

2021 Meeting Minutes

Grand Marais Public Library Board of Trustees
Grand Marais, Minnesota

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2021 Meeting Minutes

Grand Marais Public Library Board of Trustees
Grand Marais, Minnesota

Minutes: Friday, January 29, 2021

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

Present:

Dave Mills, Cook County Board Representative
Michael Garry, Grand Marais City Council Representative
Kevin LeVoir, Trustee
Sue McCloughan, Trustee
Amanda St. John, Library Director
Kristin Woizeschke, Assistant Library Director

- **Call to Order:** 5:13 PM at the Grand Marais Public Library via Zoom
- **Roll Call and Introduction of Visitors.**
 - All the members introduced themselves. No visitors.
- **Trustees' Annual Oath of Office and Conflict of Interest Forms**
- **Consent Agenda.** Passed Unanimously
 - Agenda for Friday, January 29, 2021
 - Minutes from December 14, 2020
 - Bills submitted for payment on: 12/22/2020, 12/30/2020, 1/6/2021, 1/20/2021
- **Library Friends Liaison Report:** No liaison present.
 - St. John has issued an invitation for the Friends to name a library board liaison.
- **Library Director's Report:**
 - St. John shared a report on behalf of Helen Muth, ALS Board liaison: RB Digital and Overdrive collections have merged.
 - Library by Appointment has been very popular. Excellent mask compliance.
- **Committee Reports:**
 - Financial Committee: No report.
 - Policy Committee: No report.
 - Personnel Committee: Director's 6-month review was delivered Dec. 23, 2020 at 10:30 AM.
- **Communications:**
- **New Business:**
 - **Election of officers: President, Vice President, Secretary**
 - Garry nominated Mills to be President. Elected unanimously.
 - LeVoir volunteered for Vice-President. Elected unanimously.
 - McCloughan volunteered for Secretary. Elected unanimously.
 - The Board requested that St. John assign a staff member to record minutes of the meetings.
 - **Discuss committee assignments process**
 - Motion by LeVoir to accept the following committee assignments. Seconded by Garry. Unanimously passed.
 - Financial: Michael Garry, Kevin LeVoir, Dave Mills
 - Personnel: Michael Garry, Sue McCloughan, Dave Mills
 - By-laws/Policies: Kevin LeVoir, Sue McCloughan, Dave Mills
- **Unfinished Business:**
 - **Adjust the 2021 schedule of library board meetings**
 - Motion by Garry to move the meeting to the 4th Thursday of the month at 5 pm. Seconded by LeVoir. Unanimously passed.

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Motion by Garry to adjourn. Seconded by McCloughan. Adjourned at 5:53 pm.

Next Library Board meeting is: 25 February 2020 at 5 pm

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
Grand Marais, Minnesota

Minutes: Thursday, February 25, 2021

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

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
Amanda St. John, Library Director
Kristin Woizeschke, Assistant Library Director

Call to Order: 5:05 PM at the Grand Marais Public Library via Zoom

Roll Call and Introduction of Visitors

Helen Muth, Cook County Representative on the Arrowhead Library System Governing Board

Additions to the Agenda

- ❖ Add Oath of Office for new trustee.
- ❖ Change Friends of the Library Liaison report to ALS Liaison Report.
- ❖ **Garry motioned to accept the changes. LeVoir seconded. Passed unanimously.**

Consent Agenda. Garry motioned to approve consent agenda. LeVoir seconded. Passed unanimously.

- ❖ Agenda for Thursday, February 25, 2021
- ❖ Minutes from Friday, January 29, 2021
- ❖ Bills submitted for payment on: 2/3/21, 2/17/21

Arrowhead Library System Liaison Report

Legislative Update

- ❖ Muth and other ALS librarians met Senator Bach and Representative Ecklund online to encourage funding support for libraries and a change in the funding formula.
- ❖ Current library bills in legislature:
https://drive.google.com/file/d/1_OrERJcLPqRiFRomFnhcsGPfNS7HPDLb/view
- ❖ Legacy funding discussion.

