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Grand Marais Public Library
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Grand Marais, MN 55604-0280
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Thursday, January 27, 2022

Minutes

Meeting of the Board of Trustees of the Grand Marais Public Library

Call to Order: 5:08 PM at City of Grand Marais' Council Chambers, 15 N Broadway, Grand Marais, MN 55604 and Bearskin Lodge & Resort, 124 E Bearskin Rd, Grand Marais, MN 55604

Roll Call and Introduction of Visitors

Present

Dave Mills, President, Cook County Board Representative
Kevin LeVoir, Vice-President, Trustee
Sue McCloughan, Secretary, Trustee
Michael Garry, Grand Marais City Council Representative
Enno Limvere, Trustee
Amanda St. John, Library Director
Kristin Woizeschke, Assistant Library Director
Helen Muth, Arrowhead Library System Board Representative

Absent

Sara McManus, Trustee

Roll Call and Introduction of Visitors

Annual Oath of Office and Conflict of Interest

Consent Agenda.

- St. John requested addition of Muth to the agenda before the Director's report. Motion to approve by Limvere. Seconded by Garry. Passed unanimously.

Arrowhead Library System Board Representative

- Muth shared Arrowhead Library System happenings and answered questions.

Library Director's Report:

- Winter Reading Program has begun and with double the number of participants.
- Upcoming visitors: Shane Steele, City Sustainability Coordinator, will come in February to discuss air source heat pump technology. Kim Dunsmoor, Grand Marais Finance Director, will come this spring to discuss library funds.
- Facilities updates:



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- Boiler replacement was not needed because the local technician was able to solve the problem. Mills would like to draft and send a letter of thanks to Rich Palmer in appreciation for finding a solution that saved taxpayer dollars.
- Optimization of heating at the library is the next step.

Communications:

- Fund Statement: Saint Paul & Minnesota Community Foundation

Unfinished Business:

- Garry motioned to approve the expenditure request for both (1) the assessment and optimization of the library's heating system and (2) purchasing and installing the hydration station. Seconded by LeVoir. Passed unanimously.
- Revise Policies G and G1: Library Director Review
 - Limvere motioned that for the review period of 2021, the board is satisfied with the Director's performance, and no 2021 review is needed at this time. Seconded by Garry. Passed unanimously.

New Business:

- Slate of Officers, Committee Appointments
 - Officers will remain the same for 2022.
 - Committees will not be used. The whole board will do the work.
 - Motion made by Mills for retaining current slate of officers. Seconded by Limvere. Passed unanimously.

Next Library Board meeting is: Thursday, February 24, 2022.

Meeting adjourned at 6:13 pm. Motion by LeVoir. Second by Limvere. Unanimously passed.



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Thursday, February 24, 2022

Minutes

Meeting of the Board of Trustees of the Grand Marais Public Library

Call to Order: 5:01 PM at City Hall Council Chambers: 15 N Broadway, Grand Marais, MN 55604

Roll Call and Introduction of Visitors

Present

Dave Mills, President, Cook County Board Representative
Kevin LeVoor, Vice-President, Trustee
Sue McCloughan, Secretary, Trustee
Sara McManus, Trustee
Enno Limvere, Trustee
Amanda St. John, Library Director
Kristin Woizeschke, Assistant Library Director
Helen Muth
Jan Smith
Shane Steele
David Quick

Absent

Michael Garry, Grand Marais City Council Representative

Consent Agenda.

- Motion to approve by LeVoor. Seconded by Limvere. Passed unanimously.

Library Friends Liaison Report: Jan Smith, President, Library Friends Cook County

- Introductions and summary of 2021 activities: Provided \$1000 grants each to the public library and four school media centers. Offered grant to fund 2022 GMPL's Friday Movie Night program but COVID case counts increased and the program was canceled.
- 2022 activities: Friends are sponsoring a [Pickup Truck Opera](#) for GMPL's Summer Reading Program finale. Considering continuation of pop-up book sales.

ALS Liaison Report: Helen Muth, Arrowhead Library System Board Representative

- Strongly encouraged board members to participate in Library Legislative Day activities. Discussed the agenda to update the State funding formula for the regional library systems. No system would have reduced funding due to the changes if passed.

