

EAST GRAND FORKS CAMPBELL LIBRARY  
BOARD AGENDA  
Tuesday, October 27, 2015  
7:15 a.m.

**Seasons Restaurant**

- I. Call the meeting to order
- II. Minutes
- III. Bills
- IV. Old Business
  - A. Staffing/Hours
    - 1. Circulation Aides
      - a. Rebekah Melicia
      - b. Opening
    - 2. Idea Circle-Technician
  - B. Policies
    - 1. Room Rental
    - 2. Proctoring
    - 3. Interlibrary Loan
- IV. New Business
  - A. Grants
    - 1. Shopko/Friends
    - 2. Knight Foundation
    - 3. USBank
    - 4. NW MN Arts Council
    - 5. Eagles
  - B. Rm.Insight update
  - C. School visits

The next meeting will be held Tuesday, November 24, 2015 at 7:15 a.m. at Seasons Restaurant.

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 3<sup>rd</sup> 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.

MEETING AND TECHNOLOGY ROOM  
POLICY

Updated October 27, 2015

The East Grand Forks Campbell Library Meeting Room, Technology Room, Story Hour Room and Study Rooms are available for a fee.

A Library Card is required for all reservations.

Any of the Library's or City's equipment to be used during a meeting, must be scheduled in advance and availability confirmed.

Fees

Up to 4 hours	\$50
Over 4 hours	\$100
Opening the Library before regular hours	\$15 (additional) Prior approval
Closing the Library after regular hours	\$15 (additional) Prior approval

Group Designations That May be Eligible for a Fee Waiver

- Non-profit or government organizations      Must have an EIN #
- Partnership Programming
- Significant Community Impact—Determined by the Library Board  
(Fee Waiver application to Board a month before meeting)

\*An additional fee will be charged if the group's use results in necessary repair to Library furnishings or equipment or if excessive clean up is required. This fee is at the discretion of the Library Director.

Groups are responsible for discipline and leaving the facilities in clean condition and good repair. A supervising adult is to be present for groups of children and young adults. The library cannot be responsible for storing material for groups using the room.

Reservations can be made for use of any room at the Circulation Desk(, online at [www.egflibrary.org](http://www.egflibrary.org)) or by phoning the library.

The Library Board and staff reserve the right to refuse the use of any meeting room to any group or individual.

PROCTORING POLICY  
Updated October 27, 2015

The East Grand Forks Campbell Library will provide proctoring of examinations based on the availability of personnel, facilities, technology and establishing library approval.

Requirements:

Fee: \$15 per testing time

Current EGF Campbell Library Card in good standing

Student:

- Will apply for a EGF Campbell Library proctor in advance of first test.
- Allow sufficient time to take the examination before the deadline set by the institution.
- Schedule sufficient time to finish the exam no later than 15 minutes before the Library closes.
- Bring valid picture I.D. at time of exam.
- Provide necessary return postage if necessary or faxing fee.
- Arrive on time and be prepared to take the test with necessary supplies.
- Notify Library/Proctor as soon as possible if unable to keep scheduled appointment.

Library and Staff:

- Read and follow all instructions for administering the exam
- Will not keep copies of completed exams
- Will not install special software or modify existing computer settings for tests
- Periodically monitor student.
- Enforce time limits
- Report any violations of instructor guidelines

**Interlibrary Loan Policy**  
**East Grand Forks Campbell Library**  
Updated October 27, 2015

## **I. DEFINITION**

Interlibrary Loan is a transaction in which the East Grand Forks Campbell Library (EGFCL) borrows materials directly from another library on behalf of a patron or another library borrows materials from the EGFCL on behalf of its patrons.

## **II. BORROWING**

### **A. Users**

1. All current EGFCL cardholders with accounts in good standing may request specific material through Interlibrary Loan.
2. All borrowing privileges, including Interlibrary Loan, of patrons who accumulate overdue fines of \$10.00 or more are suspended until sufficient payments are made to reduce the balance.
3. Failure to return Interlibrary Loan items on time may result in the suspension of library borrowing services.
4. Fee of \$3.00 per filled request.

### **B. What Can Be Borrowed**

1. Books, articles and photocopies from materials may be requested.
2. Some requests may not be filled due to high demand, copyright restrictions, inability to locate or rarity of item.
3. A patron may have no more than three (3) items on request at any given time.
4. Materials that will not be requested include items owned by the Library or electronic full-text information available to the Library.
5. The library will generally not seek loans of materials that have been published within the last six (6) months.

### **D. Conditions of Use**

EGFCL will strictly adhere to conditions set by the lending library for the use of their materials. In rare cases, this will require that loaned materials will be used in the library and not checked out for use outside EGFCL.

### **F. Overdue and Lost Materials**

1. Charges for lost or damaged materials, as well as overdue charges for Interlibrary Loan items are the responsibility of the borrower per the lending Library's regulations.
2. These charges will be reflected on the patron's Library account and may impact his/her

borrowing privileges.

### **III. LENDING**

#### **A. Users**

1. Other libraries may submit requests for lending which will be evaluated on a case-by-case basis.
2. All individuals not holding a current EGFCL card who wish to borrow an item from our collection must initiate their request through another library as an Interlibrary Loan request.

#### **B. What Can Be Lent**

1. The Library endeavors to make available the broadest range of materials for Interlibrary Loan with the following exceptions: reference materials, E-materials, audio-visual and materials less than one year old.
2. The Library also reserves the right to refuse to lend materials (such as local histories, rare materials or other items as determined by staff) or to ask the borrowing library to restrict use of materials lent.
3. If an item cannot be lent, the patron can request photocopies be made, subject to Copyright restrictions and staff time limitations.
4. The Library will not provide loans to other libraries if local patrons have hold requests for those items.