



Grand Marais Public Library
104 2nd Avenue West | PO Box 280
Grand Marais, MN 55604-0280
Grandmaraislibrary.org | 218.387.1140

Agenda

Meeting of the Board of Trustees of the Grand Marais Public Library
Thursday, November 21, 2024.

Call to Order: 5:00 PM

Location: Grand Marais Public Library

A. Roll Call and Introduction of Visitors

B. Approve Consent Agenda

- Approve Agenda
- Approve Minutes
- Approve Payment of Bills

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

D. New Business:

- Set 2025 Calendars: Board meetings, Holiday closures

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 24, 2024.

Call to Order: 5:00 PM

Location: Grand Marais Public Library

A. Roll Call and Introduction of Visitors

Michael Garry, President, Grand Marais City Council Representative
Kevin LeVoir, Vice President, Trustee
Nancy Giguere, Trustee
Enno Limvere, Trustee
Sara McManus, Trustee
Amanda St John, Library Director

B. Approve Consent Agenda

- Approve Agenda
- Approve Payment of Bills
 - Giguere motioned to accept the agenda as amended to include *Old Business: Air Source Heat Pump Quotes*. McManus seconded. Accepted unanimously.
 - Limvere motioned to accept the bills. LeVoir seconded. Accepted unanimously.

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

- The insurance rates for 2025 decreased to 4% for singles and 2.4% for families. An updated salary projection will be provided after open enrollment closes.
- Library Friends of Cook County awarded us a grant of \$4,400 for 2025 Winter Reading Program and 4 holiday celebrations. They committed \$2,500 to sponsor Summer Reading. This accounts for 57% of the program budget for 2025.
- Superior Cleaning finished cleaning library upholstery. A small set of rolling chairs need to be replaced.
- The City has invested in a new review process for department heads that was discussed very well in the October 9 City Council Meeting. St. John invited trustees to watch the archive for more information.

D. Air Source Heat Pumps

- Quotes were pursued from 3 installers. Twin Ports Custom Climate, who did the first third of our work, responded with an estimate to finish the project at \$37,000.



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- Gary made a motion to approve the Twin Ports quote. Giguere seconded.
Accepted unanimously.

E. New Business:

- Tofte Book Drop:
 - Director St. John discussed interest in retiring the service given how little it is used and how challenging it is to pick up materials regularly. The library no longer charges overdue fines. Mail a book and downloadable services are available. Trustees spoke in support of the closure given all the other options. LeVoir recommended a possible volunteer.
- Landscaping
 - Our volunteers are no longer available to maintain the garden directly in front of our building. We haven't found a replacement. St. John is gathering quotes to have this maintained next year by a local company. Gary supported hiring someone who would come regularly and that could be held accountable.
 - St. John asked the Tree committee to remove the tree root ball near the rock wall, and also to give us something new.

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Minutes

Meeting of the Board of Trustees of the Grand Marais Public Library, Thursday, September 26, 2024.

Location: Grand Marais Public Library

Call to order: 5:00 PM

Present:

Michael Garry, President, Grand Marais City Council Representative

Kevin LeVoir, Vice President, Trustee

Dave Mills, Secretary, Cook County Board Representative (arrived late)

Nancy Giguere, Trustee

Enno Limvere, Trustee

Sue McCloughan, Trustee

Sara McManus, Trustee

Amanda St John, Library Director

Erika Ternes, Librarian

Approve Consent Agenda

- Approve Agenda
- Approve Meeting Minutes
- Approve Payment of Bills

Giguere moved to approve the consent agenda. Mills seconded. Approved unanimously.

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

- Glen Sanders from the Department of Homeland Security's Cyber Security and Infrastructure Security Agency (CISA) will be on site to deliver staff training on personal safety issues and de-escalation techniques. Also will conduct a facility vulnerability assessment and offer suggestions for improving security.
- Director and BTR Architects discussed workflow issues and safety concerns, as well as the installation of an emergency exit near the children's area. BTR has supplied drawings that, with the CISA assessment, could frame security improvement discussions.
- On September 2, Superior Cleaning completed the first half of upholstery cleaning. He will be back on October 14 to clean larger items.
- A door has been installed between the circulation and staff work areas for additional safety. The closure and locking mechanisms need a second look.
- Boiler has a new error code, E14, which indicates a low voltage issue. Talking to heating & plumbing contractor, who believes it's related to a moisture issue inside the cabinet.