Library Director's Report:

- ❖ Woizeschke joined the ALS selection committee for Overdrive eBook purchases.
- ❖ We applied for a new DNR State Park Passes program to circulate state park parking permits at the library. Will hear back in April.

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- ❖ St. John went over the 2021 Board Activities Calendar.

Trustees' Annual Oath of Office and Conflict of Interest Forms. Completed by McManus.

Committee Reports:

- ❖ Financial Committee: No report.
- ❖ Policy Committee: Meeting suggested.
 - ALS implemented a new temporary card that impacts Borrower's Card policy. Mills offered to withdraw from the committee to admit McManus. **LeVoir motioned to accept Mills offer to withdraw from the Policy Committee and admit McManus. Garry seconded. Passed unanimously.**
- ❖ Personnel Committee: Meeting suggested for 1 year review of the director.
 - St John's 6-month review was delivered at 10 months of service. Annual review will be postponed until December.

Communications:

- ❖ Saint Paul and Minnesota Community Foundations Fund Statement. No discussion.

Unfinished Business: (none).

New Business:

- ❖ Approve submission of the Library Annual Report.
 - **Garry motioned to approve the report. LeVoir seconded. Passed unanimously.**
- ❖ Discuss postponement of Library Strategic Planning Process.
 - Agreed to postpone until after the COVID-19 emergency.

LeVoir motioned to adjourn. Garry seconded. Unanimously passed. Meeting adjourned at 5:49 pm.

Next Library Board meeting is: Thursday, March 25, 2021.

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Grand Marais Public Library Board of Trustees
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Minutes: Thursday, March 25, 2021

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

Present

Dave Mills, President, Cook County Board Representative
Kevin LeVoir, Vice-President, Trustee
Michael Garry, Grand Marais City Council Representative
Sara McManus, Trustee
Amanda St. John, Library Director
Kristin Woizeschke, Assistant Library Director

Absent

Sue McCloughan, Secretary, Trustee

Call to Order: 5:10 PM at the Grand Marais Public Library via Zoom

Roll Call and Introduction of Visitors

Consent Agenda. Garry motioned for approval. LeVoir seconded. Unanimously passed.

- Agenda for Thursday, March 25, 2021
- Minutes from February 25, 2021
- Bills submitted for payment on: 3/3/21

Library Director's Report:

- 37 participants in the Winter Reading Remote Program received vouchers to choose their own prize book from our participating community partners—Drury Lane Books or The Big Lake.
- Library is operating the pickup window and indoor service by appointment. Expanding indoor parameters so families can participate more fully.
- Transition in April or May will admit the public without appointments.

Committee Reports:

- Financial Committee: No report.
- Policy Committee: Met on 3/18/21; identified policies in need of review.
- Personnel Committee: No report.

Communications:

- Saint Paul and Minnesota Community Foundation Fund
- Duluth Community Foundation Fund Statement

Unfinished Business:

-

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New Business:

➤ Review policies *H. Hours of Service* and *I. Meeting Room Policy* for re-adoption.

LeVoir motioned for policies to be approved as is for five years. Garry seconded. Passed unanimously.

➤ Assess Board development needs.

Discussion ensued. Mills recommended library-related and leadership topics. LeVoir requested work environment topics including safety or sexual harassment training. Asynchronous and remote trainings were popular. Garry recommended a syllabus to ensure all trustees follow the same agenda. **Director shall compile a sample list of existing training opportunities.**

Garry motioned to adjourn. LeVoir seconded. Unanimously passed. Meeting adjourned at 5:43.

Next Library Board meeting is: Thursday, April 22, 2021.

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Grand Marais Public Library Board of Trustees
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Minutes: Thursday, April 22, 2021

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

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
Amanda St. John, Library Director
Kristin Woizeschke, Assistant Library Director

Call to Order: 5:01 PM at the Grand Marais Public Library via Zoom

Roll Call and Introduction of Visitors

Helen Muth, Cook County Representative on the Arrowhead Library System Governing Board

Consent Agenda.