Air Source Heat Pump (ASHP): Shane Steele, Sustainability Coordinator, City of Grand Marais

- The library's efficient heat system could maximize the benefits of electric heat.
- ROI – the heat pumps are more expensive than the air conditioning units are, but the library could use 40% less propane each year.



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- The library's air conditioning units are not replaceable in kind; the heat pumps provide air conditioning and would look almost identical.
- Next steps: Awaiting contractor's ASHP assessment and recommendations; scaling the project for what's needed at the library.

Library Director's Report:

- Hydration station installed.
- The suspended ceiling needs to be inspected after dropping two cross-bars.
- Inventory completed with few missing items.
- Current training for staff includes a customer service webinar.
- Programming: ALS take-and-makes remain popular. Collaborating with Art Colony's 75th Anniversary Zine project. Collaborating with Cook County Public Health to provide masks and test kits.

Communications:

- Fund Statement: Saint Paul & Minnesota Community Foundation
- Memo from Shane Steele: Air Source Heat Pump Retrofit, Informative

New Business:

- Strategic Planning: how to proceed as the plan expires.
 - Board elected to pursue a new 2-year plan, requested the Director explore planning consultants and include community input in the process.

Levoir made the motion to adjourn meeting. Seconded by McCloughan. Meeting adjourned at 6:14pm.

Next Library Board meeting is: Thursday, March 24, 2022 at 5:00 PM



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Thursday, March 24, 2022

Minutes

Meeting of the Board of Trustees of the Grand Marais Public Library

Call to Order: 5:02 PM at City Hall Council Chambers: 15 N Broadway, Grand Marais, MN 55604

Roll Call and Introduction of Visitors

Present

Dave Mills, President, Cook County Board Representative
Kevin LeVoir, Vice-President, Trustee
Sue McCloughan, Secretary, Trustee
Michael Garry, Grand Marais City Council Representative
Sara McManus, Trustee
Enno Limvere, Trustee
Amanda St. John, Library Director
Kristin Woizeschke, Assistant Library Director
Helen Muth, Arrowhead Library System Board Representative

Consent Agenda.

- Motion to approve by LeVoir. Seconded by McCloughan. Passed unanimously.

ALS Liaison Report

- Reported no current action as yet on library legislative bills.

Library Director's Report:

- Asked if Google drive is still the preferred method to share Board documents. Board members agreed that it is.
- Dripping faucet in break room replaced.
- Connected with strategic planning consultant. Estimate was high. Board members supported director's intention to work with City Staff on the 2 year plan.

Communications: No discussion.

Unfinished Business: No discussion.

New Business:

- Discussion and questions about 2021 Minnesota Public Library Annual Report. Motion to accept by Limvere. Seconded by Garry. Passed unanimously.
- St. John presented the 2022 Work Plan of the Strategic Plan.



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Levoir made the motion to adjourn meeting. Seconded by McCloughan. Meeting adjourned at 5:44 pm.

Next Library Board meeting is: Thursday, April 28, 2022 at 5:00 PM.

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



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Thursday, April 28, 2022

Minutes

Meeting of the Board of Trustees of the Grand Marais Public Library

Call to Order: 5:10 PM at City Hall Council Chambers: 15 N Broadway, Grand Marais, MN 55604

Roll Call and Introduction of Visitors

Present

Dave Mills, President, Cook County Board Representative
Kevin LeVoir, Vice-President, Trustee
Sue McCloughan, Secretary, Trustee
Sara McManus, Trustee
Kristin Woizeschke, Assistant Library Director
Jim Weikum, ALS Executive Director
Patrick Knight, City Communications Director

Absent

Michael Garry, Grand Marais City Council Representative
Enno Limvere, Trustee
Amanda St. John, Library Director

Consent Agenda.

- Motion to approve by LeVoir with correction to next meeting date on the agenda. Seconded by McCloughan. Passed unanimously.

ALS Executive Director, Jim Weikum

- Started at ALS in 1992.
- In the current legislative session, the library regions are trying to get a significant increase which would be the first one since 2004 along with a change to the funding formula.
- ALS is will go through the strategic plan process this year, replace the roof on ALS headquarters, and return to in-person live programming for Legacy sponsored events.

