Christiansen \$3,500 for material and labor to repair the sculpture and request the height be as tall as possible.** Board requested Harsin contact Christenson as soon as possible. **Motion passed.**

New Business: Dave Mills moved (Danfeldt second) to implement the new Library Fines policy as proposed by the policy committee. Passed unanimously. Harsin & St. John will study implementation and move forward as may be practicable.

Meeting adjourned: 6:43

Next Library Board meeting is: May 20, 2019

2019: Minutes of Meetings

Grand Marais Public Library Board of Trustees
Grand Marais, MN

Minutes for Monday, May 20, 2019

Grand Marais Public Library

Call to Order: 5:30 PM at Grand Marais Public Library

Present: Jay Arrowsmith DeCoux, Hillary Freeman, Dave Mills, Gwen Danfeldt, John Books, Judie Johnson, Helen Muth, Steve Harsin and Amanda St. John

Absent:

Consent Agenda: May 20 agenda

Minutes from March 25th meeting

Bills submitted for payment on: 5/1, 5/3

Discussion of Board scheduling added to agenda.

Approval of Consent Agenda was moved by Mills (Johnson second.) Unanimously accepted.

Director's report: Fine free policy now in effect

All encouraged to attend Gay Pride presentation by Nate Cannon 3 pm June 29.

Committee reports:

Financial Committee: 2020 budget was discussed. Projected increase of 3.7% budget to be voted on at June mtg.

: Hillary moved Mills seconded that the Board review assets and consider options. A special meeting is to be set for some time in June/July or early fall.

Policy Committee: no report

Personnel Committee: no report

Communications

Friends of Library Liaison Report: no change, still restructuring.

Unfinished Business:

New Business: Solar Power, Board needs more information about solar options. Jay to make contacts for more information.

Meeting Schedule: **Johnson moved and Helen seconded that for the rest of this year, meetings will be begin at 5:15 on the 4th Monday of the month. This will be reconsidered before the year end, if further adjustment is wanted.**

Meeting adjourned: 6:47

Next Library Board meeting is: June 24, 2019

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Grand Marais Public Library Board of Trustees
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Minutes for Monday, June 24, 2019

Grand Marais Public Library

Call to Order: 5:30 PM at Grand Marais Public Library

Present: Hillary Freeman, Dave Mills, Gwen Danfeldt (acting chair), John Books, Judie Johnson, Helen Muth, Steve Harsin and Amanda St. John

Absent: Jay Arrowsmith DeCoux

Consent Agenda: June 24 agenda

Minutes from May 20 meeting

Bills submitted for payment on: 5/21, 6/5,6/5,6/19

Discussion of Board scheduling added to Unfinished business.

**Approval of Consent Agenda was moved by Helen (seconded by John).
Unanimously accepted.**

Director's report: Fine free policy is now in effect.

All encouraged to attend Gay Pride presentation by Nate Cannon 3 pm, June 29.

Steve is looking to find a new clerk due to staff turn-over.

Committee reports:

Financial Committee: Report 2020 budget (see new business).

Policy Committee: no report

Personnel Committee: no report

Communications: Letter of Agency to Arrowhead Library System

Filed form 479 With FCC

Library Foundation guideline from King County Library System

Letter requesting funds for 94 books for young readers.

Friends of Library Liaison Report: no change, still restructuring.

Unfinished Business: Board meeting time moved back to 5:30. **Judy moved and Helen seconded. Passed unanimously.**

New Business: Service Animals Policy presented by Steve. **Hillary moved and Judie seconded adoption of Service Animals Policy. Passed unanimously.**

2020 budget was reviewed and discussed. **Judie moved and Dave seconded to accept the 2020 budget. Passed unanimously.**

Meeting adjourned: 6:15

Next Library Board meeting is: July 22, 2019

2019: Minutes of Meetings

Grand Marais Public Library Board of Trustees
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Minutes for July 22, 2019

Grand Marais Public Library

Call to order 5:37 at the Grand Marais Public Library

Present: Gwen, Hillary, Helen, John, Judie

Absent: Jay, Dave

No visitors were present

Consent Agenda

July 22 Agenda

Minutes from June 24, 2019 meeting

Bills submitted for payment on: 7/3, 7/8, 7/17

Move to accept consent Agenda by Hellen seconded Hillary. Motion approved.

Director's report: two positions are open

Puzzle tree to be installed soon

Committee Reports

Financial Committee: no report

Policy Committee: Report – Collections Policy

Personnel Committee: no report

Communications: A discussion of inclusion/diversity will be included in Strategic Plan meetings in Sept/Oct.

