

Minutes from May 29, 2018 East Grand Forks Campbell Library Board meeting

Present: Therese Tiedeman, Henry Tweten, Ryan Moe, Pat Hell, Karl Ohrn, Charlotte Helgeson and David Murphy

- I. The meeting was called to order by President Tiedeman.
- II. K. Ohrn made a motion to accept April 24, 2018 minutes, second by R. Moe. Unanimous vote.
- III. March bills were reviewed. A motion was made by R. Moe to approve with a second by K. Ohrn. Unanimous vote.
- IV. Old Business
 - A. The LEAN study was sent to Board members for review. Charlotte explained staff's discomfort with addressed concerns from within their respective work areas. The information will be used when designing a new layout/work flow pre-carpet installation. Rachel from EAPC shared finishing options (carpet, paint and vinyl wall cover).
 - B. Summer Reading registration is still going well. Volunteer potential is included in registration which is increasing the number of adults available during busy times. The VFW gave \$200 and the Arts & Crafts Group gave \$250 toward programming. The Staff will challenge the community to out-read them. Tracking will be done in a similar fashion to summer reading program participants.
- V. New Business
 - A. A Friends Year Review showed funding for promotional materials, furnishings, e-materials, scholarships, summer reading by doing book sales, the books store and memberships.
 - B. The Evergreen (library software) will be updated on the test site for staff practice June 13. The full upgrade will be live on July 19. Training will be necessary.
 - C. Technical Services training for upgrade is June 1, 10 a.m. to noon. A PIP (Personal Improvement Plan) has been implemented to bring a staff member up to required levels of performance. Weekly meetings will keep the target in mind and a deadline for review is June 28. Small work groups with part-time/full time staff will be implemented to create work flow procedures.
 - D. Charlotte presented a preliminary operating 2019 budget. Salaries were not included due to a Wage Study conducted by the city. First study draft will be reviewed by council. Changes in utilities, travel, and IT services were addressed. Staffing will be included in the June discussion.

Next meeting will be held on June 26, 2018 at 7 a.m. in Seasons Restaurant.