

GRAND MARAIS LIBRARY BOARD MINUTES

MARCH 2, 2015

Call to Order

President Audrey Stattelmann called the meeting of the Grand Marais Public Library Board to order at 5:31 PM. at the Grand Marais Public Library.

Members Present

Jay ArrowSmith DeCoux, Sally Berg, Hillary Freeman, Steve Harsin, Brienne Moody, Helen Muth, Jan Sivertson, Audrey Stattelmann and Library Friends Representative, Peggy Struck

Oath of Members

New board member, Hillary Freeman was welcomed to the board. Stattelmann had Freeman read the library board member oath.

Consent Agenda

The Consent Agenda, included the meeting agenda, the minutes from the February 2015 meeting, and the bills submitted to the city council for payment. Additions to the agenda included endowment funds received by AKS Crossover, The Duluth Public Library Seed Library, and a dinner expense incurred during the annual inventory. A motion/second was made by Berg/Arrowsmith Decoux to accept the consent agenda and the February minutes with the corrections to the election of officers section. The motion passed.

Director's Report

- The complete Director's reports for March can be found at the end of the minutes. Other comments made by director Harsin included pointing out the new signage for the book collection. He also explained the signage that is yet to arrive. The library received a check for \$250 and a pledge of \$300 annually for five years for the purchase hard science books.
- The Friends will host a gardening book sale on March 21st at the library.
- Harsin asked for advisement on the Crossover reimbursement that could be accepted or be left in the account. The board recommended that the funds be accepted.
- Meal for workers during the annual inventory: Harsin stated that he ordered a meal for the library workers who worked on the weekend to complete the annual inventory. The board suggested that this become an annual part of the inventory process. A motion/second to approve the purchase of the meal for the people who did the inventory after hours was made by Muth/Sivertson. The motion passed. Harsin reported that about 2000 items were missing from the collection.
- Update on a Microfilm reader: The Friends have said that they will donate \$6500 for a machine to read the microfilm. Harsin is working with the MN Historical Society to get the local newspaper digitalize. The local paper would like this to occur as well. Therefore, the purchase of a microfilm reader will be on hold for now.
- Harsin also reported that shelving was ordered for the children's area under the window. Also there will be a shelf ordered for the staff area.

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- The annual tax forms are in the library but in a money saving move by the IRS, there are no instructions for the use of the forms. The staff is assisting by directing consumers to the web page with instructions.
- Harsin gave the highlights of the State Library report. E-book usage is up 50%, foot traffic down slightly, material checkout slightly down. Harsin will send a copy of the report to the library board prior to the strategic planning meeting. A motion/second was made by Freeman/Muth to accept the state report. The motion passed.
- Staffing at the Library: Elaine is reducing her hours to 25 per week. Harsin suggested that we replace the position, add a new position for 25 hours, along with the 25-hour per week seasonal position that was approved previously.

Committee Reports

- *Financial Committee*: Steve, Jay, Hillary, & Audrey - No report; need to schedule meeting
- *Policy Committee*: Steve, Audrey, Sally & Brienne met on February 24th. Stattelmann gave a summary of the Policy Committee meeting.
- *Art Committee*: Steve, Sally, Helen, Ann Ward, & Lynn Speaker – No report.
- *Personnel Committee*: Audrey, Sally, & Jan – No report.

Communications

- Harsin shared letters from the foundations.
- Harsin shared information from Arrowhead about crossover from the reimbursement fund. He recommended accepting a check for the full amount and then separately contributing \$2000 to pay for the e-book collection. Arrowsmith Decoux/Sivertson made a motion/second. The motion passed.
- Foundation Funds: \$1038 was received from the Community Foundation. Harsin suggested that we take the \$744.53 check to be used for a best sellers fund. A motion/second were made by Freeman/Muth to accept the funds. The motion passed.
- Endowment Funds: The library has received two checks from the Duluth Superior and MN Community Foundation. Harsin reported that last year some of it got sent back and it was confusing. The city advised that the money is available for us to spend. If we want to turn it back, turn it back unsigned to put in the account. Harsin stated that this topic needs to be discussed in the financial committee. For this year, Harsin was asked to cash the checks and designate how the money will be used. He recommended that we accept the check and decide what to do with them at the strategic planning meeting. The financial committee will make recommendations for the future use of the funds. A motion was made by Berg/Moody accept the checks for this year and have the financial committee make a recommendation for the future. Motion passed.
- The Duluth Public Library Seed Library is seeking legislative support that it is legal to share garden seeds with others. A library can do that. Harsin shared that the board could write a statement of support for them in their effort. A motion/second was made by Arrowsmith/Sivertson to support the Duluth Library in their effort to have a seed library. Motion passed.
- Heading Communications: Moody suggested that we change the topic of communication to what we are doing, what our patrons are saying, what people are

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asking for, what we are marketing, etc. A discussion ensued about messaging for the library. More discussion on this topic will occur at the strategic planning session.

Library Friends Liaison Report

Peggy Struck from the Library Friends was present to give a report. The Friends met last Wednesday with new leadership, Jill Levine and Karen Kolby. They discussed their assigned roles for the year. The books sale in August is the big event and they want to get started on publicity early. They plan on a garden book sale in March and Nancy will talk to Steve about setting up for the sale. Struck sent information to the News Herald about the books sale. The Friends of the Library decided to stop accepting the mass paperback books because many of them are tossed at the end of the sale. That is effective immediately. The Friends also do not accept Reader's Digest Condensed books or textbooks. They do not take magazines. Struck reported that they decided to stop collecting books to sort on June 12th to allow time for sorting all of the books. Book donations will be resumed on Sept 8th. Peggy Struck will be the Friends liaison for March, April and May

New Business

- Update on Strategic Planning retreat scheduled for March 9th from 9 AM – 2:30 PM at Sven and Ole's. Stattelman handed out agendas for the retreat.

Adjournment

President Audrey Stattelman adjourned the meeting at 7:06.

Library Board report, 3/2/15

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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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.
- 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.