

**KIRKENDALL PUBLIC LIBRARY BOARD OF TRUSTEES
MEETING MINUTES**

Thursday, March 19, 2015, 6:30 p.m.

Location: Kirkendall Public Library

Present: Todd Beveridge; Lynne Boldt; Tamara Fujinaka; Bert Testa; Director, Sam Mitchel

Excused: Cami Brazelton, Kristen Gray, Lory Johnson

Topic	Discussion
Call to Order	Todd Beveridge, president called the meeting to order at 6:30 p.m.
Approval of Minutes	Motion made by Boldt, seconded by Fujinaka to approve the minutes from the February 19, 2015 meeting. Motion passed unanimously.
Consent Agenda	Financials update provided by Mitchel.
Director's Report	Director Mitchel reported on Library staff work anniversaries. He also reported on meetings with the city manager and the city administrative services director. Triple Diamond Properties complete the drywall and re-painting of the Children's Craft Room. Credit Bureau Service of Iowa, the collection agency that the Library has contracted with to collect delinquent fines has set up an account for the Library and the Director and staff through the process of uploading the delinquent accounts.
Department Reports	Department heads provided a handout covering recent progress and updates on: circulation, acquisitions, adult programs, young adult programs, children's programs and technology.
Policy Procedure Review	Discussion of a need for Corporate/Institution cards for facilities such as Nursing Homes. Also discussion of Joint or Associated Family cards for families. Cards would allow parents access to materials checked out by family members. Members also discussed liability for materials borrowed from the library.
Old Business	Board planning retreat scheduled for May 21, 2013, 2:30 – 5:30 p.m. Monthly Board Meeting scheduled to follow the retreat. The facilitator will be from DMACC
New Business	Discussion of Library Board of Trustee requirements included in a 1999 document including among other items, Board meeting attendance by Board members. Director Mitchel will check whether this document has been superseded.
Adjournment	Testa moved and Boldt seconded to adjourn the meeting. Passed unanimously. The meeting adjourned at approximately 7:45. The next meeting is scheduled for April 16, 2015.

Respectfully submitted, Tamara Fujinaka, Vice President.