



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

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## **Agenda**

### **Meeting of the Board of Trustees of the Grand Marais Public Library Thursday, July 24, 2025**

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

- 2025 Safety and Security Improvement Work List

#### **D. Communications**

- SPMNF Fund Statement
- Brownstone Book Fund

#### **E. Old Business**

- Reserve Funds & Financial Policy
- Policy: By-laws
- Emergency Exit

#### **F. New Business**

- Retire Emergency Action Plan Policy

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

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

Thursday, June 26, 2025

Location: Grand Marais Public Library

McManus called the meeting to order at 5:02 PM.

### A. Roll Call and Introduction of Visitors

Present:

Sara McManus, President  
Kevin LeVoir, Vice President  
Enno Limvere, Secretary  
Dave Mills, County Commissioner  
Michael Garry, City Councilor  
Nancy Giguere, Trustee  
Sue McCloughan, Trustee  
Amand St. John, Library Director

Guests:

Helen Muth, Citizen  
Staci Droulliard, Friends of the Library Chair

Open Forum: (President read the rules and gave Helen Muth the floor)

Helen expressed concern over the use of capital funds for a possible exit to be built near the children's section of the library.

### B. Consent Agenda - **Garry moved to accept the consent agenda, Second by Giguere, the motion passed unanimously.**

- Approve Agenda
- Approve Minutes
- Approve Payment of Bills

### C. Library Friends of Cook County

Staci Droulliard, chair of their board, shared some news with us concerning their organization:

- Jan Smith stepped down after a long service.
- Board is now made up of:
  - Staci Droulliard, Johanna Larson, Treasurer, Andie Larsen, Kelsey Kennedy, Jack Miller, Beth Blank, and others
- LFCC provides grants to Public School system and to the public Library
- Volunteers are available for Summer Reading Picnic

- Partnership with Oddz & Endz replaces their annual book sale and the group receives money through the volunteer hours given and not through book sales.

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

- Amanda shared a graphic of visits by the public comparing the first five months of this year to last year. Discussion of apparent overall decrease of roughly ten percent, might be a variety of reasons. We really can't go back too far because of COVID pandemic to get comparable data.
- Summer Reading Program underway June 9<sup>th</sup> through August 16<sup>th</sup>.
- Minnesota Science Museum is coming up for a dinosaur fossil event this summer.
- Adult programs are drawing in a variety of people and well attended.
- Tofte Book Drop has gotten a second life with partnering with the bank manager, Mary VanDoren.
- Carpet was cleaned June 19<sup>th</sup>.
- Amanda is seeking additional estimates for a proposed second location of an emergency exit.
- Duluth Superior Area Community Foundation is now called Boreal Waters Community Foundation.

#### E. Communications

- SPMNF Fund Statement was shared.

#### F. Old Business

- Reserve Funds & Financial Policy

St. John started the discussion by walking us through the Library restricted fund balance sheet. Discussion about the legal restrictions of the Hazel Matthews in regards to the rest of the funds didn't see any discrepancies with our policy.

Discussion about operating funds versus capital funds was also clarified. Operating Fund has a six-month reserve for any emergency funding for the Library. City of Grand Marais and Cook County split the operating budget fifty-fifty. Grand Marais deposits their half over the first six months in equal installments of the fiscal year and Cook County deposits a lump sum at the beginning of their half. There is roughly \$306,000 in the operating fund with \$237,000 as capital reserve.

City Finance director strongly recommends that both operating and capital funds have a reserve between twenty-five percent to fifty percent. It was pointed out that in our current practice, the Library could run for a full year without receiving any funds from either the city or the county.

It was also raised that both city and county are responsible for the maintenance and upkeep of the library building. Discussion ensued about what is the role of the capital funds more than just fixing a leaky roof

St. John will bring back to the next meeting a revised Policy K that will fold the Hazel Matthews Fund into the general 215 fund and language to go forward with our new policy.

Tabled until next meeting.

- Final Review of Budget Proposals for 2026

After a brief discussion, **Garry moved to approve Budget Proposal, Giguere seconded, passed unanimously.**

- Policy: By-laws

St. John shared the new proposal for our by-laws which were poured over. One spelling correction on page 3 under Duties of City of Grand Marais and its governing officials. In section 1. ...negotiating union contracts (not contacts) Two sections are added:

On page 4: under 'Duties of Board of Trustees 3. Fiduciary responsibilities' to add an F. Manage financial restricted funds, endowment, and other funds and gifts.

On page 4: Under Article IV: Meetings

Section 4: (now becomes rules for Open Forum/Meeting)

And Section 5: Robert's Rules of Order shall govern parliamentary procedure of all meetings.

