

# Library Board of Trustees

## **2023 Meeting Minutes**

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## Contents

Thursday, January 26, 2023 ..... 2

Thursday, February 23, 2023: ..... 4

Thursday, March 23, 2023 ..... 5

Thursday, April 27, 2023 ..... 8

**Thursday, May 25, 2023** ..... 10

**Thursday, August 24, 2023** ..... 12

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# Thursday, January 26, 2023

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

Call to order:

Location: City of Grand Marais' 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

Michael Garry, Grand Marais City Council Representative

Sara McManus, Trustee

Enno Limvere, Trustee

Amanda St. John, Library Director

Jan Smith, Visitor, Library Friends of Cook County President

Carin Gulstrand, Visitor, Cook County ALS representative

### **Absent:**

Sue McCloughan, Secretary, Trustee

## **Oath of Office:**

- Completed by Mills, LeVoir, Garry, McManus, and Limvere

## **Consent Agenda**

- Agenda for Thursday, January 26, 2023
  - Minutes for Monday, October 24, 2022 & November 17, 2022
  - Bills submitted for payment on: November 23, December 8 & 21, 2022; January 4 & 19, 2023
  - Garry motioned to accept the consent agenda. LeVoir seconded. Motion passed unanimously.
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**Friends Liaison:** Jan Smith, Library Friends of Cook County

- Library Friends volunteered 276 hours to Oddz & Endz in 2022.
- Will be reaching out to the libraries for a second 2023 grant opportunity.
- The 2023 fundraising plan includes continuing volunteer service at Oddz & Endz, and promoting the store and how book sales support local libraries.

**ALS Liaison:** Carin Gulstrand, Cook County Representative of ALS Governing Board

- Introduced herself and met Trustees.
- First meeting with ALS will be in person at Mountain Iron in February.

**New Business:**

- Set the library's operational hours for 2023
  - Limvere motioned to accept the proposed calendar. Garry seconded. Motion passed unanimously.
- Set the regular meeting schedule for the GMPL Board of Trustees for 2023.
  - McManus motioned to accept the calendar with dates corrected April through October to reflect 4<sup>th</sup> Thursdays. Garry seconded. Passed unanimously.
- Memo: Request to adjust 2023 budget to address staffing needs
  - The adjustment is in allocation of dollars to support 2 full time librarian 1 positions. The change stays within the approved budget.
  - Strengths of the proposal included the potential to improve staff recruitment and retention, and improved resilience through cross-training. The library will have one less supervisor, but the ratio of reports to one supervisor is appropriate.
  - Limvere motioned to accept the adjustment. McManus seconded. Passed unanimously.
- Memo: Revision of Rules of Behavior including Disruptive and Illegal Behavior Policy
  - Garry motioned to adopt the revision. McManus seconded. Passed unanimously.

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

- Library Journal gave 2 Minnesota libraries star status this year: GMPL received 5-Star status for work during 2020. Ely Public Library received 3-Star status.
  - Carpet is in. We are completing touch-up tasks and putting work room things away.
  - We repaired a door hinge and replaced handicap button batteries. AMAX reset a transformer that caused heat to go out on the west side of our building.
  - I attended CCHE's Active Assailant training, and also a Data Practices presentation.
  - I closed the library early on 12/14 (5 PM) and 12/23 (3 PM) due to the severe and life-threatening weather conditions.
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- Mills commented that he appreciated this action was taken and asked St. John about communication to the schools. St. John replied that the library sends closure information to the schools.

**Communications:**

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

LeVoir motioned to adjourn. Garry seconded.

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

Thursday, February 23, 2023:

Meeting Canceled

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# Thursday, March 23, 2023

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

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

MN

**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

Carin Gulstrand, ALS liaison

Amanda Hand, visitor

Ben Nichols, visitor

**Oath of Office**

- Completed by Sue McCloughan

**Consent Agenda.**

- Motion to approve by LeVoir, seconded by Garry. Unanimously approved.

**ALS Liaison report/ Carin Gulstrand**

- She attended her first meeting in February, where the focus was on strategic planning for the system. She will share a copy of the plan they are working on.

**New business**

**Selection of officers**

- Mills inquired whether any Trustees were interested in running for the offices or if there were nominations for positions. Garry nominated the current slate, McManus seconded. Unanimous vote to continue with this slate of officers.

**Minnesota Public Library report review and approval**

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- The state is experimenting with the coding, and as a result there is one change that will affect our library. We are now coded as a city/county library, serving a larger population. The ratio of library cards to population will change, which could affect our 5-star status. This is only one metric of many. Discussion followed about possible funding implications, but the director is unsure of the answers at this point. Limvere moved to accept the report, McCloughan seconded. Motion passed unanimously.