- Agenda for Thursday, April 22, 2021
- Minutes from Thursday, March 25, 2021
- Bills submitted for payment on: 3-24-21; 4-7-21;

LeVoir requested correction to the agenda: the year for the next meeting should be 2021.

Garry asked for clarifications about two bills. **Garry motioned to approve with amendments.**

LeVoir seconded. Passed unanimously.

ALS Liaison Report (Helen Muth):

Provided a tour through the Arrowhead Library System website to better understand what is available to both patrons and board members and encourage further exploration.

Library Director's Report:

- Budget Season: Library's budget must be approved by City Hall and submitted to the County by August 16.
- Library Service/Reopening: On April 15th, the library opened its doors and changed signage to encourage people to come inside. Patrons are excited to return.

Committee Reports:

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

Communications:

- Saint Paul Minnesota Community Foundation: Fund Statement

Unfinished Business:

- Board development trainings: review, select, and prioritize options.

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Mills asked what topics the board members would like to pursue. Trustees opted to independently review the provided content.

New Business:



Next Library Board meeting is: Thursday, May 27, 2021.

Meeting adjourned. LeVoir made the motion. McCloughan seconded. Passed unanimously.

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
Grand Marais, Minnesota

Minutes: Thursday, May 27, 2021

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

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
Amanda St. John, Library Director
Kristin Woizeschke, Assistant Library Director

Call to Order: 5:02 PM at the Grand Marais Public Library via Zoom

Roll Call and Introduction of Visitors

Consent Agenda

- Agenda for Thursday, May 27, 2021
- Minutes from Thursday, April 22, 2021
- Bills submitted for payment on: 4/21/21; 5/5/21; 5/19/21

Garry motioned for approval. LeVoir seconded. Passed unanimously.

Library Director's Report:

- Facility
 - AED replacement arrived.
 - Created a list of small facility repairs. Also noted cracking on interior and exterior of the building's curved wall (2nd Ave side), and interior by public computers. Working with Maintenance to address these issues.
 - Explained past and current issues with telephone system.
- Programs
 - Juggling take and make kits were very popular. Provided 60 kits to the community.
 - Reading Ready program launched to help families with young children develop a routine of reading. \$1,000 of financial support provided by Library Friends of Cook County.

Questions and discussions regarding face covering requirements and custodial work.

Committee Reports:

- *Financial Committee:* Met virtually on May 6, 2021 for Budget Planning Session #1.
 - Committee delivered explanation of the budget proposal.
 - **McCloughan motioned to approve the budget as is. LeVoir seconded. Passed unanimously.**
- *Policy Committee:* No report.
- *Personnel Committee:* No Report.

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Communications:

- Saint Paul and Minnesota Community Foundation Fund Statement

Unfinished Business:

-

New Business:

- First review of 2022 Budget Proposal. (See Financial Committee Reports above).
- **Discussion of resuming in-person meetings in July.**

Next Library Board meeting is: Thursday, June 24, 2021 in person at the library.

Meeting adjourned at 5:55 pm. Garry motioned adjournment. LeVair seconded. Passed unanimously.

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

2021 Meeting Minutes

Grand Marais Public Library Board of Trustees
Grand Marais, Minnesota

Minutes Thursday, June 24, 2021

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

Call to Order: 5:06 PM in person at City Hall's Council Chambers
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

Consent Agenda

- Motion by LeVoir. Second by Garry. Passed unanimously.

Oath of Office:

- Enno Limvere completed Oath of Office
- Trustees introduced themselves

Library Director's Report:

- Preliminary Budget discussion occurs at City Hall on June 30, 2021 with Mills and Garry attending.
- Former Trustee Kris MacPherson died peacefully on June 20, 2021.
- ALS Board Liaison Helen Muth asked director to relay a legislative update: the new formulas for funding to regional libraries did not make the list of priorities.
- Library Updates: Face coverings are only required for unvaccinated visitors. Staff are wearing face coverings to support visitors doing the same, particularly children. Our first in-person programs are in session. We hired a custodian. A library clerk resigned and the position is open.

