

Grand Marais Public Library Library board minutes for January 2015

Library board did not meet due to lack of quorum.

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 3rd, Painting with wool on the 16th, 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.

GRAND MARAIS LIBRARY BOARD MINUTES

MARCH 2, 2015

Call to Order

President Audrey Stattelman 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 Stattelman and Library Friends Representative, Peggy Struck

Oath of Members

New board member, Hillary Freeman was welcomed to the board. Stattelman 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.

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MARCH 2, 2015

Library Board report, 3/2/15

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.

GRAND MARAIS LIBRARY BOARD MINUTES

APRIL 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.

Members Present

Sally Berg, Hillary Freeman, Steve Harsin, Jan Sivertson, Audrey Stattelman and Library Friends Representative, Peggy Struck, were present at the meeting.

Members Absent: Brienne Moody, Helen Muth, and Jay Arrowsmith DeCoux

Consent Agenda

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

Director's Report

The complete Director's reports for April can be found at the end of the minutes. Other comments made by director Harsin included a report on the clerk position that was posted at the library. He has one person that he is interested in hiring (Hartley Newell Acero) and another candidate for whom he is waiting to complete the reference checks. A discussion about the staffing needs of the library took place. An assessment of needed personnel to run the library efficiently will be part of the strategic plan for 2015 and assigned to the personnel committee for study.

Committee Reports

- Financial Committee: Steve, Jay, Hillary, & Audrey - The Financial Committee reported that they met on March 23rd and started putting things together for the 2016 budget. They discussed the current financial status and using the donations that come into the library in the year they are received. They will continue to work on the fund balance and the budget for 2016. The budget needs to be presented to the library board for approval in June, the city in July and the county in August.
- Policy Committee: Steve, Audrey, Sally & Brienne No Report
- Art Committee: Steve, Sally, Helen, Ann Ward, & Lynn Speaker – No report.
- Personnel Committee: Audrey, Sally, & Jan – No report. Will meet to discuss about optimal staffing.

Communications

- Harsin shared an article written to the Duluth newspaper by Carla Powers, Duluth Library Director, about the Legacy money and the programs that are funded by the grant. He passed a copy of the article around the table.
- Signage: Harsin reported that they are looking at the categories for overhead signs and exploring the use of pictograms for that purpose. He showed an example of this type of

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signage from the Oakland Public Library. Harsin shared the pictures used by the Oakland Public Library to mark the collections in the library.

Library Friends Liaison Report

Peggy Struck from the Library Friends was present to give a report. The Friends had a mini-sale of gardening books. Harsin thought they had sold about half of the books on the day of the sale. The sales were modest, one membership was sold, and one book bag, resulting in \$231.00 for the Friends. There were 37 paying customers. The customers enjoyed the door prizes. The Friends will discuss if the sale was worth the effort to do it again. The board supported the idea of the sale and appreciated the effort. Hillary suggested adding it to another gardening event such as the Great Expectations sale in the spring.

Unfinished Business

1. **Review of Strategic Plan Goals:** Stattelmann reviewed the plans from the annual Strategic Planning retreat. The location of the retreat was Inga and Lena's Room across from the Senior Center. The food was good. The cost of the retreat was \$200 for food, coffee, other beverages, desert, and the room. The board members present liked the process used for the retreat. Harsin thought the process was give and take, respectful, and that the group stayed on task. Sivertson commented that the process was productive and painless. The board felt that the list of topics that the Library Board reviewed prior to the retreat and voted on the most important topics helped to focus the discussion at the retreat.

New Business

1. **Film Night:** Interest in the Film Night Committee: Goal 2 #3, Film Night. Interested board members include: Hilary Freeman, Helen Muth, along with Mary Beams, Elaine and Anne Ward. Those board members, along with interested library personnel, and lay people will form a committee and coordinate with the public to determine the feasibility having a film night.
2. Legacy Art Committee for Hosting Unveiling: Steve, Helen, Ann, Sally, and Jan. Sally will call a meeting to discuss the unveiling and the sidewalk project. The committee will provide the board with a proposed plan of action along with a date for dedication at the next meeting.
3. Meeting with the County Commissioners: Audrey will accompany Steve at the meeting. Steve will be the spokesperson to explain library usage information and how the library uses the funding received from the county.

Topics for a Future Meeting:

1. Means to contact bus driver at the library
2. Can the hours of the library be adjusted so Grand Portage workers can get to the library more than just Wednesday?