### **Revision of rules review**

- Rules for Behavior policy was approved in January. Since then, library staff asked to change the words 'Illegal weapon' to "dangerous weapon," as defined by Minnesota statutes so that they knew what to enforce. LeVoir moved to accept this change, Garry moved to second. (No vote was taken on this motion.)
- Discussion followed about rewording 'illegal behavior' to 'disruptive behavior'. St John will return to the Board with recommendations.

### **Event debriefing/ Drag Storytime**

- Well attended, 125 – 150 attendees; protesters attended. Mills mentioned that the City Council had questions about funding the program but showed support. Limvere asked if there was a board policy on how to respond to community letters. Discussion followed regarding how to best communicate and abide by public meeting policies. Confirming receipt and bringing the feedback to Board meetings was discussed.
- Amanda Hand addressed the group, thanking the Board for sponsoring the program. A licensed Minnesota teacher with 11 previous years of teaching in this district and an M.S. in education, she felt the book choices were developmentally appropriate and were "spot on" educationally and in how they were read. She believes the LGBTQ+ community often comes to harm because of misunderstanding, and that historically libraries have always been a place when children of many backgrounds can go and find something that represents them.
- Ben Nichols, representing the Pride committee, addressed the group and thanked the Board for sponsorship He noted that the communication between the library and the Pride group during the process was very good. The event started conversations that we can learn from. He felt that some community members who had an initial negative reaction to the event took the time to learn more about it and even if it didn't change any minds, it opened people to conversations they wouldn't have had otherwise.
- We will follow up on these conversations at the next meeting if more is needed.

### **Library Director's Report**

- There will be an Introduction to Balkan music program on March 24.
  - Erika Ternes was promoted to full-time librarian 1 status. The hiring process is
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continuing for an additional Librarian 1.

- Friday night reels were well-attended by 217 people over the course of 10 weeks. It was community-building and patrons expressed that they really enjoyed the series. Attendance is at about 2/3 from 2019, pre-pandemic totals, but that is typical for most libraries now.
- Amanda was the mystery reader for one of the pre-school classes in March. A daycare from Grand Portage visited and made a "train" through the library.
- The library's microfilm machine is 14 years old and does not print, so they are looking into options to replace the machine or to digitize the historical newspaper collection. They are getting quotes on options, as well as doing some speculative digitizing to ascertain how well materials will digitize. Board members expressed support for digitizing if possible so that the content is searchable.

### **6-year over-view: 3 years past and 3 years forward**

- The last 3 years have included a pandemic, followed by a flood and understaffing; as is typical of most libraries after the pandemic, usage is at about 2/3 of previous use. For the next three years, the library needs to plan a trajectory, which should include: repairing the rotunda bricks on the outside of the building; returning to more consistency of service, after so many disruptions over the past 3 years; working to restore library programs; developing strategic goals, plans and priorities; developing a clearer understanding of the current community, as it has changed over the past 3 years; encouraging more patrons to return to the library.

### **Communications**

- Board members have been given the fund statements from the Duluth Community Foundation and the St. Paul and Minnesota Community Foundation. No discussion.

**Limvere moved to adjourn, Garry seconded.**

**The meeting was adjourned at 6:23 PM.**

**The next meeting of the Library Board is: Thursday, April 27, 2023 at 5:00 PM**

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# Thursday, April 27, 2023.

## Minutes: Meeting of the Board of Trustees of the Grand Marais Public Library

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

#### Present:

Kevin LeVoir, Vice-President, Trustee  
Michael Garry, Grand Marais City Council Representative  
Sara McManus, Trustee  
Enno Limvere, Trustee  
Amanda St. John, Library Director  
Jan Smith, Visitor, Library Friends of Cook County President

#### Absent:

Dave Mills, President, Cook County Board Representative  
Sue McCloughan, Secretary, Trustee

### Consent Agenda

- Agenda for Thursday, April 27, 2023
- Minutes for March 23, 2023
- Bills submitted for payment on: March 22, 2023; April 5 & 19, 2023.
- *Garry motioned to accept the consent agenda as presented. McManus seconded. Approved unanimously.*

### Friends Liaison: Jan Smith, Library Friends of Cook County

- Friends invited 11 entities to apply for a Summer Grant.
- The Friends applied for a matching-dollars grant through the Lloyd K Johnson Foundation to develop a session for the Art Colony's Readers and Writers Festival in November. Called "Agency and Authenticity in Works of Fiction: Who Can Tell the Story," it would feature a panel of 4 Latin American authors and scholars.

