

# GRAND MARAIS LIBRARY BOARD MINUTES

## JULY 6, 2015

### Call to Order

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

### Visitors

There were no visitors present at the meeting.

### Members Present

Jay Arrowsmith DeCoux, Sally Berg, Steve Harsin, Brienne Moody, Helen Muth, Jan Sivertson, and Audrey Stattelman

Absent: Hillary Freeman and the Library Friends Representative

### Consent Agenda

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

### Director's Report

- The Director's report is on file at the library.
- In addition to the report, Harsin reported on the need for more signage for the library. He commented that the library has yet to determine other items that might be submitted to the Friends as funding requests for next year, but that he would like to include the Film Movement membership for 2016, a renovation of the audiobook collection, and possibly a sound system to complement the A/V equipment already owned by the library.
- Harsin stated that the next city council meeting would be July 29<sup>th</sup>. Stattelman and Harsin would present the budget at that meeting. Other board members are welcome to attend.
- Harsin stated that he wanted to purchase a door counter to count guests. Instead of doing the annual "patron count" for various sampling days each year and then calculating an estimated traffic count, he wants to install a counter to get an actual count. The cost is \$850.00 for a battery powered unit with a USB port.

### Committee Reports

•**Financial Committee:** The Financial Committee met twice in June and they completed the Financial policy. They also have completed the budget for the library.

•**Policy Committee:** The Policy Committee has benefited from the sample policies provided by Arrowhead. The board was presented with several first reading policies at the meeting.

•**Art Committee:** The Art Committee met on July 6<sup>th</sup> to select the name for the sculpture. The committee selected "Puzzle Tree", submitted by six patrons. A motion to approve/second the name was made by Berg/Arrowsmith. The motion was approved.

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Harsin will put out a press release to announce the name of the sculpture. Arrowsmith will take on the leadership of the committee to work through the addition of the sidewalk.

•**Personnel Committee:** No activity.

•**Film Night Committee:** The committee will meet on Wednesday, July 8<sup>th</sup>.

•**Calendar of Events Committee:** No activity.

### Communications

• Harsin stated that the Circulation duties are fully staffed and busy. Moody brought up the issue of long lines waiting for checkout. Harsin explained some of the issues that cause long lines. The board suggested the idea of temporary signs that the staff can post when additional checkout areas are available to reduce the lines. Harsin said he would look into this as a possibility.

### Library Friends Liaison Report

None present. Harsin mentioned that the Friends need help at their annual book sale. They will be contacting the board for help.

### Unfinished Business

•**Second Reading of the Budget:** The budget discussion was moved to the New Business portion of the agenda.

•**Policies:** A motion/second were made by Muth/Moody to approved the following policies that received minor changes due to the naming requirements of Arrowhead and the need to have specific library procedures independent of library policies for ease in making adjustments to procedures when needed: Fines & Fees Policy (updated with new fine information), Intellectual Freedom Statements (reaffirmed), Library Bill of Rights- (reaffirmed), Minnesota Library Reciprocal Borrowers Agreement- (reaffirmed), and Materials Selection Policy (renamed). The motion passed. The board was asked to put their newly approved policies in their Library Notebook and to recycle to old policies.

### New Business

**Budget:** Harsin provided the board with the latest budget proposal for 2016 and the library usage statistics from 2000-2014. There was a discussion of how to proceed with the request for the budget increase for 2016. Arrowsmith DeCoux stated that the city has been hit with several large expenses as of late. He expressed caution for the possibility of the request being granted for 2016. The board discussed using some of the money in the endowment fund to help with some of the library circulation expenses during the transition to full staffing.

**Policies:** The board discussed the first reading for the following policies: Financial, Internet Acceptable Use, Rules of Behavior, Circulation of Materials, Borrowing Privilege, and Confidentiality of User Records. These policies will have their second reading at the August board meeting.

**Strategic Plan Date Adjustment:** President Stattleman asked the board for permission to change the dates on two of the strategic plan goals:

- 1) Job Description for the Library 1 Position: Change the date on the goal from June 15, 2015 to September 15, 2015

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- 2) Goal 4, Item 4: Change the date for identifying local sign language interpreters for events to December 30, 2015.  
The board approved the change to the strategic plan.

**Adjournment** President Audrey Stattelmann adjourned the meeting at 7:18.