#### G. New Business

- Policy: Security Cameras

The policy was reviewed by City legal counsel. After adding the word "enabled" in the Audio Recording section, the Policy for Security Cameras was moved to adopt by David Mills, seconded by Nancy. Passed Unanimously.

Adjourned at 6:41 pm.



## Bills

7/2/23

Acct.#	Description	Category	Expense	Comments
<b>211</b>				
	Petty Cash	322	\$29.20	6/25/25 - Stamps
	Taproot Land	310	\$ 1,421.98	#762
	Empathy Studios	330	\$ 350.00	85YTHF6o-0001 Training videos
	Steven Hargadon	330	\$ 99.00	June 30, 2025 - Truth & AI; seat 1
	Steven Hargadon	330	\$ 99.00	June 30, 2025 - Truth & AI; seat 2
<b>0</b>				
<b>211</b>			\$	
<b>SUBTOTAL</b>			548.00	
<b>215</b>				
<b>\$</b>				
<b>-</b>				
<b>215</b>			\$	
<b>SUBTOTAL</b>			-	
<b>\$</b>				
<b>-</b>	<b>TOTAL</b>		\$548.00	

## 2025 SAFETY & SECURITY IMPROVEMENT WORK LIST

➤ **Items in red are completed.**

### Policy & Practice

Policies and plans create a structured framework to mobilize the organization, effectively minimize damage, protect people, and ensure coordinated actions during an emergency.

- **Updated and integrated the Library Emergency Action Plan (EAP) into the City EAP.**
- **Updated the City Emergency Action Plan for our department.**
- Update Patron Behavior Policy **end of Summer or early Fall**
  - Post the updated policy on the website (TBD - ASAP)
  - Post the policy as signage in the building (TBD - ASAP)

### Facility

Facility modifications that could enhance safety and security include adjusting the layout, adding physical barriers (such as doors, safe rooms, and security glass), installing security systems (like alarms and cameras), and improving visibility (by limiting public sightlines, expanding staff sightlines, and adding lighting).

- Install an emergency exit in the children's library for use in the event of an emergency evacuation. **In progress.**
- Implement security cameras to deter unlawful behavior and expand the visibility of the building's perimeter **by or before August 15.**
  - **Adopted a Security Camera Policy and posted to library website.**
  - Implementing employee acknowledgement forms and providing access training.
  - Installation of cameras on library facility.
- Installation of opaque, shatterproof, or one-way window cling in key areas **(research is ongoing due to cost)**
- **Installed a streetlight to light up staff parking areas during operational hours.**

### Staff Preparedness and Training

Emergency preparedness training improves response efficiency and safety, minimizes panic and confusion, increases employee security and confidence, and guarantees business continuity.

- Plans and policies:
  - Review new or updated policies with staff.
    - **Emergency Action Plan – Completed July 2025**
    - **Security Camera Policy – Completed July 2025**
    - **Unattended Bag Procedure – Completed July 2025**
    - Patron Behavior Policy
- Handling dangerous situations:

- ~~Refresh de-escalation and hostile intruder training—Scheduled with Sheriff Eliassen for citywide application on June 24 and June 25.~~
- Provide training on safer methods for removing a patron from the library (60-minute, virtual). **– in progress--**
- Provide training on safer methods for backing each other up (30-minute, virtual). **–in progress --**
- Provide training to support effective teamwork and collaboration, content TBD – **Staff chooses a month.**
- Public relations:
  - Provide staff training for responding to public and media inquiries **by Fall**
- Staff recovery:
  - The director will undergo training for staff recovery, concentrating on supporting victims of harassment, stalking, and physical violence before the end of the year.
  - **Identified a Critical Incident Stress Management (CISM) process for debriefing, addressing secondary trauma, and managing necessary procedures. We will utilize these services as needed or upon request.**
    - \* *CISM can include traumatic stress, debriefings, grief, etc.*

### **Communication**

Communication plans ensure the timely and accurate sharing of information with all necessary parties during an emergency. This supports coordinated response efforts, reduces confusion, and enables individuals to take appropriate actions based on the situation.

- Create a communication plan or tool that details how the library will communicate with staff, city officials, trustees, and the public during an emergency.