Library Director's Report: none

Communications: no discussion

Unfinished Business: none

New Business: none

Levoir made the motion to adjourn meeting. Seconded by McCloughan. Meeting adjourned at 5:51 pm.

Next Library Board meeting is: Thursday, May 26, 2022 at 5:00 PM.



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Thursday, May 26, 2022

Minutes

Meeting of the Board of Trustees of the Grand Marais Public Library

Call to Order: 5:01 PM at City Hall Council Chambers: 15 N Broadway, Grand Marais, MN 55604

Roll Call and Introduction of Visitors

Present

Dave Mills, President, Cook County Board Representative
Kevin LeVoir, Vice-President, Trustee
Sue McCloughan, Secretary, Trustee
Sara McManus, Trustee
Amanda St. John, Library Director
Kristin Woizeschke, Assistant Library Director
Kim Dunsmoor, City of Grand Marais Finance Director
Shane Steele, City of Grand Marais Sustainability Coordinator

Absent

Michael Garry, Grand Marais City Council Representative
Enno Limvere, Trustee

Consent Agenda.

- Motion to approve by LeVoir. Seconded by McCloughan. Passed unanimously.

Library Funds - Kim Dunsmoor

- Discussed the library's funds and how the money flows during a fiscal year.

Air Source Heat Pump Retrofit Proposal - Shane Steele

- Trustees requested a firmer bid from Twin Ports and expense projections for a scenario in which existing pipes have to be replaced rather than reused. Discussed budgeting a Not-to-Exceed amount so that the project could progress.
- Motion by LeVoir to go ahead with the heat pump project with a maximum of \$28,000. Seconded by McCloughan. Passed Unanimously.

Foundation and Waterproofing Proposals

- Motion by Mills to accept the bid from Northern States Basement Systems. Seconded by McManus. Passed Unanimously.

Levoir motioned to adjourn meeting. Seconded by McCloughan. Meeting adjourned at 6:01 pm.



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Library Director's Report:

Communications:

Unfinished Business:

New Business:

Next Library Board meeting is: Thursday, June 23, 2022 at 5:00 PM.



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Thursday, June 23, 2022

Minutes

Meeting of the Board of Trustees of the Grand Marais Public Library

Call to Order: 5:01 PM at City Hall Council Chambers: 15 N Broadway, Grand Marais, MN 55604

Roll Call and Introduction of Visitors

Present

Dave Mills, President, Cook County Board Representative

Kevin LeVoir, Vice-President, Trustee

Sue McCloughan, Secretary, Trustee

Enno Limvere, Trustee

Michael Garry, Grand Marais City Council Representative

Amanda St. John, Library Director

Kristin Woizeschke, Assistant Library Director

Jan Smith, President of the Library Friends of Cook County

Helen Muth, Cook County Representative to Arrowhead Library System Board

Absent

Sara McManus, Trustee

Consent Agenda.

- Motion by Limvere to move ALS Liaison to New Business with ALS Budget Increase Request and to add Friends Liaison to agenda. Seconded by LeVoir. Passed unanimously.

Friends President – Jan Smith

- Friends members are volunteering at Oddz and Endz Thrift shop, creating and maintaining the new book area. Donations welcome at the back door whenever the shop is open.
- During Fisherman's Picnic, the Friends will host a book sale at Oddz and Endz.
- The Pickup Truck Opera, sponsored by the Friends, will be held on the front lawn at the Library on August 11 to celebrate the end of the Summer Reading Program. Children's groups from around the county have been invited to attend.

Library Directors Report

- Provided a tentative timeline for restoration from flood damage.
- Announced that the library will be seeking to fill a Library clerk and Librarian 1 position.
- Gave an update of programs happening in the library.
- Expressed concern about executing the new strategic plan on schedule given the flood and staffing.



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- Motion by Garry for the library to put the execution of a new strategic planning cycle on the back burner. Seconded by Limvere. Passed Unanimously.

Communications:

- Fund Statement: Saint Paul & Minnesota Community Foundation

Unfinished Business:

New Business:

- ALS Budget Increase Request.
 - Discussion. Muth answered questions about this increase.
 - LeVoir motioned to add this increase to the previously approved budget which will be submitted at next week's city council meeting. Garry seconded. Passed unanimously.
- Mills reported his participation in a county-wide racial equity group looking for support and participation from the library. Mills will send St. John the contact information to join.
- Limvere noted that at the recent UCC state conference he recently attended, the group passed a resolution in support for academic freedom for schools and libraries.

