

# 2020 Minutes of the Meetings

Grand Marais Public Library Board of Trustees  
Grand Marais, Minnesota

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# 2020 Minutes of the Meetings

Grand Marais Public Library Board of Trustees  
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Meeting Minutes, Special Meeting January 6, 2020

Grand Marais Public Library Board

**Meeting Called to Order @ 5:30 @ Grand Marais Council Chambers**

**In Attendance:** Audrey Stattleman (Invited to participate in Library Director Interviews), Dave Mills, Hillary Freeman, Judie Johnson, Helen Muth, Jay Arrowsmith DeCoux (presiding)

**Absent:** John Books

**Visitors:** Patrick Knight (City)

**Introduction of Visitors:** Kris MacPherson (Incoming Board Member)

## **New Business:**

- Freeman, Johnson, Muth, and McPherson completed requisite Conflict of Interest forms after taking the Oath of Office for 2020 and signing the provided form for said Oath.
- Arrowsmith DeCoux and Mills abstained considering that they have not yet been appointed by their respective boards/commissions to continue service on the Library Board.

## **Unfinished Business:**

- All in attendance considered and assisted in the creation of a structure, schedule, and interview questions to be used for the interviews of the three (3) selected candidates for the position of Library Director.
- Dates suggested will be January 30th and 31st, 2020 preferably all in one day.
- Schedule would be for 1 hour interviews with a .5 hour break between interviews beginning at 10:00am, i.e. Interview 1=10:00-11:00am; Recess 1=11-11:30; Lunch Break=11:30-12:00pm; Interview 2=12:00-1:00pm; Recess 2=1:00-1:30pm; Interview 3=1:30-2:30pm; Recess 3 and Overall Discussion=2:30-3:30 or as needed.
- Library Board will arrange with a staff member at the Library to be available to give a tour of the facility to candidates one hour before their scheduled interviews.
- The Library Board did suggest that an email to the candidates providing a few examples of the questions that will be asked would be appropriate and would provide additional insight into the candidates' preparation. This email should also provide the candidates with the format of the interviews and timeframes.
- Questions will be finalized at the January 27th board meeting. In the meantime, all feedback on questions will be directed to Patrick Knight at the City to avoid conflict with Open Meeting Law.

**Meeting Adjourned: 7:22pm**

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Grand Marais Public Library Board of Trustees  
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Minutes for January 27, 2020

Grand Marais Public Library

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

Present: Jay Arrowhead-DeCoux, Helen Muth, David Mills, Judie Johnson, Kris MacPherson and Amanda St. John Absent: Hillary Freeman

Introduction of Visitors: Audrey Stattleman

*There were edits suggested for the January 27 agenda: - 1) Remove annual meeting from the header, it's a regular meeting, 2) Rename digital file, which is code for January 6. 3) "begin committee assignments" to new business.*

Annual Oath of Office: taken by Jay Arrowsmith-DeCoux, David Mills and John Books and Conflict of Interest Forms signed by the three of them.

Consent Agenda:

January 27 Agenda

Minutes from December 16, meeting

*Edits requested for January 6: Add the date within the document. 2) correct attendance: Move Patrick to the guest roster, Gwen was no longer a board member, remove her from absence.*

Minutes from January 6, 2020 special meeting. In regard to tours, it was pointed out that only the executive officer can give direction to staff.

Bills submitted for payment on: 12/18 & 19, 12/31 and 1/23

***Approval of Consent Agenda moved by Helen Muth and seconded by John Books.***

***Unanimously accepted.***

Election of Officers:

Slate put forward by Nominations Committee: Jay as President, Judie as Vice President, John as Secretary.

***Additional nomination . Helen motioned to accept Judie for the position of President. Seconded by Kris. Acclaimed unanimously.***

***Additional nomination accepted unanimously: Jay. Kris motioned to accept Jay for the position of Vice President. Seconded by ? Passed unanimously.***

***Helen moved that John to be Secretary, seconded by David. Passed unanimously.***

***Kris commended Jay for his work as President.***

Director's Report: Construction has begun on renovations and is moving along well.

Annual report is being prepared.

Amanda would like to purchase a laptop for the Library.

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***Helen moves that 2K be allocated for purchase of laptop and the Tech Plan be reviewed with future needs in mind. Judie offers Amendment of increase to 5K and that issue of Tech Plan and its refinancing be added to next meeting. Unanimously accepted.***

Committee Reports: Financial Committee – no report  
Policy Committee – no report  
Personnel Committee- Director search

The President asked the Board to consider which Committee they would like to serve on and is there need for other committees to be struck.

Communications:

Library Friends Liaison Report: attendance for Friday Night movies going well with 30 to 40 present for screenings. The Board commended the Library Friends for their selection of movies.

Unfinished Business:

New Business:

Finalized the interview questions for the 31<sup>st</sup>. Interviews to be at 9am and 11 am, with 90 minutes allotted for each. Meet at City Hall chambers 15 minutes before ... a 30 minute break at 10:30 and finish selection process after the last interview.

Next Library Board meeting is: Monday, February 24, 2020

Meeting adjourned at 7:30

Mission Statement: The Grand Marais Public Library increases knowledge, inspires creativity, removes barriers, and builds community across Cook County.

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Grand Marais Public Library Board of Trustees  
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Minutes for Monday, February 24, 2020

Grand Marais Public Library

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

Present: Judie Johnson, Helen Muth, Hillary Freeman, Jay Arrowsmith DeCoux, David Mills, esquire

Absent: John Books, Kris MacPherson

Introduction of Visitors

\*No Visitors present

Consent Agenda:

- February 24, 2020 Agenda
- Minutes from January 27, 2020 meeting
- Bills submitted for payment on: 2/5/20, 2/12/20

\*Motion by Mills, Second by Freeman to Approve: Passed unanimously

Library Friends Liaison Report:

\*No Report

Arrowhead Library Board Report:

\*Representative Muth attended a training for ALS and reported on the myriad resources available and how the ALS structure supports the Grand Marais Library function.

