

Minutes from September 29, 2015 Board Meeting
Board of the East Grand Forks Campbell Library

Present: Therese Tiedeman, Sharon Budge, Henry Tweten, Gary Christianson, Karl Orhn, Judi Loer and Charlotte Helgeson

- I. Meeting called to order. S. Budge made a motion to accept the July regular meeting minutes with correction, second by J. Loer. Passed unanimously.
- II. J. Loer made a motion to pay the bills, second by S. Budge. Passed unanimously.
- III. Old Business
 - A. Staffing/ Hours
 1. Deadline for application submission for 2 Circulation positions is Sept. 30. Only 2 applications to date. Charlotte will look into Job Fairs if positions remain open.
 2. Idea Circle has recommended combining the Library Tech position with a W&L IT support position. Corey and Charlotte have created a job description and will work on a PAQ to determine job value within the city. The hope is to recruit a qualified/experienced applicant by offering benefits and IT wages. Earliest possible date for new hire is 2016. Salary, supervision and timeline are to be determined by staff.
 - B. Room Rentals
 1. After reviewing the variety and frequency of meetings the public holds at the Library, Charlotte was asked to create a policy that will include the following:
 - a. No fee for the following groups
 - Non-profit or Governmental (Official)
 - Partnership Programming (Willing to open to public attendance)
 - Significant Community Impact (Determined by Board)
 - b. Fee required if not listed above
 - c. Fees: \$50 for less than 4 hours or \$100 for more than 4 hours.
 - d. Application must be submitted to Library Board one month in advance of requested meeting time. All meetings will be approved by the Library Board.
 - e. If Outside Regular Hours is approved, a \$15/hour charge will occur. Staff will be present during all hours.
 - f. A Library card will be required to rent a room.
 2. A motion was made by S. Budge to purchase scheduling software at an annual cost of \$695 to maintain meeting room reserves and coordinate library activities with numerous media calendars and social media. A second was made by K. Orhn. Passed unanimously.
 - C. Fees
 1. Room rental fees will be included in new policy presented at the October meeting.
 2. A motion was made by S. Budge with a second by T. Tiedeman to charge \$15.00 per reserved testing time and require a library card. Students will be told that Northland does not charge for MNSCU or UND online testing. Passed unanimously.
 3. A motion was made by T. Tiedeman with a second by K. Orhn to charge \$3.00 per ILL request. Passed unanimously.

IV. New Business

A. Cheryl Smith, Custodian, has retired. Thur-o-Clean was able to come in immediately. They have done excellent work. They presented a contract estimate for work of \$1460/month. S. Budge made a motion to sign the contract with Thur-o-Clean to continue cleaning the library. A second was made by K. Orhn. Passed unanimously.

B. The upcoming events will be funded by the NW MN Arts Council Legacy Grant.

1. Jane Kurtz will work with 3rd graders on November 10.
2. Bill Jamerson will do a CCC (Civilian Conservation Corp) presentation on October 5 at 6:30 p.m.

The next Board meeting will be held, October 27 at 7:15 a.m. at Seasons Restaurant.