

# GRAND MARAIS LIBRARY BOARD MINUTES

## APRIL 6, 2015

### Call to Order

President Audrey Stattelmann called the meeting of the Grand Marais Public Library Board to order at 5:32 PM. at the Grand Marais Public Library.

### Members Present

Sally Berg, Hillary Freeman, Steve Harsin, Jan Sivertson, Audrey Stattelmann and Library Friends Representative, Peggy Struck, were present at the meeting.

**Members Absent:** Brienne Moody, Helen Muth, and Jay Arrowsmith DeCoux

### Consent Agenda

The Consent Agenda included the meeting agenda, the minutes from the March 2015 meeting, and the bills submitted to the city council for payment. A motion/second was made by Sivertson/Freeman to accept the consent agenda and the March minutes with corrections. The motion passed.

### Director's Report

The complete Director's reports for April can be found at the end of the minutes. Other comments made by director Harsin included a report on the clerk position that was posted at the library. He has one person that he is interested in hiring (Hartley Newell Acero) and another candidate for whom he is waiting to complete the reference checks. A discussion about the staffing needs of the library took place. An assessment of needed personnel to run the library efficiently will be part of the strategic plan for 2015 and assigned to the personnel committee for study.

### Committee Reports

- *Financial Committee:* Steve, Jay, Hillary, & Audrey - The Financial Committee reported that they met on March 23<sup>rd</sup> and started putting things together for the 2016 budget. They discussed the current financial status and using the donations that come into the library in the year they are received. They will continue to work on the fund balance and the budget for 2016. The budget needs to be presented to the library board for approval in June, the city in July and the county in August.
- *Policy Committee:* Steve, Audrey, Sally & Brienne No Report
- *Art Committee:* Steve, Sally, Helen, Ann Ward, & Lynn Speaker – No report.
- *Personnel Committee:* Audrey, Sally, & Jan – No report. Will meet to discuss about optimal staffing.

### Communications

- Harsin shared an article written to the Duluth newspaper by Carla Powers, Duluth Library Director, about the Legacy money and the programs that are funded by the grant. He passed a copy of the article around the table.
- Signage: Harsin reported that they are looking at the categories for overhead signs and exploring the use of pictograms for that purpose. He showed an example of this type of

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signage from the Oakland Public Library. Harsin shared the pictures used by the Oakland Public Library to mark the collections in the library.

### Library Friends Liaison Report

Peggy Struck from the Library Friends was present to give a report. The Friends had a mini-sale of gardening books. Harsin thought they had sold about half of the books on the day of the sale. The sales were modest, one membership was sold, and one book bag, resulting in \$231.00 for the Friends. There were 37 paying customers. The customers enjoyed the door prizes. The Friends will discuss if the sale was worth the effort to do it again. The board supported the idea of the sale and appreciated the effort. Hillary suggested adding it to another gardening event such as the Great Expectations sale in the spring.

### Unfinished Business

1. **Review of Strategic Plan Goals:** Stattelmann reviewed the plans from the annual Strategic Planning retreat. The location of the retreat was Inga and Lena's Room across from the Senior Center. The food was good. The cost of the retreat was \$200 for food, coffee, other beverages, desert, and the room. The board members present liked the process used for the retreat. Harsin thought the process was give and take, respectful, and that the group stayed on task. Sivertson commented that the process was productive and painless. The board felt that the list of topics that the Library Board reviewed prior to the retreat and voted on the most important topics helped to focus the discussion at the retreat.

### New Business

1. **Film Night:** Interest in the Film Night Committee: Goal 2 #3, Film Night. Interested board members include: Hilary Freeman, Helen Muth, along with Mary Beams, Elaine and Anne Ward. Those board members, along with interested library personnel, and lay people will form a committee and coordinate with the public to determine the feasibility having a film night.
2. Legacy Art Committee for Hosting Unveiling: Steve, Helen, Ann, Sally, and Jan. Sally will call a meeting to discuss the unveiling and the sidewalk project. The committee will provide the board with a proposed plan of action along with a date for dedication at the next meeting.
3. Meeting with the County Commissioners: Audrey will accompany Steve at the meeting. Steve will be the spokesperson to explain library usage information and how the library uses the funding received from the county.

### Topics for a Future Meeting:

1. Means to contact bus driver at the library
2. Can the hours of the library be adjusted so Grand Portage workers can get to the library more than just Wednesday?

### Adjournment

President Audrey Stattelmann adjourned the meeting at 6:41.

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### Director Harsin's Report

#### Library Board report, March 2015 activities

Annual report was submitted on time.