Director's Report:

\*See Attached

Committee Reports:

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

Communications:

-Local Artist requests donating a print to the Library, but there is no policy for public art. The Board will seek to set a policy on this topic to be able to accept and honor art gifts to the Library.

Arrowsmith DeCoux suggested that some help with this could be found with the Creative Economy Collaborative's work on drafting a policy for public art.

-St. John provided St. Paul & MN Foundation and Duluth/Superior Foundation statements for Board information.

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-St. John included a memo requesting the board delay reinvestment strategy into technology until Assistant Director is in place.

## Unfinished Business:

- Assignment of standing committees

-By-Laws/Policies Committee: Freeman, Books, Johnson

-Financial Committee: Mills, Arrowsmith DeCoux, Johnson

-Personnel Committee: Muth, MacPherson, Johnson

## New Business:

-Freeman brings up the Read Brave program from Saint Paul Library and sees potential in creating a similar program here in Cook County with similar structure and relevant topics. Synchronicity is possible with other funding sources.

\*Motion by Freeman, Second by Muth to explore development of Read Brave-like program in Cook County. Passed Unanimously.

\*Motion by Mills to adjourn 6:04pm. Having no more business, the Board is adjourned.

Next Library Board meeting is: Monday, March 23, 2020

Mission Statement: The Grand Marais Public Library increases knowledge, inspires creativity, removes barriers, and builds community across Cook County.

## ATTACHED:

### **Director's Report: February 2020**

Prepared by: Amanda St John

## **Upcoming Business:**

- Library Annual Report will need to be reviewed and approved by the Board by the March meeting for submission by April 1.

## **Building and Technology:**

- Staff Laptop will arrive soon.
- **Construction update:** The project remains open while glass and an office door arrive.
- **RE: Technology Plan.**
  - At the January meeting, the Board inquired about the motion statement allotting \$30,000 to update the library's technology. Minutes from January 25, 2016 show: "Financial Committee: Steve, Jay, Hillary, & Audry – Met on November 16<sup>th</sup>. Update regarding Fund balance. The committee is suggesting that the computer replacements that were supposed to happen when the library was remodel took place should happen during 2016, including all of the computers and servers. The approximate cost would be \$25,000-30,000 to be paid by the 215 account. A motion/second were made Moody and Muth by to replace all computer and the servers. The motion passed."

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- I will postpone presentation of a technology plan until the Assistant Director is in place.

## Staff and Volunteers:

- Preparing to announce the Assistant Director's position—see memo in communications folder.

## Continuing Education and Meetings

- Erika represented our library at a CLAS (children's services) meeting in Mountain Iron.
- Jim screened a webinar called *Civil Legal Justice - Crucial Role of Libraries*, which aimed to provide library staff a basic understanding of the civil legal justice landscape and how libraries can assist in making it more equitable.

## Collections and Materials

- **Inventory:** With Melissa Wickwire leading the project, inventory was completed on schedule.
- **Art Donation:** Bryan Hansel would like to donate a framed photograph—see memo in communications folder.

## Programming and Outreach:

- I met with the Programming and Outreach Coordinators of Cook County Higher Education to discuss their services, which now include lifelong learning programs (eg: Genocide & Peace-Building) and partnership opportunities with the library.

# 2020 Minutes of the Meetings

Grand Marais Public Library Board of Trustees  
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Minutes for Monday, March 23, 2020

Grand Marais Public Library

Call to Order: 5:30 PM at the Grand Marais Public Library **VIA Phone Call**

**Present:** Judie Johnson, Jay Arrowsmith DeCoux, Dave Mills, Helen Muth, John Books, Amanda St. John, Kris MacPherson

**Absent:** Hillary Freeman

Introduction of Visitors-Meeting

Consent Agenda:

- March 23, 2020 Agenda
- Minutes from February 24, 2020 meeting
- Bills submitted for payment on: 3/4/20, 3/12/20, 3/18/20

**-Motion to Approve without February minutes and March 18 bills:** Mills, Second: Books \*Motion was made as such because minutes and March 18 bills had not been published as of Board Meeting. Passed Unanimously via Roll Call Vote.

Library Friends Liaison Report: No report.

Director's Report:

- Library response to COVID-19 pandemic—See attached.
- CDC has not reported longevity of virus COVID-19 on library materials.
- Library has been closed to the public since Wednesday 3/18/2020. Library staff can continue to work if they choose, but also can be home if they feel uncomfortable.
- St. John is looking at ways to get the Library open to the public, but there are too many unknowns regarding the virus lifespan and how to provide the services safely.
- Board members expressed their desire to be a part of the solution, thus staying closed until safety can be ensured in the operation.
- Johnson will draft a resolution explaining the Library response for the Board to consider at a special meeting scheduled for 1:00pm Friday, March 27.

Committee Reports:



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- *Financial Committee*: Schedule meeting in April to prepare 2021 Budget. Library Board will attempt to keep traditional schedule for drafting and approving budget for 2021.
- *Policy Committee*: Report. No to art donations due to inability to curate/store them.
- *Personnel Committee*: Report. Committee met and discussed process for Assistant Director position, but virus situation is slowing down the process. Interviews will wait until Library reopens and operations return to normal.

