

Minutes for Monday, January 22, 2018

Grand Marais Public Library

Present: Helen Muth, John Books, Judi Johnson, Jay Arrowsmith DeCoux, Steve Harsin, Amanda St. John

Absent: Gwen Danfeldt, Hillary Freeman, Jan Sivertson

Meeting called to Order 5:34pm

Introductions of visitors

Dennis Kaleta, Library Friends

Consent Agenda

- January 22nd Agenda
- Minutes from December 18th, 2017, meeting – attached
- Bills submitted for payment on: 12/20/17, 1/3/18. 1/4/18, 1/17/18 – attached

-Motion to accept Consent Agenda as Presented: Muth, Second: Judie Passed Unanimously

Election of Officers - Steve

- President—Nominated Persons: Helen Myth

-Voted upon independently: Accepted Unanimously

- Vice-President—Nominated Persons: John Books

- Secretary—Nominated Persons: Jay Arrowsmith DeCoux

-Voted upon as a slate: Accepted Unanimously

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Director's Report:

-Harsin reported that new photocopier was purchased and installed. Cost of unit plus installation totaled \$4906. Copy speeds are fast, there's a learning curve that will be addressed through continued training. Machine prints to ALL computers in the library: PC and Mac.

-Harsin has contacted Jim Miller to address poor lighting conditions in staff workroom to reduce glare and harshness on eyes. Pilot project will be done in Harsin's office to see the impact on current conditions.

-Following Dark Sky presentation at library (nearly 100 in attendance), Harsin and Board member Arrowsmith DeCoux looked at the library's contribution to the city's skyglow.

-Harsin completed St. John's annual review days after her one year anniversary.

-Harsin and St. John will begin the process of performing other staff reviews to be completed around the time of the next Board meeting.

-St. John reported that the library now has 9 brand new workstation computers for users of the library. They will be replacing outdated and failing workstation computers throughout the library. Installation is the final holdup to final implementation; staff time is still tight and thus Implementation will happen at soonest availability.

-Harsin presented the updated 2018-22 Strategic Plan, showing what the library has completed, has in progress, and has yet to begin.

-“Lighthouse for the Blind” participated in first Tech Night that has potential for expansion as library activity to provide low-vision-related assistance/resources for our community.

-Inventory went smoothly with the least “troublesome” items than before recorded.

-Harsin purchased a plaque for GM Library's 10th Anniversary of being a 5 star library and has suggested ordering 4-6 light pole banners for posting around the city. Conversation was also had about designing a larger "across Wisconsin Street" banner to be flown when there aren't festival banners being flown there. Decisions will be made in conjunction with City preferences and participation.

-Harsin reported architectural problems with the front door possibly heaving in the cold. Additionally the block on the west end of the building has been showing movement due to freeze/thaw and will require tuck-pointing or additional work. Harsin and St. John will put together proposals to correct these issues for Board consideration.

Library Friends Liaison Report

-LF had their annual retreat where they approved the library's strategic planning goals and brainstormed ways to help the library meet those goals.

-Big concern that is still pending is the shortage of storage space for the books for the book sale. LF is entertaining all options

-LF is looking for a coordinator for the annual book sale and is open to innovating the sale schedule and book processing.

-LF is working to recruit more board members as they have 5 terms expiring this year.

Committee Reports

➤ Financial Committee: No report.

➤ Policy Committee: No report.

➤ Personnel Committee: Hillary, Jan, Gwen. Report.—All absent, but Harsin reported that the Personnel Committee performed his annual review, which went favorably.

➤ Art Committee: No report.

➤ Legacy Art Committee: No report.

Communications:

-Muth reported that she received a letter expressing the importance of libraries to wellbeing and reflected on how this is present in GM Library.

Unfinished Business:

➤ None

New Business:

➤ Conflict of interest documents and oath of office were tabled for the meeting on February 26th. – **Postponed until next meeting when more board members are in attendance.**

Meeting Adjourned at 6:46pm

Next Library Board meeting is: February 26th, 2018

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

EXPLORE. LEARN. CREATE. CONNECT.