

**Event Center Advisory Board
February Event Center Meeting
VEC Smart Room / Zoom
6:30 PM on Wednesday, February 10, 2021**

1. Zoom Teleconference Info

Join Zoom Meeting

<https://us02web.zoom.us/j/2670942170>

Meeting ID: 267 094 2170

One tap mobile

+13126266799,,2670942170# US (Chicago)

+16468769923,,2670942170# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

Meeting ID: 267 094 2170

2. Approval of the Agenda

3. Approval of Minutes from January 13, 2021

4. Kitchen Project Update

5. Remodeling Project Update

6. Smart Room

7. Follow up on Action Items

- Lammers – COVID money for event Center
- Haarstick – Electrician quote
- Haarstick – Smart Lock proposal

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3. Approval of Minutes from January 13, 2021

Files Attached

- 2021-01-13 Event Center Meeting Agenda & Minutes.docx

CITY OF VERGAS
Event Center Advisory Minutes
ZOOM Teleconference
6:30 P.M. on Wednesday, January 13, 2021

The City of Vergas Event Center Advisory Committee was called to order by Chairperson Logan Dahlgren on Wednesday, January 13, 2021 at 6:32 pm with the following members present: Logan Dahlgren, Paul Haarstick, Julie Lammers, Jay Norby and Vanessa Perry. Absent: Mary Ditterich. Guests included: None.

Approval of the Agenda

Motion by Perry, seconded by Lammers to approve the meeting agenda. Motion carried unanimously.

Approval of Minutes from December 9, 2020

Motion by Perry, seconded by Lammers to approve the minutes from December 9, 2020. Motion carried unanimously.

Kitchen Project Update

Discussed replacing the doors to the kitchen. Lammers informed the committee that if both doors are replaced this year, there will be no Capital Expenditure money available for the rest of the year. Lammers informed the committee that the occupancy limits for the Event Center are 87 if no food is provided or 15 people from at most 3 households if food is provided. The consensus was to postpone discussion on the rollup door until next month.

Remodeling Project Update

Work has completed for the season. Lammers will send the committee an updated statement of financial activities for the project to see how it compares to our budget. The remaining work for the spring is about 2-3 days' worth of effort and includes: painting, brickwork, and landscaping.

Haarstick presented a quote for a smart thermostat the Event Center. Lammers informed the committee that there may be some COVID relief dollars available to event centers that could be used for supplies, HVAC updates, and other approved expenses. Lammers will check with Amy Baldwin with Otter Tail County.

Smart Room

Arvig is scheduled to install on January 20, then Viking Library System will install equipment. Committee discussed WiFi Cameras at the Event Center and Smart Room. Need to appropriate signage was discussed. Haarstick will get a quote from an electrician to install power outlets for cameras. Decisions tabled until a quote is secured.

Walking in Event Center

After discussion of cleaning costs and uncertainty with restrictions, walking will not be permitted at the Event Center this season. Will discuss this fall.

Committee discussed possibility of purchasing and installing a smart lock to allow for keyless access to the Event Center. Haarstick to provide a proposal to Norby to bring to Lions for interest and support.

Council Recommendations

None

Follow up Actions

- Lammers – COVID money for event Center
- Haarstick – Electrician quote
- Haarstick – Smart Lock proposal
-

The business for which the meeting was called having been completed, the meeting was adjourned at 7:00 p.m.

Respectfully submitted,

Paul Haarstick, Secretary

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6. Smart Room

Files Attached

- MeetingRoomInfoPacket.pdf
- Douglas-County-Library-Meeting-Room-Policy.pdf
- Camera Layout.pdf



Meeting Room Use Policy

Purpose

In keeping with its mission, the Fergus Falls Public Library offers meeting room space free of charge to the public for educational, cultural, civic and recreational purposes subject to the rules outlined below.

Fergus Falls Public Library supports and endorses the American Library Association's Library Bill of Rights, which states: "Libraries which maintain meeting spaces, exhibit space or other facilities open to the public should make them available on equal terms to all persons, regardless of their beliefs or affiliations."

In keeping with the role of a limited public forum, public libraries have traditionally provided meeting room space for community groups when space is available.

Policy

This policy guides the reservations and use of the Library's meeting rooms, conference room and study rooms. Any questions regarding interpretation of this policy shall be referred to the Library Director.

Indemnification

The fact that an organization is permitted to meet at the library does not constitute an endorsement of the organization's beliefs by the library, its staff, its advisory board or the City of Fergus Falls. In publicizing a meeting to be held in the library meeting room, the sponsoring group must be clearly identified. Groups must not imply library sponsorship of their program or organization in their publicity. With prior approval, groups may post signs in library-approved locations.