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- Sundew technology evaluated the library technology to help create a comprehensive replacement strategy. The library has done an excellent job of updating equipment on a continual basis. Our computers are 5-6 years old and some cannot be updated to Windows 11. Other needs are new batteries for battery back-ups, barcode scanners, anti-virus software, and an automated method for backing up data offsite. Mills would like to be sure we don't skimp on staff computers. Discussion ensued about possible costs, computer options, software upgrades, licenses, security.

Old Business: Library Goals Setting

- Director answered questions posed at the last meeting regarding maintenance of the security alarm system and gave a replacement strategy for the library's main doors.
- Heating and cooling system: Limvere asked if we have a timeline for completing the last 2/3 of the air source heat pumps project. St. John refreshed the Board on the project and reported an additional humidity problem. Mills suggested the ASHP installer might answer humidity questions.
 - Garry moved that we finish ASHP installation. Mills seconded. McManus asked if we can afford this project and replace the computers. Consensus was that the library has the funds. Motion passed unanimously.
- Mills made a motion to authorize the library director to spend up to \$35,000 to update computers and IT items as necessary. Giguere seconded. Motion passed unanimously.
- McManus moved that we allocate \$15,600 for library programming. There is an expectation that this amount will be offset by the usual grant support; committing the full amount provides the library a budget so staff can plan. Garry seconded. Motion passed unanimously.
- Trustees discussed the other potential projects or goals.

Meeting adjourned by Garry at 5:37.

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Bills

Acct.#	Description	Category	Expense	Comments
23-Oct				
211				
	Amazon Business	200	\$ 54.17	1K6L-XLNN-PKTW
	Amazon Business	200	\$47.36	1XKQ-YG19-Yv3L
	Action Fire Protection Services	220	\$ 79.00	Oct-24
	Cook County Home Center	220	\$ 13.99	A26816
	Superior Clean	310	\$ 1,665.00	#6514
	Vestis	310	\$ 138.51	#2630340118
	Erika Ternes	330	\$176.88	CLAS Meet/ ALS HQ
	City of Grand Marais	380	\$ 445.42	September utilities
	Amanda St. John	430	\$ 34.44	Coop/Safety Training
	Johnson's Foods	430	\$ 24.61	Safety Training/10/02/24
	Drury lane	435	\$ 39.90	CO#000115-1
	Ingram	435	\$ 711.72	#84363812
	Ingram	435	\$ 642.38	#84103809
	Michael Frederick	435	\$ 50.00	#298528, author copies
	mid america	435	\$ 209.70	#0048387
0				
211				
SUBTOTAL			\$ 4,333.08	
215				
	Buck's Hardware	200	\$ 24.99	#10515800
	Anna Farro Henderson	447	\$ 200.00	Honorarium
	Drury lane books	447	\$ 792.00	Invoice date 10/9/24
\$ -				
215				
SUBTOTAL			\$ 1,016.99	
\$ -	TOTAL		\$5,350.07	



11/6/2024

Acct.#	Description	Category	Expense	Comments
211				
	Amazon	200	\$ 7.89	1M7W-9476-LK1N
	Amazon	435	\$ 37.66	1M7W-9476-LK1N
	Amazon	437	\$ 29.00	1M7W-9476-LK1N
	metro Sales	310	\$ 118.58	INV2629930
	Two harbors public lib	310	\$ 226.80	#000032
	Vestis	310	\$ 138.51	#2630350942
VISA	The Kahler	330	\$ 526.74	
	Erika Ternes	330	\$ 547.44	MLA
	City of GM	380	\$ 419.59	October utilities
	Amazon	435	\$ 40.00	13XX-K97M-3NDQ
	Amazon	437	\$ 19.57	13XX-K97M-3NDQ
	Ingram	435	\$ 382.270	#84496985
	Ingram	435	\$ (22.51)	Credit 84242480
	Ingram	435	\$ 171.93	#84453228
	Ingram	437	\$ 52.76	#84453228
	Amazon	437	\$ 225.33	19MJ-97LG-H6X9
	Amazon	437	\$ 202.32	1349-WPVN-1T11
	Amazon	449	\$ 82.54	1GPV-RGYM-HJ3M
	buck's hardware	447	\$ 24.99	#10515800
0				
211				
SUBTOTAL			\$ 3,231.41	
215				
	BTR Architects	520	\$ 2,035.00	#16330
215				
SUBTOTAL			\$ 2,035.00	
\$ -	TOTAL		\$5,266.41	

