

MarLA Board Meeting Minutes

April 15 (MCL)

7:00 p.m.

Members Present: Laurie Schmidt, Annie Minnich, Lynn Bjorkman, Deb Yanker Black, Kathy Scoggin, Debra Mitts Smith, Mary Burke, Kathy Trombly-Ferrin, Molly Arnason, Elaine Larson

Members Absent:

Janice Hunton, Addie Smitten

Agenda

Welcome and Call to Order – Lynn

Reading of Land Acknowledgement Statement – Lynn

Secretary's Report – Lynn

- Minutes of February 12, 2024 meeting were presented.
- Discussion: none
- Laurie moved to approve, Kathy Trombly-Ferrin seconded; minutes were unanimously approved .

Treasurer's Report – Kathy

- Review of financials show a continued strong financial position.
- Income is within budget projections, expenditures are slightly over budget for this point in the year.
- Both endowment accounts are visible for monitoring.
- Discussion: Children's books all come out of the collections budget, not out of the Children's programming budget. Kathy was concerned about this due to the large number of children's books we are purchasing this year, but Lynn explained that historic purchase trends for collections is well under budget year over year.
- Kathy S moved to approve, Debra seconded; reports were unanimously approved.

Committee Reports

Adult Programming – Deb

- Programming
 - We have a speaker event with Lonnie Lovness on April 18. That will be our last scheduled event this spring/summer.
 - Our group is working on some initial ideas for fall programs. We are planning a program with novelist Leif Enger to talk about his newest book.
 - We also may lend an official hand to the Boat Show in July (Burriss Park). Kevin Nyenhuis, Bill Simpson and Curt Moe will remain in charge of the event, but we could help publicize and do some setup for it.

- Doc Night
 - Dates are set for next fall - starting up again in November. Planning on four doc nights if all goes well.
- River Radio
 - Two more shows left in this season - April 20 and May 4. We will take the summer off, and expect to return, most likely in September, with plans once again to do an election night program.
- Art Exhibits
 - Carrie Katzenmeyer's show will be up through the end of May, to be followed from June through August with a show by Cynthia Dickinson, a former Pine Needles artist.
- New Equipment
 - A team of us (Gayle, Jim, Matt Quast, Gene DiLorenzo) has met with three different vendors to get pricing on new equipment for the hall.
 - Top priorities are a bigger screen that is mounted to the ceiling over the stage and goes up and down with a remote control (City and Resto Society are on board with this), new speakers to replace the speakers currently mounted left and right of the stage; and possibly a new projector.
 - This represents a \$10,000 to \$20,000 investment, and we may get some help from Heather Logelin of St. Croix Valley Foundation in pointing us toward possible grant opportunities. We also would likely ask the City to contribute.

Children's Programing – Kathy/Debra

- Activities/Accomplishments:
 - Family Fun and Pajama Storytime evenings in Feb. and March: both well attended and successful, we probably need to figure out a better system for RSVP in order to assure enough pizza. Emily Schollett reports that community members are now offering assistance for these nights. Kids really want to check out books when they come to these events, so we should consider staffing and opening the library.
 - Continued library visits by Marine Village School: two times per month per grade. We are continuing to feature our newest collections, and reading up at the school.
 - Participation at first Marine Mills Folk School Family Day with a bookmaking project.
 - Summer Camp: registrations are complete with 18 total for the younger grades (with 6 children on the waiting list). For week two, with the older kids, we have 16 registered with room for two more. Scholarship requests have been made for two partial and two complete registration fees. Requesting scholarships worked well with the form Elaine put together for online registration. Most families have sent payments. Scheduling the presenters for both weeks is almost complete with a nice mix of science and art offerings in each week. Our expenses should be close to, if not fully covered, by our registration fees.
- Ongoing:
 - Working with the Collections Committee to expand our elementary grade choices. To this point we have about 80 new books entered into the collection. We have ordered 90 new titles and have spent about \$1,165 thus far.
- Upcoming:
 - Saturday, April 20th Music program: in the Village Hall for children/families. Funding from the Washington County library system.

