

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

Thursday, Jan. 18, 2018, 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 and seconded by Fujinaka to approve the December 2017 meeting minutes. Motion passed unanimously.
Consent Agenda	Financials update provided by Mitchel.
Director's Report	Mitchel shared a video of the Ames Public Library's automatic book handler, which sorts and checks in books automatically. The board discussed how such technology allows staff to spend time on other duties.
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. Regarding new library progress, construction plans are set to finalized by Feb. 5. Bids will open March 8 and groundbreaking ceremony will take place in late March.B. Trustee, Foundation & Friends: The groups continue to work to look forward to future planning regarding fundraising and more. The annual trivia night event is planned for March 24.
New Business	The board discussed the issue of scheduling of hours for part time employees. Sunday library hours will be extended to create a full shift of four hours start January 2019. Additional hours on Sunday may push schedules close to 40 hours. Discussion of the need for a policy that limits part-time hours to a certain number or remain below 40 hours/week. Will be discussed at February meeting. Mitchel will continue to set the schedule and monitor part time employees' hours to remain under 40 hours.
Adjournment	Johnson motioned to adjourn, seconded by Fujinaka. Meeting adjourned at 7:30 p.m. Next scheduled meeting: Thursday, Feb. 15, 2018, at 6:30 p.m.

Respectfully submitted, Heather Lilienthal, Secretary

Approved: 2/15/18