Library Friends Liaison Report:

Unfinished Business:

New Business:

Collections policy: Materials selection policy is revised to reflect the Changes with the Library Friends – namely, the absence of a Book Sale this year and ongoing. The existing policy only specified donating such materials to Library Friends, Cook County Schools, or other Cook County Libraries. The changes proposed allow for a broader range of methods of disposal.

Hillary moves John Seconds that we adopt revised Motion approved with one abstention.

Meeting with Duluth Superior Area Foundation: **Helen moves Hillary seconds that Judie meet with the Duluth Foundation later in August. Motion approved.**

Meeting Adjourned 6:10

Next Library Board Meeting is: August 26, 2019

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Grand Marais Public Library Board of Trustees
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Minutes for August 1, 2019

Grand Marais Public Library

Call to order 5:30 at the Grand Marais Public Library

Present: Jay Arrowsmith DeCoux, Judie Johnson, Helen Muth, John Books, Steve Harsin

Absent: Dave Mills, Gwen Danfelt, Hillary Freeman

Unfinished Business:

2020 Budget: *Judie moves and Helen seconds to accept the revised 2020 Budget as presented. Approved unanimously.*

Meeting Adjourned 5:35

Next Library Board Meeting is: August 26, 2019

2019: Minutes of Meetings

Grand Marais Public Library Board of Trustees
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Minutes for Monday, August 26, 2019

Grand Marais Public Library

Meetingh was called to order by President Jay Arrowsmith-DeCoux at 5:35 PM

Present: Jay Arrowsmith De-Coux, Helen Muth, Judie Johnson, Hillary Freeman, Dave Mills, and Steve Harsin.

Absent: Gwen Danfelt, John Books

There were no visitors.

Helen moved to accept the consent agenda with the addition of those present and absent to the July 22 Minutes. Dave seconded. **Motion passed.**

- August 26 Agenda
- Minutes from July 22, 2019, meeting
- Bills submitted for payment on: 7/24, 8/1, 8/6, 8/21

Director's Report – City passed the 2020 library budget request. The library budget has not yet appeared on the County agenda.

- Summer Reading Program was a success.

Discussion ensued regarding the Puzzle Tree. Motion by Hillary, seconded by Judie: Pay a \$3000 honorarium to Tom Christensen for the hours he spent addressing structural problems on the Puzzle Tree (noting that the library has already paid for his supplies.) **Motion passed.**

Committee Reports:

- Financial Committee: No report
- Policy Committee: No report
- Personnel Committee: No report

Communications

Library Friends Liaison Report

Unfinished Business:

- None

New Business:

- Gift of artwork
Hillary moved and Helen seconded that The Grand Marais Public Library accept an art piece presented as a gift from estate of Shannon Quinn by her brother, Terence Quinn, with further direction to Harsin to obtain an appraisal and look into re-matting and framing the piece.
Motion passed.

Next Library Board meeting is: September 24, 2019

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2019: Minutes of Meetings

Grand Marais Public Library Board of Trustees
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Minutes for September 23, 2019

Grand Marais Public Library

Call to order: 5:30 at the Grand Marais Public Library

Present: Jay Arrowsmith DeCoux, Judie Johnson, Helen Muth, John Books, Steve Harsin
Dave Mills, Gwen Danfelt, Hillary Freeman.

No visitors present

Consent Agenda: September 23 Agenda Minutes
from August 26, 2019, meeting.

Bills submitted for payment: 9/5, 9/17

**Approval of Consent Agenda moved by Judie Johnson seconded by Helen Muth.
Unanimously accepted.**

Director's Report: Steve recommended members read his report in shared folders.

Committee Reports:

Financial Committee: Report from financial committee: after meeting with representative
from Duluth Superior Foundation, Judie would still like more information as to other options.

**Hillary moved that Judie and Steve investigate the best available investments for Board
funds. Seconded by Helen. Accepted unanimously.**

Policy Committee: no report

Personnel Committee: no report

Unfinished Business:

Solar

Review of work plan for the Library

Meeting Adjourned: 7:15 after reviewing the Work Plan.

