



Grand Marais Public Library
104 2nd Avenue West | PO Box 280
Grand Marais, MN 55604-0280
Grandmaraislibrary.org

Agenda

Meeting of the Board of Trustees of the Grand Marais Public Library
Thursday, February 22, 2024.

Call to Order: 5:00 PM

Main Location: City of Grand Marais' Council Chambers, 15 N Broadway, Grand Marais, MN 55604

Roll Call and Introduction of Visitors

Consent Agenda

- Agenda for February 22, 2024
- Minutes for January 25, 2024
- Bills submitted for payment on: January 24, 2024; February 7, 2024

Friends Liaison: Jan Smith, Library Friends of Cook County

Library Director's Report: Amanda St. John, Library Director

- Friends Grant: \$6,000
- Memo: List of Library Improvement Projects
 - See also: Grand Marais Library Heating System Assessment
- Star Libraries program is paused
 - See also: *Taking the Temperature | Editorial*.

New Business:

- Strategic Plan Adoption (included in this document).

Communications

- Fund Statement: Saint Paul & Minnesota Foundation
- Fund Statements: Duluth Superior Community Foundation (3)

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



Minutes

Meeting of the Board of Trustees of the Grand Marais Public Library
Thursday, January 25, 2024

Location: Grand Marais Public Library, 104 2nd Ave. W., Grand Marais, MN 55604
Call to order: 5:03 pm

Roll Call and Introduction of Visitors

Present:

Dave Mills, President, Cook County Board Representative
Michael Garry, Trustee, Grand Marais City Council Representative
Sara McManus, Trustee
Kevin LeVoir, Vice President, Trustee
Sue McCloughan, Secretary, Trustee
Nancy Giguere, Trustee
Enno Limvere, Trustee
Amanda St John, Library Director
Erika Ternes, Librarian
Patrick Knight, City of Grand Marais Communications Director

Oath of Office

Completed by Mills, Garry, McManus, LeVoir, McCloughan, Giguere, and Limvere

Select Slate of Officers: President, Vice President and Secretary

Garry nominated the current slate of officers. McCloughan and Mills encouraged role reassignment.

Garry nominated the slate as amended:

President – Michael Garry
Vice President – Kevin LeVoir
Secretary – Dave Mills

McCloughan seconded. The slate of officers was elected unanimously.

As President, Garry began conducting the meeting.

Consent Agenda

- Agenda for January 24, 2024
- Minutes for October 26 and November 30, 2023
- Bills submitted for payment on: December 11 & 20, 2023; January 3, 2024

LeVoir motioned to accept the consent agenda, with the date corrected to January 25, 2024. McManus seconded. Passed unanimously.

Library Director's Report: Amanda St. John, Library Director



- PLA Scholarship, Admission to MILE
 - For the Public Library Association conference in Columbus, OH, Director St. John received a scholarship with a \$750 travel stipend, conference admission (\$400) and membership to ALA (\$150) and PLA (\$162). PLA is the largest public library conference in the country.
 - Librarian Erika Ternes was one of 25 people selected from across the state for the MN Library Association's Institute for Leadership Excellence (MILE) program this year. The MILE program provides participants with an opportunity to foster professional relationships with library staff from across the state, build leadership skills, and develop and grow professional and personal goals.
- St. John invited Ternes to present the Winter Reading Program and library events brochure.
- Heat repairs
 - St. John updated the board on recent heating repairs. A zone valve and an actuator were replaced. The City's Property Maintenance Department is coordinating with County Plumbing and Heating to complete any other replacements.
- Technology updates
 - Library is updating its Unify Cloud Key, which is used for counting WiFi sessions for our statistics and for *Library Journal's* star rating process.

Communications

- Memo from Library Director: Lighting Project
- Memo from Library Director: PLA Conference
- Saint Paul & Minnesota Foundation: Two (2) Fund Statements

No discussion.