Definitions

Study rooms: Study rooms are intended for quiet study or work. The Library provides 2, 1-2 person study rooms and a 4 person study room.

Conference room: The Library's conference room accommodates up to 10 users and has less flexibility than the Community Meeting Room as the room configuration is fixed. The conference room does provide an active panel touchscreen monitor as well as audiovisual conferencing capabilities.

Community Meeting Room: The Jean Dahling Community Meeting Room is able to be used as one large room, accommodating up to 130 individuals depending on room configuration. The Meeting Room is also dividable with Room A accommodating up to 55 individuals depending on room configuration and Room B accommodating up to 45 individuals depending on room configuration. Both Rooms A and B provide active panel touchscreen monitors and audio respectively. Room B includes sink and coatroom access.

Reservations

The 2 person Study Rooms are available on a first come, first served basis.

The 4 person Study Room, Conference room and Community Meeting Rooms may be reserved in advance by calling the library at 218-739-9387 or by making a reservation at the library.

For Meeting Room reservations, all groups must complete a Fergus Falls Public Library Meeting Room Application and review the Meeting Room Policy. Application forms are available at the library and on the website: ffpubliclibrary.org. Reservations of the meeting room may be made up to six months in advance. Use

is granted on a first-come, first-served basis. Use of the meeting room may be limited to once per month for each group, due to limited meeting room space.

Hours of Use

Reservations and use of the study rooms and conference room must coincide with library operating hours.

Reservations for the Jean Dahling Community Meeting Room may extend beyond library operating hours with Library Director or designee approval.

Eligibility

1. Library or City of Fergus Falls programs and sponsored events have priority in the use of meeting room space. The library reserves the right to reschedule confirmed meeting room reservations to accommodate library-sponsored programs and events. Sales of services, products, merchandise, materials or items or solicitations for donations authorized pursuant to a library-sponsored program or event, or on behalf of the Friends of the Fergus Falls Public Library or The Fergus Falls Public Library Foundation, are permitted.
2. All meetings must be open to the public. Governmental agencies or officials may close meetings to the public as permitted by law.
3. Non-profit (501c3) groups using library meeting rooms may only charge fees for the tuition or materials for educational events that are approved by Library staff.
4. Programs that charge a fee for attendance/admission or involve the sale of goods, processes, products or services are prohibited. Donation requests are not allowed as well.
5. Musical recitals and individual practice sessions are not permitted. The meeting room may not be used for birthday and anniversary parties, weddings, funerals, or other personal celebrations.

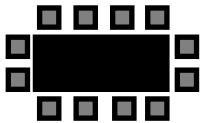
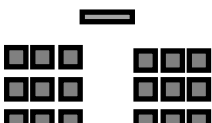
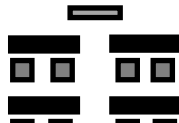
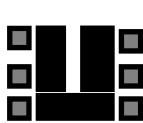
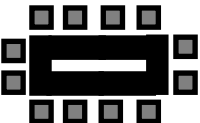
Responsibility

6. The group is responsible for setting up, rearranging, and taking down tables and chairs. The meeting room must be left clean, in good repair and in the same condition as found. Any group that damages library property will be liable for costs incurred in connection with such damage and may lose the privilege of using meeting rooms in the future.
7. Light refreshments may be served, but groups may not prepare food on library property. Groups are responsible for cleanup.
8. The library is not responsible for theft of or damage to property brought into a library meeting room.
9. An adult age 18 or older must sign the **Fergus Falls Public Library Meeting Room Application** and at least one adult age 18 or older must be present when youth groups use the meeting rooms.
10. Each group is responsible for ensuring that attendance at its meeting does not exceed the maximum occupancy for the meeting room as set by the Fire Marshall.
11. All groups, clubs, entities or individuals using a library meeting room must comply with these rules and with the **Fergus Falls Public Library Code of Conduct**. Failure to comply with the rules may lead to immediate termination of the meeting, exclusion of individuals from library premises pursuant to the rules, and/or loss of future meeting room use privileges.

