

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

**Thursday, August 17, 2017 6:30 pm**

**Location: Kirkendall Public Library**

**Present:** Kent Patterson, Mike Wiser, Cami Brazelton, Bert Testa, Tamara Fujinaka, Sam Mitchel

**Excused:** Heather Lilienthal, Lory Johnson

<b>Topic</b>	<b>Discussion</b>
<b>Call to Order</b>	Cami Brazelton, president, called the meeting to order.
<b>Approval of Minutes</b>	Motion made by Wiser, seconded by Fujinaka to approve the July 20, 2017 meeting minutes with noted changes to update that Cami Brazelton called the meeting to order. Motion passed unanimously.
<b>Consent Agenda</b>	Financials update provided by Mitchel.
<b>Policy/Procedure Review</b>	Board reviewed the Presenter Policy and discussed a way to show appreciation to voluntary presenters. Mitchel will move forward with a small token of recognition to volunteer presenters.
<b>Director's Report</b>	Mitchel provided an update on staff anniversaries and facilities updates. In addition, Mitchel covered meetings with OPN architects and the planning taking place for collection size and shelving needs for the new facility.
<b>Department Reports</b>	Department heads provided a handout covering recent progress and updates on: adult programs, young adult programs, children's programs and technology.
<b>Old Business</b>	<ul style="list-style-type: none"><li>A. New Library Update: Covered in Director's Report (see above)</li><li>B. Organizational Chart: Board reviewed a revised draft of proposed organizational chart to meet future needs including adds to staff and role assignments.</li><li>C. Trustee, Foundation &amp; Friends Follow-up: Board discussed the possibility of a joint meeting between the three groups and Brazelton, Fujinaka and Patterson will represent the governance board. A meeting date will be scheduled for September.</li></ul>
<b>Adjournment</b>	There being no further business the meeting adjourned at 7:30 pm.  Next scheduled meeting: September 21, 2017 at 6:30pm

Respectfully submitted, Cami Brazelton, acting secretary

Approved: 9/21/17