

**Final Minutes**  
**MarLA Board Meeting**  
**October 21, 2024 (MCL)**  
**7:00 p.m.**

**Members Present:** Molly Arnason, Lynn Bjorkman, Mary Burke, Janice Hunton, Elaine Larson, Laurie Schmidt, Kathy Scoggin, Debra Mitts Smith, Addie Smitten, Kathy Trombly-Ferrin.

**Members Absent:** Deb Yanker Black, Annie Minnich

**Also Present:** Liz Kelly

**Agenda**

**Welcome and Call to Order – Lynn**

**Reading of Land Acknowledgement Statement – Lynn**

**Reading of Vision Statement - Lynn**

**Secretary's Report – Janice**

- Minutes of August 2024 meeting were presented.
- Discussion: date for first Doc Night was corrected.
- Elaine moved to approve, Kathy T-F seconded; unanimously approved.

**Treasurer's Report – Kathy**

- Review of financials, healthy cash position continues.
- Renewed CD, but split into two CDS, one maturing in 6 months, the other in a year to create staggered renewal dates for more convenient access to funds when needed.
- New cleaning service started in October for lower cost.
- Budget projections for committees are requested by the December board meeting, with final approval of the budget in February.
- Molly moved to accept the report, Debra seconded, unanimously approved.

**Other Business - Lynn**

- Review of Library Calendar: Lynn created the library calendar for a broad look at big items for the library events. She asks all of us to review the rhythm of the year and see if anything needs to be moved or deleted.
- Board Recruitment for 2025 and 2026, 5 candidate positions will be open in the next two years, and we should focus on specific skills needed for committees as well as diversity of membership to reflect our community.
- Review of Library Challenges: we are making some progress on the big challenges, but more work is needed.
  - One-drive documentation: Lynn would like this to be a priority for all committees so we have a comprehensive record of our accomplishments, so that in future years when the

current membership is no longer on the board, new members can look back to see what worked, what needs improvement, and what to try again.

- Committee membership needs: Communications is still in need of more members, and especially someone with knowledge of social media platforms would be great. Collections needs a new chair to replace Kay in the next two years.
- Initiative to reestablish Beyond Land Acknowledgement Committee: Laurie, Liz, and Jim Maher are taking the lead on work to continue moving the Land Acknowledgement forward. Liz will be chair. Overarching question for the committee is what would right action look like? The committee will continue to connect with the Native community for advice.
- The first action step is to recognize November as Native American heritage month. We will start with Doc Night, Bad River Documentary Nov 7. Committee members want to identify adult and children's literature in the library that is written by indigenous authors or covers indigenous themes. Discussion about ways to identify them included a display for November of books and other media, a wrapper for the adult books, and signage on the sandwich board.
- With continued interest in shortening the Land Acknowledgment Statement, the committee hopes to have a draft by the December board meeting.
- Lynn moved to reinvigorate the Beyond Land Acknowledgement committee, Kathy S seconded, unanimous approval.

## Committee Reports

### **Adult Programming**

#### ***Equipment***

- The big news is our new A/V equipment is in place! New screen that comes down from the ceiling, new speakers installed in the wall, new laser projector with a smaller footprint than our previous projector. Thanks to the Board for its support of this project. It's a major upgrade for us!

#### ***Adult Programs***

- We had an event in September with Ellen Panno Anderson, a Marine native. About 25 people in person, 14 views on replay.
- We're hosting a City Council candidate forum on Tuesday, Oct 22.
- Our planned October program with Leif Enger is delayed for now, as he has some medical issues. Maybe next spring.
- The major issue for us now is that the Village Hall will not be available to us for several months beginning sometime in January - part of the Village Hall remodel (city offices will be moved upstairs).
- We might try to do a program in Scandia during this period...the committee will assess our options.

#### ***Doc Night***

- Season kicks off Nov. 7th with the documentary Bad River, about the Bad River Reservation in northern Wisconsin and their battles with Enbridge Energy.
- Another Doc Night will be held in December, and possibly one in January while we can still use the space. If we show the Oscar-nominated short docs in February, which is our custom, it will be in Scandia. Gayle Knutson has already checked out the space up there and worked out details with them.

### ***River Radio***

- Plugging along as usual. Three shows done so far this season. We'll be doing live election night coverage on November 5th.

### ***Art***

- The work of Barb Casey of Marine is currently on display through November. Tammy is determining the next exhibitor.

