

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

**Thursday, November 20, 2014, 6:30p.m.**

**Location: Kirkendall Public Library**

**Present:** Todd Beveridge, Cami Brazelton, Tamara Fujinaka, Kristen Gray, Lynne Boldt, Lory Johnson, and Sam Mitchel

**Excused:** Bert Testa

<b>Topic</b>	<b>Discussion</b>
<b>Call to Order</b>	Todd Beveridge, President, called the meeting to order.
<b>Approval of Minutes</b>	Motion made by Johnson, seconded by Fujinaka to approve the minutes from the September 18, 2014 meeting. Motion passed unanimously.
<b>Consent Agenda</b>	Financials update provided by Mitchel.
<b>Policy/Procedure Review</b>	Motion made by Johnson, seconded by Boldt to approve proposed modifications to Fines and Fees policy wording.
<b>Director's Report</b>	Director Mitchel reported on facilities, Library staff work anniversaries, the FY 16 budget planning kickoff and miscellaneous library activities including hosting early voting.
<b>Department Reports</b>	Department heads provided a handout covering recent progress and updates on: circulation, acquisitions, adult programs, young adult programs, children's programs and technology.
<b>Old Business</b>	<ul style="list-style-type: none"> <li>A. Collections Agency: Discussed options to engage a third party to recover items not returned to Library.</li> <li>B. Circulation Limits: Discussed current limit of 100 items. Motion made by Boldt, seconded by Johnson for Mitchel to put together revised policy language for a new limit on DVD check outs. Motion passed unanimously.</li> </ul>
<b>New Business</b>	<ul style="list-style-type: none"> <li>A. Reviewed closing and holiday schedule for 2014.</li> <li>B. FY 16 Budget Discussion and Approval: Motion made by Johnson, seconded by Fujinaka to approve the proposed draft budget forwarded by the City and in addition, essential facility and personnel expenses that the Director is requesting for FY 16. Motion passed unanimously.</li> </ul>
<b>Adjournment</b>	There being no further business the meeting was adjourned at approximately 8 p.m.

Respectfully submitted, Cami Brazelton, Secretary