

# GRAND MARAIS LIBRARY BOARD MINUTES

## FEBRUARY 2, 2015

### Call to Order

President Audrey Stattelman called the meeting of the Grand Marais Public Library Board w to order at 5:33 PM. at the Grand Marais Public Library.

### Members Present

Jay ArrowSmith DeCoux, Sally Berg, Brienne Moody, Helen Muth, Jan Sivertson, and Audrey Stattelman

### Members Absent

Hillary Freeman and a Library Friends Representative

### Oath of Members

Stattelman led the board in reading the oath for the new and existing board members.

### Consent Agenda

The Consent Agenda, included the meeting agenda, the minutes from the December 2014 meeting, and the bills submitted to the city council for payment. There were no additions to the agenda. A motion/second were made by Sivertson and Moody to accept the consent agenda and the minutes. The motion passed. Note: The January 2015 meeting was cancelled because there was not a quorum of members available for the meeting.

### Election of Officers

- Moody nominated Stattelman for the position of president. A second was made by Arrowsmith Decoux. The motion passed.
- Stattelman nominated Moody for the position of vice-president. A second was made by Muth. The motion passed.
- Muth nominated Berg for the position of secretary. A second was made by Stattelman. The motion passed.

### Director's Report

- Harsin handed out and discussed the results of the 2014 budget. The year-end balance was almost exactly as the budget was written. Harsin was pleased with the end of year budget.
- Harsin will participate in training on completing year-end reports to the State prior to entering the data.
- The Director's reports from January and February can be found at the end of the minutes.

### Committee Reports

- Financial Committee: Steve, Jay, & Audrey - The committee has not met.
- Policy Committee: Steve, Sally, Brienne, & Audrey – The committee has not met.
- Art Committee: Steve, Helen, Sally, Ann Ward, & Lynn Speaker – met 1/13/15 to provide input into on the sculpture being created by Tom Christensen.

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•Personnel Committee: Sally, Jay, & Audrey met on 12/9/14 to complete and conduct the Library Director's Review. Stattelmann reviewed the results with the board.

### Communications

Harsin shared that the only communications were a few Christmas cards from vendors.

### Library Friends Liaison Report

There was no report from the Library Friends.

### Unfinished Business

Adoption of Policies

1. The board had the second reading of the Meeting Room Policy. Arrowsmith Decoux/Muth made a motion/second to adopt the policy. Motion passed.
2. The board had the second reading of the Disruptive and Illegal Behavior Policy. Muth/Berg made a motion/second to adopt the policy. Motion passed.
3. The board had the second reading of the Hours of Operation Policy. Moody/ArrowSmith made a motion/second to adopt the policy with the addition of posting on the Library Facebook page. Motion passed.

### New Business

#### 1. Committee Assignments

•Stattelmann shared her recommendations for the committee assignments for 2015. The recommendations were approved with the exception of Arrowsmith DeCouix, who will not serve on the Art Committee.

#### 2. Arrowhead Planning Group

Harsin shared the Arrowhead Planning Group Standards for fines and loan periods. The results will be approved by up to 15 libraries in the system. The value of the common periods related to the library loan program. This will help users know how long they can keep materials and avoid fines. A motion/second were made by Muth/Berg to approve the ALS standards for fines. The motion passed.

#### 3. Strategic Planning Retreat

The board discussed the Strategic Planning retreat. Harsin will send out a Doodle pole to determine a time that works for the most board members.

### Adjournment

President Audrey Stattelmann adjourned the meeting at 7:00.

### Library Board Report, 1/5/15

Several events at the library this month – Henna workshop on the 3<sup>rd</sup>, Painting with wool on the 16<sup>th</sup>, and another Tech for Beginners and Below, tentatively for Wed., Jan. 28 in the evening.

Dawn Byholm has resigned from the board.

I've been told a candidate has stepped forward to the city, however, no action can be taken until City Council meets, and they will likely open it up to other interested parties, so that might take a while.

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There is one candidate with the county, and I believe the County will be forwarding that name to City Council soon. I don't expect new seats to be filled until February.

Library Friends have made payment on items ordered based upon the funds allocation they gave us. Other items have been ordered, but not yet received. Library signage is a work in progress, and should yield results soon. More videos and non-fiction may be ordered on the friends money soon.

The group of directors working on standardization of loan periods, fines, etc has come to consensus. Please find a document attached explaining what those recommendations are. We have 13 applicants for the open cataloging position. Those are in the process of being scored. Updated list of library board members and contacts is attached.

### **Library Board Report, 2/2/15**

Several events were held at the library in January – Henna; Painting with wool; Tech for Beginners and Below. All were well attended.

Garry Gamble has resigned from the board. Jan Sivertson will be the new County Commissioner representative.

Helen Muth was appointed to fill the Grand Marais City at-large seat previously held by Dawn Byholm. The term on that seat is til the end of 2015. I'm discussing with the city how to make an adjustment to that term to provide balance to our existing rotation.

Jay Arrowsmith-Decoux was appointed to be the Grand Marais City Council representative.

A preliminary board directory has been created. Once officers are appointed, a final version will be distributed.

Melissa Wickwire was hired as the 10 hour per week cataloger. Training is well under way. Some of the purchases made on the Library Friends grant have arrived – shelving unit in Quiet Room, love seat in children's area, movies, and more. Movie circulation is up noticeably as a result – well beyond what staff feels would normally be expected from winter viewers. The love seat and shelving unit have been installed. Am working on adding a few new journal subscriptions.

The form required to order tax documents was received, and submitted on January 27. Order was acknowledged by the IRS. Delivery date is uncertain.