



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, January 24, 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

Select Slate of Officers: President, Vice President and Secretary

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

Friends Liaison: Jan Smith, Library Friends of Cook County

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

- PLA Scholarship, Admission to MILE
- Heat repairs

Communications

- Memo from Library Director: Lighting Project
- Memo from Library Director: PLA Conference
- Saint Paul & Minnesota Foundation: Two (2) Fund Statements
- Patron Letter of Support for the Library

New Business:

- Review of Strategic Plan Draft
- Lighting Proposals: Hunt Electric and Nordic Electric
- Public Library Association Scholarship, and request to fund other travel expenses

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, October 26, 2023 at City Hall Council Chambers, 15 N Broadway, Grand Marais, MN

Call to order: 5:01 PM

Present

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

Consent Agenda

- Mills requested to add Technology Updates to New Business.
- Motion to approve by Garry, seconded by Giguere. Unanimously approved.

Friends Liaison:

- No representative at this meeting, but St. John noted that staff were submitting a grant to support an all-ages winter reading program.

Library Director's Report

- Two staff members, Amanda and Erika, attended the Minnesota Library Association conference and found it to be very beneficial professional development. Mills asked if there were other conferences that library staff could attend in the future.
- On Sunday, October 15th, 32 people visited the library for the Cook County Local Energy Project's *Clean Energy Community Event and Tour*. Participants experienced the library air source heat pumps in action.
- The new fax service has been well-received.
- The heating issue in the restroom went from too cold to too hot. A zone valve was replaced.
- The lighting in the library building is problematic. Fluorescent bulbs are harder to replace in kind resulting in mixed lighting temperatures. Several ballasts are out. Options are to repair ballasts for fluorescent bulbs until they are no longer available, or make updates to LED technology. McCloughan suggested asking to see samples of LED lighting. Limvere stated that we should look not just at cost but support the most environmentally sound option and seek energy-savings. Trustees stressed the importance of color temperature.

New Business

- **Microfilm reader.** The library's microfilm reader machine cannot print and is failing to meet user needs. Quotes for a new machine were provided. Discussion ensued about whether to fund this



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one-time purchase for a technology upgrade with donations or a Legacy Grant from the Minnesota Historical Society. The grant was desirable. The investment of staff time while understaffed was problematic. Limvere motioned to use donations to purchase the ScanPro machine and peripherals from Mid-America Business. Unanimously approved.

- **Technology Updates:** Mills discussed an interest in moving Board meetings back into the library, especially knowing that the City Hall/Liquor Store rebuild will affect the meeting location. By upgrading library technology to stream and record meetings, this would be possible. He recommended the Owl 3. Trustees directed St. John to research Owl 3 and other needs.

The meeting was adjourned at 5:42 PM.

The next meeting of the Library Board is: Thursday, November 30, 2023, at 5:00 PM



Minutes

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

Thursday, November 30, 2023 at City Hall Council Chambers, 15 N Broadway, Grand Marais, MN

Call to Order: 5:01 PM

Present

Dave Mills, President, Cook County Board
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
Jan Smith, Friends of the Library Liaison

Consent Agenda

- Director St. John asked to add a budget discussion at the top of New Business.
- Motion to approve consent agenda and amended agenda by Garry, seconded by LeVoir. Unanimously approved.

Report from Library Friends

- Grants were given to Birch Grove, Great Expectations, Oshki Ogimaag. Approved a grant to fund Friday Night Reels film series for Grand Marais Library.
- Staci Droulliard wrote a grant for a panel discussion at the Writer's Festival on November 2nd, "Agency and Authenticity in Works of Fiction – Who Tells the Story?" It was very successful and well-attended.
- The Book Room at Oddz & Endz continues to be a successful fundraiser.

Library Director's Report

- **Staff:** Maziere Flynn was hired as a clerk. Still need to hire a new custodian.
- **Programming:** Launched a Dungeons and Dragons program for ages 10 & up. Began a monthly poetry workshop. Both programs build community within the library.
- **Tech updates:**
 - Purchased an Owl 3 to allow Board Meetings to be livestreamed from the library.
 - Arrowhead Library System is installing new switches at our library to improve internet connectivity.