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



## Fund Statement

April 1, 2025 - April 30, 2025

Prepared on: May 23, 2025

370 Wabasha Street North, Suite 300  
Saint Paul, MN 55102

651.224.5463 | [philanthropy@spmcf.org](mailto: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

<b>Beginning Balance (April 1, 2025)</b>	<b>\$44,908.85</b>
Contributions	
Contributions	\$0.00
Grants	
Grants Paid	\$0.00
Grants Returned <sup>1</sup>	\$0.00
Investments	
Interest & Dividends	\$69.46
Realized & Unrealized Gain (Loss) <sup>2</sup>	\$59.33
Administrative Fees	
Administrative Fees <sup>3</sup>	\$0.00
Other Income (Expense) <sup>4</sup>	
Other Income	\$0.00
Other (Expense)	\$0.00
<b>Ending Balance (April 30, 2025)</b>	<b>\$45,037.64</b>
Approved Grants to be Paid at a Future Date	\$0.00
<b>Uncommitted Balance <sup>5</sup></b>	<b>\$45,037.64</b>

### Investment Holdings and Performance <sup>6 7 8</sup>

			YTD	1 Year	3 Year	5 Year
Asset Detail	\$	%		(Annualized)		
SPMF Multi-Asset Endowment Portfolio	\$45,037.64	100.00				
<b>Total</b>	<b>\$45,037.64</b>					

### Available to Grant

Amount Available to Grant Carried Over from Previous Year	\$0.00
Spending Policy Calculation for Current Year <sup>9</sup>	\$1,870.17
Administrative Fees	(\$336.63)
Grants (Paid) Returned in Current Year	(\$1,533.54)
<b>Amount Available to Grant as of April 30, 2025</b>	<b>\$0.00</b>
Grants Scheduled to Be Paid in the Current Year	\$0.00
<b>Pending Amount Available to Grant as of April 30, 2025</b>	<b>\$0.00</b>

## 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.
9. The current spending policy is 5 percent of the 21-quarter rolling average of a fund's market value. The amount to be distributed in the current year is calculated in the first quarter of the year with December 31 of the previous year as the last measurement point. Administrative fees are deducted before delivery of the annual distribution.

# Brownstone Book Fund

784 Park Ave, New York, 10021 ~ [dianebrownstone@gmail.com](mailto:dianebrownstone@gmail.com)

June, 2025

Dear Librarian,

I am writing to you as the director of the Brownstone Book Fund, a private non-profit foundation. In collaboration with Tamara Lee, the State Librarian and Director of State Library Services for the Minnesota Department of Education, I am delighted to inform you that your public library has been selected as one of one hundred recipients of a gift of 100 new children's books.

The Brownstone Book Fund is dedicated to fostering a love of books, literacy, and reading in young children. My own childhood experiences with public libraries provided invaluable access to books that have enriched my life immeasurably. It is my sincere hope that this collection will offer similar experiences and joy to many young readers in your community.

The 100 books you will receive have been thoughtfully chosen by the Council of Regional Public Library Systems Administrators (CRPSLA). The Brownstone Book Fund will cover all associated costs, including cataloging, processing, and shipping, with delivery expected from Brodart late in the year.

You will also receive from Ms. Lee pages for you to fill out and return promptly to Debbie at Brodart which will include your cataloging and processing information.

Upon receiving the books, you will also find a roll of Brownstone Book Fund labels. We kindly request that you place one label in each of the new additions to your collection.

To assist you in sharing this exciting news, a sample press release has been prepared for your convenience and can be adapted to your library's specific needs in order to assess the impact of this program, we would greatly appreciate your feedback. Following the arrival of the books, please complete the enclosed questionnaire and return it to me.

Thank you for your ongoing commitment to promoting reading and literacy within your community. We hope you and the young readers you serve thoroughly enjoy these new books. We eagerly anticipate hearing from you.

Sincerely,

  
Director, Brownstone Book Fund

# Financial Policy

**Adoption Date:** *July Draft*

**Approved By:** Library Board of Trustees

## Purpose

The purpose of this policy is to guide the Library Board in the use of library funds in a planned, responsible way, to sustain the operation of the Library and ensure its continued financial health into the future. This policy provides a framework for the management of library funds, a mechanism for transfer of funds to the endowment, a more clear definition of how the endowment funds operate, and a mechanism for donors to contribute to the library for general or specific purposes.

## Governance

Grand Marais Public Library is a federated member of the Arrowhead Library System and is funded jointly by the City of Grand Marais and Cook County, Minnesota. The City of Grand Marais serves as the fiscal agent, and owns the building and facilities that house the library.

## Funding

### Account 211 – Operating Fund

Grand Marais Public Library's operations are jointly funded by an agreement between the City of Grand Marais and Cook County, Minnesota. The Operating Fund (Account 211) contains public tax dollars approved each budget year by the Library Board, the City Council, and the County Board, according to the Joint Powers Agreement. Funds remaining at the end of each budget year stay with the library and become part of the library's fund balance.