- June 8 Summer Reading/Camp kick-off in Gazebo Park: ten - noon, Yoyo performance artist with money from Washington County, games, craft activities, face-painting, and a coffee-cart planned.
- June 10-14 Summer Camp for Grades K-3.
- June 17 - 21 Summer Camp for Grades 3-5.
- Summer Gazebo Storytimes are arranged: 6/27, 7/11, 7/25, 8/1, 8/8 and 8/15, from 10 - 11 a.m. All dates but one have readers already lined up!
- The Summer Reading Incentive Program: will start on June 8th and conclude on Labor Day. Final details to be worked out at our next committee meeting.
- Next full Children's committee meeting is scheduled for 4/17.
- Concerns:
 - We have more ideas than people, so a concern is how to recruit more volunteers to cover all our programming. Some events require specific training for volunteers, and others can be done without prior training or experience. It will be important to set up a training schedule so volunteers are comfortable with the tasks needed.
- Measuring Progress:
 - Circulation of children's collection at the library.
 - Attendance of school children visits.
 - Growth of participation in Family Fun nights/storytimes.
 - Camp registration/participation up.

Collections – Debra

- 88 children's books are purchased and catalogued, seven more are on order, ten more will be ordered before May 10 for a total of \$1,330.51. Kay will get bins for easy readers and board books, and start weeding to make room for the new titles.
- 34 adult books are purchased and catalogued, for a total of \$743.12, one audio book is on order, 30 more adult titles are estimated to be ordered this year.

Communications – Elaine

- Activities/Accomplishments in past few months:
 - Publicity for River Radio, April Author Talk, Children's Family Fun Nights with RSVPs, Playing With Music event.
 - Summer Camp with registration worked well.
 - Development work on password-protected Staff Volunteer page which will provide access to the Volunteer Manual, which has now been uploaded to our website. We need to edit out sensitive information included in the handbook so our patron information is protected.
- Near-term goals or activities being undertaken by the committee
 - Website maintenance and updates, working with Bjorn Hagstrom, who created the website.
 - Updates as needed to make sure the Library website is running well and fully secure.
 - Setting up a Paypal interface so we can easily create payment buttons.
 - Allow news posts that will show up only on the new Staff Volunteer page.
 - Provide a form on the website that would give the Library permission to use photos (would need to be maintained on OneDrive).
 - Put account information and other documentation into the Library OneDrive account.

- Document standard procedures for the website and related accounts such as adding an event to the website, posting a news item, switching email recipients. Put these documents onto OneDrive.
- Support or concerns for feedback from the Board
 - Methods of tracking various types of patron/community engagement would be helpful in determining progress.

Finance – Kathy

- Fundraising mailing label updates and standardized process notes are currently in the works. We will chat with Sue Logan to get her information since she is wanting to step away from this project.

Operations – Mary

- The Washington County outside book lockers are up and running, and there is a new welcome sign. An instructional sign would also be helpful.
- The interior Washington County checkout machine is experiencing some intermittent going off line issues. Washington County IT department is monitoring.
- Mary trained one new volunteer in April and will be setting up other training sessions with volunteers who have shown an interest. LoraLee and Sue will offer some additional training sessions this spring/summer.
- Jeff Comins has offered to be the Library's resource to help address any of our IT issues. Mary has a thank you card for him that all board members can sign.
- Our phone is still identified as Washington County Library, so we will need to continue to work on caller ID.
- We may be looking at purchasing another printer for the public laptop, the current printer continues to go offline and not work.
- Levolor blinds have been installed on the two remaining windows overlooking the waterfall area. However, we are challenged to make them operational using the remote that is currently used for the first two windows. Looking for a volunteer to research the manual to make them operational using the Levolor blind remote.