Amanda St John
104 2nd Avenue West
PO Box 280
Grand Marais, MN 55604



Fund Statement

September 1, 2024 - September 30, 2024
Prepared on: October 29, 2024

101 Fifth Street East, Suite 2400
Saint Paul, MN 55101

651.224.5463 | philanthropy@spmcf.org

Enclosed are the statements for the following fund(s):

Fund Name	Fund #	Legacy Fund #
The Grand Marais Public Library Endowment Fund	182315	5330

Thank you for choosing the Saint Paul & Minnesota Foundation for your philanthropic goals.
To access your fund online, please visit the DonorView website at <https://spmfi.phiview.com/spmf>.

For questions about this statement, please contact:
 Mariah Brook 651-325-4269 mariah.brook@spmcf.org

Fund Activity Summary

Beginning Balance (September 1, 2024)	\$43,538.49
Contributions	
Contributions	\$2,000.00
Grants	
Grants Paid	\$0.00
Grants Returned ¹	\$0.00
Investments	
Interest & Dividends	\$63.35
Realized & Unrealized Gain (Loss) ²	\$402.45
Administrative Fees	
Administrative Fees ³	\$0.00
Other Income (Expense) ⁴	
Other Income	\$0.00
Other (Expense)	\$0.00
Ending Balance (September 30, 2024)	\$46,004.29
Approved Grants to be Paid at a Future Date	\$0.00
Uncommitted Balance ⁵	\$46,004.29

Contributions

Date	Donor	Description	Amount
09/23/2024	Harris, Carol M	Cash	\$2,000.00
Total			\$2,000.00

Investment Holdings and Performance ^{6 7 8}

			YTD	1 Year	3 Year	5 Year
Asset Detail	\$	%		(Annualized)		
SPMF Multi-Asset Endowment Portfolio	\$46,004.29	100.00				

Total **\$46,004.29**

Available to Grant

Amount Available to Grant Carried Over from Previous Year	\$0.00
Available to Grant Calculated for Current Year	\$1,719.77
Administrative Fees	(\$309.56)
Grants (Paid) Returned in Current Year	(\$1,410.21)
Amount Available to Grant as of September 30, 2024	\$0.00
Grants Scheduled to Be Paid in the Current Year	\$0.00
Pending Amount Available to Grant as of September 30, 2024	\$0.00

Fund Statement Terms

Please note: some definitions outlined below may not be applicable for your Fund.

1. Grants returned is when a grant payment is returned to the Foundation and added back to a fund. Grants may be returned for a variety of reasons (e.g. the organization is unable to accept the funds or use the funds for the specified purpose).
2. Realized & unrealized gain (loss) may include gains or losses from the sale of assets in the investment portfolio(s) in which your fund is invested; gains or losses from a stock or mutual fund gift between the time it was received in our account and when it was sold; changes in the market value associated with the investment holdings in the investment portfolio(s) in which your fund is invested. These gains or losses are net of investment management expenses in the investment portfolio(s) in which your fund is invested. Investment expenses are the costs for related staff time, investment consultants, investment software, and taxes. Investment expenses are assessed monthly.
3. Administrative fees are assessed to cover the expenses of managing and maintaining funds and related staff time. Administrative fees allow the Saint Paul & Minnesota Foundation to continue our work in inspiring generosity, investing in community-led solutions, and advancing equity. For nonpermanent funds, administrative fees are assessed quarterly in the month after the previous quarter for most funds. For permanent funds, administrative fees are assessed annually in the first quarter of the year.
4. Other income (expense) is where accounts receivable and other credits or expenses are listed (e.g. Program Related Investment (PRI) interest, investment transfers).
5. Uncommitted balance is the total of fund assets less any grants scheduled.
6. Investment holdings are the different investment portfolios or accounts in which a fund may have assets. The holdings percentages may differ from selected investment allocations due to the nature and timing of investments and assets moving into and out of a fund. Visit the DonorView website to see or change investment allocations, if applicable.
7. Investment performance is the overall performance for the investment portfolio(s) in which your fund is invested. Performance detail is shown in the quarterly statement.
8. Cash balances are short-term in nature and do not include money market investments. A positive cash amount is the result of a gift waiting to be invested in the fund's selected investment portfolio(s). A negative cash amount is a grant and/or fee that was paid during the month and will be moved out of the fund's investment portfolio(s). Cash transactions occur on the 1st business day of the month. This may not be applicable in a statement if there is no such activity in the fund during the statement timeframe.



