

***MINUTES***  
**MarLA Board Meeting-August 17, 2020**  
**(via Zoom)**  
**7:00 p.m.**

Members Present: Beth Honetschlager, Lorelee di Lorenzo, Jim Maher, Christine Maefsky, Tom Omdahl, Ruth Ann Willius, Elaine Larson, Jan Hunton, Lynn Bjorkman, Max Smitten,

Members absent: Annie Minnich, Juanita Schodde

Also in attendance: Gwen Roden, Mary Burke

- Welcome and Call to Order - Jim
- Secretary's Report - Christine
  - June 15 meeting minutes approved
- Treasurer's Update - Lynn
  - Gifted amount of \$500 most recently
  - Budget Report and financial balance
  - Repurposing bank accounts
    - Have checking and savings at Marine Bank
    - Would like to repurpose savings as Marine Film Society account
      - What would the initial balance be: grant proceeds minus expenses of film society
      - A committee should look and agree – Lorie Gould and Sue Logan would be helpful; Lynn will contact them.
      - What were the Oscar Night proceeds to be used for? It is used to support Doc nights; when did our commitment to put in 20% for the Doc nights end? Jim: two years ago.
    - Have investment account at Edward Jones
      - Would like to move all extra funds (beyond the Film Society money) from savings account into Edward Jones account so it would be accruing interest
      - There would be sufficient money in the checking for our needs
      - Right now have a balance of cash (\$68,000) at Marine

## Bank

- And we have \$74,000 at Edward Jones
- Tom made motion, Ruth seconded motion for Lynn to make the decision about the apportionment of the funds with consulting input from Lori, Sue Logan and Jim
- Transfer balances into Jones investment account
- Committee Reports (just a few select committees here)
  - Operations
    - Library Redesign Committee report (complete report follows Minutes) – Jan Hunton
      - \$8,340 for 5 cabinets from Jeff Black
      - \$4,395 for electrical from Marni Patzner
      - Carpentry work cost TBD by Thomas Garley
      - Windows will also be fixed
      - Current known expenses is \$12,735
      - Initial budget was talked about as around \$15,000
      - Also has been talk about additional cleaning – cushions and chairs, new blinds
      - Work is starting this week; want to keep the motion going so we're ready when the library can be reopened
      - Motion made to approve expenditures outlined up to \$20,000 by Ruth; seconded by Tom. Approved.
    - Discuss ongoing library services to public - Lorelee
      - A fairly limited number of patrons have been using the Saturday morning checkout.
      - After much discussion it was decided to keep the Saturday morning checkouts as they have been going
      - Jim and Lorelee will work together on a communication to send to Library Volunteers to let them know what is happening.
      - Lorelee, Tom, Jan will relook at directions for Saturday morning volunteers
      - Cleaning services in the library should be suspended until construction/updating is done
      - It will be asked if cleaning services can be banked until

updating is complete and a thorough cleaning could then be done

- *Stillwater Gazette* subscription – Jim
  - We will continue to support our local press
- Website update – Jim
  - Sue Knapp offered to work on distinctions and separations with the MCL logo and MarLA logo for \$300.
  - Sue Knapp would like to work with the design of the website
  - She is asking \$2300 for website redesign – she is the upfront design person; Bjorn is more the hands on, technical person (he was paid \$5,000)
  - Sue would not be writing the content; the Library board/staff would
  - Elaine, Lorelee, Juanita, Anne Reich, Jim will work with Sue Knapp to ensure the collaboration and work is done smoothly and best for the Library.
  - Jim made a motion that website redesign and communications committee work on the extent of Sue Knapp's involvement not to exceed a cost of \$2,600; Beth seconded the motion. Passed.
  - Website updates from Elaine; we now own domain names; we have an account for hosting the website which should make it fairly easy to keep website updated; we will have our emails now hosted by gmail and we can add additional emails as we have been accepted into Google for non-profits
- Adult Programming –
  - Upcoming schedule – Jim
    - Might do a couple of online versions of documentaries (20-30 minute ones) with a discussion with filmmaker afterward
    - Gayle & Paul are talking about possibilities
    - Judge Jack Tunheim September 17<sup>th</sup> will have workshop on ZOOM
    - Ed Fleming from Science Museum will have workshop later in the Fall talking about the archaeological digs being done in the area
    - Diane Wilson author will speak in November

