

## East Grand Forks Campbell Library Board Meeting Minutes

August 25, 2021

Present: Therese Tiedeman, Marta Vanderpan, Ryan Moe, Jeff Westrem, Jennifer Dahlen, Renee Mabey, and Charlotte Helgeson

- I. President R. Moe called the meeting to order.
- II. A motion to accept the July Minutes was made by J. Dahlen with a second by J. Westrem. Unanimous vote.
- III. A motion to approve bills was made by T. Tiedeman with a second by R. Mabey. Unanimous vote.
- IV. Old Business
  - A. After a Department Head budget discussion, three approaches will be used to reduce the 2022 budget. First is Small Tools & Equip. The Library has already decreased these line items by \$2,000. The Second item is Travel which has not been used and is currently minimal. No change needed. The third item is to put a 8% levy increase as a response to the numerous requests made by elected officials. The 2 vacant positions are still included: Public Services Librarian and an Inspector (new).
  - B.
    - Interviews for the Librarian position will take place on Friday between 2-5 p.m. in the City Hall Training Room. Civil Service will conduct interviews in the morning. Three or four candidates will be forwarded to the Library Board and Director for interviews. After reviewing application packets and interview, the Board will call for references and make a determination to forward to the City Council.
    - Open hours will not change as staffing is stretched to its limit with school starting.
    - There are currently 2-20 hr. part-time vacancies with a third to follow soon. Hiring will be reviewed after hiring a Librarian.
  - C.
    - Masks are still being worn by staff in the Library with wearing recommended for patrons. Youth sized masks are available for patrons also.
    - Plexiglass has been put in place for an accessible computer station.
    - Chair rails for study rooms and a work space have been ordered and will be placed to prevent wall damage.
    - Phones are being updated throughout the city. The Library is toward the end of that list. The current phones do not have updated city staff extensions but otherwise work fine.
    - Public Chrome Boxes have become outdated and unsupported during the pandemic. CARES monies bought some replacements, but 4-6 more will be needed when the community is fully open again.
  - D. The Book Club will meet for the second time next Tuesday at 6 p.m. in the Library's Large Meeting room.

V. New Business

- A. Board terms were reviewed. Renee Mabey's first term will end in December and Jeff Westrem's second term will end in 2021 also. The Mayor is asking for the appointment list as soon as possible.
  
- B. The Summer Reading Program was a success with 99 registered, 413 attended 46 programs for grades K-5. There were 58 temporary cards made for students attending activities during the summer. Students read 872 recorded hours. For 6-9<sup>th</sup> graders, RALF, 25 students attended.

The Board will meet on Friday from 2-5 p.m. in the City Hall Training Room for Librarian interviews.

The next regular meeting will be held Wednesday, September 29 at 8 a.m. in the Large Meeting Room.