Adjournment

President Audrey Stattelmann adjourned the meeting at 6:41.

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Director Harsin's Report

Library Board report, March 2015 activities

Annual report was submitted on time.

Ann has requested a reduction in hours to 17 per week (average/34 per pay period.)

This request has been granted.

Interviews underway to fill clerk hours. 5 people being interviewed.

March was a tough month in regards to staffing, but we skinned through. Facing another similar situation for April and into May. Hiring new staff should help, though there could be an extended training period. I need to draw some training materials together as quickly as possible.

Signage – some additional signage has been ordered.

Friends have been given the invoices for signage installed to date. They also took the invoices for the love seat, magazine rack shelving, and children's area shelf. The latter item was received damaged. Demco offered a \$200 credit which we took, and the city crew will due the repair; It should be as good as new. That credit is to be applied to the shelving unit in the staff work area, also to be paid for by the Friends.

Friends wrote us a check for the remaining funds for DVD collections and Non-Fiction. We have now received \$5,000 for such purchases. The difference in the DVD collection is quite obvious. Shelving has been expanded, and a combination of "longer-held", shabby, and low circulating titles have been withdrawn. The collection feels much fresher and has a more positive energy to it. Customer feedback has been very positive. Circulation staff has noticed sharply increased circulation of movies.

Non-fiction material has been much requested over the winter, and much of that has hit the shelves this month. It's my observation that Grand Marais has generally happy library users if you keep fresh non-fiction offerings available. Of note: We added a group of "milk" titles for those who may have an interest in that issue.

Pretty much every big name fiction author has had a major release since the first of the year. We've ordered as much of that as we can, along with other numerous offerings.

Book circulation seems to be picking up steam as we enter spring.

The new cataloger is catching up on adding new titles, and that's very welcome. We will turn some of her attention to the weeding, which has stalled out in the non-fiction 800's. Once non-fiction is complete, we'll work through the fiction. That will be the biggest job. After that, we intend to review other collections such as Reference, audiobook, and others.

New magazine rack was installed last month. An order went in for several new subscriptions, and some that we previously ordered direct from the publisher were moved over to our periodicals vendor, Publishers Subscription Service (PSS) who already supplies the vast majority of our subscription titles. Besides adding a few new titles, we also added the Sunday Star Tribune at only a moderate increase to our regular subscription rate in response to a patron request. The other new subscriptions were also in response to patron request.

Tom has been working on network issues, and we are making some decisions about how to best manage the networks we have. He checked all the battery backups in the

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building, and found we needed to replace several (7) batteries, plus one whole back up unit. Total cost for these items is in the neighborhood of \$500. He is currently reviewing the network management equipment, and we'll likely be updating some of that equipment soon. Tom has called attention to our aging fleet of PCs. We may need to make some decisions about how to address that matter. More information to come soon.

I'm attempting to work with Minnesota Historical Society to get an idea how long they think it might be before the Grand Marais newspaper might be digitized. Based upon their estimate, we could make a decision about what to do in regard to the microfilm reader printer. The machine continues to be problematic.

We're planning another library technology open house style event for later in April, probably Wednesday the 22nd.

Briand Morisson has an event planned for the last day of April. He and I are to talk on the 13th to finalize details. Press release will come out after that.

I have been appointed to the Broadband Commission.

Library Board report, 3/2/15

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.

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APRIL 6, 2015

- 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.

GRAND MARAIS LIBRARY BOARD MINUTES

MAY 4, 2015

Call to Order

President Audrey Stattelman called the meeting of the Grand Marais Public Library Board to order at 5:35 PM. at the Grand Marais Public Library.

Members Present

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

Visitors: There were no visitors present at the meeting.

Consent Agenda

The Consent Agenda, included the meeting agenda, the minutes from the April 2015 meeting, and the bills submitted to the city council for payment. There was a correction to the agenda due to an error on the date of the financial committee and no names listed on the Film Night Committee. A motion/second was made by Sivertson/Arrowsmith to accept the revised agenda and the Consent agenda. The motion passed.

Director's Report

- The complete Director's report is on file at the library.
- Harsin stated that he is serving on the Broadband Commission.
- The library is hosting "Third Wednesday of the Month" technology training meetings for patrons with volunteer technology helpers on hand to answer all of their questions.
- Events: Twelve people attended the poetry events and fifty-one attended the Briand Morrison event.

