

**East Grand Forks Campbell Library Board Meeting Minutes**  
**February 28, 2024**

Present: Ryan Moe, Jen Dahlen, Renee Mabey, Marta Vanderpan, and Charlotte Helgeson

- I. President Moe called the meeting to order.
- II. A motion to accept the January 31, 2023 Meeting Minutes was made by R. Mabey with a second by J. Dahlen. Unanimous vote.
- III. A motion to approve March 2024 bills was made by M. Vanderpan with a second by R. Mabey. Unanimous vote.
- IV. Old Business
  - A. Johnson Controls installed the condenser and Vilandre's did work plumbing to attach it to our system. The humidity is currently set at 25% with adjustments being monitored. The City continues to negotiate a potential multi-building contract.
  - B. ESST will be used by 3 part-time staffers this pay period due to sickness. City Hall has determined that Weather-related hours will come out of ESST unlike what has been done previously at the Library which was assigning a Weather-related Job Code for part-time staff hours.
- V. New Business
  - A. Individual points in the Library Code of Conduct Policy were reviewed. A motion was made by J. Dahlen to include /vaping with smoking, maintain 25 ft from entrances for smoking, to include no speaker phone use inside the library, change Small children to Young children, and correction of typos. A second was made by R. Mabey. Reference from the MN Clean Air Act will be reviewed and then include "In compliance with MN Clean Air Act" in the Policy. Unanimous vote.

3D printing policy is being written. A patron asked for 3D print of a scale model of a weapon. The Director said no. The Board recommended this be included in the policy.
  - B. Charlotte shared thoughts on the second Council Visioning Session. The Administrator will be assigning and recommending next actions.
  - C. The Annual State Library Report has been completed and needs Library Board President's signature. A summary sheet was shared for Board review.
  - D. There remains an opening on the Library Board.

The next meeting is set for Wednesday, March 27, 2024, at 8 a.m. at the Library.