

Minutes from July 26, 2016 East Grand Forks Campbell Library Board meeting

Present: Karl Ohrn, Sharon Budge, Jeff Westrem, Jennifer LeMire, Henry Tweten, Pat Jacklitch, Charlotte Helgeson, Alex Albert and David Murphy

- I. P. Jacklitch made a motion to approve the June 28, 2016 regular meeting minutes. A second was made by J. Westrem. Passed unanimously.
- II. A motion to pay the bills was made by H. Tweten with a second by P. Jacklitch. Passed unanimously.
- VI. Old Business
  - A. The two received quotes for carpeting are being reviewed for accuracy. A third company has asked to submit a quote. They will be reviewed at the August meeting.
  - B. Charlotte reviewed hours at libraries of similar size (population of 6,000-10,000) within Minnesota. Of the six libraries, two open at 9 with the others opening at 10. Only one is open on Sunday. Hours will be reviewed at the August meeting.
  - C. The Passport Acceptance Program asked to have the application process open during all hours of operation. As that would require all staff being trained, the option is no longer being considered.
  - D. Alex reviewed the process of creating the Vision Statement and Values as part of the Strategic Plan. With some simple rewording, these items will be reviewed next month for approval.
  - E. Capital Expenses for the Library include 3-years of carpet installation. To split the main library into two installations would not be practical. After completing the first third this year, it will be suggested to combine year 2 & 3. The Windows are still budgeted for 2018 budget cycle.
- VII. New Business
  - A. Part-time staff will change with the new school year. Ads will be in the papers the next two weeks to fill weekend and evening hours.
  - B. The Library checked into re-upholstering or purchasing public and staff chairs. Two security cameras are needed at the inside northwest and northeast corners. The gardens are becoming more difficult to maintain. Seth is doing a wonderful job of mowing the Library's lawn. A shelving unit was built for the Story Hour closet and the cabinets were moved into the Staff Work Area. Volunteer Coordinator (Rita) workstation has been moved to the front desk to give more consistent support and easier access for volunteers. This move also frees up work space for the Program Coordinator (Andrea) to do her creative projects.

The next meeting will be held at Seasons at 7 a.m. on Tuesday, August 30, 2016.