Fergus Falls Public Library Meeting Room Size, Amenities & Capacities

Max: 18, 5 foot tables

Max: 100 chairs

Room	Total Sq. Ft.	Amenities	Common Room Configurations/Number of Persons				
			 Board Room	 Theatre	 Classroom	 Horseshoe	 Rectangle/
Conference		⇒ 90" ActivPanel Touch Display ⇒ Audio & Video Conferencing	10	—	—	—	—
Jean Dahling Community Room A	1,316	⇒ 90" ActivPanel Touch Display ⇒ Sound system ⇒ Assistive Listening	16	55	24	30 (3 horseshoes)	24
Jean Dahling Community Room B	594	⇒ 90" ActivPanel Touch Display ⇒ Sound system ⇒ Sink	16	45	20	20 (2 horseshoes)	—
Jean Dahling Community Rooms A & B	726	⇒ 90" ActivPanel Touch Display ⇒ Sound system ⇒ Sink	32 (1 on each side)	100	36	60 (6 horseshoes)	36

FERGUS FALLS PUBLIC LIBRARY MEETING ROOM APPLICATION

Organization name _____

Mailing address _____

City _____ State _____ Zip code _____

Contact person _____

Phone _____ E-mail _____

Alternative contact _____

Phone _____ E-mail _____

Meeting topic _____

Expected number of attendees _____

Single use: Meeting date _____

Start time* _____ End time* _____

Multiple uses: Meeting date(s) _____

Start time* _____ End time* _____

** Groups using the meeting room must check-in/start their meeting prior to the library's closure hour for that day. Meetings may continue after the library has closed up to 11:00 p.m.*

As an authorized adult representative of the above organization, I hereby apply for the use of the meeting room as indicated above. I have read the policies and rules governing the use of the meeting room facilities and agree that they will be carefully observed. If a meeting is cancelled, I agree to notify the library as far in advance as possible; failure to notify may result in loss of future meeting room use.

Signed _____ Date _____

Please note: Meeting room reservations are not confirmed until this completed form has been reviewed and approved by designated library personnel. Please drop off or mail this form to: **Fergus Falls Public Library, 205 E. Hampden Ave., Fergus Falls, MN 56537 (218)739-9387.**

Office Use Only:	Application approved: _____ (staff initials)	Date: _____
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DOUGLAS COUNTY LIBRARY

MEETING ROOM POLICY

The Douglas County Library has two meeting rooms that can be reserved by the public. The Large Meeting Room can fit over 90 people if chairs are set in rows and less than 90 if chairs are set at or around tables. The Small Conference Room can fit a maximum of 10 people around one large table. Audio-visual equipment is available for use in the Large Meeting Room. Wireless internet is available throughout the library. Other spaces around the library can only be reserved by library staff members for library-specific activities.

Meeting rooms may be used for educational, cultural and civic purposes. Businesses may use Library meeting room space for education and training, but may not sell or dispense their product, distribute advertising or schedule appointments for follow-up sales. With the exception of Library sponsored events, fundraisers or general sales cannot be scheduled.

The use of the meeting room shall be open to all groups and citizens on an equal and equitable basis.

Meetings may not be scheduled for more than 60 days ahead of time, and are available on a first come, first served basis. The library cannot ensure that any group or user can claim a certain day or time on a consistent basis.

Meetings and events sponsored or co-sponsored by the Douglas County Library take precedence over other meetings or events.

Meeting Room use is limited to hours with library staff present.

All users shall be responsible for the general clean up and orderliness of the room when they are done with their meetings. If condition of room is unacceptable to the staff, the group will be billed for custodial services.

The Library will make available most audiovisual equipment at no charge, but will not supply staff to operate equipment. The library's Large Meeting room is equipped with a digital projector, a screen and a speaker system.

Tables and chairs are available for public use in the meeting rooms. The group using the space is responsible for setting up, rearranging and taking down tables and chairs that they may use.

All activities must be supervised on premises by at least one adult at all times. Douglas County Library considers the person completing the meeting room application ultimately responsible. The applicant is responsible for any loss of damage to library equipment property or furnishings arising out of meeting room use. The Library and its staff and representatives are not responsible for any loss or damage suffered by meeting room users or their guests.

The Library shall not be identified as meeting room user's address or office. The Library will not receive mail on behalf of the user or keep any materials, equipment or personal property of the user. The Library's telephone number will not be used or listed as the user's telephone number.

Specific rules governing the use of the meeting rooms are established by the Library Board and supervised by the Library Director. Any of the above rules may be waived at their discretion.

