

Final Minutes
MarLA Board Meeting
2/12/2024 (MCL)
7:00 p.m.

Members Present: Lynn Bjorkman, Deb Yanker Black, Mary Burke, Janice Hunton, Elaine Larson, Jim Maher, Laurie Schmidt, Kathy Scoggin, Addie Smitten, Debra Mitts Smith, Kathy Trombly-Ferrin, Beth Honetschlager, Annie Minnich

Members Absent: Molly Arnason

Agenda

Welcome and Call to Order – Jim

Reading of Land Acknowledgement Statement – Jim

Secretary’s Report – Beth

- Minutes of December 18, 2023 meeting were presented.
- Discussion: none
- Laurie moved to approve, Mary seconded; minutes were unanimously approved

Treasurer’s Report – Kathy/Lynn

- Budget for 2024 is the same as it was presented at the December board meeting
- The library financial position is strong at the start of the new year, new revenue coming in as expected.
- Lynn moved that the Board authorize the Treasurer to file the State of Minnesota Charitable Organization Annual Report for the previous year, reflecting 2023 year-end financials. Kathy Scoggin seconded, unanimously approved.
- Lynn moved that the board approve a withdrawal of \$1,200 from our endowment at the St. Croix Foundation to be moved to our checking account for operating expenses for 2024. Deb seconded, unanimously approved.

Transition of board members and officers - Jim/Lynn

- Jim moved that we approve Lynn Bjorkman as the president of the board. Elaine seconded, unanimously approved.
- Lynn moved to welcome new board members: Kathy Trombly-Ferrin, Debra Mitts Smith, and Molly Arnason. Jim seconded, new board members were unanimously approved.
- Lynn moved to adopt the following as officers. Deb seconded, unanimously approved.
 - VP: Laurie Schmidt
 - Treasurer: Kathy Trombly-Ferrin
 - Secretary: Janice Hunton
- Lynn moved that in conjunction with the election of new officers, the board authorizes that all current signers on the Library's checking and savings accounts maintained at the Security State Bank of Marine and the investment accounts at Edward Jones be removed in entirety, and

replaced with Lynn Bjorkman, president, and Kathy Trombly-Ferrin, treasurer. Deb seconded, all approved.

- Lynn moved that this authority on the checking and savings accounts would include the ability to make automated payments, sign checks up to \$2,500, transfer funds between checking and savings and make deposits. Checks over \$2500 would require the signatures of two authorized signers. Janice seconded, unanimously approved.
- Lynn moved that this authority on the investment accounts would include the ability to approve purchases and sales of Certificates of Deposit, request transfers from the cash account to the Library's checking account at the Security State Bank of Marine, and to make deposits. Kathy T seconded, unanimously approved.

Committee Reports

Children's Programing – Kathy

- Family Nights/PJ storytimes have been very well received and attended. Two more are scheduled for February 23 and March 15. It works well to combine both events on same night.
- Marine Village School Collaboration
 - Weekly book checkout times continue on Thursday mornings or Friday afternoons, occurring two times per month for every grade. Extra help needed for checkout times. Contact Mary Burke if you are available, or use the Sign-up Genius for volunteer helpers for the Marine Village School visits.
 - Kathy and Debra have met with Kay to discuss new book purchases to enhance the curriculum for teachers and reading choices for the children. Kay has ordered about 60 books thus far and we will get them into circulation and "advertise" them to the staff as students as they arrive on the shelves. We hope to get 150-200 new titles, with a focus on science, STEM, Social Studies and current fiction titles. There will be an event to raise awareness of the new titles once they are available.
- We have a free program for pre-schoolers (target audience) in the Town Hall on April 20 in the morning provided by the Washington County Library.
- Summer Activities
 - Summer Camp/Programs kick off - Gazebo park 10 - 12:00 Saturday, June 8.
 - Summer Reading Incentive/Game will be finalized and announced on June 8th. We are still working on ideas for activities/presenters.
 - Science and Art Camp Registration began last Saturday at 10:00 AM. Week 1 (for children who have finished grades K-2): June 10 - 14 is FULL at this point, with a waiting list. Week 2 (for older children): June 17 - 21 currently has five children registered, with space available for up to 18 participants. Planning for presenters for both weeks is underway.
 - Storytime and Activities "Thursday at the Gazebo" on Thursdays AFTER the 4th of July 10:00-11:00 scheduled for 7/11, 7/18, 7/25, 8/1, and 8/8

Operations – Mary

- New adjusted library hours, in effect January 1, are going well. Patron attendance remains constant.
- Thursday, Feb 15th MIDCO is scheduled to upgrade our internet and phone service. Jeff Comins has led this effort along with Mary Burke's assistance. Jim Maher requested that a

simple password be used for WIFI access! With the MIDCO upgrade we will be receiving a new library phone, similar to an office model.