### Old Business: Drag Queen Story Hour event debriefing

- This was an opportunity for further discussion about the Drag Queen Story Hour. No visitors or questions were presented.
  - St. John stated that June is Pride month. The library will provide a display of materials, a movie night, and some volunteer support including co-facilitating Cook County Pride's Drag Queen Story Hour.
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**Library Director's Report:** Amanda St. John, Library Director

- St. John closed the library on April 17<sup>th</sup> due to severe weather and dangerous travel conditions.
- Administrator Roth plans to attend the May meeting to discuss a strategic planning process for the library.
- The Librarian 1 position is still open. We're understaffed by 40 hours a week. We're acquiring and cataloging the bare minimum number of books, conducting minimal weeding or collection maintenance, and we're hosting fewer programs than desired.

**Communications:** Fund Statement: Saint Paul & Minnesota Community Foundation.

- No discussion.

Garry motioned to adjourn. Limvere seconded.

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# Thursday, May 25, 2023

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

Minutes.

Call to Order: 5:03 PM

Main Location: City of Grand Marais' 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  
Michael Garry, Grand Marais City Council Representative  
Sara McManus, Trustee  
Enno Limvere, Trustee  
Amanda St. John, Library Director  
Mike Roth, City Administrator

#### **Absent:**

Sue McCloughan, Secretary, Trustee

### Consent Agenda

- Agenda for May 25, 2023
- Minutes for Thursday, April 27, 2023
- Bills submitted for payment on: May 3, 2023
- Garry motioned to accept the consent agenda, LeVoir seconded. Accepted unanimously.

### Strategic Planning Discussion: Mike Roth, City Administrator

- Trustees requested that staff proceed with Roth's half-day strategic planning program that would produce a policy document to facilitate communication with the public and provide guidance to staff for library activities.

### Old Business: Rules of Behavior Policy

- Trustees requested that St. John consult City Hall about whether the library can post "no firearms" and what their practices are.
- Mills motioned to approve the policy revision presented after striking the word "possessing". Garry seconded. Passed unanimously.

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

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- We're working to replace the library's spigot, and we repaired toilets that weren't flushing.
  - Library Friends of Cook County granted the library \$1060.00 to support the Summer Reading Program's summer picnic and the purchase of prize books.
  - It's PRIDE month. We're holding a GLADD Media Awards film night on June 16. We're helping with book selections and facilitating the story hour.
  - We're seeking to hire a librarian 1 and a library clerk right now. We're down about 55 hours of staffing each week. We're not able to maintain normal service levels. Collection management and programming levels are most affected.

**Communications:**

- Mills stated he'd received a request by a community member that Trustees provide greater transparency by posting their communications online. Trustees agreed to continue following Open Meeting Law.
- Fund Statement: Saint Paul & Minnesota Community Foundation
- Fund Statement: Duluth Superior Community Foundation
- ALS Strategic Plan

Limvere motioned to adjourn. LeVoir seconded.

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# Thursday, August 24, 2023

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

### Minutes

**Call to Order:** 5:05PM at City Hall Council Chambers: 15 N Broadway, Grand Marais, MN

#### **Present**

Dave Mills, President, Cook County Board

Sue McCloughan, Secretary, Trustee

Michael Garry, Grand Marais City Council Representative

Sara McManus, Trustee

Kevin LeVoir, Trustee

Amanda St. John, Library Director

#### **Absent**

Enno Limvere, Trustee

### **Consent Agenda.**

Motion to approve by Garry, seconded by LeVoir. Unanimously approved.

### **Library Director's Report**

- St John showed that the high, growing levels of library usage while understaffed is unsustainable. Job openings are posted. New candidates have applied.
- A new trustee has been appointed to the Board. Nancy Giguere will join the Board for the September meeting.
- The summer reading program wrapped up on Thursday, August 17 with a puppet show and community picnic. 80 people attended the event, and left-over food was shared with the public at the Farmer's Market later that afternoon. Approximately 200 children were registered for the reading program, 58 in the "early literacy" group and 136 that were school-age. The library offered 20 story time events and had about 300 attendees at the story hours and craft sessions.
- On August 15 the library trustees, staff members, and community members participated in a strategic planning session, led by city staff members Mike Roth and Patrick Knight. The planning process is still underway. Discussion ensued about financial planning rising as a priority. Trustees thought that the library might increase communication to the public about library funding and monetary use.

### **Old Business**

Budget

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- The 2024 budget passed with a 4.8% increase.
  - It was reduced from a 6.4% increase to a 4.8% increase due to a data correction, not a budget change. During the process the insurance projections were scrutinized, and it was found that a change in the numbers could be made there.
  - Councilors were inquiring about the 215 funds and asking about usage of these funds. These funds have restricted use, as determined by the source of the funding, and are not to be used for basic operations.
  - Director St. John provided Trustees with a print-out of these funds, their sources, and restrictions. Trustees resolved to delve further into how these funds can be utilized after strategic planning indicates priorities.

### **Communications**

- Board members were provided with current fund statements. No discussion.

**The meeting was adjourned at 5:34 PM.**

**The next meeting of the Library Board is: Thursday, September 28, 2023, at 5:00 PM**

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