## Communications:

- ALS Board Memo and Report
- St. John presented a memo that the Grand Marais Library was not included in considerations for MN Star rating along with 1000 other libraries due to lack of wifi session per capita information.
- Monthly Statement from St. Paul/MN Fund

## Unfinished Business:

- 

## New Business:

- Review and approve the Library Annual Report. (President signature needed) -**Motion to Approve**: Muth, **Second**: Books Vote taken via Roll Call Vote: Motion carries unanimously.
- Reinvest ALS Crossover, Bestseller dollars for digital content during COVID-19 -St. John will discuss with ALS staff regarding their strategy for reinvesting in digital content and will report back to the Board on that strategy. Library board members voiced support of this idea.

Next Library Board meeting is: Friday, March 27th, 2020 & Monday, April 27, 2020

Mission Statement: The Grand Marais Public Library increases knowledge, inspires creativity, removes barriers, and builds community across Cook County.

# 2020 Minutes of the Meetings

Grand Marais Public Library Board of Trustees  
Grand Marais, Minnesota

Minutes for Monday, April 27, 2020

Grand Marais Public Library

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

**Present:** Jay Arrowsmith DeCoux, Dave Mills, Helen Muth, John Books, Kris MacPherson, Amanda St. John.

**Visitors:** Patrick Knight, City Communications Director, recording the session.

**Election for new officers:** President, Vice President

- Books motioned to accept Jay Arrowsmith DeCoux as Board President. Muth seconded. The motion passed with Mills, Muth, Books and MacPherson voting in favor; Arrowsmith DeCoux abstained.
- Mills motioned to accept Helen Muth as Board Vice President. The motion passed unanimously.

## Consent Agenda

April 27, 2020 Agenda

Minutes from March 23, 2020 Meeting

Minutes from February 24, 2020 meeting

Bills submitted for payment on: 3/18, 4/01, 4/21

- March 23, 2020 Minutes were pulled for further discussion.
- “Board Operations” was added to New Business. Books motioned to approve the consent agenda with the amendment. MacPherson seconded. The motion passed unanimously.
- St John requested these amendments to March 23 2020 Minutes:
  1. Under Director’s Report section, change “St John will draft a resolution” to “Johnson will draft a resolution,”
  2. Under Communications, change “St. John presented a memo that the library received 5 star status,” to “we didn’t qualify for scoring because we didn’t have the required data.”

Muth motioned to approve the minutes as amended. Mills seconded. The motion passed unanimously.

## Library Friends Liaison Report:

- MacPherson shared that the Library Friends have been inactive.

## ALS Board Report:

- Muth recommended Trustees check in with ALS resources regarding COVID 19, which cover library impacts on national, statewide, and regional levels.

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## Director's Report:

Recovery Plan—next steps

- The library is using a 7-day quarantine process for returned materials, participating in One Book One Minnesota community read, offering customer service by phone and email, and providing a variety of digital collections.
- St John discussed plans to implement a Pickup Window Program to circulate the physical collection while the building is closed to the public. In the event that the Stay at Home order was not lifted on May 4, the Board advised St John to follow the Governor's guidelines.

RE: ALS digital collections.

- Muth motioned to allocate \$3,000 of ALS Crossover dollars to the ALS shared OverDrive digital collection. Books seconded. The motion passed unanimously.

## Committee Reports:

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

## Communications:

## Unfinished Business:

## New Business:

Saint Paul & MN Foundation check

- Muth motioned to reinvest the grand check in the SPMNF fund. Mills seconded it. The motion passed unanimously.

Board Operations

- The Financial Committee will be the full Board. The first review will be at May Board meeting.
- To improve Trustees' experiences on the Board, the Board will review operations, including roles and responsibilities, the effectiveness as Robert's Rules, and Open Meeting Law including Serial Meetings.

Next Library Board meeting is: Monday, May 18, 2020

Mission Statement: The Grand Marais Public Library increases knowledge, inspires creativity, removes barriers, and builds community across Cook County.

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Grand Marais Public Library Board of Trustees  
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## Minutes for Monday, May 18, 2020

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

Remote Access Call-In

Present: Jay Arrowsmith DeCoux, David Mills, John Books, Kris MacPherson, Helen Muth, Amanda St. John (Library Director), Patrick Knight (Communications Director)

Select Secretary: Arrowsmith DeCoux offered to act as Secretary as Books has requested assistance.

Introduction of Visitors:

Consent Agenda:

-Minutes from April 27, 2020 Meeting

-Bills submitted for payment on: 5/6

\*Motion to Approve: MacPherson, Second: Books

Roll Call Vote Unanimous

May 18, 2020 Agenda- Request to update Personnel Committee Update.

\*Motion to Approve: Muth, Second: Books

Roll Call vote Unanimous

Library Friends Liaison Report: No Action.

ALS Board Report: Muth updated Board concerning ALS response to Covid-19 pandemic and services offered and being planned.

Director's Report: See Attached.

Motion to reinvest the check from SPMN Foundation.

-Action unnecessary, the check is in the 215 Fund

-St. John will check with SPMN Foundation to see if there's a way that revenues would remain in the account and not be written out as a check.

Recovery Plan—Pickup Window Committee Reports: 46 people picking up first day, service is steady, but tapering. Service is going well. Interlibrary loans are beginning again soon for Grand Marais Library.

Financial Committee: No report.

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Policy Committee: No report.

Personnel Committee: Update presented by MacPherson. 14 applicants for Assistant Director Position. Moving to next steps in coming weeks.

Communications:

-Statement from SPMN Foundation

-Memo explaining selection process for Overdrive and e-audiobooks and thanking us for returning monies for those programs.