- We continue to have issues with the Washington County checkout machine and new outdoor book lockers. Washington County IT Dept has attempted to troubleshoot both of these areas by sending three technicians to the library, and debugging software issues. Washington County has requested that we house their modem and wires in a protective metal box to help protect the Washington County checkout machine. We will determine the final placement of this box on Thursday when MIDCO is here. We hope these problems are corrected with the MIDCO upgrade and protective metal box.
- We need volunteers to help staff the Little Free Library and check the community center bookshelf in Scandia. There is a Sign-up Genius available for these opportunities.
- We have received an increase in volunteer interest, and Mary Burke is currently meeting with 4-5 new volunteers to review our committees and volunteer roles at the library.
- The jigsaw puzzle swap is going well, and there are several jigsaw puzzles available to trade.

Adult Programming – Jim

- Art Exhibitions at the Library: December through the end of February: Ginny Averill (Marine resident); March through the end of May: Carrie Katzenmeyer (Marine resident); June through the end of August: Cynthia Dickinson (previous Pine Needles artist in residence)
- Programs: The Adult Programming Committee is meeting tomorrow with hopes of lining up one or two more programs for this spring and then start work on our fall offerings.
- Doc Night: Oscar-nominated short documentaries are on tap for March 7 to wrap up this season. We're also getting a bid for a new screen attached to the ceiling with remote control, possibly a new projector, and hopefully new speakers for the hall. Once we have an idea of pricing, we're going to seek grant money for these purchases, and the St. Croix Foundation said they would be able to help.
- River Radio: Our show this past week was totally focused on on the gambling explosion in America. Our next show on Feb. 24 will feature Minnesota Secretary of State Steve Simon talking about the challenges faced in election administration in the current environment.
- Valley Reads, sponsored by ArtReach St. Croix, will feature "The House of Broken Angels" by Luis Alberto Urrea. Marine Community Library will be involved with this program, and details will be forthcoming.

Collections – Beth, Debra Smith will take over

- Our last committee meeting was in October, so we have no new order to announce. We will meet again on March 2nd.
- New kids' books are being purchased in collaboration with children's committee and requests from the Marine Village School. By the end of February, we should have about 30 new kid's books.
- There is a new section on the shelves to the right of the library entrance door labeled "Marine History." It currently has around 30 items. James Taylor Dunn is well represented in this collection. We received DVDs of 6th grade plays from the former Marine school secretary, with 2005 being the oldest. Kay has cataloged all of these items and they are available for check-out.

Communications – Elaine

- Photo release forms: There is a need for forms for parents and individuals to fill out that would give the Library permission to post photos on the website and social media.
- Website updates: Some website maintenance is needed, and help is needed for new Paypal buttons or other payment methods. Bjorn Hagstrom will be contacted to help with website updates. We have funds available in the 2024 budget, but will need board approval if the cost for updates exceeds the current budget.

Finance - Jim

- The long-awaited move of the Jordan Bequest to the St Croix Foundation endowment is approved, and will happen soon. There was much support for this move, and we express our gratitude for all involved to help this transfer happen. The process is still unfolding.
- Jim and Lynn provided gift bags for all who were supportive of this move.

Strategic Plan – Laurie

- Goal setting is next in the process. Laurie would like committees to determine goals that align with their needs. More details to come.
- Laurie proposed that we read our Vision statement at the beginning of our meetings to keep it on the front burner. The board was in agreement with this idea.

Committee Reorganization – Lynn

Lynn moved that we approve the realignment of committees as stated below. Annie M seconded, unanimous approval.

- Adult Programming - Art Exhibitions, Programs, Doc Night, River Radio
- Children's Programming - storytime, summer camps, family nights, and more!
- Collections - maintain our quality, contemporary collection of books and media
- Communications - manage website, email, event posters, newspapers, and social media
- Finance committee - routine management of funds, budget, fundraising, endowment
- Operations - oversee volunteers, maintain the facility, coordinate technology needs
- Outreach - identify, prioritize, and manage library outreach opportunities
- Strategic Planning - lead and coordinate 5-year planning conversations, and direct ongoing data measurement and analysis

Board Member Toolkit and Orientation Tool- Lynn and Laurie

- Lynn presented a draft of a toolkit for new board members to help with their orientation to the Marine Library Association Board. She requested that every board member look through this draft to give their input about corrections and additions.
- Laurie championed a board orientation tool with specific action items for new board members to complement the toolkit.

Next board meeting:

April 15 , 2024

Adjourn time p.m.

8:18