- The Scan Pro 3500 microfilm machine was installed and staff received training on November 21. The machine still needs security layers. The library's old machine went to the Cook County Historical Society and will continue serving the public.

Communications:

- Current fund statements. No questions, no comments.

New Business

- **Budget discussion:** After insurance quotes and projections were finalized, it was recommended that Trustees consider reducing the budget request by more than \$33,000. Discussion ensued. Mills addressed how a 2024 budget reduction might affect the 2025 request process. Over-reducing the budget was a concern. Trustees reviewed the history of insurance actuals and considered taking a middle-road approach. Garry suggested putting funds toward a financial buffer. St. John said that the library has the recommended buffer and suggested increasing the book budget (line 25) by \$3,000-\$5,000 given cost increases.
 - Limvere moved to recommend that the city reduce line 10 (health insurance) to \$45,000 and update line 25 (book budget) to \$28,000. Garry seconded. Mills encouraged reducing the insurance as shown in the city's projection because we have stable funds, a desire to be prudent with public funds, and know that employee insurance plans are set.
 - Garry proposed an amended motion to decrease line 10, health insurance, as projected—\$28,316.00, and increase line 25, books, to \$28,500, as in 2020. McCloughan seconded. Vote on the amendment passed unanimously. Vote called on original motion, as amended, passed unanimously.
- **2024 library holidays and Board meetings.**
 - Mills left the meeting. LeVoir conducted the meeting.
 - Garry motioned to accept the holiday schedule as proposed in the memo from Director St. John dated November 16, 2023, entitled "Setting the 2024 Holiday and Board Meetings Calendar." Seconded by McManus. Passed unanimously.
 - Garry motioned to accept the meeting schedule for the Board of Trustees, as laid out in the same memo. Seconded by McManus. Approved unanimously.
- **Strategic Planning:** City staff are still compiling data.
- **Discussion of the next Board meeting:** Our next meeting is scheduled for December 15, but after polling Trustees it appears that we will lack a quorum. Garry moved to cancel the next meeting, McCloughan seconded. Unanimously passed.



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- **Staff development:** Erika Ternes would like to attend a 4-day leadership development opportunity that only accepts 25 attendees. A grant may be available, but if not there is a request to use \$1400 of budget funds for the workshop. Garry moved to approve, McManus Seconded, passed unanimously.

The meeting was adjourned at 5:59 PM.

The next meeting of the Library Board is: Thursday, January 25, 2023, at 5:00 PM



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Bills

Acct.#	Description	Category	Expense	Comments
211				
12/11/2023	New York Times	435	\$ 624.00	Due 12/3/23
	Demco	200	\$ 322.97	#7397770
	Mid America	449	\$ 9,875.00	#2020793
	Metro Sales	310	\$ 87.71	INV2408474
	Aramark	310	\$ 144.99	#2630218170
VISA	Film Movement	437	\$ 600.00	Renewal
	B&H	449	\$ 1,307.73	#218163260
	Arrowhead Broadband	321	\$ 201.18	12/1/2023
	Amanda St John		\$ 214.47	ALS - training
	Como Oil	217	\$ 408.51	#1511692376
	Amazon	437	\$ 20.40	1GNQ-MMLJ-RXHY
	Amazon	200	\$ 272.68	13CN-LY9K-4Y1Q
			\$ 3,366.01	
0				
211 SUBTOTAL			\$17,445.65	
215				
		435	\$ 9.78	
215 SUBTOTAL			\$ 9.78	
\$ - TOTAL			\$17,455.43	



