

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

Thursday, Oct. 19, 2017 6:30 pm

Location: Kirkendall Public Library

Present: Lory Johnson, Kent Patterson, Mike Wiser, Cami Brazelton, Heather Lilienthal, Tamara Fujinaka, Bert Testa, Sam Mitchel

Topic	Discussion
Call to Order	Brazelton called the meeting to order.
Approval of Minutes	Motion made by Johnson to accept with correction, seconded by Fujinaka to approve the September 2017 meeting minutes. Motion passed unanimously.
Consent Agenda	Financials update provided by Mitchel.
Policy/Procedure Review	The board discussed the circulation policy issue of connecting a parent's email address to the information collected for cardholders who are 11 years old or younger. Cardholders 18 and older can decide if an email is included. It was recommended to add a parent's email address to the under-12-year-old cardholder information. Johnson provided the motion to adopt this policy, Patterson seconded. Motion passed unanimously.
Director's Report	Mitchel provided an update on staff anniversaries and hiring. The library has hired a new part-time employee and the adult services librarian position has been narrowed to two candidates. Other highlights included updating the library website to allow for a better user experience. Work on the new library continues, moving from the design phase to the construction-design phase.
Department Reports	The board reviewed monthly updates from department heads.
Old Business	<ul style="list-style-type: none">A. New library: Mitchel continues to meet with OPN and the city. In addition, the board reviewed and discussed the library staff organization chart, focusing on the evolving needs of serving patrons and the new building.B. Trustee, Foundation & Friends: The three groups continue to meet and explore options to best serve patrons, citizens and volunteers. Brazelton, Patterson and Fujinaka participated in the meeting. The board discussed the possible integration of these groups. Fujinaka made a motion expressing the board's support of this integration and Brazelton seconded. Motion passed unanimously.
Adjournment	Lory motioned to adjourn, seconded by Wiser. Meeting adjourned at 7:15 p.m. Next scheduled meeting: Thursday, Nov. 16, 2017 at 6:30pm

Respectfully submitted, Heather Lilienthal, Secretary

Approved: 11/16/17