Unfinished Business:

New Business:

-2020 Budget—City/County are anticipating shortfalls in tax revenues, Library expenses are down because of lack of Assistant Director position.

-2021 Budget projection—Impacts of Covid-19 on service levels and services will be considered. - New Board Members advertised for, still waiting.

Adjourned 6:30pm

Next Library Board meeting is: Monday, June 22, 2020

Mission Statement: The Grand Marais Public Library increases knowledge, inspires creativity, removes barriers, and builds community across Cook County.

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Director's Report: May 2020

Prepared by: Amanda St John, Director

Follow up from April 27, 2020 Board Meeting:

The Board unanimously passed a motion to reinvest the grant check from Saint Paul & Minnesota Foundation back to our fund with them. The gift planner explained that our fund type ("designated fund") is only able to accept donations from individuals, not nonprofit entities. The grant remains in the 215 Library Restricted Fund.

The Board also requested information from ALS regarding how collection developers select titles for OverDrive. See the Memo in our Communications folder.

Budget Preparation:

The 2019 audit was incomplete as of April 30 when I acquired Revenue and Expenditure data, but the numbers from the Finance Director's worksheet should not change much, if at all. Staffing:

# **2020 Minutes of the Meetings**

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The Assistant Director position closed again on Friday, May 8. Next steps are being discussed.

## **Building and Technology:**

- Office and partition build-out is complete. Outfitting the space is the next step.
- Thank you to Lenny Bloomquist, my department peer, for building the sturdy Pickup Window we're using for "curbside" service.

## **Programming and Outreach:**

- One Book | One Minnesota: Annie Possis did a fantastic WTIP Roadhouse interview with Kate DiCamillo (author).
- Erika is working from home to modify the Summer Reading program for remote delivery. Pickup window program begins on Wednesday. The community is excited and spreading the word.

# 2020 Minutes of the Meetings

Grand Marais Public Library Board of Trustees  
Grand Marais, Minnesota

Minutes for Monday, June 22, 2020

Grand Marais Public Library

Call to Order: 5:37 PM call in or virtual meeting

Present: Amanda St. John, Jay Arrowsmith DeCoux, Kris MacPherson, John Books, Helen Muth, David Mills

Introduction of Visitors: None

Consent Agenda

-June 22, 2020 Agenda

-Minutes from May 18, 2020 Meeting

-Bills submitted for payment on: 5/20, 6/3

\*Motion to Approve: Books, Second: Muth Passes Unanimously.

Library Friends Liaison Report: MacPherson reported that the organization is starting to make plans for future fundraising.

ALS Board Report: Muth reports that ALS is doing a book study via ebooksMN on diversity/people of color in MN. ALS is still recommending libraries be closed, but risk management for Covid-19 is changing.

Committee Reports:

-Financial Committee: (New business: Budget Proposal) St. John, Arrowsmith DeCoux, and Mills proposed a draft budget suggesting a 4.99% increase in the existing library budget to be able to meet potential unseen needs for service due to economic or pandemic situations.

\*Motion to approve 2021 Budget: Mills, Second: MacPherson Passes Unanimously.

-Policy Committee: No report.

-Personnel Committee: Kristin Woizeschke was recommended to City Council for the assistant director position.

Director's Report: \*See attached.

-Request for funds to furnish second office: Board motions to allow up to \$6000 or the furnishing of the Assistant Director Office from the 215 Fund. Motion: Mills, Second: Muth Passes Unanimously

-Follow up RE: MNSP Foundation annual distribution check

-Brief library services update

Communications: Statements from Duluth/Superior Foundation and Saint Paul/Minnesota Fund.

Unfinished Business:

# 2020 Minutes of the Meetings

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New Business:

-2021 Budget Proposal

Next Library Board meeting is: Monday, July 27, 2020

Mission Statement: The Grand Marais Public Library increases knowledge, inspires creativity, removes barriers, and builds community across Cook County.

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Director's Report: June 22, 2020 Prepared by: Amanda St John,

Director Follow up on trustee inquiries:

- Community Foundations: RE: May 2020 Board Meeting Question: Can the Board opt out of receiving annual distribution checks from SPMNF? A: No, the option is not available for designated fund types. This option is available for endowment fund types, which is why it works for our Duluth Superior Community Foundation account.

Building and Technology:

- Office and Partition Project. The Board had approved \$20k to be spent from the Hazel Matthews fund. The total expense for this building project was \$19,496.18. I will request money to furnish the office during the Board meeting. I expect to have a "not to exceed" estimate in hand. The final part of this project is furnishing the partition and work room for storage. I would like to address this separately.
- One of the 15 minute parking signs on 2nd Ave W was uprooted and replanted.
- Our handicap parking stalls were repainted.

Staff and Volunteers:

- We've been reintegrating our Librarian 1s into the workplace and cross training staff.
- Jeanie and Andie are community volunteers that have returned to care for our garden. Irises are blooming. Continuing Education and Meetings
- Library Leadership and Management Association (LLAMA) accepted Amanda as a mentee for the 2020 Mentoring Program for support as she continues to absorb the director's role. Collections and Materials
- Circulation Rates: January February March (closure) May (curbside) 8,754 8,298 6,296 1,166

Finances:

- Erika completed the Uhrhammer Grant, which provides the library about \$1,000 towards the purchase of high quality children's literature. Programming and Outreach:
- Erika altered the summer reading program for remote delivery. It includes an online signup form as well as regular "book bundles" curated by Erika according to each child's favorite themes. (continued on next page)



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Other:

- On June 2, Minnesota Department of Education issued guidance to libraries that we should not be providing in person services at this time, although decisions are made at the local level. They did encourage remaining open to provide distance and non-contact pickup services.
- Minnesota Library Association's annual conference will be virtual this year.