- Patron Letter of Support for the Library

Board members expressed appreciation for the thoughtful letter.

Garry asked if any constructive feedback had come in. St. John mentioned that a patron noted the sound on our circulating DVD players is a little tinny and suggested circulating headphones as well.

New Business:

- Review of Strategic Plan Draft
 - Trustees preferred a three-year plan over a two-year duration.
 - Giguere suggested switching Focus Areas 1 and 2 to prioritize the Board's stewardship of financial resources. Others felt the order was not indicative of importance.
 - Limvere noted Focus Area 3 didn't seem to fit because the action items were more like capital improvements than staff support. Discussion ensued about changing the category or moving action items. Alternate wording was developed.

*Limvere left the meeting



- Board directed St. John to revise the plan according to the evening's discussion and bring the draft strategic plan back for further review in February.
- Lighting Proposals: Hunt Electric and Nordic Electric
 - Mills noted detail in Hunt Electric proposal. Wanted to see the lighting color before purchasing.

Mills moved to approve the Hunt Electric proposal, with the direction to pursue an opportunity to see how the lighting color would look in the building before purchasing. Levoir seconded. Passed unanimously.

- Public Library Association Scholarship, and request to fund other travel expenses

Levoir moved to accept the request to fund travel expenses not covered by the PLA scholarship. McManus seconded. Passed unanimously.

Garry adjourned the meeting at 6:28 pm.

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Bills

1/24/2024	Acct.#	Description	Category	Expense	Comments
	211				
		Amazon	200	\$ 41.96	1PDH-HQ1M-3DW3
		Amazon	200	\$ 223.74	1DLJ-WXW3-H17H
		Amazon	200	\$ 36.95	1CNK-9MQ4-9XCM
		Amazon	449	\$ 359.54	1CNK-9MQ4-9XCM
		Como Propane	217	\$ 476.91	#1512358529
		ALS	310	\$ 35.45	#00015143
		Arrowhead Broadband	321	\$ 201.16	Billed 1/1/2024
	SUBTOTAL			\$ 1,375.71	
	215				
		Amazon	447	\$ 37.98	1HP4-CY GK-L4QR
		Amazon	447	\$ 24.99	1HYW-3GL3-47MM
		Amazon	447	\$ 122.41	1QDJ-YTKH-LV4X
		Amazon	447	\$ 69.96	19FG-VTCY-LTPK
	VISA	Dappled Fern Fibers	447	\$ 25.00	WRP
		Johnson's : Film Series	447	\$ 86.86	Receipt 1/4/24 10:42:54
		Johnson's : 23 SRP	447	\$ 451.77	Receipt 8/17/23 9:10
		Johnson's : Film Series	447	\$ 35.88	Receipt 1/24/2024 13:50:57
		Petty Cash (Oddz & Endz)	447	\$ 31.00	#175991
	\$ -				
	SUBTOTAL			\$ 885.85	
	\$ -	TOTAL		\$2,261.56	



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Bills

Date	Acct.#	Description	Category	Expense	Comments
2/7/2024					
	211				
		Amazon Biz	200	\$ 61.59	1LHL-T3GR-LRPP
		Amazon Biz	200	\$ 41.96	1PDH-HQ1M-3DW3
		Demco	200	\$ 383.82	#7430069
		Sivertson Gallery	200	\$ 65.03	#24395 (Reprint check)
		Berl's	220	\$ 221.99	#92775 Filters
		Aramark	310	\$ 144.99	#2630240280
		Metro Sales	310	\$ 117.63	INV2449720
		ReNewell Resources	310	\$ 390.00	#1
		Arrowhead Broadband	321	\$ 201.57	Billed 2/1/24
		City of Grand Marais	380	\$ 623.22	January utilities
		Ingram	435	\$ 30.57	#79556693
		Ingram	437	\$ 74.24	#79556693
		Ingram	435	\$ 442.92	#79798867
		Ingram	437	\$ 24.75	#79798867
		Ingram	435	\$ 455.24	#79955051
		Ingram	435	\$ 577.77	#79968691
		Ingram	435	\$ 553.82	#80267844
		Amazon Biz	437	\$ 101.84	1GMK-FWPX-HD3W
	0				
	211				
	SUBTOTAL			\$ 4,512.95	
	215				
		Boreal Tea Co	447	\$ 20.00	#1001
		Bryan Hansel	447	\$ 200.00	Honrarium
		Duluth Superior Symp.	447	\$ 672.50	Feb. 1. 2024
		Ingram	447	\$ 129.33	#79556693
		Ingram	447	\$ 24.79	#79798867
		Ingram	447	\$ 21.82	#79955051
	\$				
	-				
	215				
	SUBTOTAL			\$ 1,068.44	



