

EVANSDALE PUBLIC LIBRARY
MONTHLY BOARD OF TRUSTEES MEETING
Monday, November 21, 2016 – 6:00 PM

Call to Order: The meeting was called to order by President Borwig at 6:04pm.

Roll Call: Present: Borwig, Clements, Hansen, Kettwig, Pritchett, and Rasanen
Absent: Johnson and Nichols
A quorum was present.

Approval of October 17, 2016 Monthly Meeting Minutes: Pritchett moved and Kettwig seconded to approve the minutes from the October 17, 2016 meeting. Ayes – 6. The motion carried.

Approval of bills to be paid in December: Hansen moved and Clements seconded that we approve the November bills to be paid in December. Ayes - 6. The motion carried.

Treasurer's Report: The Treasurer report was read by Kettwig. No questions.

Circulation Report: The circulation report was reviewed.

Old Business:

- Review revision and approval of Young Children's Policy: Kettwig motioned to approve as changed, Hansen seconded. Ayes – 6. The motion carried.
- Budget committee – The budget committee has not yet met but has plans to. The city asked for the proposed budget by year's end.

New Business:

- Review/Revision/Approval of Volunteer Policy: Changes made at the table to omit some wording of the current policy. Rasanen moved and Hansen seconded the policy with the omissions. Director Jensen will provide an updated copy at the next meeting. Ayes – 6. The motion carried.
- Review/Revision/Approval of Weeding Policy: Director Jensen noted that this policy is in need of many updates. She noted that some things are not included like weeding of non-fiction, some things have term limits that are irrelevant, some things are not specific enough (the word dated is used...how dated?), etc. There was some discussion on verbiage but it was decided that Director Jensen would re-write the policy the first time around as if she were writing it for a new hire to understand, and then will present that to the board for review/revision/approval when complete.

Discussion:

- There was some discussion about the new phone system and the charges that had been made for monthly upkeep. Director Jensen was asked to speak to the city to find out what these charges were for and how we, as the library, should budget for them. She said she already had spoken to the Deputy City Clerk but the City Clerk was out and she had not yet had a chance to discuss the issue with her but she planned on doing so. Borwig asked if there was a protocol in place that would allow us to send flowers to an active board member who's had surgery, etc. Discussion was held about how the decision would be made about the severity of surgery and what made one surgery flower worthy over another. The Friends of the Library group has always been responsible for sending flowers to funerals of past library personnel and board members and they will send flowers for this request as well. It will be determined on a case by case basis.

Adjournment: There being no further business the meeting was adjourned at 7:03pm.

Respectfully submitted,
Shannon Jensen, Library Director