Committee Reports

- Financial Committee: Steve, Jay, Hillary, & Audrey - This committee continues to work on financial policy/fund balance/optimal staffing per the Strategic Plan Goals and develop Library Annual Budget for 2016.
- Policy Committee: Steve, Audrey, and Sally & Brienne – This committee will resume when Arrowhead publishes the sample draft policies that they are recommending for the Arrowhead Libraries for consideration and review.
- Art Committee: Steve, Sally, Helen, Ann Ward, & Lynn Speaker – The Art Committee met prior to the May 4th meeting to discuss a dedication ceremony for the Legacy Grant sculpture.
- Personnel Committee: Audrey, Sally, & Jan – The Personnel Committee presented recommendation for optimal staffing per Strategic Plan Goals.
- Film Night Committee: Hilary, Helen, Elaine, Mary Beams, and Carl Salander will meet to formulate plans for a Film Night in the late fall per Strategic Plan Goals.

Communications

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. 1

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MAY 4, 2015

- Freeman shared that part of the goals and objectives of the strategic plan was to reach new audiences. On May 14th (Thurs.) Ruby's Party will be starting. She wanted information about the library summer program available for pick up. Muth volunteered to staff a table with library materials for interested parents and families.

Library Friends Liaison Report

- Peggy Struck was in attendance for the Library Friends. She reported that the organization is working on the summer book sale by sorting books for the sale. The Library Friends organization also hosted the successful event for Briand Morrison. Tina Krause, from the Library Friends group, led the event.

Old Business

- Harsin reported that the current phone system does not allow patrons to call for their Arrowhead Transit rides from the library. Arrowmsith Decoux/Muth motioned to spend \$600 out of the 215 account to upgrade phone system to provide this service to patrons. The motion passed.

New Business

- The Library Board took action on Personnel Committee recommendations for the optimal library staffing. The financial committee will look at the financial feasibility of meeting the staffing needs and the personnel committee will write the job description for the full time Lib. 1 position. The Strategic Plan Target Date was changed to Sept. 1, 2015 to complete these tasks.
- Freeman and Muth will work on the Strategic Plan goal of creating a Calendar of Events to celebrate diversity by June of 2016.

Adjournment

President Audrey Stattelmann adjourned the meeting at 7:02.

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MAY 4, 2015**

GRAND MARAIS LIBRARY BOARD MINUTES

JUNE 1, 2015

Call to Order

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

Visitors

There were no visitors present at the meeting.

Members Present

Jay Arrowsmith DeCoux, Sally Berg, Hillary Freeman, Brienne Moody, Helen Muth, Jan Sivertson, Audrey Stattelman and Library Friends Representative, Kathryn Nelson-Pedersen

Consent Agenda

The Consent Agenda, included the meeting agenda, the minutes from the May 2015 meeting, and the bills submitted to the city council for payment. A motion/second was made by Freeman/Moody to accept the consent agenda and the May 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 progress of the Writer's Workshop that will be held in the late fall. He mentioned some of the authors that will participate in the event and requested that the board support the event by allowing the library to spend up to \$2000 to offer events in the evening and to support a full day of programming in the school. A motion/second was made by Freeman and Muth to support the programming. The motion passed.
- Harsin secured an Amazon Prime account to make ordering materials from them more efficient.
- Moody brought up the need for social media marketing from a group of entrepreneurs from the community. Harsin suggested that they attend the "Tech Night" training held monthly at the library.
- Harsin brought up a Crisis Plan source online and was advised to share the information with Jim Wiinanen.

Committee Reports

- Financial Committee:** The Financial Committee has completed the Library Annual Budget 2016. They will continue to work on financial policy/fund balance/optimal staffing per the Strategic Plan Goals. The next meetings scheduled are June 9, June 16 & June 30.
- Policy Committee:** The Policy Committee scheduled a meeting for June 15th at 1:00. ALS now has sample policies available to member libraries.

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JUNE 1, 2015

•**Art Committee:** The Art Committee has planned the “Unveiling” of the Legacy Grant Sculpture for Dedication Friday at 4:30PM. The committee will also meet on June 2nd to finalize the program.

•**Personnel Committee:** No activity.

•**Film Night Committee:** The Film Night committee met and formulated some plans for the fall. They plan to have ten weeks of films for adults on Friday nights at 6:00 PM. They have yet to determine what themes they may want to use in their film selection. They are considering refreshments as well but the full details are still being decided. The next meeting for this committee will be in July.