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Library Director's Report: February 2024

Prepared by: Amanda St John, Library Director

Programs & Library Friends of Cook County Grant:

Director St. John and Library Friends of Cook County President Jan Smith discussed mutual program goals resulting in LFCC awarding the library a \$6,000 unrestricted grant to be expended in 2024. We intend to support a robust set of programs for library users of all ages, the first being the Duluth Superior Symphony Orchestra, which provided a quartet performance for Cook County on Valentine's Day. The program yielded 93 audience members of all ages.

Winter Reading Program is in progress, and Marybeth Garmoe demonstrated her techniques for marrying woodturning and basketry.

Federal tax forms are available in the library, as are free lightbulbs—part of a conservation improvement program the City is managing.

City Hall & Liquor Store Rebuild:

The rebuild is scheduled to begin April 1 and City Hall staff will be working remotely. We met with City Hall staff to learn how we could help. We'll provide computers and Internet access to anyone wanting to pay their bills online, and will help new online customers work through the registration process.



Memo

TO: Library Board of Trustees
FROM: Amanda St. John, Library Director
DATE: February 14, 2024
SUBJECT: List of Library Improvement Projects

At the January meeting, Trustees spoke to an interest in capital planning and prioritizing library improvement projects. We can schedule a work session for this at a later date, but I can provide a list of projects already in mind. Please note that I am readdressing the rotunda issue by requesting site visits and repair proposals.

- **Rotunda:** The brickwork on the rotunda is sliding out of place or cracked. It's patched but not fixed. Presents a safety concern. Estimate not available.
- **Lighting:** Building looks unmaintained because florescent ballasts are burning out. Bulbs are hard to replace in kind creating warm/cold mix. Pursued quotes to upgrade to LED. \$17k - \$25k
- **Replace or Repair Boilers.** In March 2022, Jamar Co. completed a Heating System Assessment of our building and stated our boilers are showing their age. The neutralizer assemblies in both units are leaking and need to be replaced. The leak is damaging walls and floors beneath. There were other issues mentioned in Jamar's report, which can be furnished in full to Trustees. Jamar recommended a larger expansion tank would help keep pressures in check. Cook County Plumbing & Heating suggested we could combine the two boilers into one larger one for greater efficiency given our system.
- **Air Source Heat Pumps:** 1/3 of the library has been upgraded. It's difficult to maximize electric heat and energy savings with a small portion of the project done. Cost estimate to finish the project \$36k - \$40k.
- **Optimizing Heat Sources for Efficiency.** Hire an HVAC consultant to help the library optimize our four heat sources for cost savings and energy efficiency. The four sources are ASHP, propane, in floor, and passive solar gain. Best completed after installation of remaining ASHPs.
- **Replace or Repair Finish on Library's Outdoor Dropbox:** Signs were taped to the drop box during the pandemic. When removed, the paint job came with the tape. The box could be replaced (\$4,500 - \$9,500), or an artist/art project could create a new, creative finish on the box.
- **Shelving for Youth Area:** Several wooden picture book carts are splintering, and different units would better suit the collection. We're seeking shelving units that store circulating toys up out of reach of children to keep the pieces together. Expect this



purchase to exceed \$15k. This project would include an investment of staff and volunteer time as books are re-categorized and labeled to match the new arrangement.