The City recommends that the Library Board follow financial best practices by maintaining a cash reserve equal to 25%–50% of the annual operating budget. As stewards of public funds, the Library Board aims to keep a reserve equal to six months of operating expenses. If the fund balance falls below three months of operating expenses, the Board may consider steps to rebuild the reserve, such as adjusting spending, reallocating funds, or requesting additional support through the budget process. If the fund balance exceeds seven months of operating expenses, the Board may consider strategic uses for the surplus, such as one-time investments, deferred maintenance, or other time-limited priorities that align with the library's mission and goals.

## Account 215 – Restricted Funds

The Library's Restricted Fund (Account 215) holds non-tax revenues such as grants, memorial gifts, bequests, and other private or external funding. Some of these funds are donor-designated for specific purposes; others are not. These funds must be used in a way that **does not reduce or replace** monetary support from the City, County, State, or other public sources. Adhering to this standard ensures the lawful use of bequests. Given this, the funds are best applied to one-time or strategic uses that enhance, expand, or protect library services. Avoid covering ongoing operational expenses—including salaries, benefits, or other recurring costs—that are the responsibility of public funding partners.

Additionally, the Library's Restricted Fund holds some tax dollars that are earmarked for capital projects like carpet replacement. They are listed on the account's balance sheet as "assigned funds".

While Account 215 may appear to be a single balance, it divides into two categories: *Committed Funds* and *Available Funds*.

### *Committed Funds*

The Library Board has already earmarked a portion of the 215 Fund for specific purposes. These are known as *Committed Funds*. They may support multi-year projects, future obligations, or priorities designated by Board action. Though the dollars exist in the fund balance, *they are not available for discretionary spending*.

Examples of Committed Funds may include:

- Capital improvements or deferred maintenance
- Grant match requirements
- Board-directed savings for future initiatives

The current fund commitments are as follows:

1. *Operational reserve*: 25% of the library's operating expenses (2025 = \$118,500) shall be maintained for use during a catastrophic event.
2. *Insurance deductible*: \$10,000.
3. *Technology replacement*: \$27,500. The library's operation is reliant on computers and this money safeguards against loss. Computers are generally replaced every 5-7 years. The estimate was generated in 2025 based on the cost of 8 PCs for staff use, and 8 PCs and 2 iMacs for public use.
4. *Carpet replacement*: The city and county contribute \$1,000 each on an annual basis for the replacement of the library's carpet. The last replacement occurred in 2023 and cost \$41,500.

Another set of committed funds are small restricted donations or grants accepted by the library director on behalf of the library, often for use during the current fiscal year. The library director is responsible for managing grants and small restricted funds to completion. Examples include expenditure of Library Friends of Cook County grants, Arrowhead Library System Crossover Dollars, and donations given for specific purposes such as *expanding the large print collection*.

#### *Available Funds*

The remaining balance in the 215 Fund is considered *Available* for use. They can be applied to support a variety of purchases that align with the library's mission, such as:

- *Facility & Infrastructure*: Building improvements, furniture, grounds projects, equipment, or security enhancements
- *Technology & Collections*: New technology, digital or physical collections
- *Service Innovation*: Expansion or piloting of new services, marketing or outreach campaigns, programs and shows
- *Professional Services*: Consultant fees, planning support, or external expertise aligned with library goals
- *Staff & Organizational Development*: Staff training, leadership development, or professional learning
- *Strategic & Financial Growth*: Contributions to the endowment or one-time investments in strategic priorities
- *Unanticipated Needs*: Non-salary expenses that arise outside of the annual budget

Use of available funds shall be approved by the Library Board and should be evaluated with attention to strategic priorities and the intent of the original gift or revenue source, where applicable.

#### **Endowment and Long-Term Financial Stability**

In addition to operational and restricted funds, the Library benefits from long-term investments held by two community foundations. These endowment funds are intended to support the Library's financial stability in perpetuity.

Only the interest or earnings from these funds can be accessed by the Library, in accordance with the policies of the foundations and any applicable donor restrictions.

These funds reflect the community's long-term commitment to the Library's mission and serve as a safeguard for future generations.

### **Boreal Waters Community Foundation (BWCF)**

#### *Grand Marais Public Library Endowment Fund*

- Established by Grand Marais Public Library
- Funded by private donors
- Annual distributions are automatically reinvested and available to the Library for unrestricted use
- Donations from other BWCF participants may be transferred into this fund

#### *Grand Marais Public Library Endowment Fund—Agency*

- Funded directly by the Grand Marais Public Library
- Annual distributions to the Library are unrestricted in use.