### **Children's Programing – Kathy/Debra**

- Miss Nina Program in September at the gazebo with singing and story time, 15 kids, 10 adults, perfect!
- Halloween plans - Jean Spizak is helping to resurrect an old tradition at the library with an open house from 5-8 p.m. at library for children and families. There will be candy, pencils, book marks, stickers, and photo op ideas for people in costume.
- Family/PJ Story time nights continue to be very successful. Other family nights are planned through January, and non-board volunteers are running these events which makes them self-supporting. The decision was made that no RSVP forms are needed.
- MVS School Visits, biweekly, always need more helpers.
- New laminator — purchased for the library.
- Read at MVS school once a month, always looking for more readers.

### **Collections – Debra**

- Meeting this week to finish up year-end purchases.

### **Communications – Elaine**

#### ***Recent Activities***

- Publicity and website updates for River Radio and fall events for adults and kids.
- Halloween-themed bookmarks were created to hand out at the "Halloween Boo Bash" and to Marine School students. These include dates for upcoming Family Fun Nights.
- Created Google Forms for Family Fun Night RSVPs. These can be shared with the event coordinator, who can then monitor the RSVP numbers.
- Set up an email address for River Radio, which is [RiverRadio@marinecommunitylibrary.org](mailto:RiverRadio@marinecommunitylibrary.org)
- The updated Volunteer Manual has been uploaded to the Library website. It's available to view on a password-protected Staff Volunteer page at [www.marinecommunitylibrary.org/staff-volunteers](http://www.marinecommunitylibrary.org/staff-volunteers)

#### ***In progress***

- Revise the new Staff Volunteer page based on review and feedback from the Volunteer Coordinators. Upon approval, the page will be made available via a link on the website.
- Make our collection of recorded programs more readily accessible on the website. The replays are currently available by searching through past Events, but that is not obvious.
- Look into whether "Recent Acquisitions" on the website be done via automated searches in OPAC/Library World. Adding "Recent Acquisitions" posts is a time-consuming process, which makes it hard to keep up to date.
- Plan minor revisions to the website menus to accommodate above changes.

- Continue to add Communications information to the Library OneDrive, including procedures for the website and related accounts.
- Find people interested in joining and/or helping out the Communications Committee. Suggestions would be appreciated.

### **Finance and Fundraising – Lynn**

- Discuss fundraising plan, October 2024: Lynn created a fundraising plan template for the future, and is asking for feedback. This plan creates a structured trajectory of expenses and potential donations so we can fulfill our wishes and vision.
- Lynn would like to do a philanthropy show on River Radio, to highlight important aspects of planning and giving.
- A beautiful quilt donated by the Scandia quilters is hanging in the Village Hall for viewing prior to the silent auction.

### **Operations – Mary**

- Board members will be invited to sign-up for checking the little free library in Lilleskogen Park and Scandia Community Center bookcase for 2025-please sign up for a month. Please note the community center bookcase is no longer located by the council chambers instead it is now located inside the main community room. We are hoping that it can be returned to the hallway for better visibility.
- In combination with children's committee, we need more bodies for the Marine Village School children's visits.
- Heads up that the City of Marine is getting proposals (approved by Restoration Society) for some remodeling of first floor offices, council chambers, bathrooms. This does not include any remodel updates to the library space.
- Trained one new volunteer.
- New outside wall mount key box was installed 10/16/24. This replaces the original key box. The combination remains the same.
- Discussion of the draft policy related to use of A/V equipment was tabled until a future meeting.

### **Outreach – Deb/Janice**

- We are done with the booths at the Farmers Markets, Gammelgarden events and Folk School Fair. We will assess whether the Gammelgarden was a good use of our time as the attendees seemed to be mostly out of the scope of our services.
- Our next job is a thank you for volunteers, which will include "goodie bags," hand-written thank you notes, and a display of names of volunteers and the volunteer tasks they do throughout the year.
- Lynn was approached by an impassioned patron requesting that something "splashy" is done for volunteers. The Outreach committee will take charge of volunteer appreciation for next year.

### **Strategic Planning – Laurie**

- Tabled until future meeting.

### **Successes or Opportunities**

- Kindergarten girl visiting the library with her mom, “This is my library! These are my books!”
- Marine Facebook page, MVS para wrote a wonderful post about taking the classes to the library.

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

**Next board meeting:  
December 16, 2024  
Adjourn time p.m. 8:28**