Bills

12/20/2023

Acct.#	Description	Category	Expense	Comments
211				
	amazon business	200	\$ 48.46	1PY3-F9CW-LYQL
	amazon business	200	\$ 25.75	1KFQ-K1JV-VGRQ
	Como oil & propane	217	\$ 408.51	#1511692376
	Petty Cash	322	\$ 13.92	post office mail
	Ingram	435	\$ 349.20	#79311499
	Ingram	435	\$ 321.49	#79060230
	Ingram	435	\$ 466.07	#78983583
	Ingram	435	\$ 324.11	#78822598
	Ingram	437	\$ 24.75	#78822598
	Ingram	435	\$ 508.73	#78698223
	Ingram	437	\$ 51.67	#78698223
	Star Tribune	435	\$ 111.70	Invoice 12/23
	amazon business	437	\$ 13.26	1NNP-PX96-31YL
	Faronics	449	\$ 577.59	Quote 00238905
	Sundew Tech	449	\$ 159.99	Invoice date 12/15/23
0				
211				
SUBTOTAL			\$ 3,405.20	
215				
	Drury Lane	435	\$ 19.99	CO# 000110-1
	amazon business	447	\$ 171.35	1LL1-GNYY-DPQF
	Petty Cash	447	\$ 11.89	Story time supplies
215				
SUBTOTAL			\$ 203.23	
	TOTAL		\$3,608.43	



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Bills

1/3/2024	Acct.#	Description	Category	Expense	Comments
	211				
		Amazon	200	\$ 102.50	1HHN-4FH3-1KDP
		Amazon	200	\$ 75.66	16DJ-JWCM-QLQK
		Amazon	200	\$ 72.79	17MY-77RR-K13R
		Como Oil & Propane	217	\$ 401.36	#150155772
		Aramark	310	\$ 144.99	#2630229203
		Metro Sales	310	\$ 87.58	INV2429156
		City of Grand Marais	380	\$ 556.87	Utilities
		Amazon	437	\$ 81.65	1L9K-RGTF-L394
		Amazon	437	\$ 110.79	1F7D-WWNY-QVJX
		Buck's Hardware	200	\$ 89.17	multiple invoices
		County Plumbing & heat	310	\$ 578.26	#14023
	211				
	SUBTOTAL			\$ 2,301.62	
	215				
		Amazon	447	\$ 14.75	1V71-M1F3-KC7D
		Amazon	447	\$38.48	1HND-6JGQ-K9JP
		North House Folk School	447	\$25.00	#546
	\$				
	78.23				
	215				
	SUBTOTAL			\$ 78.23	
	\$				
	78.23	TOTAL		\$2,379.85	



Library Director's Report: January 2024

Prepared by: Amanda St John, Library Director

Follow up from October 26, 2023 Meeting: Trustees asked what is a hybrid light bulb? Nancy Kelly of SMMPA responded: The existing bulbs we have in the recessed cans are fluorescent plug-in (PL) bulbs. The existing can is set up for a fluorescent bulb, which requires a ballast. The LED bulbs that you can replace them with are also plug-in (PL) lamps but they can also work in existing recessed cans without any rewiring – that is what makes them “Hybrid”.

Follow up from November 30, 2023 Meeting: Trustees reduced the library budget. We discussed the 211 reserves with questions about how much we had as a financial buffer. Finance Director Kim Dunsmoor responded: It is recommended to have between 25% (3 months) to 50% (6 months) of operating expenses (211) in reserve. Our cash balance as of December 1, 2023 was \$309,709.40, which is over 50% of the 2024 budget.

Staff:

Amanda St. John received a \$750 scholarship to attend the Public Library Association's annual conference, which happens in Columbus, Ohio in April 2024. The 3-day experience is the largest public library conference in the nation and offers more than 100 curated sessions celebrating all things *public libraries*. St. John will provide PLA a 400 – 600 word review of one of the sessions and discuss the experience with Library Directors at a future ALS meeting.

Erika Ternes was one of 25 librarians admitted to the 2024 cohort of Minnesota Library Association's Institute for Leadership Excellence (MILE). The MILE program, happening in May at Sugar Lake Lodge near the Chippewa National Forest in Northern Minnesota, delivers a four-day retreat in team building, diversity/equity/inclusion, leadership in libraries, resilience, project management and mentor relationships. Networking with other leaders from across the state is a significant gift that comes from attending. Please join me in congratulating Erika for being admitted to this highly competitive program, and for her continued dedication to the mission and quality of service at the Grand Marais Public Library. In November, the Board assigned \$1400 from the 215 fund to cover travel, lodging and food. We are waiting to hear whether a scholarship was granted.