#### *Beverly R. Uhrhammer Memorial Library Fund*

- Established by a private donor
- The Library is the sole beneficiary
- Annual distributions are restricted to the purchase of children's books and are awarded through a grant request process

### **St Paul & Minnesota Foundation**

#### *Grand Marais Public Library Endowment Fund*

- Established by the Grand Marais Public Library
- All donations shall be deposited to this fund
- Annual income distributions are deposited to the Restricted Fund (Account 215) and use, from the Foundation's perspective, is unrestricted

### **Gifts**

The Grand Marais Public Library welcomes gifts that enhance library programs or contribute to its long-term sustainability. Gifts may be used to support immediate needs, special projects, or invested for future benefit through one of the library's endowment or legacy funds. The library cannot accept gifts with restrictions it is unable to meet.

#### **Accepted gifts may include:**

- Cash or check
- Securities or real property
- Bequests or provisions in a will
- Gift of life insurance proceeds
- Charitable or living trusts

#### **Tax Considerations:**

Gifts to the Grand Marais Public Library or its designated endowment funds may provide

significant tax benefits to the donor. Donors are encouraged to consult with an attorney or tax advisor regarding taxes when considering donating to the library.

The Library Board reviews all policies within a five-year timeline or as deemed necessary.



# By-Laws for the Library Board of Trustees

**Adoption Date:** *Draft –July 2025*

**Approved By:** Library Board of Trustees

## **ARTICLE I: NAME**

The name of this organization is “The Board of Trustees of the Grand Marais Public Library”.

## **ARTICLE II: COMPOSITION OF THE BOARD**

Section 1. The library shall continue to be governed by a board of seven (7) members serving staggered three-year terms and appointed by the Mayor of the City, with the consent of the City Council. Four members of the Board shall continue to be residents of the City. The other three members shall be three County residents from outside the City limits, not more than one of whom shall at any time be a member of the County Board. (Excerpted from the *Joint Powers Agreement for Library Services*)

Section 2. No citizen-appointment Trustee shall serve more than two (2) consecutive three (3) year terms. A former citizen appointment trustee may be reappointed after a lapse of one year. City or County officials are appointed on an annual basis according to committee assignments.

All terms shall end on December 31st. The Library Board members shall be appointed for the term of three years and until their successors are qualified. PROVIDED, NEVERTHELESS, that any member of the Grand Marais City Council or the Cook County Commissioners shall be appointed to the Library Board for a one-year term only. All non-city resident members of the Library Board shall be appointed from a list of nominees nominated by the County Board. The Library Board so appointed shall have all of the powers of such boards as set forth in Minnesota Statutes, Chapter 134. (Excerpted from the *Joint Powers Agreement for Library Services*)

Section 3. Any member who moves out of Grand Marais or Cook County shall be responsible for notifying the secretary of the Board of Trustees. Upon receipt of such notice, the position shall be declared vacant. It is the duty of the President (MN Statute 134.10 Board Vacancies) to notify the appointing officials of the vacancy and, by direction of the board, suggest names to the appointing officials of persons who may fill the vacancy.

Section 4. Officers of the board shall be a president, vice-president and secretary. They shall hold office for one year or until their successors are selected. Vacancies in office shall be filled by vote at the next regular meeting after vacancy occurs.

**The duties of the officers are as follows:**

*President.* The President shall preside at all meetings of the board, authorize calls for any special meetings, sign vouchers for disbursement from library funds (or designate other board members to do so) and in general perform all duties associated with that office.

*Vice President.* The vice-president shall assume the duties of the president in the event of the absence or disability of the president.

*Secretary.* The secretary shall keep accurate minutes of all board meetings and perform other duties generally associated with that office. If recording of the minutes is delegated to Library staff, the Director shall make the assignment and submit minutes to the secretary for review and approval of submission to the Board.

### **ARTICLE III: DUTIES**

The purpose of the Grand Marais Library Board is to represent the library both to the people and to the governing officials of the City of Grand Marais and Cook County.

The Board of Trustees of the Grand Marais Public Library was organized as a governing Board. In practice and in cooperation with the City of Grand Marais, several functions reflect those of an advisory Board creating a hybrid governance that is lawful according to the City's attorney. The Grand Marais City Council may delegate additional powers and duties to the Board of Trustees of the Grand Marais Library.