•**Calendar of Events Committee:** The charge of this committee is to create a calendar of events to celebrate diversity by June 2016 per the Strategic Plan Goals.

Communications

•Duluth Seed Library: MN is the first state with state legislation to protect the Seed Libraries.

•Harsin shared the plans for the water garden that will be located on the east side of the library property.

•Harsin shared the MN Community Foundation report and the news release from the Broadband Commission

Library Friends Liaison Report

Nelson-Pedersen from the Library Friends was present to give a report. The next meeting for the Friends will be on June 9th. They will start their membership drive in June and will be advertising how to become a member in the library. June 12th is the deadline for accepting books for the annual book sale.

Unfinished Business

•Legacy Art Program: The final meeting for planning to “Unveiling” of the sculpture will be on June 2nd at 1:00. The program will include music, refreshments, an explanation of how the project was funded, a ribbon cutting, and information from the artist. The Unveiling of the project will take place on June 5th at 4:30 PM.

New Business

•Library Spending Authorization: The director currently has authorization from the Library Board to spend up to \$500 without approval. He has the authorization to spend up to \$2500 from the city. Stattelmann asked that the same guidelines be used from the library board and the city. A motion/second was made by Moody/Arrowhead DeCoux to approve the \$2500 spending limit. The motion passed.

•Approve GMPL Annual budget for 2016: Three budget scenarios were shared with potential increases of \$9792, \$25,723, \$44,129, based on the potential changes in staffing. After much discussion, a motion was made by Berg/Freeman to approve the \$44,129 increase. The motion passed. Berg/Muth made a motion/second to have the financial committee develop a historical summary of past budgets to demonstrate the efforts the library board has made to be prudent stewards of resources while the optimal

GRAND MARAIS LIBRARY BOARD MINUTES

JUNE 1, 2015

staffing levels for the expanded library spaces and services could be determined. They are also charged with developing the talking points for the board members to use to explain the need for increase to County Commissioners and City Council members.

•Loaning Portable Electronic Devices: The Policy Committee is charged with developing a policy per the Strategic Plan Goals by June 30, 2015. Stattelman asked for feedback from the board for any thing specific they felt needed to be included in the policy. The board was in agreement that the portable electronic devices should be available to the public for checkout and use.

Adjournment

President Audrey Stattelman adjourned the meeting at 7:06.

GRAND MARAIS LIBRARY BOARD MINUTES

JULY 6, 2015

Call to Order

President Audrey Stattelmann 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 Stattelmann

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 29th. Stattelmann 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 6th 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.

GRAND MARAIS LIBRARY BOARD MINUTES

JULY 6, 2015

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 8th.

•**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

GRAND MARAIS LIBRARY BOARD MINUTES
JULY 6, 2015

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.

GRAND MARAIS LIBRARY BOARD MINUTES

AUGUST 3, 2015

Call to Order

Vice President Brienne Moody called the meeting of the Grand Marais Library Board to order at 5:32 PM. at the Grand Marais Public Library.

Visitors

There were no visitors present at the meeting.

Attendance

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

Members Absent: Audrey Stattelman

Also in Attendance: Library Friends Representative, Kathryn Nelson Pederson

Consent Agenda

The Consent Agenda, included the meeting agenda, the corrected meeting minutes from July 2015, and the bills submitted to the city council for payment. A motion/second were made by Arrowsmith Decoux/Sivertson to accept the consent agenda and the July minutes as corrected. The motion passed.

The correction to the July minutes was to change the date for the film committee from August 8th to the 18th.

Director's Report

- The Director's report is on file at the library.
- In addition to the report, Harsin reported that the picnic for the Summer Reading Program participants would be on Wednesday, August 26th. Patsy has invited board members to help with the event by assisting with the children. A grill and charcoal are needed for the picnic. Harsin has offered to will run the grill. Patsy will have activities for the children.
- Harsin asked for feedback on areas the board felt we could have the Library Friends support for the upcoming year. Some of the areas suggested by Harsin were: Finish the signage for the library, funding of the film movement membership, a sound system that would be used for all events, and rehabilitation of the audiobook collection.

Committee Reports

•Financial Committee: Steve, Jay, Hillary, & Audrey - No further meetings scheduled at this time.