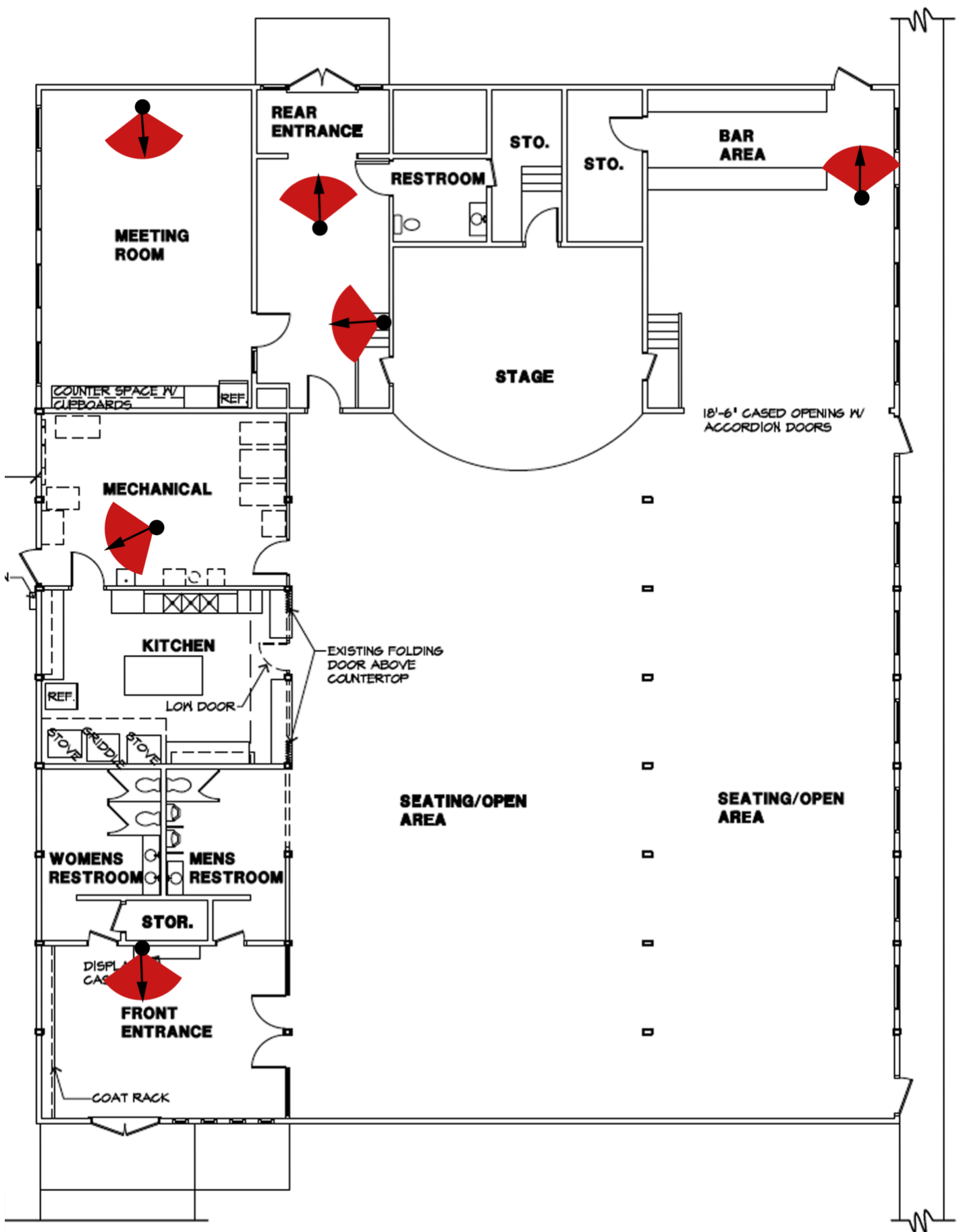
AMERICANS WITH DISABILITIES ACT Groups using the Library's meeting rooms are required to provide accommodations for persons with disabilities. Any additional cost for this accommodation will be the responsibility of the group. Public notices of the group's meetings should include this statement: "Persons who need special accommodations must notify the Library at (320) 762-3014 two weeks in advance to arrange for special accommodations." If groups rearrange furniture in the meeting rooms, ADA requires a 36" walkway to be maintained.

TOBACCO USEAGE Tobacco is prohibited on all Douglas County property.

No open flames are allowed in the Library.

IN CASE OF FIRE: If the Library's fire alarm system is activated, the meeting room doors will close automatically to control smoke and fire. They will **NOT** be locked. Fire Exit Procedures are posted at each room exit. Groups are responsible for the information in the Fire Exit Procedures.

Revised and approved by the Douglas County Library Board April 10, 2017



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