# 2020 Minutes of the Meetings

Grand Marais Public Library Board of Trustees  
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## Minutes for Monday, July 27, 2020

Grand Marais Public Library

Call to Order: 5:30 PM at the Grand Marais Public Library via Google Hangouts

Present: Jay Arrowsmith DeCoux, Kris MacPherson, Helen Muth, John Books, Amanda St. John, Kristin Woizeschke

Absent: David Mills

Introduction of Visitors- No Visitors

Consent Agenda

- July 27, 2020 Agenda
- Minutes from June 22, 2020 Meeting
- Bills submitted for payment on: 6/17, 7/1, 7/22

Motion: Books, Second: MacPherson, Passes Unanimously

Library Friends Liaison Report: MacPherson reports the Library Friends are working on scheduling a meeting, however Covid concerns are complicating scheduling.

ALS Board Report: Muth offers info upon request, will have a more complete report at next month's meeting.

Committee Reports:

- *Financial Committee* : See budget conversation below.
- *Policy Committee* : No report.
- *Personnel Committee* : No report.

Director's Report: See attached.

- Budget: Present to City Council on Wednesday, July 29 (meeting begins 6:30 PM)
- Covid-19 (Governor mask policy)-- Preparing for reopening with changing rules and adjusting appropriately has been very complicated.

Communications: Saint Paul/Minnesota Fund Statement

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Unfinished Business:

New Business:

Next Library Board meeting is: Monday, August 24, 2020

Mission Statement: The Grand Marais Public Library increases knowledge, inspires creativity, removes barriers, and builds community across Cook County.

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Director's Report: July 22, 2020

Prepared by: Amanda St John, Director

Budget: The budget request was submitted to the City and will be presented to Council on Wednesday, July 29, 2020. Meetings begin at 6:30 PM and the live stream URL is usually found here: <https://www.ci.grand-marais.mn.us/>

Covid-19: We have daily staff conversations about COVID 19, library services and operations. Current guidance from MN Dept. of Education remains: closed to in-person service. Still, across the state, opening to provide access to computers is trending. We began purchasing supplies needed to be ready for reopening, and are fleshing out the plans.

Staff and Volunteers: Kristin is a powerhouse—bringing fresh ideas, organization, and support to library activities, while settling in and absorbing responsibilities. Library staff has been fantastic during the emergency—contributing ideas, helping out where needed, and providing quality customer service. I'm proud to work with this team.

Records: Charles Rodgers of Minnesota Historical Society completed the process of transferring records from GMPL to the State Archives. He commented, "I was especially pleased with the extensive minutes and meeting files of the Library Board and the Library Friends Board, and the long runs of library statistics and annual reports."

Building and Technology: Office and Partition Project. Furniture is ordered and due to be installed in August. A small stretch of siding was missing from the backside of the building. It has been repaired. Hand soap dispensers in the public bathrooms are being replaced due to leakage.

Continuing Education and Meetings ALS announced that the rest of this year's trainings will be presented virtually. Staff are receiving a regular supply of fresh COVID 19 public health resources.

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Collections and Materials Interlibrary Loan Circulation Rates are climbing: March April May June Sent from GMPL 281 0 13 318 Sent to GMPL 537 0 79 614 (continued on next page)

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Finances: City Audit was completed.

Programming and Outreach: Grab Bags: Erika introduced a personal shopper/ Reader's Advisory component to the Summer Reading program this year. She creates book bundles for kids based on their preferences. Melissa realized how enjoyable this would be for adults, how valuable it would be to showcase the collection, and how it would add a personal touch to customer service. The community is loving this and we're circulating more content. One Book One Minnesota Community Read: The book is A Good Time for the Truth: Race in Minnesota. Minnesota Center for the Book will host a statewide virtual discussion in August and we plan to hold a Cook County virtual book discussion in September with essayist David Grant.

# 2020 Minutes of the Meetings

Grand Marais Public Library Board of Trustees  
Grand Marais, Minnesota

## Minutes for Monday, August 24, 2020

Grand Marais Public Library

Call to Order: 5:30 PM at the Grand Marais Public Library via Google Hangouts

Present: Helen Muth, John Books, Jay Arrowsmith DeCoux, Director Amanda St. John, Asst.

Director Kristin Woizeschke, David Mills, Kris MacPherson

Introduction of Visitors:

Consent Agenda

- August 24, 2020 Agenda
- Bills submitted for payment on: 8/5/20

Motion: MacPherson moves to approve the consent agenda with the Minutes of July 27, 2020, removed because they were not available to review. Second: Books, Carried Unanimously

Library Friends Liaison Report: Friends met last week to discuss distributing funds and determined they will wait until October since so much is happening at the schools right now.

ALS Board Report: Muth reported that despite Covid, ALS is actively working to provide services to its regional libraries. Numerous programs are ongoing and new programs are being offered, such as TumbleBooks. Muth asked St John to distribute to Trustees a correspondence from ALS describing Legacy funds.

Director's Report: \*Attached

- Strategic goals discussion: Strategic Plan has been implemented as written along with staff transitions. With new developments in learning/reading environments, it appeared that the Library should retool and revisit for current community needs. The question was asked if the current values/priorities in the strategic plan are where we need to work. The Board seemed in favor of the current values/priorities. St. John and Woizeschke will gather information to see how the Library can best address the community's needs with resources available.

Committee Reports:

- Financial Committee: No report.
- Policy Committee: No report.
- Personnel Committee: Director's 6-month review per G Library Director Review Policy. -Personnel Committee will set a time and procedure to complete the Director's Review.