•Policy Committee: Steve, Audrey, Sally, & Brienne – Meeting scheduled for Monday, August 10, 9:30 at the library Continue working on updating/creating library policies

•Art Committee: Jay, Sally, Helen, Ann Ward, & Lynn Speaker –Met to work on Phase II of Legacy Art project. Jay will chair Phase II. Update on poetry walk and dedication. The sculpture has been named. The poetry walk" will be delayed until spring.

•Personnel Committee: Audrey, Sally, & Jan – Need to schedule meeting to prepare job description of fulltime Librarian 1 position for optimal library staffing per Strategic Plan Goals. If it is funded, the committee will work to define the job description.

•Film Night Committee: Hillary and Helen - Met July 8th. Four films will be shown at the library. They will continue to meet and select another six films. It will be held on Friday

GRAND MARAIS LIBRARY BOARD MINUTES

AUGUST 3, 2015

nights and will have a name that 6-8, starting in January. They will meet again on August 18th.

- Calendar of Events Committee*: Helen – Need to schedule a meeting. Who should we recognized in each month of the year? Muth suggested that the committee work to identify some of the groups/events that should be brought to the attention of the public.

Communications

- Endowment Funds Update available for preview
- Arrowhead Children's Internet Protection Report

Library Friends Liaison Report

- Kathryn Nelson Pederson was present to represent the Library Friends. She reported that \$9412.00 was raised from the annual book sale. The amount raised was about \$2000 higher than 2014. The only change was that instead of pricing the books, each buyer was asked to make a donation to the Library Friends to support the county libraries.

Old Business

- Approval of Policies: Several policies received their second reading and were approved at the meeting. This included the following policies:
 - Rules of Behavior Policy: Motion/second by Arrowsmith Decoux/Muth; motion passed.
 - Circulation of Materials: Motion/second by Freeman/Sivertson; motion passed.
 - Internet Acceptable Use Policy: Motion/second by Muth/SArrowsmith Decoux; motion passed.
 - Financial Policy: Motion/second by Freeman/Arrowsmith Decoux; motion passed.
 - Borrowing Policy: Motion/second by Sivertson/Muth; motion passed.
 - Confidentiality Policy: Motion/second by Sivertson/Berg; motion passed.

New Business

- 2016 Budget: The board discussed results of July 29th City Council meeting regarding budget request for 2016. They were pleased that the request to increase the staffing at the library was approved by the city council, along with the 2016 budget. The next step will be for the county commissioners to consider the request. It was suggested that Library Board members assist by talking to their County Commissioners to help inform them about the reasoning behind the budget increase request. Muth will talk to Linda Chappell, Berg will talk to Doo-Kirk, Harsin and Stattelmann will talk to Gamble. Kathryn will forward the talking points and request to the Library Friends.
- Harsin asked for feedback on things the board would like to ask the Library Friends to help purchase for the following year. He offered his suggestions for what he felt was needed.

Adjournment Vice President Brienne Moody adjourned the meeting at 7:11.

GRAND MARAIS LIBRARY BOARD MINUTES

SEPTEMBER 8, 2015

Call to Order

President Audrey Stattelman called the meeting of the Grand Marais Library Board to order at 5:30 PM. at the Grand Marais Public Library.

Visitors

There were no visitors present at the meeting.

Attendance

Members Present: Sally Berg, Hillary Freeman, Helen Muth, Jan Sivertson, Audrey Stattelman and director, Steve Harsin

Members Absent: Jay Arrowsmith Decoux and Brienne Moody

Also in Attendance: Library Friends Representative, Peggy Struck

Consent Agenda

The Consent Agenda, included the meeting agenda, the meeting minutes from August 2015, and the bills submitted to the city council for payment. A motion/second were made by Muth and Freeman to accept the consent agenda and the August minutes with some wording changes to the section on Movie Nights. The motion passed.

Director's Report

- The Director's report is on file at the library.
- In addition to the report, Harsin reported that the statistics from the summer reading program. The picnic was successful with 90 kids attending the music event. Approximately 200 people attended the picnic.

Committee Reports

•Financial Committee: Steve, Jay, Hillary, & Audrey - No activity.

•Policy Committee: The Policy Committee met on August 10th. Their plan is to continue working on updating/creating library policies. They will work on the Arrowhead recommended policies, as they are pertinent to us. The ALS mandatory policies are completed.

•Art Committee: Phase II of Art project is the poetry walk and dedication, which will be in Spring 2016. Jay will chair Phase II. Update.