Technology updates:

After ALS updated some of the library's switches (for making Internet available to the public), it was recommended that other equipment be updated. Sundew Tech. is scheduled to install the equipment at the end of January. The update will simulatenous upgrade the technology that we use to count Wi-Fi traffic (a metric in Library Journal's Starred Libraries program), which will make it more stable.



Memo

TO: Library Board of Trustees
FROM: Amanda St. John, Library Director
DATE: January 19, 2024
SUBJECT: Lighting Project

Background: The library is lit with fluorescent bulbs, which have become harder to replace in kind. The result is a distracting mix of color temperatures and brightness. Additionally, the library has a growing number of lights out because the ballasts must be replaced. The overall effect on the library environment is that it appears we are not maintaining the building.

Staff requested direction on whether to continue on the fluorescent path or upgrade to LED technology, which would qualify for cost rebates and create energy savings. Director St. John had completed some preliminary research and anticipated the best route would be to replace canned lights and retrofit other fixtures. Trustees encouraged staff to explore LED options.

Project Quotes: In November, four businesses were invited to provide the library recommendations and bids. Nordic Electric and Hunt Electric conducted site visits and provided estimates for the work. Both felt they could complete work within a couple months of approval. Their recommendations were consistent: replace canned lights and retrofit other fixtures.

Nordic Electric has an excellent working relationship with the library. They have been highly responsive to our calls. This quote estimates labor and materials for upgrading all the library's interior lights to LED lamps at \$25,000.00. Exact bulbs were not identified so we were unable to complete a rebate or energy-savings analysis.

Hunt Electric works primarily out of a Duluth office but has a workshop here in Grand Marais as well. Rick was very thorough in his analysis and sought ways to meet the Board's energy-efficiency, color temperature and brightness goals. He also presented a fixture option that could improve lighting quality in the staff areas. He discusses his choices in his bid, which also identifies the parts he would use. His price is \$16,949.00. Because parts were identified, our partner at SMMPA was able to analyze the bid and reported we should qualify for about \$3,000 in rebates and would save 14,470 kWh per year. This bid would "pay for itself" through energy savings in 6 years. In the consultant's opinion, this quote is reasonable based on others like it, and also because the parts represent about 75% of the cost, which is the rule-of-thumb ratio.

Staff Recommendation: I recommend that Trustees pursue the LED retrofit and replacement plan. Replacing fluorescent ballasts will ensure all lights will work but doesn't solve the growing challenge of maintaining a uniform lighting experience in the library, which we want to be welcoming. If pursuing LED technology, please select a bid or provide further direction.

**Please find the quotes in the Board's Google Drive.



Memo

TO: Library Board of Trustees
FROM: Amanda St. John, Library Director
DATE: January 19, 2024
SUBJECT: PLA Conference

Library Director Amanda St. John received a \$750 scholarship to attend the Public Library Association's annual conference, which happens in Columbus, Ohio in April 2024. The 3-day experience is the largest public library conference in the nation and offers more than 100 curated sessions celebrating all things *public libraries*.

St. John's application for the scholarship discussed how her attendance would be of value to other attendees given Grand Marais Public Library's long tradition of being a tiny but mighty *Library Journal* 5-Star Library. Attending this function would support the director's continued professional engagement and development, allow for research into national trends in public libraries, and expand the view of what is possible for Grand Marais Public Library's programs and services. As part of the scholarship requirement, St. John will provide PLA a 400 – 600 word review of one of the sessions and discuss the conference experience with Library Directors at a future ALS meeting.

The trip will exceed the scholarship amount. A preliminary estimate for the trip cost is \$3,500.00, less the scholarship is \$2,750. Here is how the estimate was figured:

- The hotel stay in Columbus would last from April 2 – 6. A cost estimate is \$1,250.00.
- Leaving from the Minneapolis airport, plane tickets are estimated at about \$870 roundtrip. I believe this includes the rental car.
- Traveling to the Twin Cities will add \$350 in roundtrip mileage and an additional \$500 in hotel costs.
- The City's meal allowance is \$59 a day. The maximum would be 7 days: \$413.

I ask that Trustees consider supporting this opportunity by funding what the scholarship doesn't cover for travel, lodging and food expenses. I can report the trip cost more accurately as travel arrangements are finalized.