

Final Minutes
MarLA Board Meeting
June 17 (MCL)
7:00 p.m.

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

Members Absent: Janice Hunton

Filling in as Secretary: Laurie Schmidt

Agenda

Welcome and Call to Order – Lynn

Reading of Land Acknowledgement Statement – Lynn

Secretary’s Report – Lynn

- Minutes of the April 15th meeting were presented.
- Discussion: none
- Deb Black moved to approve, Mary Burke seconded; minutes were unanimously approved.

Treasurer’s Report – Kathy

- The usual monthly expenses were paid. More expenses will be coming in at end of June for Summer Camps. We are running a deficit of \$881, but this is of no concern as expected revenues will cover this. Our 4 CD’s are still performing well, and the next one is due to pay out in August.
- Deb moved to approve this report, Elaine seconded. Unanimous approval.

Committee Reports

Adult Programming – Deb Black and Jim Maher

- Art exhibits: The show by Ruth Ronning is up now, and Marine resident Barb Casey will exhibit her show beginning at end of November.
- Poetry Class is up and running, with full attendance.
- On JULY 9, the wooden boat Paddlecraft event will be held in Burriss Park with author Angie Hong, reading from her new book. This is a co-sponsored event, a collaboration with the Marine Community Library and local wood boat lovers Bill Simpson, Curt Moe, and Kevin Neinhuis. A permit was approved by the City Council for use of Burriss Park.
- Note for future events: we need to apply 60 days in advance when we need a permit for outdoor events on City property.
- Author Talks: Ellen Anderson is on deck for September 20 with her new book (spoiler alert) about an adventure experience she had as a kid where her then boyfriend died. She was raised

in Marine, is currently a Stillwater resident, and is Dana Vannen's sister. Leif Enger is scheduled for October 15, with his new book, *I Cheerfully Refuse*.

- November 7 is the first scheduled Doc night.
- Work continues to acquire better sound/AV equipment. A self-appointed team of Gayle Knutson, Jim Maher, Gene DiLorenzo and Matt Quast have met with several vendors to discuss installing a larger screen from the ceiling on the stage and replacing the two mounted speakers in the Village Hall. Those two items will cost about \$15,000. For around an additional \$7,000 we could upgrade our projector, which would be an improvement for showing films. Heather Logelin from St. Croix Valley Foundation found a grant possibility for this expense through the Shavlik Family Foundation.

Children's Programing – Kathy/Debra

Activities/Accomplishments

- The wrap-up with the school regarding class visits to the Library is complete. We are still retrieving checked-out books. All teachers would like their classrooms to be a part of this next year.
- The committee is implementing/executing on all summer programs. 40 people consisting of young families with lots of toddlers attended the Summer programs launch event. Attendees enjoyed popcorn, lemonade, face painting, crafts, and a small raffle. Schedules for story times and bingo cards were distributed. All school kids got library cards.
- Nineteen children attended the first week of Science and Art camp. Presenters included people from the DNR, the folk school, and a Pine Needles artist. Fifteen kids are in session two with the same line-up of presenters. There were two teenage helpers at the first camp and one returned for the second. Camp revenues cover our costs, with no profit. Scholarships were accessed without any difficulty.
- A suggestion was made to add bingo cards to the table at the Scandia Farmer's Mkt, where we set up a table on a monthly basis.

Collections – Debra

- The committee recently purchased 27 titles from County funds, which are mostly adult books.
- We also received 14 titles from Valley Bookseller at a good discount.
- Twenty mystery books were removed from our collection, either for our book sale or Books for Africa.
- Amazon sends us surplus books occasionally thru Valley Bookseller.

Communications – Elaine

Activities/Accomplishments in past few months:

- Publicity out for Children's Summer programs and Rosie Peters Poetry Class is up and running.
- Website updates for stability and security have been implemented by Bjorn Hagstrom (at no charge).
- Uploaded several Communications documents to the nicely reorganized OneDrive.
- Removed old MarLA board meeting minutes from Library website (they are now stored on the OneDrive). We now have about two years of minutes available there.

Near-term goals or activities being undertaken by the committee

- Continue working with Bjorn Hagstrom on website updates.
 - 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.
- 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 (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, switching email recipients.

Support or concerns for feedback from the Board

- How far back should Board minutes be available on the website?
- Board members awareness of “Library Event Communications Procedures.”

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.

Additional discussion:

- Communications Procedures have been documented and are filed on OneDrive.
- The committee has committed to storing all communications each year on OneDrive.
- Lynn asked that all of us communicate consistently with Communications, per the new documented processes.
- Social media still needs an owner. We need to continue recruiting for this person.
- The Paddleboat event came up as a surprise this year. Next year, more advanced notice and planning is needed.