#### **Duties of the City of Grand Marais and its governing officials**

1. Govern personnel including setting compensation, negotiating union contracts, and managing human resources issues including as regards the library director.
2. Manage the library's finances and accounting with input from Trustees.
3. Adopt an operational budget approved by the Library Board of Trustees.
4. Approve the library's expenditures.
5. Manage the library's operational legal needs.

#### **Duties of the Board of Trustees**

1. Operate within the requirements of the Minnesota Open Meeting Law (Minnesota Statutes Chapter 13D).
2. Make recommendations to the City about appointment or removal of a library director.
3. Fiduciary responsibilities:
  - a. Collaborate with the library director to develop a sound operational budget proposal on a timeline that meets the requirements outlined in the Joint Powers Agreement. The Board approves the proposal.
  - b. Seek to secure adequate operational funds for the library by approving and representing the budget proposal before the City, and County as needed.

- c. Regularly review the library's expenditures to ensure alignment with strategic priorities, fiscal responsibility, and production of expected library service levels.
  - d. Ensure that adequate reserve funds are maintained to finance library operations in an emergency.
  - e. Manage restricted funds, endowments, and other funds and gifts.
  - f. Use contributions in combination with levied funds to ensure the continuous development of services, supporting personal development of all Cook County residents.
4. Adopt library policies that support the highest possible degree of operating efficiency and information access.
  5. Work with the library director to ensure that the library building and grounds meet the requirements of the total library program.
  6. Develop and implement long range plans for the strategic achievement of high-quality library service that meets and adapts to the changing needs of Cook County's residents.
  7. Study and support legislation which will bring about the greatest good to the greatest number of libraries.
  8. Cooperate with public officials and boards and maintain vital relations with the public and the Library Friends of Cook County.

#### **Duties of Cook County and its governing officials**

1. Adopt an operational budget approved by City Council.

#### **ARTICLE IV: MEETINGS**

*Section 1. Regular Meetings.* The Library Board shall meet at a regular monthly meeting. The time, date and place shall be determined at the January meeting. In accordance with the Minnesota Open Meeting Law, public notice of meetings shall be posted.

*Section 2. Special Meetings.* Special meetings may be called by the president, or upon request by three (3) members, for the transaction of business as stated in the call to meeting. A public notice of the meeting's date, time, location, and agenda must be made a minimum of 3 business days (72 hours) prior.

*Section 3. Quorum.* A quorum for transaction of business shall consist of a simple majority of four (4). In accordance with Open Meeting Law, Trustees shall not discuss library business with one another outside of public meetings. Trustees communicate electronically with each other through the Library Director to prevent inadvertent creation of a meeting. Avoid using "Reply All," as when members of the public email the Board.

*Section 4. Open Forum.* The public may express their views, concerns or suggestions on topics relevant to the library during Open Forum. Open Forum is limited to one half-hour. No person may speak more than five (5) minutes or more than once. Each subject will have a limit of ten

(10) minutes. Board members may ask questions of the speaker. With the agreement of the Board, such matters taken up during the open forum may be scheduled on the current agenda or future agenda, therefore Open Forum will occur before the agenda is approved.

*Section 5.* Robert's Rules of Order shall govern parliamentary procedure of all meetings.

#### **ARTICLE V: DUTIES OF THE LIBRARY DIRECTOR**

The Library Director shall be considered the executive officer of the Board and shall have sole charge of the administration of the library under the guidance of the Board. While Trustees oversee library service levels and policy, the Director is supervised in all areas by the city administrator, who is responsible for conducting an annual review of the Director with input from the Board. The Director shall be held responsible for the care of the building and equipment, for the direction of the staff, for the efficiency of the library's service to the public, and for the operation of the library under the financial conditions set forth in the annual budget. The Director shall attend all board meetings.

#### **ARTICLE VI: AMENDMENTS**

These by-laws may be amended at any regular meeting of the board by majority vote of the members present, providing the amendment was stated at the previous meeting.

Adopted 1993, updated in 2025

# ESTIMATE



CMC Construction Inc.

7500 Tower Avenue,

Superior WI, 54880

715-209-5893

[eric@cmcconstruction.us](mailto:eric@cmcconstruction.us)

[cmcconstruction.us](http://cmcconstruction.us)

## Grand Marais Library Door Install

Amanda StJohn

Grand Marais Public Library

104 2nd Ave. W Grand Marais, MN 55604

(218) 387-1140

4/11/2025

ESTIMATE NO.