Ann has requested a reduction in hours to 17 per week (average/34 per pay period.)

This request has been granted.

Interviews underway to fill clerk hours. 5 people being interviewed.

March was a tough month in regards to staffing, but we skinned through. Facing another similar situation for April and into May. Hiring new staff should help, though there could be an extended training period. I need to draw some training materials together as quickly as possible.

Signage – some additional signage has been ordered.

Friends have been given the invoices for signage installed to date. They also took the invoices for the love seat, magazine rack shelving, and children's area shelf. The latter item was received damaged. Demco offered a \$200 credit which we took, and the city crew will due the repair; It should be as good as new. That credit is to be applied to the shelving unit in the staff work area, also to be paid for by the Friends.

Friends wrote us a check for the remaining funds for DVD collections and Non-Fiction. We have now received \$5,000 for such purchases. The difference in the DVD collection is quite obvious. Shelving has been expanded, and a combination of "longer-held", shabby, and low circulating titles have been withdrawn. The collection feels much fresher and has a more positive energy to it. Customer feedback has been very positive. Circulation staff has noticed sharply increased circulation of movies.

Non-fiction material has been much requested over the winter, and much of that has hit the shelves this month. It's my observation that Grand Marais has generally happy library users if you keep fresh non-fiction offerings available. Of note: We added a group of "milk" titles for those who may have an interest in that issue.

Pretty much every big name fiction author has had a major release since the first of the year. We've ordered as much of that as we can, along with other numerous offerings. Book circulation seems to be picking up steam as we enter spring.

The new cataloger is catching up on adding new titles, and that's very welcome. We will turn some of her attention to the weeding, which has stalled out in the non-fiction 800's. Once non-fiction is complete, we'll work through the fiction. That will be the biggest job. After that, we intend to review other collections such as Reference, audiobook, and others.

New magazine rack was installed last month. An order went in for several new subscriptions, and some that we previously ordered direct from the publisher were moved over to our periodicals vendor, Publishers Subscription Service (PSS) who already supplies the vast majority of our subscription titles. Besides adding a few new titles, we also added the Sunday Star Tribune at only a moderate increase to our regular subscription rate in response to a patron request. The other new subscriptions were also in response to patron request.

Tom has been working on network issues, and we are making some decisions about how to best manage the networks we have. He checked all the battery backups in the

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building, and found we needed to replace several (7) batteries, plus one whole back up unit. Total cost for these items is in the neighborhood of \$500. He is currently reviewing the network management equipment, and we'll likely be updating some of that equipment soon. Tom has called attention to our aging fleet of PCs. We may need to make some decisions about how to address that matter. More information to come soon.

I'm attempting to work with Minnesota Historical Society to get an idea how long they think it might be before the Grand Marais newspaper might be digitized. Based upon their estimate, we could make a decision about what to do in regard to the microfilm reader printer. The machine continues to be problematic.

We're planning another library technology open house style event for later in April, probably Wednesday the 22<sup>nd</sup>.

Briand Morisson has an event planned for the last day of April. He and I are to talk on the 13<sup>th</sup> to finalize details. Press release will come out after that.

I have been appointed to the Broadband Commission.

### Library Board report, 3/2/15

Annual report is ready. Need for board to review and approve in March meeting.

Interesting items from annual report – circulation down slightly, eBook use up 50%, library visits down slightly, computer use more or less level.

Weeding project is progressing. Staffing is an issue, but we have to do this.

Inventory scheduled for 2/28. Tom, Melissa and I will do that.

Attended the COMPASS meeting at ALS headquarters on 2/25. A number of exciting developments were reported there –

- Ten libraries have agreed to the shared loan periods, fines, etc.

**Mission Statement: The Grand Marais Public Library contributes to an enlightened, connected community by providing resources and a welcoming environment where people of all ages find information and enjoyment, children discover the wonder of reading, and diversity is celebrated.**

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- Crystal Phillips, director at Cook Public Library is finishing her MLS degree, and doing an internship with ALS to produce boilerplate policy documents. These will be very useful for libraries working on policy statements.
- Circulation was down throughout the Arrowhead Library System last year. According to their internal review of traffic on the online system, they believe this is at least partly due to weather last winter and noted that usage during January and February was down drastically.
- ALS moved in support of the Seed Library at Duluth Public Library
- ALS is adding several new resources to improve children's services throughout the region, including more story kits, portable scavenger hunts, story bins (where there's multiple media included) and "Story Strolls," designed to provide a walking path through the library to help kids pursue a topic.

Elaine will be reducing her hours from 40 to 28 effective June 1.  
In regards to staffing, we are seriously strapped at this time.