- Have offered to do Candidate Forum for Mayor and City Council in early October
- River Radio - Jim
  - Starting up again September 12<sup>th</sup> and will do it every other week
  - Live time will start at 9:00 a.m.
  - Planning on doing election night coverage
- Children's Programming – Ruth
  - Summer reading program summary
    - Will end at end of August
    - About 300 book reports; 45 different readers
    - Last week had a couple of new readers – might have come from notice in Messenger
    - Also flyers about program were put into the activity bags at Gammelgarden
  - Update on refund status for camps
    - Sue Logan has contacted Brown Paper Tickets; they are planning to refund everyone; they are just behind
    - Ruth will contact the families involved to let them know refunds are in the works
  - Would like to have better connection with the Country Messenger; perhaps a regular Library column; maybe wait until after the website work is done
  - Put this back on the agenda for October
- Collections – Beth
  - Committee met about a month ago; picked out 72 books to order
  - There are others that have been ordered
  - They look at the new books out that they feel confident people will want to read
  - Late teen books do not get too much use; so they do not order many
  - Elaine has been putting on the website the list of new books.
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- Communications – Lorelee & Elaine

- Website as noted above
- Fundraising
  - Got Hugh Anderson \$1,000 grant
  - Got \$300 from COVID19 emergency funding
  - Again received Evy Nordley award – will get \$500 or \$1,000 to be found out in September
  - Fundraising Committee met; planning on sending out fundraising letter in October, highlighting innovative things being done: River Radio, website design, redesign of library
  - Mary Burke would like a co-chair for this committee; if we are willing or know of someone who might be willing, let her know
  - By October meeting need to do succession planning; Lorelee's and Tom's times are up
- Other Business –
  - Max reported that if there is still interior paint available for painting of the library walls, it would be in the back closet.
- Next Board Meeting (October 19<sup>th</sup>)
- Meeting adjourned 8:46 p.m.

Respectfully submitted:

Christine Maefsky

Secretary

Addendum:

Marine Library Redesign  
Budget update and proposed timeline

Cabinets

Concepts in Wood, Jeff Black

C1 .....	\$3,800
C2 .....	\$2,420
C3 .....	\$720
Blacklock book display podium .....	\$700
Bench along south wall .....	\$700
<b>Total .....</b>	<b>\$8,340</b>

Electrical

Wausau Electric, Marni Patzer

-Electrical permit	
-Remove (8) existing fluorescent troffers and replace with (8) Columbia Lighting LED LCAT24-2750TMLG-EDU SpectraSync 2700K-5000K adjustable lights on existing circuit	
-Install dimmers for new LED lights	
-Move electrical (receptacles) for desk relocation	
<b>Total .....</b>	<b>\$4,395</b>

Carpentry

Thomas Garley Construction, Tom Garley

Remove approximately 6 feet of south bench and cap duct work	
Install book drop to library from Village Hall hallway, location TBD	
Miscellaneous TBD	
<b>Total .....</b>	<b>TBD</b>

Windows

Jason Crotty

Current windows need to be fixed so they are operational, for egress safety and for improved air circulation. ....	<b>TBD</b>
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Summary

<b>Initial budget .....</b>	<b>\$15,000.</b>
<b>Current known expenses .....</b>	<b>\$12,735.</b>
<b>Remaining .....</b>	<b>\$2,265.</b>

Schedule and Timeline

This week:

- Empty current cabinets and pack materials. (Jan and Betsy) Mary Burke has already sorted through these areas and removed unnecessary flotsam and jetsam. Thank you!
- Move oak cabinet along south wall, and two white cabinets underneath the Washington County check-out machine and the patron computer. These are all heavy and will require at least two strong people. Also, we need to figure out what to do with them... maybe store them in Tom and Yoka's garage!

August:

- Move bookcases and begin to reposition current materials (Sue Logan will organize, helpers needed)

September:

- Carpentry for bench and book drop (Tom could possibly start this as early as next week)
- Electrical (Marni)

October:

- Install cabinets (Jeff, may be ready earlier)
  - Purchase storage bins for new cabinets (Janice)
  - Move volunteer desk, computers, magazine racks, “wavy wall,” etc. after cabinet installation
  - Finish moving current collection (Sue et al)
  - Clear out furnace room area (yikes!)
  - Clean!
  - Touch up paint as needed (Janice is happy to do this unless someone else wants to)
- ???

**Open for patrons! (?) !**