# 2020 Minutes of the Meetings

Grand Marais Public Library Board of Trustees  
Grand Marais, Minnesota

Communications: Duluth Superior Area Community Fund Statement

Unfinished Business:

- New Business:
- Next Library Board meeting is: Monday, September 28, 2020

Mission Statement: The Grand Marais Public Library increases knowledge, inspires creativity, removes barriers, and builds community across Cook County

## **Director's Report: August 12, 2020**

Prepared by: Amanda St John,

Director Trustee Notes: The City passed our 4.99% budget request and submitted it to the County. Braidy Powers said it was unlikely we would be asked to appear.

Typically, the Board President and Director conduct a quarterly review of the strategic plan in September. In light of the emergency, I would like to check in with the full board at the August meeting.

Building and Technology: Carpet has been cleaned. I requested an estimate for cleaning the furniture fabric. While the carpet was being cleaned, the outdoor spigot got stuck in the "ON" position with water gushing. I implemented a temporary solution. City Maintenance is ordering a replacement panel.

Office furniture is scheduled for installation on August 20.

Maintenance: 3 AC units and 1 outlet outside the building is out of order.

We are offering remote printing services. Photocopies and scanning are still on the horizon.

Staff and Volunteers: We took advantage of the consultation service that Cook County Public Health is offering to support local businesses in operating safely and protecting both customers and staff. Staff was appreciative. The health team affirmed our actions and provided resources to help with reopening.

Collections and Materials: MNLink is operating again, expanding what we can offer to the community. Even University of Minnesota is preparing to restart sharing. Readers definitely feel the impact of

## **2020 Minutes of the Meetings**

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library quarantine procedures. I've introduced a second copy of highly sought after titles to help reduce wait times.

Programming and Outreach: We're hosting our first ever virtual book club on September 24 for One Book | One Minnesota's A Good Time for the Truth featuring contributor David Lawrence Grant.

We supported Cook County Middle School's young adult book drive by forwarding good condition discards from our collection.

We've received several notes of gratitude from the community regarding our grab bag programs – Summer Stacks for Adults and Book Bundles for Youths. I am proud of our staff, who recommended and developed the programs for our community.



# 2020 Minutes of the Meetings

Grand Marais Public Library Board of Trustees  
Grand Marais, Minnesota

## Minutes for Monday, September 28, 2020

Grand Marais Public Library

Call to Order: 5:40 PM at the Grand Marais Public Library via Google Hangouts

Present: Jay Arrowsmith DeCoux, Amanda St. John, Kristin Woizeschke, David Mills, Helen Muth, Kris MacPherson  
Absent: John Books

Introduction of Visitors: No Visitors

### Consent Agenda

- Agenda for Monday, September 28, 2020
- Minutes from August 24, 2020 Meeting
- Bills submitted for payment on: 8/19, 9/2

Motion: Muth, Second: Mills, Passes unanimously

Library Friends Liaison Report: Will be sending a message to area libraries to see what their needs are. They will then be working to meet those needs with their funds available.

ALS Board Report: Webinar on supporting non-partisan voter turnout, 12 libraries in ALS have some type of open-status, 15 libraries are closed and/or some type of low-contact circulations.

Director's Report: See attached.

\*Comment was made wondering if there are any needs from the Library Administration that could be covered by the CARES Act monies. Several projects were identified, but current bandwidth for projects is taken up by working to get the building open.

- 2020 Strategic Action Plan—Information has been updated and distributed to Board members.
- Reopening—St. John reported that there are many considerations that are limiting the ability of the Library to reopen. Staff has reorganized equipment and technology to be able to open for computer use by appointment, but this creates other issues that must be addressed before reopening to insure safety. Bathrooms are a concern. Public interface has been complicated to stay in compliance with State rules. Work on insuring safe access to computer equipment is ongoing.

### Committee Reports:

- Financial Committee: No report.

# 2020 Minutes of the Meetings

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- Policy Committee: No report.
- Personnel Committee: No Report. Meeting must be scheduled for Director's Review.

Communications: Saint Paul/Minnesota Fund Statement and memo from ALS reporting of additional funding for an art project for 2021

Unfinished Business:

New Business:

- Trustees Terms of Service—Mills-As per county appointment, Arrowsmith DeCoux-As per city appointment, Muth-at the end of her possible terms, MacPherson- eligible for another term, Books-eligible for another term, one open city representative, one open county representative
- Poetry Sidewalk Project- As a part of 2021 construction on Hwy 61, the poetry walk was proposed. St. John will check on this status and see if this project will qualify for legacy funding mentioned in communications.

Next Library Board meeting is: Monday, October 26th, 2020

Mission Statement: The Grand Marais Public Library increases knowledge, inspires creativity, removes barriers, and builds community across Cook County.

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Director's Report: September, 2020

Prepared by: Amanda St John, Director

Finances:

- Bills. You will see a new expense code—225. This spends COVID 19 purchases from the City's allotted CARES Act funds. The spending window closes mid-November.

Building and Technology:

- Plexiglas is installed in the circulation areas.
- Office 2 Furnishings totaled \$4,889.95 and were spent from the Hazel Matthews Fund.

Collections and Materials

- Kristin is now managing the adult fiction, non-fiction, large-print, and media collections.
- We're using Ingram as a book vendor. They offer improved discounts and more warehouses to ship items more quickly. There are no fees to use it.

# 2020 Minutes of the Meetings

Grand Marais Public Library Board of Trustees  
Grand Marais, Minnesota

## Promotion, Marketing:

- WOWbrary: This patron email service showcases everything new to the collection in the last week. It can be sorted by categories like audiobooks & courses, home & garden, teen, etc. This service is about making the library a comfortable, welcoming place even if the customer cannot or doesn't want to enter the library to browse. It's live now; sign up via our website.