LeVoir made the motion to adjourn meeting. Seconded by McCloughan. Meeting adjourned at 5:31 pm.

Next Library Board meeting is: Thursday, July 28, 2022 at 5:00 PM.



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Thursday, July 28, 2022

Minutes

Meeting of the Board of Trustees of the Grand Marais Public Library

Call to Order: 5:07 PM at City Hall Council Chambers: 15 N Broadway, Grand Marais, MN 55604

Roll Call and Introduction of Visitors

Present

Dave Mills, President, Cook County Board Representative
Kevin LeVoor, Vice-President, Trustee
Sue McCloughan, Secretary, Trustee
Sara McManus, Trustee
Enno Limvere, Trustee
Amanda St. John, Library Director
Kristin Woizeschke, Assistant Library Director
Jan Smith, President of the Library Friends of Cook County
Helen Muth, Cook County Representative to Arrowhead Library System Board
Shane Steele, City of Grand Marais Sustainability Coordinator

Absent

Michael Garry, Grand Marais City Council Representative

Consent Agenda.

- Motion by LeVoor to add ALS Liaison and Steele after Friends Liaison, and to correct the next meeting date to August 25. Seconded by McCloughan. Passed unanimously.

Friends President – Jan Smith

- Preparing for their book sale at *Oddz and Endz* on August 5 and 6.
- Invited children's groups from around the county to the *Pickup Truck Opera* event at the library on August 11. It celebrates the end of the Summer Reading Program.
- Provided lunch for the library staff on July 6 in recognition of all that they did during the upheaval of the spring flooding.

Grand Marais Sustainability Coordinator – Shane Steele

- Installation of the heat pump will be done this autumn at the earliest.
- Reviewed the updated bid from Twin Ports for the heat pump project.
- Limvere motioned to accept the bid from Twin Ports. LeVoor seconded. Passed unanimously.

ALS Representative – Helen Muth

- ALS will open bids for roof replacement on August 11, 2022.
- Thanked the Board for supporting ALS' funding increase request.



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Library Directors Report

- With reduced staff, everyone is pitching in where needed.
- The County received our budget and will review it closer to the September deadline with the hope that our insurance rates will solidify.
- Deborah Caldwell-Stone from the ALA Office for Intellectual Freedom gave us a surprise visit and wished us well in our many endeavors.
- Met with the Community Elected Leaders' Racial Equity group. We're partnering with Drury Lane Books to support a Community Read series.

Communications:

- Fund Statement: Saint Paul & Minnesota Community Foundation

Unfinished Business:

New Business:

LeVoir made the motion to adjourn meeting. Seconded by McCloughan. Meeting adjourned at 5:41 pm.

Next Library Board meeting is: Thursday, August 25, 2022 at 5:00 PM.



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Thursday, August 25, 2022

Minutes

Meeting of the Board of Trustees of the Grand Marais Public Library

Call to Order: 5:01 PM at City Hall Council Chambers: 15 N Broadway, Grand Marais, MN 55604

Roll Call and Introduction of Visitors

Present

Dave Mills, President, Cook County Board Representative
Kevin LeVoir, Vice-President, Trustee
Sue McCloughan, Secretary, Trustee
Michael Garry, Grand Marais City Council Representative
Sara McManus, Trustee
Enno Limvere, Trustee
Amanda St. John, Library Director
Kristin Woizeschke, Assistant Library Director
Jan Smith, President of the Library Friends of Cook County
Helen Muth, Cook County Representative to Arrowhead Library System Board

Consent Agenda.

- Limvere asked to add *rain gardens* to New Business. Motion for approval by LeVoir. Seconded by Garry. Passed unanimously.

Friends President – Jan Smith

- Fisherman's Picnic Book Sale at Oddz & Endz Thrift Store brought in almost \$1700.00.
- The Friends-sponsored *Pickup Truck Opera* event was enjoyed by all.
- In October, the Friends will send out their annual grant applications to county libraries.
- In November, the Friends may host a cookbook sale.