Committee Reports:

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

Communications:

- Fund Statement: Duluth Superior Community Foundation
- Fund Statement: Saint Paul & Minnesota Community Foundation
McManus asked questions about the management of these funds. St. John will share more information in next month's board packet.

Unfinished Business:

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Grand Marais, Minnesota



New Business:

- Mills requested a Strategic Plan discussion for the July meeting.
- Trustees agreed to reschedule the next meeting to Thursday, July 29, 2021.
- Levoir recommended updates to the library's website.

Next Library Board Meeting is: Thursday, July 29, 2021

LeVoir motioned to adjourn. Gary Seconded. Meeting adjourned at 5:30 PM.

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Grand Marais Public Library Board of Trustees
Grand Marais, Minnesota

Minutes Thursday, July 29th, 2021

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

Call to Order: 5:00 PM in person at City Hall's Council Chambers

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

Patrick Knight, City Communications Director

Consent Agenda

- Motion by Garry. Second by McCloughan. Passed unanimously.

ALS Board Liaison Report:

- Muth stated she would be stepping down from her position on the ALS Governing Board at the end of 2022 and encouraged others to consider serving as the Cook County representative.

Library Director's Report:

- June 30, 2021 with St. John, Mills and Garry attending, the City Council approved the preliminary 2022 budget. It will now go to the County for consideration. No date is yet set. Garry said he will be there, and Mills encouraged all trustees who were available to attend.
- Trustees are invited to meet the Saint Paul & Minnesota Community Foundation gift planner at the library on October 7 at 9AM.
- On July 28th, the Director of the American Library Association Office for Intellectual Freedom delivered a Selection Policy training at the library. Four staff members and a library trustee were present.
- To satisfy Open Meeting Law requirements, trustees attending Board meetings virtually must connect from a public venue in a place where they are accessible to the public and have the site posted 72 hours in advance of the meeting. St. John requests an extra day so that she has time to generate and post the notice for the full period.

Committee Reports:

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

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Grand Marais Public Library Board of Trustees
Grand Marais, Minnesota

Communications:

- Fund Statement: Duluth Superior Community Foundation
- Fund Statement: Saint Paul & Minnesota Community Foundation

Unfinished Business:

-

New Business:

- Strategic Plan: St. John reviewed the process that generated the current strategic plan and the progress made since 2018. St. John also discussed City's Community Vision Plan and showed how the library's actions support it.

Next Library Board Meeting is: Thursday, August 26, 2021

LeVoir motioned to adjourn. Garry Seconded. Meeting adjourned at 6:24 PM.

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Grand Marais Public Library Board of Trustees
Grand Marais, Minnesota

Minutes: Thursday, August 26, 2021

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

Call to Order: 5:02 PM at City Hall Council Chambers

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

Patrick Knight, City Communications Director

Consent Agenda. Motion to approve by Garry. Seconded by McCloughan. Passed unanimously.

Library Director's Report:

- Discussed upcoming potential partnership with Sawtooth Mountain Clinic regarding their Community Hub Grant.
- Staff are beginning the process of creating the 2022 Strategic Plan Action Plan.
- November and December board meetings are on or adjacent to holidays. Encouraged trustees to consider whether they would like to make a change. Trustees requested Wed. Nov. 17th.
- All board members will receive a poll to schedule the Intellectual Freedom in Libraries and Selection/Deselection Policy Development training session with Deborah Caldwell-Stone from the ALA Office for Intellectual Freedom.

Committee Reports:

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

Communications: Fund Statement: Saint Paul & Minnesota Community Foundation

Unfinished Business: None

New Business: None

Meeting adjourned at 5:12 pm.

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Next Library Board meeting is: Thursday, September 23, 2020 at 5:00 PM.

