

LIBRARY BOARD OF TRUSTEES

Minutes

December 27, 2021

I. CALL MEETING TO ORDER

- A. President Shawna Proctor called the meeting to order at 7:04pm. She noted a copy of the Open Meetings Act was posted in the Library's meeting room. Present were Library Board Trustees, Shawna Proctor, Sandra Kalina, Rachel Cushing, and Anna Castillo. Library Director Krissy Reed was also present. Kaitlynn Boone and Alma Muhleck from the Library Board, and City Council representative Kara Alexander were absent.

II. APPROVAL OF MINUTES

- A. November 2021 Meeting Minutes
A motion to approve November 2021 minutes was made by Cushing. Seconded by Kalina. All votes, "Aye."
Motion carried.

III. APPROVAL OF FINANCIAL REPORT

- A. November 2021 Claims & Reports
A motion to approve the November 2021 Claims and Reports was made by Kalina. Seconded by Cushing. All votes, "Aye." Motion carried.

IV. REPORTS

- A. Library Director's Report, Circulation Report, and Informational Reports were reviewed by the Board.
- B. Committee on Finance had no new reports.
- C. Committee on Building, Grounds, and Technology reported by Director Reed that she plans to start working to update security cameras as approved with the 2021-2022 budget.
- D. Committee on Administration and Personnel had no new reports.
- E. Committee on Public Relations had no new reports.
- F. Foundation Representative was not in attendance. Director Reed summarized the Civic and Community Center Financing Fund that the Foundation is applying for with the help of City officials. Letter of intent is due January 15th.
- G. City Council Representative Kara Alexander was absent.

V. OLD BUSINESS

- A. Revision: Financial Policy/Library Card Policy- revision to replacement fee amount.
Director Reed recommends that the replacement cost of a lost Library card be increased to \$2 once the Library begins issuing the new standard Library card/keychain card combo.
A motion to change the replacement card fee to \$2 for the new Library card/keychain card was made by Castillo. Seconded by Kalina. All votes, "Aye." Motion carried.

VI. CURRENT BUSINESS

- A. Review: Patron Code of Conduct Policy (2017)
A motion to approve the Patron Code of Conduct Policy with revisions was made by Cushing. Seconded by Castillo. All votes, "Aye." Motion carried.
- B. Review: Personnel Policy (2017)
A motion to approve the Personnel Policy with revisions was made by Kalina. Seconded by Cushing. All votes, "Aye." Motion carried.

VII. PUBLIC COMMENT

There was no public comment.

IX. ADJOURNMENT- Motion to approve.

A motion to adjourn was made by Cushing. Seconded by Castillo. All votes, "Aye." Motion carried. Meeting adjourned at 7:31pm.

Respectfully Submitted,

**Krissy Reed
Library Director**

Approval of Library Board Trustee