#1

DRAWING SET

Site Pictures

ADDENDUM

N/A

DESCRIPTION	TOTAL
General Conditions	\$ 5,192.00
Demo, Rough Carpentry, Finish Carpentry, Taping, Painting (Labor & Materials)	\$ 27,355.00
Electrical	\$ 3,000.00
Masonry & Concrete	\$ 5,800.00

\*See attached Inclusions & Exclusions\*

Price is good for 14 Days

Estimate Total \$ 41,347.00

RE: Grand Marais Library Door Install  
Estimate: #1  
Date: 4/11/2025



CMC Construction Inc.  
7500 Tower Avenue,  
Superior WI, 54880  
Office 715.682.0075

**1. General Contract Notes**

- a. This estimate is subject to change prior to drawings being released.
- b. GC required to keep up with current information, files, submittals, changes, RFI's ect.
- c. Materials are subject to change at time of purchase.

**2. Inclusions & Exclusions**

**a. General Conditions**

**i. Includes**

- 1. Permit Allowance
- 2. Dumpster (Staging area required)
- 3. Scheduling with Owner

**ii. Excludes**

- 1. Performance and Bid Bonds
- 2. Temp Facilities
- 3. Labor for other trades cleaning and material
- 4. Snow Removal
- 5. Landscaping

**b. Demo**

**i. Includes**

- 1. Labor and Materials
- 2. Building a Containment
- 3. Demo/salvage wood trims
- 4. Sheetrock for new opening
- 5. Exterior Siding/PVC trims
- 6. Remove 1 window
- 7. Build temp infill

**ii. Excludes**

- 1. Landscaping

**c. Electrical**

**i. Includes**

- 1. Labor and Materials
- 2. Wiring for exterior wall pack light (Above new entry)
- 3. Exit sign (Above new door)

**ii. Excludes**

- 1. ACT lighting & ballast

**d. Rough/Finish Carpentry**

**i. Includes**

1. Labor and Materials
2. 2x wall framing
3. Reframe door header
4. Insulation (R21)
5. Vapor Barrier
6. Weather barrier
7. 5/8" Type X gypsum
8. Insulate 1 HM frame
9. Set 1 HM frame
10. Swing Door
  - a. Door Hardware
  - b. Hinges
  - c. Door closure
  - d. Heavy duty panic bar
  - e. Key cylinder
  - f. Weatherstrip
  - g. Threshold
  - h. Door sweep
11. Modify existing interior wood trims
12. Patch exterior Hardie siding & Trims @ new door location
13. Caulking
14. Take down containment
15. Tools and equipment to perform work scope
16. Good Housekeeping

**ii. Excludes**

1. Engineering
2. Flooring
3. ACT systems
4. Electrical

**e. Masonry & Concrete**

**i. Includes**

1. Labor and Materials
2. Tooth masonry block for new door opening
  - a. Remove decorative CMU blocks
3. Cutting 2" off CMU
4. Relaying CMU
5. Prep site for new 6x6 concrete stoop
6. Form 6x6 concrete stoop

- a. Pour 6" thick  $\frac{3}{4}$  with air concrete mix
- b. #5 rebar 1' O.C. each way
- c. 2" foam underneath stoop

7. Note: owner to provide water

**ii. Excludes**

- 1. No permits or testing
- 2. Cold weather conditions
- 3. Electrical

**f. Taping & Painting**

**i. Includes**

- 1. Labor and Materials
- 2. Corner beads and trims for finished gypsum edges
- 3. Level 4 finish
- 4. Sand smooth for paint finishes
- 5. Prime new and patched gypsum
- 6. 2 coats finish paint (Interior)
  - a. Corner to corner
- 7. 2 coats finish with paint on siding and trims
  - a. New siding only
- 8. Prep exterior HM Frames and Door
- 9. 2 coats DTM HM frame and door
- 10. Tools and Equipment to perform work scope
- 11. Good housekeeping

**ii. Excludes**

- 1. Texture
- 2. CMU masonry
- 3. Existing siding





Grand Marais Public Library  
104 2<sup>nd</sup> Ave West  
Grand Marais, MN 55604

February 24<sup>th</sup>, 2025

RE: New emergency exit

We are pleased to provide all necessary tools, materials, and labor to complete the items below:

- Demo existing window, cut new opening in existing 2x6 wood framed exterior wall
- Wet saw existing brick veneer for clean opening on both sides of window opening
- New wood stud framing to existing top plate, new header over new door opening
- Electrical work to relocate receptacles, add new exit light on exterior
- Install new HM exit door with 4x25 window in door and glass transom light above door to match top of window frame height. Install new hardware including hinges, panic bar, closer, weatherstripping, threshold, and sweep
- Drywall patching around new opening, tape and paint to match existing wall
- Remove existing vegetation and prep for new concrete sidewalk
- Provide 2" rigid foam underlayment, pour rebar reinforced 4" concrete sidewalk
- Provide (2) new metal roof snow guards above existing condensing units
- General requirements including dumpsters, trucking, safety requirements, clean-up

Our Price for this work will be

**FORTY-TWO THOUSAND THREE HUNDRED DOLLARS & 00/100 (\$42,300.00)**

We do not include:

1. Disposal of any know or unknown hazardous materials
2. Abatement

Notes/Clarifications:

1. All work assumed during normal business hours M-F 7:00a – 3:30p
2. Quote is good for 30 days

Thank you,

A handwritten signature in black ink, appearing to read "J. Aune", is written over a white background.