## Programming and Outreach:

- Outdoor Office Tools Program: Noticing so many people using Wi-Fi around our building, we are now providing TV trays for laptops, a portable charger to recharge devices on the lawn, and remote printing services. I notified City Hall that picnic tables are in demand and the lawn in front of the library could take two more.
- Over 30 families participated in the remote Summer Reading Program this year.

## Trustee Notes:

- Library Trustee 101 Online Workshop: MN State Library Services is providing another round of via Zoom on Thursday, October 8, 1-2 p.m. Register by 10/5/20 if you're interested in attending: <https://www.surveymonkey.com/r/BVKZS7Q>

## Continuing Education and Meetings

- Amanda attended a webinar on "Creating a Strategic Library Communication Plan to Convey the Library's Value and Values" to develop this skill.
- Kristin Woizeschke demonstrated her commitment to offering quality consumer health information services by earning a Level 1 Consumer Health Information Specialization certificate.
- All staff were invited to participate in Minnesota Library Association's annual (now virtual) conference at the end of the month. Interested trustees could also register here: <https://www.mnlibraryassociation.org/page/2020Conference>

# 2020 Minutes of the Meetings

Grand Marais Public Library Board of Trustees  
Grand Marais, Minnesota

## Minutes for Monday, October 26, 2020

Grand Marais Public Library

Call to Order: 5:35 PM at the Grand Marais Public Library via Google Hangouts

Present: Director St. John, Arrowsmith DeCoux, Mills, Macpherson, Books

Absent: Muth

Introduction of Visitors: None

Consent Agenda

- Agenda for Monday, October 26, 2020
- Minutes from July 27 and September 28, 2020 Meetings
- Bills submitted for payment on: 9/23/20, 10/7/20

Motion: Macpherson Second: Books Carries Unanimously

Library Friends Liaison Report: Macpherson reported that Library Friends are sending out letters of invitation for giving out money. Limit of \$1000 per entity requesting. Awards will be presented in January 2021

ALS Board Report: None

Director's Report: See attached.

- Reopening-- St. John reported that staff have taken numerous actions to improve air quality and to make scheduling of computer use more streamlined and safe.
- Basic services will be established before programming.
- Staff will proceed with a cautious, soft opening of restoring services.

Committee Reports:

- Financial Committee: No report.
- Policy Committee: No report.
- Personnel Committee: Need to schedule meeting to discuss director evaluation.

Communications: Monthly Statement for Mn St. Paul Foundation

Unfinished Business:

# 2020 Minutes of the Meetings

Grand Marais Public Library Board of Trustees  
Grand Marais, Minnesota

- New Business: There are many open seats on the Library Board.
- Next Library Board meeting is: Monday, November 23, 2020

Mission Statement: The Grand Marais Public Library increases knowledge, inspires creativity, removes barriers, and builds community across Cook County

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Director's Report: October, 2020

Prepared by: Amanda St John

Director Note to Trustees: 2021 Calendar of library holidays and board meetings. The Board traditionally sets the 2021 calendar at the November meeting. This is the most ideal time for a Trustee to propose a new day or time for the regular meetings. In next month's Board pack, you'll receive a proposal based on the 2020 calendar.

Building and Technology: COVID 19 and Ventilation.

- The operational capacity of our ventilation system was evaluated and found in good condition.
- We've accommodated as many public health recommendations as our unit type allows.
- We've purchased portable Hepa filter units (air purifiers). The Medify model filters down to the .1 micron. COVID19, unbound to saliva or mucus, measures .125 microns.

Reopening: First customers in the building since mid-March. Computers by Appointment. We soft-launched computers by appointment and photocopy services on October 8. We saw about 10 visitors in the first week. As an alternative to coming indoors, we have an iPad available for on-site, remote access to Wi-Fi, the catalog, and printing.

Circulation statistics: As of September, GMPL circulated materials at 48% of a normal year. This was typical of libraries with a similar annual circulation rate. See the COVID19 Impact on Circulation document included in the Director's Report folder.

Continuing Education and Meetings Exploring new ways to promote, message and merchandize the materials we're purchasing, Amanda attended a webinar that topic. Most of our book repair training is transferred peer-to-peer. At the end of the month, several staff members will virtually attend an interactive book repair workshop with a specialist to refresh our knowledge. This training isn't offered regularly.

## **2020 Minutes of the Meetings**

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Readers and Writers Festival 2021. Amanda is on the planning committee. Art Colony intends to present a scaled back version of Readers and Writers Festival in 2021. As the design emerges, it will be clearer what role the library might play and whether we have the capacity.

# 2020 Minutes of the Meetings

Grand Marais Public Library Board of Trustees  
Grand Marais, Minnesota

## Minutes for Monday, November 23, 2020

Call to Order: 5:36 PM at the Grand Marais Public Library via Zoom

Roll Call and Introduction of Visitors:

Present: Amanda St. John, Kristin Woizeschke , Kris MacPherson, Jay Arrowsmith DeCoux, Sue McCloughan, Helen Muth

Absent: David Mills

Oath of Office: Sue McCloughan took the Oath.

Consent Agenda

- Agenda for Monday, November 23, 2020
- Minutes from October 26, 2020 Meetings
- Bills submitted for payment on: 10/21/20, 11/04/20

Motion to Approve: Muth, Second: MacPherson--Carries Unanimously

Library Friends Liaison Report: MacPherson reported that they have received applications for distribution of funds and will meet to set distribution.

