

# GRAND MARAIS LIBRARY BOARD MINUTES

## February 22, 2016

### Call to Order

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

### Attendance

Members Present: Sally Berg, Jay Arrowsmith Decoux, Hillary Freeman, Brienne Moody, Helen Muth, Jan Sivertson, Audrey Stattelmann and Director, Steve Harsin

### Visitors

Mary Beams was present to represent the Library Friends at the meeting.

### Consent Agenda

The Consent Agenda, included the meeting agenda, the meeting minutes from January 2016, and the bills submitted to the city council for payment. It was noted that January's minutes did not include a meeting end time. It was requested by the board that the bills come to board members on one spreadsheet rather than several. Berg and Moody volunteered to help the Director to make that happen. A motion/second were made Berg/Freeman by to accept the consent agenda and the January minutes. The motion passed.

### Director's Report

- The Director's report included an announcement that an advertisement for a part time staff person has been posted.
- Library Staff reviews are scheduled for March.
- Annual State report which includes a traffic count and circulation information (trending upward as in previous years) has been completed and submitted to city hall.
- There participation in library programming has been strong and the response has been positive.
- Grand Marais library minutes are now available digitally from December of 1904 to 1967.
- The Library Board's Strategic Planning Retreat is scheduled to take place East Bay Hotel from 9am - 1pm on March 17, however there are some board member conflicts so the meeting may need to be rescheduled.
- The Splintertones (a local band) have offered to play on the lawn at the library on Saturday July 9th, 2016, which is the same weekend that the Grand Marais Art Fair is scheduled. There was discussion and it was decided that the Art Fair weekend wasn't the best time to have entertainment here at the library. The board would prefer to have music at the dedication, which is planned for the week of June 30th. The director agreed to go back to the band to find out if they could come on an alternative weekend. In addition, the director agreed to come back to the board with relevant financial information including: how much the band will cost and whether or not we would have to pay library staff to staff the event outside of regular hours.
- More signage has been added to the adult fiction and non-fiction aisles.

### Committee Reports

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•Financial Committee: Steve, Jay, Hillary, & Audrey - There was nothing to report this month.

•Policy Committee: Steve, Audrey, Sally, & Brienne – The February meeting was canceled and will be rescheduled for a later date.

•Art Committee: Steve, Jay, Sally, Helen, Ann Ward, & Lynn Speaker – Jay met with Lynn Speaker about the poetry walk. He was told to solicit help from the public and to go forward with gathering the work as soon as possible. There was discussion about limiting the number of characters for the poetry. The committee needs to submit an RFP for the poetry soon. Jay will bring the topic to the March city council meeting. Additionally Jay reported that the city is in the process of creating an Art Commission.

•Personnel Committee: Audrey, Sally, & Jan - The committee met with Mike Roth to discuss adding a Library I position. Mike will begin to work on a job description and will meet with the committee to discuss the description in March.

•Film Night Committee: Hillary and Helen - Mary Beams reported that The Friday Night Reels program (6pm on Fridays) continues to show strong attendance, averaging about 30 people per night. Hillary reported that the committee put out a survey to gather feedback from attendees. She highlighted in particular the way that people learned about the event, primarily from library posters, Boreal and word of mouth. WTIP and the newspaper were other effective methods of advertisement. There are three more films scheduled for this year: “Breathe,” “Glassland,” and “Dinner Rush.” There was informal consensus among board members that the already very successful film nights could be enriched if attendees had a place to meet and discuss the films after seeing them. Film Night Committee members were encouraged invite attendees out after the films to discuss them.

### Communications:

**Trustee Continuing Education:** The Library Board viewed a “Board Ethics” video created to help train library boards on their duties and responsibilities. This is the third video in the series that the board has viewed. Board members who have missed previous films were encouraged to watch the films independently. The film highlighted three main duties that relate to board member ethics including: Duty of care (members read packets and come prepared to meetings), Duty of Loyalty (never take advantage of their role as a board member ) and Duty of Obedience (knowing the mission and keeping it front and center).

**Library Friends Liason Report:** Mary Beams reported that the funds that the Friends planned to distribute have been distributed for the year. Members of the Library Friends went to each school to give the checks directly to the recipients. It was meaningful to do so.

**Unfinished Business:** The Strategic Planning Meeting has been tentatively changed to March 21st or 23rd because two members were unable to make it to the scheduled March meeting. If the new March dates do not work, the board will meet on the previously scheduled date without two members.

**New Business:** If members have ideas for topics to discuss at the Strategic Planning meeting they should email them to the director.

**Adjournment** President Audrey Stattelmann adjourned the meeting at 7:00 pm.

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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.