

**Final Minutes**  
**MarLA Board Meeting**  
**August 12, 2024 (MCL)**  
**7:00 p.m.**

**Members Present:** Janice Hunton, Deb Yanker Black, Lynn Bjorkman, Debra Mitts Smith, Kathy Trombly-Ferrin, Mary Burke, Annie Minnich

**Members Absent:**

Elaine Larson, Kathy Scoggin, Laurie Schmidt, Molly Arnason, Addie Smitten

**Also Present:**

Jim Maher, Gayle Knutson

**Agenda**

**Welcome and Call to Order – Lynn**

**Reading of Land Acknowledgement Statement – Lynn**

**Reading of Vision Statement - Lynn**

**Secretary's Report – Janice**

- Minutes of June 17, 2024 meeting were presented.
- Discussion: Grant reporting details need to be edited.
- Mary moved to approve with changes mentioned, Kathy seconded; minutes were unanimously approved.

**Treasurer's Report – Kathy**

- Review of financials: we continue to have a healthy balance in cash accounts, we received a \$500 gift from the Scandia Lions Club, we have a net operating loss of around \$5k so far this year, which is not concerning because we are expecting new revenue to start coming in. Spending YTD is lower than budgeted. Revenue is at 50% of budget, which is fine for this time in the year. Lynn reminded us that we will not be receiving the funds from the Jordan Bequest this year, because everything needs to be invested for a year before withdrawing anything.
- Lynn moved to approve the Treasurer's report, Debra seconded, and the motion was unanimously approved.

**Committee Reports**

**Adult Programming – Jim Maher**

- The committee is focused on fundraising and implementing the audio/visual upgrade for the Village Hall.
- Doc night will begin on Thursday November 7, and we are anticipating three to four events this season.
- We have Ellen Anderson Penno on Sep. 20 (Dana Vannen's sister) who will be presenting her new book.

- We had novelist Leif Enger scheduled for October, but he had to postpone for personal reasons. It may be rescheduled for April.
- We are looking into a program focused on Charitable Giving, possibly for October.
- We will offer to host a candidate forum for Marine Council candidates in October.
- River Radio will start up again in September. We may do a heavier schedule pre-election, and plan another live election night show, but after that, the show may be a little more flexible in terms of schedule.
- Art Exhibits - the Ruth Ronning show will be up through the end of August. Barb Casey from Marine will have her work displayed September through November.

### **Children's Programing – Kathy S (via Kathy T-F)**

- The Science and Art camp went very well this year, hosting 18 participants for first week and 15 for second week, with a nice mix of art and science presenters. We received good feedback from parents.
- Summer reading bingo has unfortunately had dismal participation this year, so we may extend deadline into school year and have schools help promote it.
- Rap, Rock and Read with Miss Nina is returning to the Gazebo on Saturday, September 28 at 10:30 a.m., courtesy of the Washington County Library. This program is designed for preschool and kindergarten-aged students, and will focus on literacy, movement, and song.

### **Collections – Debra**

- 39 adult and 16 children's books have been purchased.
- The next meeting will focus on new titles to be purchased with the Washington County funds.

### **Communications – Elaine (via Lynn)**

#### ***Activities/Accomplishments in past few months:***

- Publicity for Summer Story times, the Boat Show and River Radio Special.
- Sue Knapp continues to provide the Country Messenger with upcoming events.
- Updates to website when needed.

#### ***Near-term goals or activities being undertaken by the committee***

- Continue working with Bjorn Hagstrom on website updates. Many thanks to Bjorn for his donation of time for many of these updates!
- Set 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.
- Implement Staff Volunteer webpage when revised Volunteer Manual is ready.
- Provide a form on the website that would give the Library permission to use photos, which may need to be printed, turned in and filed.
- Continue to add Communications information to the Library OneDrive, including procedures for the website and related accounts such as posting a news item, or switching email recipients.

#### ***Specific measurements or data that you can provide about your programming or activities to assist in measuring year-over year progress***

- This needs some thought. Number of events and number of attendees? Methods of tracking various types of patron/community engagement would be helpful in determining progress.

