

Minutes from February 27, 2018 East Grand Forks Campbell Library Board meeting

Present: Therese Tiedeman, Henry Tweten, Jeff Westrem, Ryan Moe, Karl Ohrn and Charlotte Helgeson.

- I. The meeting was called to order by President Tiedeman.
- II. J. Westrem made a motion to accept November minutes, second by K. Ohrn. Unanimous vote.
- V. December-January bills were reviewed. A motion was made by K. Ohrn to approve with a second by R. Moe. Unanimous vote.
- IV. Old Business
  - A. Charlotte reviewed the Room Rental Refund Policy with library staff. Procedures were created and patrons are being notified of changes.
  - B. Terese Tiedeman attended her first Friends of the Library Board as a Library Board representative.
  - C. Pat Hell will be recommended for appointment to the Library Board at the first City Council meeting, March 6, 2018.
- V. New Business
  - A. Karla Anderson, Finance Director, suggested waiting until the HVAC system is stabilized before acquiring bids on carpeting, painting and office chairs. At least two quotes will be used to make a decision. R. Moe suggested including office chairs in the general supplies budget as an ongoing expense rather than replacing all at the same time.
  - B. MN WorkForce Center is interested in placing a client at the library through the Supported Work Experience program. The client would be paid by the WorkForce Center to work up to 400 hours. The library's responsibility would include training and filing a time sheet. The Library Aide position has not been refilled to date.
  - C. Take a Break Tuesdays have had steady attendance. Children to adults have attended. Four new programs will be set up in March. Meet the Harp will take place on Wednesday evening at 6 pm.
  - D. Library Staff is working on increasing circulation by creating more themed displays and recommendation promotions for patrons. Charlotte called Reid Huttunen, Park & Rec Superintendent to discuss the potential for programming to promote physical literacy. The possibility of coordinating with current P&R programs, starting clubs or hold introductory classes will be considered.
  - E. K. Ohrn asked about the Northland marketing class progress. They have developed a survey to be distributed to their students and to use in other venues.

Next meeting will be held on March 27, 2018 at 7 a.m. in Seasons Restaurant.