ALS Representative – Helen Muth

- Muth has handed in her resignation for the ALS Board to the county.
- ALS is beginning strategic planning work that will center on staff succession since executive director Jim Weikum will resign within a couple of years.
- Muth has registered for the Minnesota Library Association annual conference in Duluth and encouraged other board members to participate if they are able.

Library Directors Report

- Summer Reading Program 2022 was a success with excellent levels of participation.



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- A candidate has been recommended to city council for hire as a library clerk.
- Youth services librarian Erika Ternes attended an in-person meeting at ALS.
- Amanda gave a status report of flood restoration work. The interior drain system is installed.

Communications:

- Fund Statement: Saint Paul & Minnesota Community Foundation

Unfinished Business:

- Strategic Priority 1: The community will increase understanding and appreciation of the full range of human diversity.
 - Director reviewed the Board-approved 2022 action plan for this priority and provided a status update. She asked the Board to allocate funds for programming like author talks, workshops and learning tools. Limvere made the motion that \$5000 from the 215 funds be placed at the Director's disposal for use at her discretion until December 31, 2023. Seconded by McManus. Passed unanimously.
- Rain Garden
 - Limvere's organization, a chapter of *Minnesota Interfaith Power & Light*, began maintaining the rain garden in front of the library. Limvere said the group would benefit from a small budget for supplies like mulch. Garry suggested that city council might be the right destination but Administrator Roth could verify this for Limvere.
 - Limvere asked about the deteriorating condition of the water spigot. St. John said she would seek repair.

New Business:

Garry made the motion to adjourn meeting. Seconded by Limvere. Meeting adjourned at 5:54 pm.

Next Library Board meeting is: Thursday, September 22, 2022 at 5:00 PM.



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Thursday, September 22, 2022

Minutes

Meeting of the Board of Trustees of the Grand Marais Public Library

Call to Order: 5:02 PM at City Hall Council Chambers: 15 N Broadway, Grand Marais, MN

Roll Call and Introduction of Visitors

Present

Dave Mills, President, Cook County Board Representative
Kevin LeVoir, Vice-President, Trustee
Sue McCloughan, Secretary, Trustee
Michael Garry, Grand Marais City Council Representative
Sara McManus, Trustee
Enno Limvere, Trustee
Amanda St. John, Library Director

Consent Agenda.

- Motion to approve by LeVoir, seconded by McCloughan

Library Directors Report

- On Saturday, September 17 at 6PM, authors Lorna Landvik and Sarah Stonich spoke at the library about the writer's life and the work they each started during the pandemic. Attendance was good, about 28 people.
- The Community Read, featuring "Firekeeper's Daughter," by Angeline Boulley, is coming up on September 29. On October 16 there will be a zoom Fireside Chat with the author, sponsored by Cook County Higher Education in partnership with the library.
- A kids' series, "The Mighty Muskrats Mysteries," is being featured to coordinate with the adult Community Read.
- The library is understaffed. Down 80-100 hours. One new employee has been hired but is still in training. Library hours are temporarily reduced. Mills mentioned that community members are asking about when job postings will occur. In process.



(Continued)

Facilities Report

- Twin Ports Custom Climates removed the last outside cooling unit. Excavation starts on Monday.
- APEX Pro Drywall is nearly finished with the sheetrock. Completion is a bit slower than planned but is progressing well. The walls are almost done.
- Amax Heating and Plumbing from Duluth will be starting soon. They predict about a 3-day installation for heat.
- Amanda will be talking to FEMA about what they can do to help with the costs of the flood damage.
- Limvere inquired whether there is a tentative completion date for the work. The projection is for the work to be done by December, except for the desk. Much of the work will be done by October.

Communications

- The library director would like to attend the Minnesota Library Association's annual conference, but it coincides with the date our next scheduled board meeting. Numerous dates were offered for rescheduling the board meeting, and the group selected Monday, October 24. Mills motioned to move the meeting to October 24. Approved.

**Mills moved to adjourn the meeting, Limvere seconded. The meeting was adjourned at 5:18 PM.
The next meeting of the Library Board will be held: Monday, October 24, 2022 at 5:00 PM**