### **Finance/Fundraising – Kathy**

- Gayle Knutson talked to us about an upgrade to our audio/visual equipment for the hall. Three bids came in for a new motorized screen installed from ceiling, new speakers, and a laser

projector, for a total of \$21,339.96. These upgrades would benefit our community in many ways, including Doc Nite, library programs, city council meetings, and events for non-profits such as the Marine Mills folk School and the Wild River Conservancy. The new equipment would not be available for private parties, and it is incumbent on us to write a clear policy regarding use, maintenance, and responsibility. The new gear will be much easier to use, the image will be brighter and clearer, the sound will be cleaner, and the sight-lines will be improved because the screen will be higher. City staff and the Restoration Society are aware of these changes, and are all in agreement that it is a good step.

Discussion: lots of homework has been done to research appropriate gear and get bids; Doc nite and other programs are beloved and well attended, the equipment will be well used by the library, the city, and other non profits. We could even have movie nights for the community. Lynn talked to fundraising experts, and they agreed that one fundraising campaign that encompasses these expenses and the on-going operating expenses is the best option. Lynn, Mary, and Jim plan to have conversations with around twenty Marine households to raise \$10,000 by Sept 15, 2024 in order to lock in the bid price and order the equipment, If this campaign is successful, we could install the equipment in time for the first Doc nite on November 7th.

Lynn moved to support the purchase and ownership of the AV equipment as outlined. Kathy commented that this could potentially harm the operating funds campaign, and we all agreed that it is a risk but worth doing anyway. Deb seconded, and the motion passed with unanimous approval.

Lynn moved that we fund the remaining equipment expense if \$10,000 has been raised by September 15th. Annie seconded, and the motion passed with unanimous approval.

Lynn moved that in the event we don't meet, but are close to, the \$10,000 fundraising goal, we would purchase the screen and speakers for a total of \$16k. Kathy seconded, and the motion passed with unanimous approval.

### **Operations – Mary**

- The Committee is determining when a refresher training will be offered.
- Jeff Comins is still working with Washington County to resolve the conductivity issues with the Washington County check-out machine and outdoor book-locker. It has been determined that the issue is with the MIDCO connection at the library. The Washington County equipment is still operational but sometimes has intermittent delays. Jeff and Mary Burke will keep the board updated.
- One new volunteer was trained.
- We will be launching a printing pilot starting 9/2/24. Because our printing costs for ink is only \$6.99 per month, it has been suggested that we offer free color and black and white printing to patrons who come into the library. A donor has donated 800 sheets of paper as well. We are still ironing out the parameters such as no small business printing and putting a limit on printing per day, per patron. We will advertise this to the 80 volunteers who staff the library along with having some signage at the printer introducing the free printing pilot program. The overall objective is to try to increase patronage into the library.

### **Outreach – Deb/Janice**

- Gammelgarden events are well attended, but many folks are from outside of our patron area. We are wondering if these are fruitful events for us to continue.

- Farmer's Market booths are enjoyable and several people stop by to learn about library events and to choose a free children's book.
- T-shirts - there is a looming question about what to do with MCL logo that needs to be resolved before a t-shirt design can be created. The current logo is not in keeping with our values, and we need to update it. The 10th anniversary log logo may be a good starting point. This project is on hold for the time being.
- Our Volunteer appreciation event will be pushed back to November to give us more time to plan, and will possibly be held in village Hall.

### **Other Business - Lynn**

- Library calendar: the Outreach committee added events to the calendar for this year including Gammelgarden events and the Volunteer Appreciation party.
- Library challenges: more people are needed for the communications committee.
- Poetry class collaboration: the twelve students participating are very invested in the class, and we have received nice feedback from students. Milkweed publications and the Loft are both aware of the class, and Milkweed will be attending some of the readings. Rosie would like to do two more of these classes in the year ahead. The grant awarded for this class is designed to serve an underserved population, and this class is addressing underserved conversations, with the hope of hearing many new stories.
- Halloween family event: Jean Spizak found an old picture and remembered an event at the library on Halloween night. She would like to bring back this tradition, and is offering to help organize and promote it. The library would be open, we would have carved pumpkins, treats, and a photo op in front of a decorated window. We could have story time as well. Debra will bring this up at the children's committee next week.
- Liz Kelly will meet with Lynn to challenge us to put our land acknowledgment statement into action. Lynn will outline everything we are doing, and will discuss with Liz other ideas we could consider.

### **Adjournment and confirmation of next meeting date**

- Lynn moved that the meeting adjourn, Kathy seconded, and the motion passed with unanimous approval.

**Next board meeting:  
October 21, 2024  
Adjourn time 8:24 p.m.**