•Personnel Committee: The Personnel Committee set a date to do the mid-year review of the Library Director.

•Film Night Committee: The Film Night Committee met on August 18th. The Title for the film night is "Friday Night Reels". The committee has a meeting scheduled for later in the week to identify the films that will be shown this year. There are five committee members, two from the library board, one staff member, and two community members.

•Calendar of Events Committee: Harsin and Stattelman visited about the calendar of events. Steve and Stattelman will join the committee and the events will be added to the calendar.

Communications

- Information was received on "Short Takes", a program where kids create a 90 second video to summarize a book. Patsy is looking in to that to get the teens involved in the library.
- Training videos have been created to help library board members better understand their role. These will be available for training current and future board members.
- Digitization Project: Director Harsin sought to have the past minutes of the GM Library Board digitalized for better reference. The MN Digital Library agreed to take it on and it

GRAND MARAIS LIBRARY BOARD MINUTES

SEPTEMBER 8, 2015

is done. Included are the Dec. 1904 handwritten minutes up to 1967. Harsin reported that the minutes turned out nicely. They are still getting the cataloging done. He also reported that the anniversary date for the library is December 14, 1904.

Library Friends Liaison Report

•Peggy Struck was present to represent the Library Friends. She reported that she didn't have anything to report since the last month. The Friends will be meeting on Thursday, Sept. 10th to go over the new business. There will be a replacement for the Library Friends liaisons for 2016. Peggy Struck was thanked for her service to the Friends and to the Library Board.

Unfinished Business

There was no Old Business to attend to at the meeting.

New Business

•GMPL Board Business Calendar: The Calendar will be ready to be approved at the December meeting along with all of the other approvals for the year. This will help keep people informed and space tasks out for the year. Freeman suggested that we look at changing the board meetings from the first week of the month to the last week of the month. This would keep financial information more current. This will be discussed at the next meeting.

•Strategic Plan Goals Update:

- A more focused job description for the Children's librarian position dedicated to young users – September 15, 2015 – change date Goal 3: Change date to Nov. 15th.
- Get recommendation for film night – September 15, 2015; Need a flyer and film names out. Will be completed on time.
- Phase II Art Project – June 30, 2016 – add phase 2, change date
- Banned Books Week: A Censorship poster will be made. The poster will show community people who are "caught" reading a banned book.
-

Adjournment President Audrey Stattelmann adjourned the meeting at 6:30.

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.

GRAND MARAIS LIBRARY BOARD MINUTES

OCTOBER 5, 2015

Call to Order

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

Visitors

There were no visitors present at the meeting.

Attendance

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

Members Absent:

Also in Attendance: Library Friends Representative, Kathryn Nelson Pedersen

Consent Agenda

The Consent Agenda, included the meeting agenda, the meeting minutes from September 2015, and the bills submitted to the city council for payment. A motion/second were made by Muth/Moody to accept the consent agenda and the September minutes. The motion passed.

Director's Report

- The Director's report is on file at the library.
- In addition to the report, Harsin reported that the request for revenue to hire an additional staff member was approved over a two-year period. The board was in favor of the personnel committee proposing several options regarding how to proceed with the new hire, including options for hiring and the job description for the new hire. A motion/second were was made by Freeman/Arrowsmith DeCoux to have their recommendations prepared by the November meeting at which time the board can decide how to proceed. Motion passed.
- Harsin had a copy of the statistics from the Summer Reading Program to share with the board.
- Readers and Writers Conference: Harsin handed out a list of events from the RW conference. He requested that some board members and/or Friends of the Library help with the events scheduled at the library. Interested board members should email Harsin to share their interest.
- Patsy's Mother Goose Costume: Library 1 employee, Patsy received a Mother Goose costume. She has used it in Cook County. The board was excited about the great possibilities that could come about from children's exposure to Mother Goose and nursery rhymes.

Committee Reports

•Personnel Committee: The committee will prepare possibilities for the start of the expanded Library 1 position.

•Film Night Committee: The films have been selected for the season.

•Calendar of Events Committee: The board received a list of events in their board packets that could be acknowledged by the library with events or announcements.

GRAND MARAIS LIBRARY BOARD MINUTES

OCTOBER 5, 2015

Communications: Emails from Dan Binem from St. Olaf who has an art project called Whisper Chain. He has asked about the possibility of the Grand Marais Library being an exhibit venue for his work.