Joshua J. Aune  
Donald Holm Construction Co. Inc.

April 30, 2025

Amanda St. John  
Grand Marais Library Director  
104 2<sup>nd</sup> Avenue West  
Grand Marais, MN 55604

RE: Exit Door

The following is your cost to create an exit door adjacent to your front entry. We have not included any design fees in our proposal, if needed.

Our cost for this project is \$48,000. We have included the following scope of work:

- 3'-0" Door, Frame and Hardware
- Demolition, Carpentry
- Concrete Work, Masonry
- Electrical
- Painting and Taping

Sincerely,



Dean Johnson

DEJ/nmd

# Grand Marais Public Library

## Emergency Action Plan

**Statement of Purpose:** The City of Grand Marais provides each department an Emergency Action Plan to assist staff in making quality decisions during times of crisis. The plan specifies actions that can prevent injury and property loss from the occurrence of emergency incidents.

This policy supplements the City's plan by providing guidance specific to library operations.

**Responsibility of Command:** The Library Director is considered the "Lead Worker" and will be in charge during any emergency situation at the library. If the director is unavailable, responsibility of Lead Worker passes first to the Librarian I with the most longevity with the library, and then to the second Librarian 1. If neither the director nor Librarian 1s are present, then responsibility passes to the Library Clerk with the most longevity with the library.

The role of the Lead Worker is to be in charge during an emergency. This person directs the actions of other library employees to create an organized response. The Lead Worker will refer to the City Emergency Action Plan for guidance first. Some additional details follow.

### Emergency Contact Numbers

City Administrator	Mike Roth	Redacted
Library Director	Amanda St John	Redacted
Librarian I	Ryan Leng	Redacted

### I. Library Closures

**Plan of Action:** If the Lead Worker determines the library must close:

- a. The Lead Worker will notify city hall of the emergency and the decision to close.
- b. The Lead Worker (or their chosen delegate) will send a closure notice to Boreal ([www.Boreal.org](http://www.Boreal.org)), WTIP, ISD166 and GES. **Input the email address**
- c. The Lead Worker will direct another employee to post signs on the front door of the library to announce the closure.
- d. The Lead Worker will allow patrons who do not have a cell phone to use the library phone to make emergency arrangements. Children should contact their parent or guardian for advice on what to do after the closing of the library.
- e. In the event patrons and employees need to shelter at the library, the Lead Worker will direct them to safe areas. Staff will offer water, food, lights and the use of the library restrooms as available.

### II. Building Evacuation

# **Grand Marais Public Library**

## **Emergency Action Plan**

### **Plan of Action:**

- a. If it is safe for staff to do so, they will inform the public of the need to evacuate and direct them toward the nearest safe exit. Staff will not linger in the building if it doing so endangers their own lives.
- b. Staff can pull a fire alarm as they exit the building to communicate a need for urgent evacuation to the public.
- c. The staff will escort minors to city hall.

### **III. Public Disturbances**

**Plan of Action:** In the event of a public disturbance emergency, the following actions will take place:

- a. Reinforcing the City plan: any employee witnessing a public disturbance emergency shall call 911 for help. Making the call away from the disturbance can increase personal safety and the risk of escalating a dangerous situation.
- b. The Lead Worker (staff member “in charge”) will ask the person causing the disturbance to leave the building, if appropriate.
- c. Supporting staff members will direct patrons to move away from the person causing the disturbance, if it is safe to do this.

### **IV. Building Lockdown**

#### **Plan of Action:**

- a. The Clerk will lock the front door and make sure all doors are secure. The library clerk(s) will close all windows and blinds, if it is safe to do so.
- b. The Lead Worker will address the patrons and tell them that there is a library lockdown in effect and no one will be allowed to leave until emergency personnel arrive and dismiss them. The Lead Worker will direct the patrons away from the doors and windows. Ask patrons to be quiet until emergency workers provide further directions.

The Grand Marais Library Board reviews all policies within a five year timeline or as deemed necessary.