

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

**Thursday, Oct. 15 6:30 p.m.**

**Location: Kirkendall Public Library**

**Present:** Cami Brazelton, Tamara Fujinaka, Lory Johnson, Lynn Boldt, Sam Mitchel, David Jones and Jennifer Sease

**Excused:** Todd Beveridge, Bert Testa, Kristen Gray

Topic	Discussion
<b>Call to Order</b>	Tamara Fujinaka, vice president, called the meeting to order.
<b>Approval of Minutes</b>	Motion made by Johnson, seconded by Boldt to approve the minutes from the Sept. 17, 2015 meeting. Motion passed unanimously.
<b>Consent Agenda</b>	Financials update provided by Mitchel.
<b>Policy/Procedure Review</b>	<p style="margin-left: 40px;">A. Circulation Policy</p> <p style="margin-left: 80px;">1. Joint/Family Accounts</p> <p style="margin-left: 80px;">2. Minors accruing fines/fees and parental notice</p> <p>Motion made by Johnson, seconded by Boldt to approve suggested additions to the Circulation Policy involving user groups, juvenile accounts with parental contact information and the release of information to the parent/guardian of a minor for the purpose of recovering overdue material. Motion passed unanimously.</p>
<b>Director's Report</b>	Director Mitchel provided a report on staff activity, facilities, and city of Ankeny business.
<b>Department Reports</b>	Department heads provided a handout covering recent progress and updates on: acquisitions, adult programs, young adult programs, children's programs and technology.
<b>Old Business</b>	<p style="margin-left: 40px;">A. Strategic Plan Process</p> <p style="margin-left: 80px;">1. Public Survey</p> <p style="margin-left: 80px;">2. James Cushing, Consultant Proposal</p> <p>Motion made by Boldt, seconded by Johnson to approve the total cost of \$1080 to cover strategic and organizational planning consultative services and survey results analysis by James Cushing. Motion passed unanimously.</p>
<b>New Business</b>	<p style="margin-left: 40px;">A. 2016 Closing dates</p> <p style="margin-left: 40px;">B. Closings effect on part-time employees</p> <p>Motion made by Johnson, seconded by Brazelton to approve proposed 2016 Library closing dates. Motion passed unanimously.</p>
<b>Executive Session</b>	<p>Motion made by Boldt, seconded by Johnson to go into Executive Session, pursuant to the provisions of Iowa Code Section 21.5, subparagraph (j) to discuss the purchase or sale of particular real estate only where the premature disclosure could be reasonable expected to increase the price the governmental body would have to pay for that property or reduce the price the governmental body would receive for that property. Motion passed unanimously.</p> <p>Re.: City of Ankeny Facility Needs Study</p> <p>Motion made by Johnson, seconded by Brazelton to conclude the Executive Session. Motion passed unanimously.</p>
<b>Adjournment</b>	<p>There being no further business the meeting was adjourned at approximately 8:00pm</p> <p>Next meeting: Nov. 19, 2015 6:30 pm</p>

Respectfully submitted, Cami Brazelton, Secretary