The American Library Association has a travel exhibit called Native voices that would travel around six weeks at a time. Harsin is looking in to the possibility of hosting the exhibit in Cook County.

Library Friends Liaison Report

- Kathryn Pederson Nelson was present to represent the Library Friends. There are significant changes on the Friends of the Library board this year. They are looking for volunteers or ideas for people who may be able to fill the position. The annual meeting is Oct. 20th at 7:00 P.M. at the library. On November 17th the Friends will have a board meeting to decide how their funds will be dispersed to the county libraries.

Unfinished Business

Information from the Joint Powers meeting on September 21st was shared with the Library Board. Steve is looking for direction on how to proceed with the new position.

New Business

- Calendar for 2016 Discussion: Stattelmann suggested that the board consider changing the date that the Library Board meets effective January 2016; open hours during holidays; etc. There was a discussion of having board meetings on the fourth or last Monday of the month. This would allow for more accurate and up to date fiscal information. A motion/second were made by Sivertson/Berg to change the board meeting date to the fourth Monday of each month. Motion passed.
- Freeman shared information about the Film Committee and their plans for the year.

Adjournment President Audrey Stattelmann adjourned the meeting at 6:26.

[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.](#)

GRAND MARAIS LIBRARY BOARD MINUTES

NOVEMBER 2, 2015

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.

Visitors

There were no visitors present at the meeting.

Attendance

Members Present: Jay Arrowsmith Decoux, Sally Berg, Hillary Freeman, Brienne Moody, Helen Muth, Jan Sivertson, Audrey Stattelmann and director, Steve Harsin
Also in Attendance: Library Friends Representative, Kathryn Nelson Pedersen

Consent Agenda

The Consent Agenda, included the meeting agenda, the meeting minutes from October 2015, and the bills submitted to the city council for payment. A motion/second were made Arrowsmith Decoux/Moody by to accept the consent agenda and the October minutes. The motion passed.

Director's Report

- The Director's report is on file at the library.
- In addition to the report, Harsin reported that the Reader's and Writer's Conference has had great interest with over 100 people registered. He stated that several venues were added to accommodate the large number of guests.
- Harsin shared material that he received at the library conference. He also reported the record of the number of visitors to the library through the data provided by the new customer counter at the door.

Committee Reports

•Personnel Committee: The Personnel committee met on Oct. 16th to prepare the Library I job description. The existing job description was refined to better suit the new position. Currently the city administrator is going through the language to determine the correct pay grade for the position.

•Film Night Committee: Hillary Freeman shared the film titles that have been selected for the Friday Night Reels season and shared detailed plans for the season.

•Financial: A date for the next Financial Committee meeting was set after the meeting.

•Policy Committee: The required policies have been written and the committee is moving forward with the optional policies.

Communications: The Library Board viewed the first in a series of videos created to help train library boards on their duties and responsibilities. The first video provided clarity to the board on their role as board members.

Library Friends Liaison Report

- Kathryn Pederson Nelson was present to represent the Library Friends. The Friends held their annual meeting. They five new board members include Jan Attridge, Mary Beams, Lisa Luttinen, Lorrie Oswald and Mary Sanders. The guest speaker at the annual meeting was Scot Husbie, rare bookbinder. His presentation was well received by the

GRAND MARAIS LIBRARY BOARD MINUTES

NOVEMBER 2, 2015

members. Nelson reported that on November 17th the Friends would have a board meeting to decide how their funds will be dispersed to the county libraries.

Unfinished Business

- Portable Device Stations: Harsin stated that the strategic plan goal to have portable device stations should be changed so that they can be checked out but not placed in a permanent place. He said they are circulating in the library but permanent stations are no longer a desire. A motion/second was made by Muth/Sivertson to eliminate goal 2, item 5 from the strategic plan. The motion passed.

New Business

- Stattelman mentioned the new GMPL Board Calendar for 2016: The new calendar for 2016 includes meeting dates as well as special events and expectations of the Library Board. The board discussed changing the terminology on the calendar from diversity to inclusivity.
- Board Member Terms: The board member terms for Freeman, Moody, and Muth expire on December 31, 2015. All three of these board members are interested in continuing their service on the library board.
- December Christmas Party: Due to anticipated low attendance at the December meeting, there will be no Holiday party planned for the board.

Adjournment President Audrey Stattelman adjourned the meeting at 6:50.

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