- **Explore Streaming Services:** Some rural libraries, like Silver Bay and Hoyt Lakes have invested in services such as Hoopla to provide their patrons 24/7 books, TV and movies. These on-demand services can be challenging to budget in the first few years as libraries seek to coordinate usage with a sustainable collection budget and lending restrictions.
- **Website Development:** The website is looking dated and needs a refresh. When our web administration company closed, staff's ability to maintain the website was reduced or slowed. The menus could be cleaned up and streamlined. New features could be added.
- **Collection Development:** The collection was most impacted by low staffing in the last few years. We've received comments such as "your social sciences section is clearly leftist." Vendors like Baker and Taylor or Ingram can survey the collection and propose collection items that would restore a diverse core collection.
- **Upgrade audio visual technology:** To reduce setup times, improve user experience, and advance the library's capabilities. We use a projector and screen for presentations. Creating an analyzer nook and mounting the projector and speakers would streamline setup. Upgrading to TV screens would improve visibility and expand the daytime hours that content is visible. We moved Board meetings back into the library but do not have the technology to host virtual guests or project them through the live stream. We could also explore what technology and skill is needed to hybridize our programming, which could extend our programming reach.



Strategic Plan: Final Draft, Revised

Director's Notes: Trustees requested that I update the plan by:

- 1) Adding an action item to generate a 10-year plan for updating the facilities
- 2) Updating the language for Focus Area 3 and its supporting summary.

See below.

Focus Area 1: The Library inspires robust community involvement

The Library attracts a wide range of stakeholders to participate in its vitality, by establishing relationships with the next generation of library users, strengthening relationships with communities and groups that have cultural or physical barriers to enjoying the library, and forging new strategic partnerships with local businesses.

Action items:

- Survey the community (what services do you want, what groups are underserved)
- Request meeting(s) with Grand Portage Community leaders to find partnership opportunities
- Visit classrooms countywide to promote services and generate ideas for new services
- Create a user guide for people wanting to access library services
- Promote library services directly to underserved groups
- Establish strategic partnerships with 3 businesses to provide extended service
- Collaborate with 3 largest J-1 visa sponsors to welcome workers and promote services

(Continued)



Focus Area 2: The Library leadership uses financial resources wisely to honor public and private contributions

Library Leadership uses contributions in combination with levied funds to ensure the continuous development of services, supporting personal development of all Cook County residents. To honor public and private contributions the plan will include commitments to 3 key areas:

1. Professional board training on their role in capital planning
2. Regular review of contributions and levied funds to achieve strategic goals
3. Publicize the plan and results

Action items:

- Provide training for new board members on their role in capital planning
- Develop a policy for allocating contributions
- Institute annual board review of contributions & levied funding's dynamic application to further strategic goals
- Publicize quarterly and annual updates highlighting the use of contributions & levied funds

Focus Area 3: The Library provides staff and leadership the environment and resources they need to provide quality service

The Library supports staff in providing quality service to the community by investing in staff training and development opportunities, as well as the facility, its furnishings, and technologies.

Action items:

- Replace Lighting
- Identify and replace top 5 tech items/furnishings to improve staff productivity
- Offer each staff member one elective training opportunity annually (training focus areas to be demonstrably related to library strategic goals)
- Trustees and staff develop a 10-year plan for the facility

(continued)



Focus Area 4: The Library provides service to underrepresented and underserved parts of the county

Every community member feels welcome and encouraged to take advantage of library services that meet their needs.

Action items:

- Promote mail-a-book service
- Conduct pop-up library events
- Augment collection to attract underserved members of the county
- Host events that attract underrepresented and underserved members of the county

(End)