Next board Meeting is: October 28, 2019

2019: Minutes of Meetings

Grand Marais Public Library Board of Trustees
Grand Marais, MN

Minutes for October 28, 2019

Grand Marais Public Library

Call to order: 5:30 at the Grand Marais Public Library

Present: Jay Arrowsmith DeCoux, Helen Muth, John Books, Steve Harsin
Dave Mills, Gwen Danfelt, Hillary Freeman and Amanda St. John. **Absent** Judie Johnson

No visitors present

Consent Agenda: October 28 Agenda

Minutes from September 23, 2019, meeting.

Bills submitted for payment: 9/17, 9/23, 10/2, 10/22

New item requested by Hillary: a discussion of clerk turnover and exit interviews.

**Approval of Consent Agenda moved by Hillary Freeman seconded by Gwen Danfelt.
Unanimously accepted.**

Director's Report: Steve's last day of work is Tuesday, November 12. He recommends continue and roll over annual plan for 2020. He is working on interim planning and transition period.

Committee Reports:

Financial Committee: Judie and Steve met with the St. Paul Foundation and Peter Harris.

Policy Committee: no report

Personnel Committee: no report

Communications: Letter of thanks from Hennepin County Library user.

Library Friends: sent a distribution

Unfinished Business:

New Business: Change Donor form to direct donations to Minnesota Foundation. **So moved by Helen Muth and seconded by John Books**

**Motion to thank Steve for his years of service guiding the Library during the last few years
Moved by Hillary seconded by Jay.**

Meeting Adjourned: 6:30

Next board Meeting is: November 25, 2019

2019: Minutes of Meetings

Grand Marais Public Library Board of Trustees
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Minutes for November 25, 2019

Grand Marais Public Library

Call to order: 5:38 at the Grand Marais Public Library

Present: Jay Arrowsmith DeCoux, Helen Muth, John Books, Dave Mills, Gwen Danfelt, Judie Johnson and Amanda St. John. **Absent** Hillary Freeman

No visitors present

Consent Agenda:

- November 25 Agenda
- Minutes from October 28, 2019, meeting.
- Bills submitted for payment: 11/6, 11/20

Approval of Consent Agenda moved by Dave Mills seconded by Judie Johnson. Unanimously accepted.

Director's Report:

- New WiFi booster installed.
- New clerk hire: Judi Vitek.

Committee Reports:

Financial Committee: Foundation discussion.

Policy Committee: no report

Personnel Committee: Reviewed criteria and process of hiring the next director.

Communications:

Library Friends: No report.

Unfinished Business:

Change donation form to show donations will be placed with the St. Paul & Minnesota Foundation. Moved by Helen Muth seconded by Dave Mills. Passed unanimously.

New Business:

- Jay, Helen and Dave will car-pool to Two Harbours for Library Trustee workshop on December 17
- Review 2020 calendar. Board decided Library would be closed on July 4th and December 24, 25, and 26. The Board meeting would be on December 14.
Judie moves to approve the Library calendar for 2020 and the Board meeting dates. Seconded by Helen Muth. Carried unanimously.

Meeting Adjourned: 6:54

Next board Meeting is: December 16, 2019

2019: Minutes of Meetings

Grand Marais Public Library Board of Trustees
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Minutes for December 16, 2019

Grand Marais Public Library

Call to order: 5:30 at the Grand Marais Public Library

Present: Jay Arrowsmith DeCoux, Helen Muth, John Books, Dave Mills, , Judie Johnson, Hillary Freeman and Amanda St. John. **Absent** Gwen Danfeldt

Visitors present: Kris MacPherson appointee from County and also is on the Library Friends

Consent Agenda:

December 16, Agenda

Minutes from November 25, 2019, meeting.

Bills submitted for payment: 12/5 and also 12/12 payments

***Approval of Consent Agenda moved by Hillary Freeman seconded by Helen Muth.
Unanimously accepted.***

Director's Report:

A writers group would like to meet in the quiet room at the same time as the Board meets. This would avoid the cost of having to pay for additional staff.

Committee Reports:

Financial Committee: Foundation discussion.

Policy Committee: no report

Personnel Committee: Reviewed criteria and process of hiring the next director. The Board will convene a special meeting at City Hall at 5:30 on January 6th, to swear in Kris MacPherson and with City Hall staff draft questions for the applicants.

Communications:

Library Friends: Movie nights to begin Friday, January 3rd.

Unfinished Business: Financial Policy update. ***Hilary moves and Judie seconds the revision to the statement of how donated funds are handled. Unanimously adopted.***

New Business: Hilary will send an email to Board members about selecting a new slate of Officers for the coming year.

Special Meeting: January 6, 5:30 at City Hall.

Regular monthly Meeting: January 27, 2020