Finance – Lynn

- The Scandia Lions Club \$500 came through to purchase/offset costs for children’s books.
- Lynn said she has been wondering/thinking about what the next step is to be a financial “grown-up?” She feels we need a fund-raising plan. Many templates are available - we need to find one to work with our story. This work will support our vision element of looking after our long-term financial viability.
- Melinda Hoke is a good resource for us. She has offered to help. And Deb has a book which may be a resource.
- Laurie will partner with Lynn to put a draft fund-raising plan together.

Operations – Mary

- The committee has drafted a policy for space requests, reviewed by Board members in this meeting’s packet. The policy is intended to be inclusive. We should consider it a work-in-progress so we can amend as we go. Comments included an endorsement of the fact that a library volunteer must be present at any non-library events.
- Mary moved to accept and approve the MCL policy for use of library space, dated June 17, 2024. Kathy seconded the motion. It was approved unanimously.
- Mary proposes the development and use of an electronic or paper calendar at the library that posts space usage by the Spanish club, book clubs, board meetings, etc. Eventually she would like to move to an electronic format such as a Google calendar.
- Mary will begin compiling a paper version of a calendar that will sit at the desk. We will need decide how to maintain the calendar into the future.

- The Washington County check-out service is up, but continues to have intermittent issues. Mary will log the number of events of inability to access and talk to the IT contact there. The book lockers are up and running.
- Two new volunteers were trained this month, and the committee is prepping a refresher training for all volunteers.
- We now have a new color printer, with a subscription for 100 copies for \$6/mo. The printer was donated by Jeff Comins. Committees and Board should feel free to use this, potentially even for 8.5 x 11 posters.
- The Craig Blacklock book display has been set up again.

Outreach – Deb/Annie

- We need staffing for Library tables at the Scandia Farmer’s Market, once a month, and will get this set up on Sign-up Genius for volunteers.
- Progress on T-shirts: \$100 for set-up for printing. One estimate at \$11/shirt. Kids sizes are more expensive and it’s tricky to estimate number of sizes needed. Can we learn from Folk School? How much do they sell? How much do they order? Should we produce Volunteer T-shirts? Do a small run- each volunteer gets one. We could use a Google form to get sizes.
- Molly moved to approve up to \$800 for volunteer t-shirts, Deb Black seconded the motion. Unanimous approval.
- The board also agreed to consider a Book Bag in heavy durable fabric, as a possible gift for donations in our fund-raising. E.g., donate \$15/mo. for this gift. Deb will look into tote bags.
- Fourth of July volunteers were solicited and Molly, Mary, and Laurie will cover the parade. Poster board is available for sandwich boards, or volunteers can opt to carry large books.
- Deb asked for help with the Gamlegarden’s 6/22 midsummer event, staffing the table or giving her a break. No one responded to her request due to busy summer schedules.

Strategic Planning – Laurie

- The next step in our strategic planning process is to identify goals that, if achieved, would contribute to the realization of the vision which has three elements: a welcoming community hub, a pipeline of trained volunteers, and long-term financial viability.
- Laurie presented three options for goal-setting:
 1. Attend Committee meetings as a consultant and lead a discussion on goal-setting. Committees are not operating in free-form fashion- they just need to articulate goals and corresponding metrics.
 2. Review a simple goal-setting process as a Board, then Chairs take this to Committees for completion and bring goals and metrics to Board. Dashboard gets created from this.
 3. Use one mega-metric across all Committees and programs: attendance/participation. This makes sense if we are mainly interested in outreach, in having an impact in people’s lives, in helping people to use/access/enjoy the library. Our dashboard would basically have one metric- how many people participated in what.
- Discussion: Lynn asked Laurie to review 2022-23 Board minutes looking for various metrics and goals in the Committee reports, and seeing if they can be organized into some simple tracking processes.

Other Business - Lynn

- *Document retention* – Mary provided instructions again for utilizing One-Drive now that she has reorganized it to be more effective and useable. The goal is for all of us to store all 2024

Committee work there, as well as 2023 work if it is still available. Mary is the point person for help or guidance on using One-Drive.

- *MMFS Lifelong Learning Series* – We noted the partnership between the church and the folk school in this series of learning sessions. Lynn clarified that if we can collaborate or are invited to, and there is consistency with our mission, we should watch for opportunities like this. Molly suggested attending elder programs with large-print books and periodicals to check out. Taking library resources up to the stugas is viewed favorably by residents there.
- *Donations* of a twin bed quilt from a group of Scandia quilters and a Jim Dimmers painting have been made. A raffle was discussed; we need a license to hold one. Should we consider getting that license? A suggestion was made that we could also consider an art rental program as a fund-raiser. Lynn asked us to noodle other possible uses for these valuable items.

Adjournment and confirmation of next meeting date

- Meeting was adjourned after the completion of all business, moved and seconded by unnamed members of the board, and approved unanimously!

**Next board meeting:
August 12 , 2024
Adjourn time is a mystery.**