STATEMENT OF ACTIVITY
Grand Marais Public Library Fund
FOR ACTIVITY FROM January 01, 2024
THROUGH September 30, 2024

Fund Balance

Beginning Balance	\$ 113,750.33
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Receipts

Description	Period Total
Dividends on Investments	\$ 1,762.62
Realized Gain/Loss on Invest	\$ 409.24
Unrealized Gain/Loss on Invest	\$ 15,457.56
Total Receipts	\$ 17,629.42

Distributions

Description	Period Total
Foundation Administrative Fees	\$ 685.77
Investment Management Fees	\$ 113.98
Total Distributions	\$ 799.75

Ending Balance	\$ 130,580.00
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Grants

Grantee

Date

Amount

n/a

n/a

\$n/a



STATEMENT OF ACTIVITY
Grand Marais Public Library Fund Agency
FOR ACTIVITY FROM January 01, 2024
THROUGH September 30, 2024

Fund Balance

Beginning Balance	\$ 26,405.73
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Receipts

Description	Period Total
Dividends on Investments	\$ 409.19
Realized Gain/Loss on Invest	\$ 94.99
Unrealized Gain/Loss on Invest	\$ 3,588.26
Total Receipts	\$ 4,092.44

Distributions

Description	Period Total
Foundation Administrative Fees	\$ 159.18
Investment Management Fees	\$ 26.45
Total Distributions	\$ 185.63

Ending Balance	\$ 30,312.54
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Grants

Grantee

Date

Amount

n/a

n/a

\$n/a



STATEMENT OF ACTIVITY
Grand Marais Public Library Fund COMBINED
FOR ACTIVITY FROM January 01, 2024
THROUGH September 30, 2024

Fund Balance

Beginning Balance	\$ 140,156.06
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Receipts

Description	Period Total
Dividends on Investments	\$ 2,171.81
Realized Gain/Loss on Invest	\$ 504.23
Unrealized Gain/Loss on Invest	\$ 19,045.82
Total Receipts	\$ 21,721.86

Distributions

Description	Period Total
Foundation Administrative Fees	\$ 844.95
Investment Management Fees	\$ 140.43
Total Distributions	\$ 985.38

Ending Balance	\$ 160,892.54
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Grants

Grantee

Date

Amount

n/a

n/a

\$n/a



Memo

TO: Library Board of Trustees
FROM: Amanda St. John, Library Director
DATE: November 14, 2024
SUBJECT: Setting Schedules for 2025 Board Meetings and Holiday Closures

It's time to set Board meeting and holiday closure schedules for 2025. Below is a proposal to start discussion.

2025 SCHEDULE OF MEETINGS FOR GRAND MARAIS PUBLIC LIBRARY'S BOARD OF TRUSTEES

The Library Board currently convenes at 5:00 PM on the fourth Thursday of each month. November and December dates tend to land on holidays and alternate dates are suggested.

Thursday, January 23
Thursday, February 27
Thursday, March 27
Thursday, April 24
Thursday, May 22
Thursday, June 26
Thursday, July 24
Thursday, August 28
Thursday, Sept 25
Thursday, October 23
**Thursday, November 20
**Thursday, December 18

2025 HOLIDAY CALENDAR FOR GRAND MARAIS PUBLIC LIBRARY

The City of Grand Marais observes the following paid union holidays: New Year's Day, Martin Luther King Jr. Day, Presidents' Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Indigenous Peoples Day, Thanksgiving and the day after it, Veteran's Day, and Christmas Day.

Typically, the library remains open on Martin Luther King Jr. Day, even though it is a paid holiday. Given patron traffic and the value to employees, we also usually close at 2 PM the day before Thanksgiving and close on Christmas Eve

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Closed on the following days:

New Year's Day	Wednesday	January 1
Presidents Day	Monday	February 17
Memorial Day	Monday	May 26
Juneteenth National Independence Day	Thursday	June 19
Independence Day	Friday	July 4
Labor Day	Monday	September 1
Indigenous Peoples' Day	Monday	October 13
Veterans Day	Tuesday	November 11
Thanksgiving Eve – close at 2:00 pm	Wednesday	November 26
Thanksgiving Day	Thursday	November 27
Friday after Thanksgiving	Friday	November 28
Christmas Eve	Wednesday	December 24
Christmas Day	Thursday	December 25