2021 Meeting Minutes

Grand Marais Public Library Board of Trustees
Grand Marais, Minnesota

Minutes : Thursday, September 24, 2021

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

Call to Order: 5:05 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 Commissioner Representative
Kevin LeVoir, Vice-President, Trustee
Michael Garry, Grand Marais City Council Representative
Sara McManus, Trustee
Enno Limvere, Trustee
Amanda St. John, Library Director
Kristin Woizeschke, Assistant Library Director
Patrick Knight, City Communications Director

Absent

Sue McCloughan, Secretary, Trustee

Consent Agenda. Motion to approve by Garry. Seconded by LeVoir. Passed unanimously.

Library Director's Report:

- Reminder: All Board members are invited to coffee with Mariah Brooks of the St. Paul & Minnesota Community Foundation on Thursday, October 7, 2021 at 9 am. She will answer questions about the fund they manage.
- Reminder: Training with Deborah scheduled: Wednesday, November 3 from 11:30 to 2:00 PM. She will cover Intellectual Freedom in Libraries and Selection/Deselection Policy Development training session.
- 2021 Strategic Plan Action Plan is as complete as can be. What remains is dependent on finding outside contractors or specialists. Trustees suggested professionals and companies to try.
- The Summer Reading Program wrapped up with a successful rebound in participation from last year's COVID-affected participation.

Committee Reports:

- Financial Committee: No report.
- Policy Committee: No report.
- Personnel Committee: Need to meet to start planning the Director's review.

Communications: Fund Statement: Saint Paul & Minnesota Community Foundation

Unfinished Business: None

New Business: November and December Board meeting dates were rescheduled to Wednesday, November 17 at 5 PM and Wednesday, December 15 at 5 pm due to holidays.

Meeting adjourned at 5:26 pm. Motion by Garry. Seconded by Enno.

Next Library Board meeting is: Thursday, October 28, 2020 at 5:00 PM.

2021 Meeting Minutes

Grand Marais Public Library Board of Trustees
Grand Marais, Minnesota

Minutes: Thursday, October 28, 2021

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 LeVoi, Vice-President, Trustee
Michael Garry, Grand Marais City Council Representative
Sue McCloughan, Secretary, Trustee
Sara McManus, Trustee
Enno Limvere, Trustee
Amanda St. John, Library Director
Kristin Woizeschke, Assistant Library Director

Consent Agenda.

- Limvere added to New Business: discussion of possible strike by Arrowhead Library employees.
- Mills added to New Business: discussion of the policy and process for annual director's review.
- Motion to approve by Garry. Seconded by Limvere. Passed unanimously.

Library Director's Report:

- Reminder: Intellectual Freedom in Libraries and Selection/Deselection Policy Development Training with Deborah Caldwell-Stone is Wednesday, November 3 from 11:30 to 2:00 PM.
- Friends of the Library news:
 - Opened their annual grant cycle to award Cook County libraries up to \$1000 for resources that will help children and/or adults increase their literacy skills and love of literature.
 - Their pop-up book sales were successful events and are likely to continue in 2022.
 - The Friends have offered to sponsor the *Pickup Truck Opera* for Summer Reading Program next year.
- Phil Oswald was hired as a library clerk.
- St. John and Woizeschke virtually attended the Minnesota Library Association annual conference to help improve the library's resources and services.

Committee Reports:

- Financial Committee (Mills, LeVoi, Garry): No report.
- Policy Committee (LeVoi, McCloughan, McManus): No report.

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➤ Personnel Committee (McCloughan, Garry, Mills): Need to meet to start planning the Director's review.

Communications: Fund Statement: Saint Paul & Minnesota Community Foundation

Unfinished Business: None

New Business:

- Potential Arrowhead Library System strike: St. John discussed possible challenges to services if Horizon goes down, delivery issues, and loss of MNLINK connection.
- Director's Review: The board discussed at length the current policy and form used for evaluating the Director. The City Manager already evaluates the Director using the City form. Both the Policy and the Personnel committee would need to be involved with any changes to the policy and the form. Recommendations were made to throw out the current policy and form and re-craft new ones.

Meeting adjourned at 6:03 pm. Motion by Garry. Seconded by McCloughan.

Next Library Board meeting is: Wednesday, November 17, 2021 at 5:00 PM.