

Board of the East Grand Forks Campbell Library
Minutes from October 29, 2013 meeting

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

- I. Motion to accept minutes by Buckalew with a second by Budge. Passed.
- II. Motion to accept bills for payment made by Loer with a second by Jacklitch. Passed.
- III. Old Business
 - A. NW MN Arts Council Legacy Funds grant is completed. Grants are being created for Knight funding and a Shopko grant.
 - B. Non-resident student weekend did not record any newcomers. This will be tried again with different promotion and more specific contacts made.
- IV. New Business
 - A. A motion was made by Budge with a second by Jacklitch to update the Circulation Policy by adding E-books at 4 maximum with checkout limits of 7, 14, or 21 days and updating the Residency Policy to include *Everyone with an active military card may receive a library card without cost.* Passed.
A motion was made by Budge with a second by Loer to update the Overdue, Lost or Damaged Materials Policy to include the line *Patron loses circulation privileges when materials are 14 days overdue or has a \$10.00 fine. An Alert Block will be placed on account.* Passed.
 - B. Eagle Electric and EGF IS personnel have submitted estimates for installing outside security cameras at the library in the amount of \$5000. The Board would like to include a camera on the exterior mechanical room door. Consideration of wireless installation in the future should also be considered. Motion was made by Homstad to use Repair and Maintenance funds for installation of outdoor security cameras. A second was made by Budge. Passed.
 - C. Charlotte reviewed The State of Small and Rural Libraries in the United States done by the Institute of Museum and Library Services. EGF is considered a small metro-area library. When comparing to other libraries with similar legal service area, we are in the lower numbers of average ranges for computers, circulation and E-books; midrange for staff and per capita spending. Our numbers are higher than the average for programming. When comparing to all small libraries we are in mid-range for most areas.
The Grand Forks Public Library 2013 Compensation Study was shared. Using universities, other government agencies and public libraries in our region to compare, the report showed EGF as Low Average for nearly every Job Title. The Titles did not match ours exactly.
Both reports are available in Charlotte's office or by email.
 - D. The Library's Budget presentation will take place on November 19 in the Council Chambers.

The next meeting will be Tuesday, October 29, 2013 at 7 a.m. in the Library meeting room.