

Board of the East Grand Forks Campbell Library
Minutes from May 28, 2013 meeting

Present: Gary Christianson, Sharon Budge, Kay Buckalew, Pat Jacklitch, Henry Tweten, Mary Gail Homstad and Charlotte Helgeson

Guests: Interim City Administrator Karl Lindquist and City Attorney Ron Galstad

Vice-President Buckalew called the meeting to order.

- I. Motion to accept minutes by Budge with a second by Jacklitch. Passed unanimously.
- II. Motion to accept bills for payment made by Jacklitch with a second by Homstad. Passed unanimously.

President Christianson joined the meeting

III. Old Business

A. Terry Knudson, Human Resource Officer, will place ads for Program Coordinator position next week including grant writing as a skill.

B. Helgeson, Galstad and Lindquist reviewed the meeting with Jake Boerboon and Terry Hart from KA on the phone and Matt Anderson from Braun in attendance at the library that took place Tuesday, May 22. The latest investigation by Braun showed tipped trough at 2 gable vents causing leakage. Anderson described the penetrated vapor barrier in the roof repair of the meeting room. Discussion of heat tape and regular snow removal was recommended. These issues will be addressed after the Braun report is reviewed by KA.

Christianson asked for direction from Galstad as to what the Library Board should do to move the roof remedy forward. It was agreed to serve a notice of legal intentions to KA, Braun and Interior Designs. Galstad will meet with Lindquist and Helgeson after he reviews the contract. The question came up as to the requirement of a bond for the construction. Galstad will investigate.

IV. New Business

A. Logo guidelines were reviewed. The Board would like to include Community, knowledge, accessibility and literacy as examples of the essence of the Library.

B. Fall hours were reviewed. Helgeson suggested Saturday, 10-2 and Sunday, 12-4. This would allow for an 8-hour weekend for staff and give patrons the requested Sunday time. A second possibility would be to change opening hour from 8 a.m. to 9 a.m. to allow for more staffing to cover programming. Hours will be voted on at the June meeting.

C. The Friends of the Library donated \$2400 toward bestseller eBooks.

D. The initial 2014 budget proposal will be presented at the June meeting. The new budget will include more training/education. Expenses that the Library is expecting to cover with grant monies is laptops, meeting room chairs and a server for public computers. There may be a change in salaries due to hiring a Program Coordinator depending on experience of new employee.

E. Northland and the Library are cooperating to bring the Celtic music group Ring of Kerry to Sherlock Park at 5 p.m. on Friday, June 7. Face painting by Jolin Goulet will be free from 5:30-6:30. The program is supported by Legacy funding through Northland.

The next meeting will be Monday June 28 at 7 a.m. in the Library meeting room.