

EAST GRAND FORKS CAMPBELL LIBRARY
BOARD AGENDA
Tuesday, February 28, 2017—7 a.m.
Seasons Restaurant

- I. Call meeting to order
- II. Minutes
- III. Bills
- IV. Old Business
 - A. Public Services Librarian position
 - 1. Job description
 - 2. Timeline
 - B. Grant submissions
 - 1. Friends
 - 2. Arts & Culture Heritage Legacy funds
 - C. Facility Upkeep
- V. New Business
 - A. Summer Reading Programming
 - B. By-laws review

Next month meeting will be at Seasons at 7 a.m. on March 28, 2017.

Minutes from January 31, 2017 East Grand Forks Campbell Library Board meeting

Present: Sharon Budge, Therese Tiedeman, Zach Finney, Karl Ohrn, Henry Tweten, Jeff Westrem and Charlotte Helgeson

- I. A. The meeting was called to order. Nominations for Presidents were opened. S. Budge nominated T. Tiedeman, second by J. Westrem. H. Tweten moved that nominations be closed. Unanimous vote.

B. Nominations for Vice-President were called. Tiedeman nominated S. Budge, second by Westrem. H. Tweten moved nominations be closed. Unanimous vote.
- II. After discussion, the Board chose to continue meeting at Seasons Restaurant at 7 a.m. the last Tuesday, January through November.
- III. Minutes were reviewed. A motion by S. Budge to approve, second by K. Ohrn. Unanimous vote.
- IV. A. December 2016 bills were reviewed. A motion by H. Tweten to approve with a second by S. Budge. Unanimous vote.

B. January 2017 bills were reviewed. A motion to approve was made by S. Budge with a second by K. Ohrn. Unanimous vote.
- V. Old Business
 - A. The Public Services Librarian questionnaire has been completed and sent to HR that passed it onto Springstead for description creation and pointing. It should be back early February and will then be sent to the Board and Council for approval and to be advertised. We'll plan to hire in March. Part-time staff has been informed of potential hour cuts (30-50 hours) due to the full-time hire.
 - B. Eight hours of training has taken place under the Equinox contract. They have been quickly responsive with the changeover.
 - C. The NW MN Arts Council Grant has been reworked and resubmitted. It no longer includes any of the technical programs like RALF and Tinkertown. It does include Arts in the Park collaborating with Parks & Rec. We will be working on individual sponsorships for programs.
 - D. EAPC is working with Proski Engineering to solve our ice damming issues. EAPC is also working on an overview of our HVAC system with the initial intent of preventing the replacement of windows. The work may also help with the heat loss creating the ice dams.
 - E. The Board received a copy of the most recent report of the 2016 status. To date, the library's budget is over by 1.3%. There were concerns in 2016 for Maintenance. The current roof work will be paid for through building funds, not Maintenance.

VI. New Business

A. The Board reviewed the 2017 Budget that included their final recommendation of reducing general spending by \$14,100 and keeping the new full-time position. The additional line for Ematerials at \$10,000 was included along with \$1000 for Small Tools and Equip. for Programming. Most line items were maintained at the same level as 2016.

B. Programming

1. Tutoring has started with a single tutor on Tuesdays and Wednesdays from 3:30-5:30.
2. Pop-Up Libraries will begin in February at Good Samaritan's and the Food Shelf. The Friends of the Library are purchasing the cart, crates and tablecloth.
3. The Library is collaborating with Parks and Rec on Arts in the Park, 3 times this summer along with activity ledgers and possible duffel bags for checkout to use fishing or geocaching.

Next meeting will be held on February 28, 2017 at 7 a.m. in Seasons Restaurant.

Public Services Librarian

Dept/Div: *Library*

FLSA Status: *Exempt*

General Definition of Work

Performs difficult professional work training and scheduling staff and volunteers, coordinating library workflow, developing marketing strategies, assisting with acquisitions, maintaining circulation statistics and creating reports, developing policies and procedures, conducting long term planning, and related work as apparent or assigned. Work is performed under the limited supervision of the Library Director. Divisional supervision is exercised over all assigned staff.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

Selects, trains, schedules, oversees and evaluates circulation staff and volunteers.

Provides direct patron service, including circulation transactions, problem solving and patron interaction.

