

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

Thursday, April 16, 2015, 6:30 p.m.

Location: Kirkendall Public Library

Present: Lory Johnson; Lynne Boldt; Tamara Fujinaka; Bert Testa; Director, Sam Mitchel

Excused: Cami Brazelton, Kristen Gray, Todd Beveridge

| Topic | Discussion |
|--------------------------------|---|
| Call to Order | Tamara Fujinaka, Vice president called the meeting to order at 6:34 p.m. |
| Approval of Minutes | Motion made by Johnson, seconded by Testa to approve the minutes from the March 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 Quarterly report at the City Council meeting and the City Council agenda review meeting with David Jones, City Manager and other city department directors. Integrity Cleaning and Restoration removed the damaged drywall from the basement. Mitchel attended the Friends meeting, Legislative Day at the State Capitol and was introduced to local representatives and senator, and attended the metro-area library directors meeting. The Collection Agency, CBSI, began contacting patrons with accounts of \$25 and up that were over 45 days (January 1, 2015-January 31, 2015). |
| 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. Janning is working on a procedure manual. |
| Policy Procedure Review | Continued discussion of a need for Corporate/Institution cards for facilities such as Nursing Homes Mitchel contacted the Urbandale and WDM Libraries. The cards are issued to the Company with few assigned users, The company is liable for any loss or damage done to materials borrowed. Also there was a discussion of Joint or Associated Family cards for families. Cards would allow parents access to materials checked out by family members. No change in procedure. |
| Old Business | Board planning retreat scheduled for May 21, 2015, 2:30 – 5:30 p.m. Monthly Board Meeting scheduled to follow the retreat. The facilitator will be from DMACC |
| New Business | Board retreat scheduled for May 21, 2015, 2:30 – 5:30 p.m. Monthly Board Meeting scheduled to follow the retreat. The facilitator, Jim Cushing, is from DMACC. Update from CBSI: 25% of fines have been paid in full. The monetary result is \$5988 totally without their fee removed. |
| Adjournment | Johnson moved and Testa seconded to adjourn the meeting. Passed unanimously. The next meeting is scheduled for May 21, 2015. |

Respectfully submitted, Lynne Boldt Library Board member.