ALS Board Report: Muth reported on the opening/reopening/closing situation of ALS libraries. The courier service has been working well to distribute books.

Director's Report:

- Reopening.

Committee Reports:

- Financial Committee: No report.
- Policy Committee: No report.
- Personnel Committee: Will meet after meeting to plan Director Review

Communications: Monthly statements from Duluth/Superior Fund and St. Paul/Minnesota Fund.

Unfinished Business:

New Business:

# 2020 Minutes of the Meetings

Grand Marais Public Library Board of Trustees  
Grand Marais, Minnesota

- Signatures for 2020 Bills- Motions for consent agenda and acceptance of meeting minutes meet the oversight needs of the City Administration, thus no signatures will be pursued.
- Approval of 2021 Calendar of Holiday Closures and Board Meetings  
Motion: Arrowsmith DeCoux with condition of changing Columbus Day to Indigenous People's
- Day--Second: Muth Carries unanimously
- Approval of Strategic Action Plan for 2021--St. John walked through the 2021 Action Plan for the Board.  
Motion: Muth with the inclusion of the term BIPOC, second: MacPherson Carries Unanimously.

Adjourned: 6:15pm

Next Library Board meeting is: Monday, December 14, 2020.

The Grand Marais Public Library increases knowledge, inspires creativity, removes barriers, and builds community across Cook County.

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Director's Report: November 2020 Prepared by: Amanda St John, Director

Trustee Notes: Trustee John Books resigned on October 26, 2020 following the regular meeting of the Board. County resident Sue McCloughan joins the Library Board of Trustees at the November meeting. Sue holds a B.S. in biology and earth science and a Masters in information media. She's a resort owner (Bearskin) with experience as a science teacher, and as a Minneapolis Public Schools & Partnership Academy technology teacher. Sue has served multiple terms with the Board of Trustees for Gunflint Trail Historical Society.

Building: We encountered some heating issues. Heat in the staff work room and the larger office was failing to meet the set temperature. The propane ran out and needed to be restocked. I expect we're using heat differently because the pickup window allows more cold air to enter the building, especially when patrons require in-person customer service.

Collections and Materials:

The Minnesota Department of Education recommended that "quarantining materials for at least 24 hours, together with recommended sanitation protocols (frequent handwashing, wearing gloves), is likely to be sufficient for mitigating the risk of COVID-19 transmission from library materials." Grand Marais Public Library reduced quarantine duration from 7 to 3 days. This aligns us with ALS practices and significantly improves various aspects of customer service.



## **2020 Minutes of the Meetings**

Grand Marais Public Library Board of Trustees

Grand Marais, Minnesota

OverDrive (eBooks, eAudios) purchased RBDigital (eMagazines) and announced that it was moving all the RB Digital content into the OverDrive and Libby apps by November 12— meaning patrons would have fewer apps to manage for access to popular content. It is taking longer than projected but still in progress.

# 2020 Minutes of the Meetings

Grand Marais Public Library Board of Trustees  
Grand Marais, Minnesota

## Minutes for Monday, December 14, 2020

**Call to Order:** 5:44 PM at the Grand Marais Public Library via Zoom

### Roll Call and Introduction of Visitors

Present: Kris MacPherson, Sue McCloughan, Helen Muth, David Mills, Amanda St. John, Kristin Woizeschke

Absent: Jay Arrowsmith DeCoux

No visitors

### Consent Agenda

- Agenda for Monday, December 14, 2020
- Minutes from November 23, 2020
- Bills submitted for payment on: 11/18/2020, 12/2/2020

- Mills requested the 2021 Schedule of Board Meetings be added to New Business.
- Muth requested a correction to the agenda: “director's 1 year review” should be changed to “6 month review”.
- MacPherson motioned to approve. Mills seconded. Approved unanimously.

### Library Friends Liaison Report:

- MacPherson reported that the Friends approved all of the grant requests they received. Checks will be going out shortly for a total of \$4500.

### ALS Board Liaison Report:

- Muth reported 5 ALS libraries are currently open to the public. Most are providing curbside service. Circulation rates for open libraries are not better than those offering curbside.
- An ALS continuing education report shows GMPL participation is among the highest suggesting investment in staff development.
- Minnesota Legislature passed a bonding bill that included \$2.951 million for the public library construction grant program. Muth wondered if GMPL had any suitable projects.

### Director's Report:

- Reopening, Strategic Planning Process.
  - Library tested a browsing by appointment model and plans a soft launch mid-January.
  - Strategic Planning Process: The current plan goes through 2022. 2021 would be the “planning to plan” year. St. John proposed trustees consider postponing 1 year while Covid disruption continues and up to four new trustees are on-boarded.

### Committee Reports:

- Financial Committee: No report.

# 2020 Minutes of the Meetings

Grand Marais Public Library Board of Trustees  
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- Policy Committee: No report.
- Personnel Committee: Schedule Director's 6-month review.
  - Committee discussed scheduling and presented intentions to deliver the review.

## Communications:

- Saint Paul & Minnesota Foundation Fund Statement: Jan. 2020 – Oct. 31, 2020
- Status of ALS Libraries COVID 19
  - No discussion.

## Unfinished Business:

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## New Business:

- Select a committee to prepare a Slate of Officers for 2021.
  - Trustees determined they will consider roles they are willing to fill and the election will be scheduled for the January meeting.
- 2021 Schedule of Board Meetings.
  - Trustees discussed scheduling concerns. This item will be added to the January agenda.

## Adjourned: 6:30 pm

Next Library Board meeting is: Monday, January 25, 2020 at 5:30.

*The Grand Marais Public Library increases knowledge, inspires creativity, removes barriers, and builds community across Cook County.*