Participates as member of the library oversight team with the Director and Program Coordinator.

Develops and implements marketing and public relations strategies.

Assists with acquiring, cataloging, organizing, developing and promoting the collection.

Acts in supervisory role in Director's absence.

Knowledge, Skills and Abilities

Thorough knowledge of the principles, practices and techniques of modern library operation; thorough knowledge of cataloging, library reference and other library services; thorough knowledge of library system computer applications; thorough knowledge of the standard cataloging systems used in a library system; thorough knowledge of mobile electronic devices; thorough knowledge of audio-visual equipment; thorough knowledge of media production software; ability to operate standard office equipment and related hardware and software; ability to learn specialized software or systems related to business need; ability to generate applicable records, reports and files; ability to exercise initiative and independent judgment; ability to communicate ideas effectively both orally and in writing; ability to establish and maintain effective working relationships with library patrons, associates and the general public.

Education and Experience

Master's degree in Library or Information Science, or related field and moderate experience in public library supervision and/or public relations, or equivalent combination of education and experience.

Physical Requirements

This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 25 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires standing, walking, sitting, lifting and repetitive motions and occasionally requires stooping, kneeling, crouching or crawling, reaching with hands and arms and pushing or pulling; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).



East Grand Forks Campbell Library

By-Laws

Meetings:

- 1) The regular monthly meetings of the Library Board shall be held at a time and place determined by the Board Members and shall be open to the public.
- 2) The annual meeting shall be held at the time of the regular meeting for the month of January.
- 3) The Library Director shall prepare a monthly record and annual report. The annual report shall be presented to the Board for approval at the regular March meeting.

Officers:

- 1) Officers of the Board shall be chosen for a one-year term at the January meeting of the Board and shall be as follows: President and Vice-President.
- 2) The President of the Board shall call all the meetings and preside at all meetings, appoint all committees, authorize calls for special meetings and generally perform the duties of a presiding officer.
- 3) Vice-President shall stand in during the President's absence and fulfill all duties.
- 4) The Library Director shall keep a true and accurate account of all proceedings of the Board meetings.

Records and Reports:

- 1) Minutes of the meetings will be prepared by the Library Director. A copy will be given to the City Administration Office.
- 2) Copies of the minutes are archived in the library and online for ready reference.
- 3) The Library's financial records will correspond with those of the City Administration Office.

Quorum:

The quorum for the transaction of business shall consist of a simple majority of the board.

Order of Business:

- 1) Robert's Rules of Order shall govern the parliamentary procedures of the Board.
- 2) The Library Director shall prepare materials for the agenda for each meeting of the Library Board. In preparing the agenda, the Library Director shall include suggestions made by the Library Board members.

Amendment of the Bylaws:

These bylaws may be amended at any regular meeting of the Library Board, when a quorum is present, by unanimous vote. In the absence of a unanimous vote such amendments shall be considered passed and in force by majority at the next regular Board meeting.

ARTICLE 1: NAME

The name of this Board shall be The East Grand Forks Library Board

ARTICLE 2: STATEMENT OF OBJECTIVES

The mission of the East Grand Forks Campbell Library is to provide public library service on a fair and equitable basis to all individuals and groups in our service area.

Section 2.2 Long Range Goals

Section 2.3 Short Range Goals

ARTICLE 3: BOARD MEMBERS

The Library Board is the administrative or policy determining body for the Library. It formulates the program of service with the advice and help of the Library Director and supplies the funds for carrying it out.

The Board determines the policy of the City Library. Members meet monthly, to receive Library Director reports, discuss the Library's activities and decide on general principles and management. The Library Director, as executive officer, carries policies in effect, suggests changes and new policies, and generally is responsible for Library management.

Section 3.1 Board Member Duties

1. Attend all Board meetings
2. Be aware of the programs and other needs of their own community, in the state and in the national pictures by studying Minnesota Library laws.
3. Secure adequate funds to carry on the Library program.
4. Employ a qualified Library director and staff.
5. Determine policies governing the Library program, such as hours, fines, vacations and salary schedule.
6. Establish and support a planned program of public relations.
7. Establish a publicity program.
8. Set rules and regulations governing the use of the Library.
9. Approve expenditures of Library funds.