Outreach – Deb

- April 2024
 - Create a Sign-up Genius for all outreach events for volunteers to become involved.
 - We are exploring MCL t-shirts, and would need board approval for expenses; would possibly need permits to sell in public places, we talked to Sue Knapp and she is getting estimates and working on an initial design, hot pressed rather than screen printed, can print in smaller quantities. Restoration Committee and Folk School both have t-shirts, so they would be good resources for us.
 - ASAP: can we get sturdier printed library cards and pre-apply barcode stickers to help with transport to remote locations? Laminating our cards is another possibility.
 - 25th: Volunteer Day in the Village Hall, 4:00 - 6:30 (Jan will set up, Annie will tear down) manage a table, sign-up sheets for committees, library shifts.
- May 2024
 - 4th: Gammelgarden Opening Weekend (Deb) – manage a table: hand out bookmarks, register folks for library cards to be entered later at the library, info about the library and volunteer opportunities, sign up sheets for volunteers who will staff two-hour shifts.

- June 2024
 - 12th: Scandia Farmer's Market 3-6 (Annie) – avoid days when Washington County is there to avoid confusion, manage a table, perhaps include children's story time with enough advanced advertisement to get an audience.
 - 22nd: Gammelgarden (Deb) – manage a table.
- July 2024
 - 4th: Parade – participation in the parade and/or visibility for the library in other ways is being discussed, and will be settled at our June meeting.
 - 10th: Scandia Farmer's Market 3-6 (Annie) – manage a table, story time.
- August 2024
 - 14th: Scandia Farmer's Market 3-6 (Annie) – manage a table, story time.
 - 17th: Gammelgarden (Deb) – manage a table.
- September 2024
 - 11th: Scandia Farmer's Market 3-6 (Jan, Deb) – manage a table, story time.
 - 21st: Marine Mills Folk School Fall Festival (Jan) – manage a table, book sale.
 - ??? Volunteer Appreciation event (Deb) – location and ideas are under discussion and will be decided at a future meeting.
- More ideas to consider
 - Kids to deliver books to seniors – idea for pilot program at the Stugas, patrons could call the library to check out a book, teenagers could deliver the books by bike or car depending on the weather and number of books, pick up return books as well and return them to the library. Most needed in winter when travel is more difficult. Deb asked Ginny A if she thinks this would be a welcome idea, and her response was VERY enthusiastic.
 - April 2025 and beyond – Earth Day event perhaps partnering with MVS and/or MMFS.
 - Scandia Heritage Alliance Arts and Heritage Center – possible partnership in the future
 - Events at the library – host a teatime in the lobby once a month, talk about books folks are reading and what they like about them.
- Further thoughts
 - The Land Acknowledgment Statement affects all aspects of the library and all committees. We think it is best for it to remain its own committee to focus the ideas from all areas.
 - The Little Free Library in Lilleskogan is enough for us to manage and maintain for now. We need clarification about who is managing the maintenance of this LFL.

Strategic Planning – Laurie

- We will table this discussion until the June meeting.

Other Business - Lynn

- Community Calendar – Jeremy Chatich is organizing the community calendar, which will only be shared with local businesses so we can be aware of events happening in Marine. Gayle and Jim know about this calendar, and we will check in with them to find out more.
- OneDrive – we need to organize these documents by committee to make searching easier, we need to utilize this resource more effeciently and thoroughly if it is going to be useful to us and to the Board moving forward. Jeff Comins may be willing to help with this.
- Board Toolkit – please send suggestions, edits, additions to Lynn in the next month so we can review at the June meeting.

- We would like to request that the Restoration Society address the paint on the front door of the Village Hall, since it is in need of repair.

Brief Board Educational Information/Discussion and Review of Mission/Vision Statement Successes or Opportunities

- We will table this discussion until the June meeting.

Adjournment and confirmation of next meeting date

- June 17th next meeting, at the library, 7:00.
- Annie moved to adjourn, Deb seconded, all approved.

**Next board meeting:
June 17, 2024
Adjourn time p.m. 8:15**